

SAFETY REPORTS

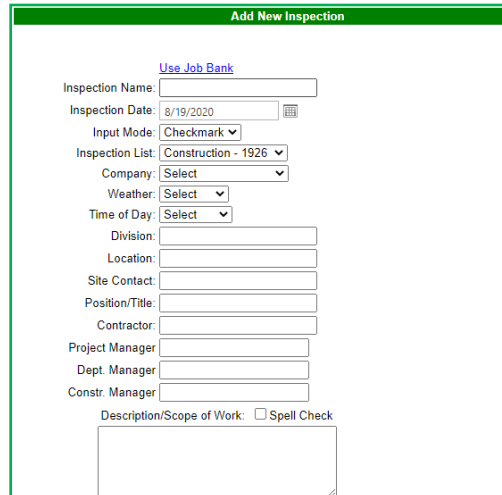
Web Inspection App Guide

The following guide is to give users an overview of how to conduct and edit inspections using the Web Version of the Safety Reports Inspection System. Observations and photos on the Web Inspection Software are 1:1 with the mobile app, provided inspections using the app were done in 'online' mode.

To start, navigate to: login.safety-reports.com
On the logon screen, enter the same credentials you use for the mobile app. At the far left, choose the blue 'Start New Inspection' link.

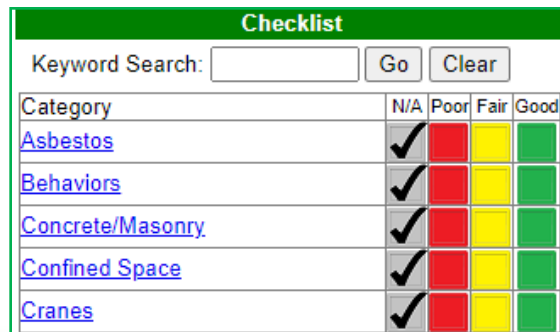


Enter the information needed for the inspection, items required by your account administrator, if applicable, will be highlighted in bold yellow. When finished, scroll to the bottom of the page, and choose 'Add Job'



Checklist categories are shown in the center column. All default to 'N/A' for non-applicable until you make an observation within the category.

Note: You do not have to record items in every category on the checklist, only those which apply to your inspection.



Category	N/A	Poor	Fair	Good
Asbestos	✓	Red	Yellow	Green
Behaviors	✓	Red	Yellow	Green
Concrete/Masonry	✓	Red	Yellow	Green
Confined Space	✓	Red	Yellow	Green
Cranes	✓	Red	Yellow	Green

Select a category you want to add inspection items under by clicking the blue hyperlink that corresponds with the category's name.

Tools (Hand & Power)	✓	Red	Yellow	Green
Tools (Powder Actuated)	✓	Red	Yellow	Green
Traffic Control	✓	Red	Yellow	Green
Trenching/Excavation	✓	Red	Yellow	Green
Trucks/Pickups/Autos	✓	Red	Yellow	Green

Items within a category are shown in the center column. Use the 'Yes' or 'No' checkboxes to mark your response.

Tools (Hand & Power)		
Note: Unchecked items are considered N/A Click Inspection Item to add Notes		
Yes		No
<input type="checkbox"/>	Hand and power tools in safe operating condition? 1926.300(a)(1)	<input type="checkbox"/>
<input type="checkbox"/>	Guards in place/functional on power tools? 1926.300(b)(1)	<input type="checkbox"/>
<input type="checkbox"/>	Impact tools free of mushroom heads? 1926.301(c)	<input type="checkbox"/>
<input type="checkbox"/>	Handles free of splinters/cracks and kept tight in tool? 1926.301(d)	<input type="checkbox"/>

When marking a response, the menu expands to allow for adding details to an observation. Unlike the mobile app, photos are added separately, that process is discussed in the next section.

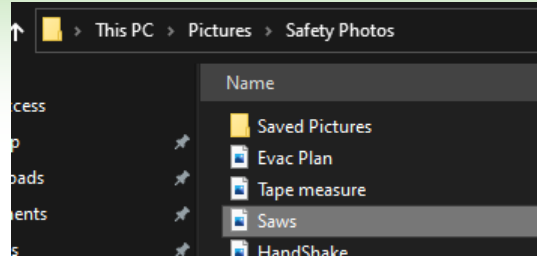
Note: a positive observation is shown here, Negative observations also have drop-down menu options for contributing factors, severity rating, and responsible parties for follow ups, if setup by the account administrator.

