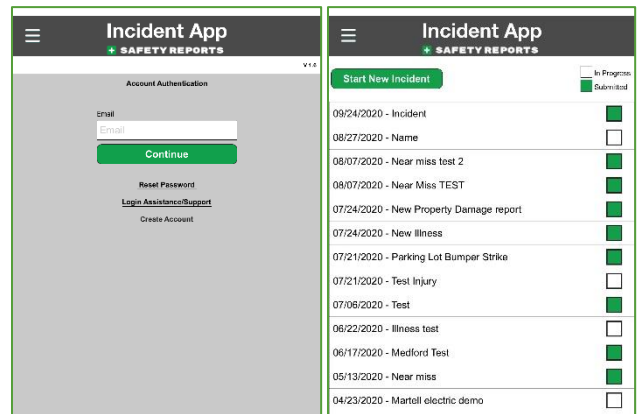


SAFETY REPORTS

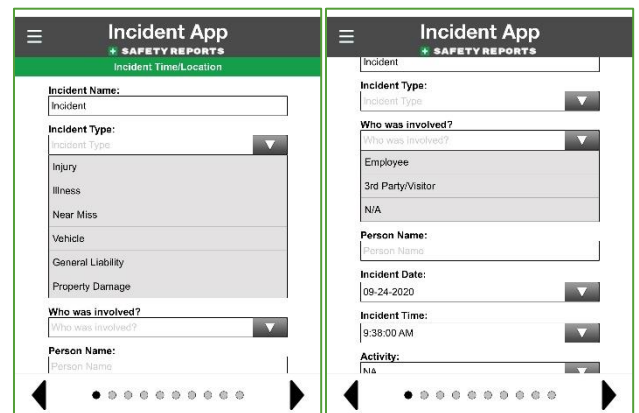
Safety Incidents User Guide

Thank you for choosing Safety Reports! These instructions are intended for those using the mobile version of our Safety Incident app. If you haven't already done so, please download the app ([Android](#)) ([Apple](#)) to get started. The Incident app is compatible with both smartphones and tablets. Our app is also accessible from your computer via our [website](#).

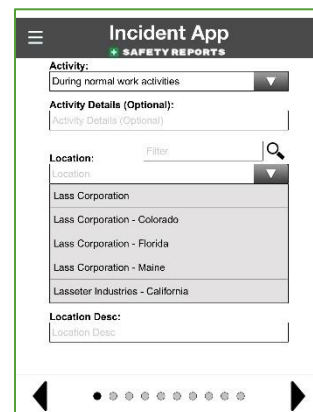
Use your credentials to sign into the app from the Settings tab. After sign-on, past incidents will be shown on the incident home screen. Color-coding allows you to see which have been submitted, and which are in progress. Use the green “Start New Incident” button to create a new incident.



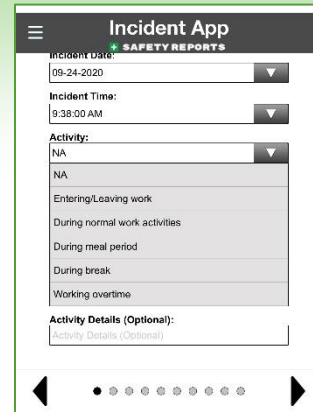
Add an incident name, then choose details about the incident from several drop-down menus. Incident Name and Incident Type are required, but others may be useful. Types include Injury, Illness, Near Miss, Vehicle, General Liability and Property Damage. Incidents can be recorded for Employees or 3rd parties.



Choose from among locations, if they were pre-filled by your administrator, these may be the same as ‘Companies’ if you also use Safety Inspection. Otherwise use text to enter the location.



If recording employee-related incidents, the 'Activity' drop down is helpful to describe what this may fall under for reporting, (normal activity versus overtime for example).



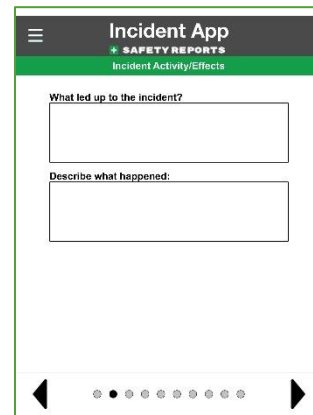
The screenshot shows the 'Incident App' interface with the following fields and options:

- Incident Date:** 09-24-2020
- Incident Time:** 9:38:00 AM
- Activity:** A dropdown menu with the following options: NA, Entering/Leaving work, During normal work activities, During meal period, During break, and Working overtime.
- Activity Details (Optional):** A text input field.

Navigation arrows and a progress indicator are visible at the bottom of the screen.

