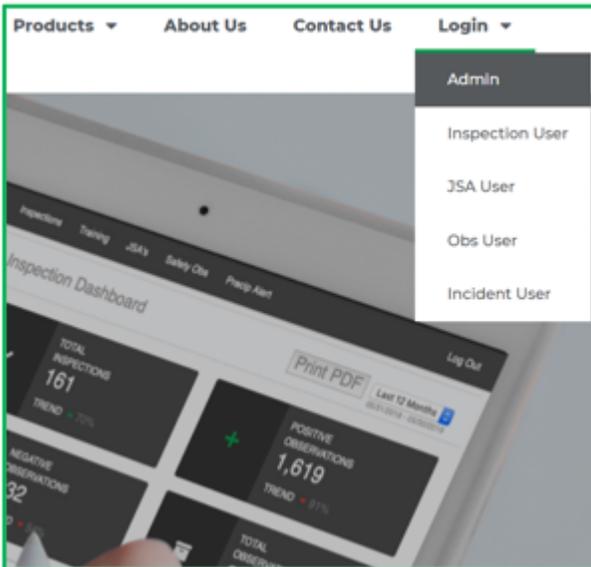


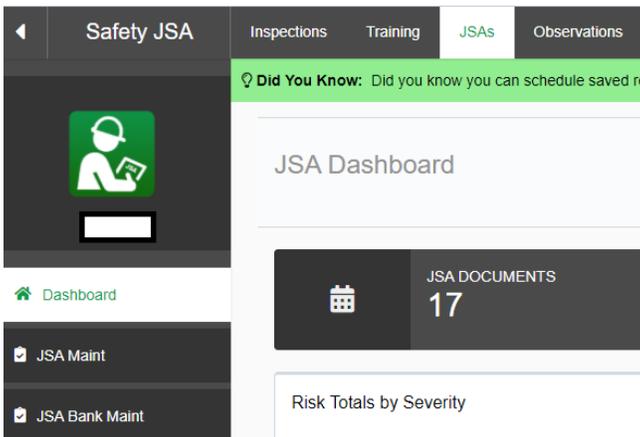
SAFETY REPORTS

Add JSA to Bank

1. Log-in to your Safety Reports Admin page



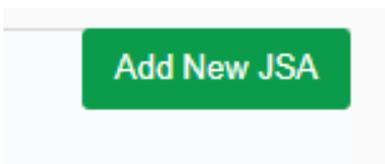
2. Select JSA along the grey bar at the top of the screen



3. At the far left, choose JSA Bank Maint

-  Dashboard
-  JSA Maint
-  JSA Bank Maint
-  JSA User Maint

4. In the right-hand corner, click on Add New JSA



5. Fill in the information for the JSA and then click Add

JSA Bank Maintenance

JSA Bank Maint
JSA Groups
Import JSAs

- JSA Detail

JSA Name:

JSA Number:

Division:

Project:

Location:

JSA Sections: Header Tasks Training/PPE Chemical Photos Attendees Footer

Add
Close
Preview
Download

6. Build out JSA

Test

- JSA Tasks

Id	Task (Add/Update Task)	Hazard	Control

- JSA Training/PPE Force Page Break

Required Training (Update)	Required PPE (Update)