Tools (Hand & Power)		
Note: Unchecked items are considered N/A Click Inspection Item to add Notes		
Yes		No
<input checked="" type="checkbox"/>	Hand and power tools in safe operating condition? 1926.300(a)(1) View OSHA Standard View Rec Note: Check box to highlight 'Important' <input type="checkbox"/> <input type="text"/> <input type="button" value="Close"/> <input type="button" value="Add New Instance"/>	<input type="checkbox"/>
<input type="checkbox"/>	Guards in place/functional on power tools? 1926.300(b)(1)	<input type="checkbox"/>

Upload picture(s) to the inspection by choosing the grey 'Select' button under the 'Inspection Pictures' section, set off by a green bar of the same name.

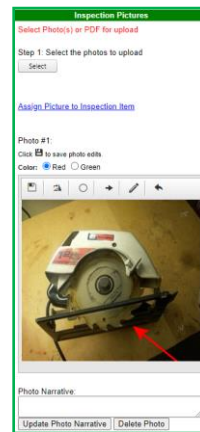
Inspection Pictures
Select Photo(s) or PDF for upload
Step 1: Select the photos to upload
<input type="button" value="Select"/>

Uploading a photo will launch your computer's file tree, and you will select it from wherever it was saved. Once selected, choose the grey 'Upload' button.



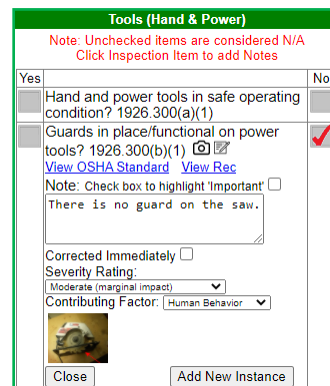
Step 2: Upload selected photos to server
Upload

Once you upload the photo, you can then assign it to an inspection item within a category, by selecting the 'Assign Photo to Inspection Item' link.



Once you assign the photo, you will see it attached to the inspection item as shown in the example.

Note: You do not need to add photos to an inspection to complete one, they are an optional feature and allow for context.



Once you are done with the inspection and are ready to submit the report, click on 'Open Report Submission' link in the 'Report Generation' section, toward the top-right hand side of the screen.

Report Generation
[Open Report Submission](#)

To select who the report is sent to, 'check' the box next to their name(s). Typically, one will be next to your name as the report author.

Note: Your account administrator may have setup the relevant company contact and email CCs for you to select. If a relevant party needs the report but does not appear with a check box, manually enter their email address, or retrieve it from your contacts.

We suggest that you preview the report before submitting it to ensure that all the information is accurate. Select the grey 'Preview' button to do so.

Report Generation

Report Form: Word Format PDF Format

Incl Cover Incl Pics Incl Rec's Incl Score

Email Report To:

Email Company Contact:
 Jake Sola (jake.sola@safet...)

Email CC's:
 Bill Bonds (bbonds2132@fake...)

Additional CC's:

Report Last Sent: Never

Email Comments:

Attach Safety Docs:

High Priority

[Close Report Submission](#)

The preview is generated in a second browser window. After you ensure that the information is accurate, close this screen and get ready to submit the report. Once you are ready to submit the inspection, choose the grey 'Email Report' button, and it will be sent to the email addresses provided and typically to you as the inspector. A copy of the report PDF is also stored in your account's cloud storage. This process also counts an inspection as 'Submitted'

Findings:

Tools (Hand & Power)

Issue Identified: Guards(s) found not to be in place and/or functional on power tools (1926.300)

Recommendation: Make sure all power operated tools designed to accommodate guards, are equipped with guards when in use (reference 1926.300(b)(1)). [View OSHA Standard](#)

Notes: There is no guard on the saw.
Severity: Moderate (marginal impact)
Contributing Factor: Human Behavior

Photo(s):

Corrective Action: Taken/Planned: _____
Completed by: _____ Date: _____

Score Summary	#	Severity Summary	Qty
Negative Findings:	1	N/A (Not Assigned)	0
Positive Findings:	0	Advisory (negligible impact)	0
Total Findings:	1	Low (minor impact)	0
Percent Positive:	0.0%	Moderate (marginal impact)	1
Severity Adjustment:	0%	Serious/Extreme (deducts 5%)	0
Final Score:	0.0%	Critical/Catastrophic (deducts 10%)	0

[Close Report Submission](#)

For more information, contact:

Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'