Note: When all drop downs have been selected, for some incident types you may be able to Geo-Tag. When you've completed a section, use the black arrow keys at the bottom to advance to the next section of the Incident, or back to the previous.

This screen will appear in all incident types. Use the fields provided to describe what led up to the incident, and a narrative about the incident itself. This second field becomes the Incident Description on the report.



The screenshot shows the 'Incident App' interface with the following fields:

- What led up to the incident?:** A text input field.
- Describe what happened:** A text input field.

The header indicates 'Incident Activity/Effects'. Navigation arrows and a progress indicator are visible at the bottom of the screen.

Note: Some accounts may have specially-created field(s) which appear below the incident description fields shown above, if these are required to submit an incident, a small asterisk * will be shown next to the field.

Different incident types will have different screens, diagrams, fields, and potential items to enter. Illness and Injury incident types have similar settings and are grouped together. This is the same with General Liability and Property Damage. Use the links below to advance directly to an incident type of your choosing.

[Injuries and Illnesses](#)

[General Liability and Property Damage](#)

[Near Miss](#)

[Vehicle Incidents](#)

Injuries and Illnesses

Choose the type of Injury (or Illness) from the options provided.

Incident App
SAFETY REPORTS
Incident Injuries

What type of injuries occurred?

- Abrasion/scrape
- Amputation
- Broken bone
- Bruise/Contusion
- Burn (heat)
- Burn (chemical)
- Concussion (to the head)
- Crushing injury
- Cut, laceration, puncture
- Falls
- Irritation (eyes, skin, etc.)
- Severe strain

Choose the injured portion, or area of the body affected by illness using the diagrams. Keep in mind the front diagram will have sides reversed, like looking in a mirror. An area of the body (hand/lower arm in the example) may allow you to be more specific using check boxes on the following screen, (thumb, palm etc. in the example).

Incident App
SAFETY REPORTS
Incident Locations

Where is the injury located?
FRONT

Injury Description (Front)
Right Hand

Incident App
SAFETY REPORTS
Features Affected Body Part: Right Hand (Back)

- Right Hand
- Right: Fingers
- Right: Thumb
- Right: Palm
- Right: Wrist

Update
Cancel

Enter treatment details, if known on the following screen.

Note: treatment details can be added by an administrator after the fact, either as part of the process for creating a new OSHA first report form or for other recordkeeping.

Incident App
SAFETY REPORTS
Incident Treatment

What type of treatment was given?

- First Aid/On-site
- Treatment by Doctor
- Treated in emergency room
- Hospitalized overnight
- Home/Released
- Other treatment

Injuries and Illnesses (cont.)

Choose from among Contributing Conditions and Behaviors as applicable (these may be custom to your organization, or from our templated options).

The image shows two side-by-side screenshots of the Incident App. The left screen is titled 'Incident Conditions' and lists various contributing conditions with checkboxes. The right screen is titled 'Incident Behaviors' and lists various unsafe behaviors with checkboxes. In both screens, the 'Tools not properly maintained' checkbox is checked.

Incident Conditions:

- Poor housekeeping
- Congested work area
- Poorly designed workstation
- Walking/working surfaces in poor repair
- Guards/barriers missing or inadequate
- Machinery/equipment not maintained
- Vehicle not properly maintained
- Tools not properly maintained
- Poor lighting/illumination
- Safety device was defective
- Hazardous atmosphere/door ventilation
- Worksite floor: triable

Incident Behaviors:

- Ignored Company Policy
- Did not adhere to company policy
- Acted unprofessionally/horseshy
- Took unnecessary risk
- Discussed/linked not on task
- Worked at unsafe speed/rushed
- Performed task when not authorized or trained
- Used equipment in improper or unsafe manner
- Failed to use available equipment
- Used poor posture/poor ergonomics
- Used improper lifting technique
- PPE not used or not worn correctly

Include any photos of the incident. You can launch the camera to take photos here or use the Gallery function to retrieve photos of the incident you may have already taken with your mobile device.

The image shows a screenshot of the Incident App's 'Incident Photos' section. It features a 'Photo List' with a single photo thumbnail and a 'Camera' button. There are also 'Gallery' and 'Share' icons at the top right.

If there were witnesses to the incident, choose the green 'Add Witness' button on the following screen. Enter their information on the screens provided, an audio recording of their statement can be saved as part of the incident, along with their signature.

The image shows two side-by-side screenshots of the Incident App's 'Incident Witnesses' section. The left screen shows the 'Add Witness' button and a 'Witness List'. The right screen shows the form for adding a witness, including fields for City, State, Zip Code, Statement, Audio recording, and Signature.

