

SAFETY REPORTS

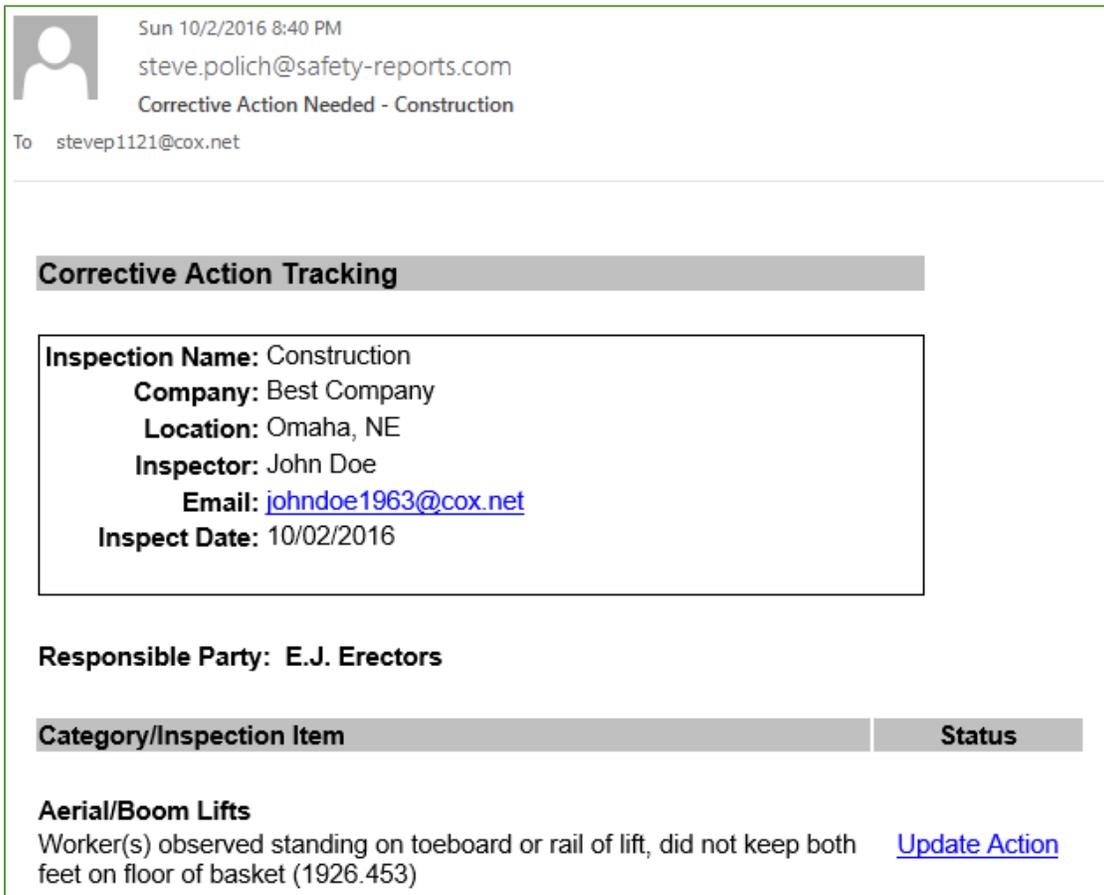
Corrective Action Tracking (CAT) Response Instructions

The Safety-Reports Inspection App will send Corrective Action notification emails to report recipients automatically when “Corrective Action Tracking” (CAT) is activated.

The recipient doesn't need a subscription to respond to the CAT notifications. However, they may need some basic instructions on what to do if they receive a CAT email notification. These instructions can be shared with your report recipients (i.e., Supervisors, Superintendents, Sub-Contractors, etc.) to inform them on how to respond appropriately to CAT notifications.

Corrective Action Tracking Email

This is an example of an email notification that is sent using the Safety-Reports Inspection App.



Sun 10/2/2016 8:40 PM
steve.polich@safety-reports.com
Corrective Action Needed - Construction
To stevep1121@cox.net

Corrective Action Tracking

Inspection Name: Construction
Company: Best Company
Location: Omaha, NE
Inspector: John Doe
Email: johndoe1963@cox.net
Inspect Date: 10/02/2016

Responsible Party: E.J. Erectors

Category/Inspection Item	Status
Aerial/Boom Lifts Worker(s) observed standing on toeboard or rail of lift, did not keep both feet on floor of basket (1926.453)	Update Action

When you receive this email, you are instructed to click on the [Update Action](#) link to document the corrective action taken.

****Note:** If you're not the person responsible to address the deficiency, forward to someone else who can respond as needed, for delegation etc. Or, if the notice reached you in error, contact your account administrator, do not check 'Spam' on Safety Reports Corrective Action emails.

Corrective Action Response Page

When the [Update Action](#) link shown on previous page is selected, you will be directed to the Corrective Action Response page in your web browser.

+ SAFETY REPORTS

Corrective Action Tracking

Inspection Name: Construction
Company: Best Company
Location: Omaha, NE
Inspector: John Doe
Email: johndoe1963@cox.net
Inspect Date: 10/2/2016

Corrective Action Entry

Please document the corrective action taken or planned below.

Aerial/Boom Lifts
Worker(s) observed standing on toeboard or rail of lift, did not keep both feet on floor of basket (1926.453)

Recommendation
When working from an aerial lift, employees must stand firmly on the floor of the basket and not be allowed to step or climb on toeboard or railing of basket or use planks, ladders or other devices for a work position [reference 1926.453(b)(2)(iv)].

Notes: Worker observed with one foot on mid rail
Severity Rating: N/A

Photos



Here you will see the violation, including the category and recommendation, notes (if applicable) and photo(s) if photos were assigned to the item.

If after reviewing this information you feel that the corrective action should belong to another party, keep in mind the email can be forwarded, and that you can always contact the inspector who created it, as they are able to reassign items in inspections if needed.

Note: to enter your Corrective Action Response, please scroll down the page to the "Corrective Action Response" text field. See page 3.

Corrective Action Response Page

Here, you'll notice a text field where you can type in your corrective action response. Note, you have the option to select:

- 1) Action Taken/Complete
- or
- 2) Action Requested/Planned.

Responsible Party
Assigned Name:
Assigned Email:

Action:
 Taken/Complete Requested/Planned

Type corrective action response here...

Updated By:
Action Date:

Upload Image or PDF

**To add more than one image, simply add multiple actions.*

Email this update
**The Email Request/Update allows an overview of the Corrective Action request to be sent will include just the latest action taken.*

Inspector:
Company Contact:
Email CCs:
(one per line)

Be sure to select the radial button next to the appropriate response.

You'll be required to enter your name as the person who updated the response.

You have the option to add a photo or PDF to document your response, or prove action was taken. Common items here include a photo showing remediation, or purchase order showing parts purchases etc.

If you want to send your response/update to the Inspector or Contact Person, place a checkmark in the "Email this Update" box.

Note: If you don't send the response, the system will still update it for you in the database, but not send an email.

After the response is completed, click "Submit Updates" to complete the action. No further action is needed once the corrective action is submitted.

For more information, contact:

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