Incident Witnesses (left screen):

- Witnesses (free hand): [Text input field]
- Witnesses (detailed entry): [Green 'Add Witness' button]
- Witness List: [List area]

Incident Witnesses (right screen):

- City: [Text input field]
- State: [Text input field]
- Zip Code: [Text input field]
- Statement: [Text input field]
- Audio: [Record button]
- Signature: [Signature field]
- [Green 'Update' button]
- [Red 'Delete' button]
- [Cancel button]

The following section discusses General Liability and Property Damage Incident Types.

General Liability or Property Damage

Use the selector to choose whether reporting only, or if this incident report is accompanying a claim. Then, check the box next to the applicable incident type.

The screenshot shows the 'Incident App' interface. At the top, it says 'Incident App + SAFETY REPORTS Incident Activity/Effects'. Below this is a 'Status:' dropdown menu with options 'Report Only (No Claim Filed)' and 'Claim Filed'. Underneath is a 'Type?' section with several checkboxes: 'Bodily Injury/Medical Liability', 'Personal Injury Liability (i.e. libel/slander, copyright infringement)', 'Property Damage Liability', 'Product Liability', 'Professional Liability', 'Environmental/Pollution Liability', 'Cyber Liability', and 'Directors/Officers Liability'. A navigation bar at the bottom shows a series of dots, with the first one filled, indicating the current screen.

Scroll down the screen below the options for incident types. Enter required information on what led up to the incident, and the incident description.

The screenshot shows the 'Incident App' interface. It lists the same incident types as the previous screen. Below the list are two text input fields: 'Describe Incident (how, where, why)' and 'Describe Extent of damage/loss'. A navigation bar at the bottom shows a series of dots, with the second one filled, indicating the current screen.

Use these screens to enter information about claimant(s) if any. Note, use the 'check' box at the bottom of this screen to make a claimant also an incident witness. This will pre-fill most of their information, which you may want to edit and add to for the Witness screen.

The image shows two side-by-side screenshots of the 'Incident App'. The left screenshot shows the 'Person(s) / Claimant(s)' screen with an 'Add Person' button and a 'Person / Claimant List' section. The right screenshot shows the form for adding a person, with fields for Name, Email, Phone, Address, City, State, and Zip Code. There is also a checkbox for 'Is Person and Witness?' and buttons for 'Update' and 'Delete'.

The following section discusses the Near Miss Incident Type.

Near Misses

Enter required information on what let up to the Near Miss, and the description.

The screenshot shows the 'Incident App' interface for 'SAFETY REPORTS' under the 'Incident Activity/Effects' section. It features two text input fields: 'What led up to the incident?' and 'Describe what happened:'. A navigation bar at the bottom includes a back arrow, a series of dots indicating the current step, and a forward arrow.

Choose from among Contributing Conditions and Behaviors as applicable (these may be custom to your organization, or from our templated options). This function is the same in Injury or Illness incident types.

Two side-by-side screenshots of the 'Incident App' showing selection options. The left screen, titled 'Incident Conditions', lists various conditions with checkboxes, including 'Tools not properly maintained' which is checked. The right screen, titled 'Incident Behaviors', lists unsafe behaviors with checkboxes, including 'Performed task when not authorized or trained' which is checked. Both screens have a navigation bar at the bottom with a back arrow, a series of dots, and a forward arrow.

As with Illnesses or Injuries, include any photos of the incident. Same Gallery and Photo functions apply.

The screenshot shows the 'Incident App' interface for 'SAFETY REPORTS' under the 'Incident Photos' section. It features a 'Photo List' section with a 'Camera' button and a 'Gallery' button. A photo thumbnail is visible in the 'Photo List' section. A navigation bar at the bottom includes a back arrow, a series of dots, and a forward arrow.

The following section discusses the Vehicle Incident Type.

Vehicle Incidents

Enter required information on what led up to the Vehicle Incident, and the Incident description.

The screenshot shows the 'Incident App' interface with a green header containing a menu icon, the title 'Incident App', and '+ SAFETY REPORTS'. Below the header is a sub-header 'Incident Activity/Effects'. The main content area has two text input fields: 'What led up to the incident?' and 'Describe what happened:'. At the bottom, there is a navigation bar with a left arrow, a series of 12 dots (the 3rd dot is filled), and a right arrow.

Enter information about your vehicle, actions at the time of the accident descriptions and/or photos of the damages. If other property was damaged (other vehicles, buildings etc.) add those details on the following screen.

The left screenshot shows the 'Incident App' interface with a green header containing a menu icon, the title 'Incident App', and '+ SAFETY REPORTS'. Below the header is a sub-header 'Your Vehicle'. The main content area has several form fields: 'Your Vehicle Type?' (dropdown), 'You Were Headed?' (dropdown), 'You Were Headed?' (dropdown), 'You Intended To?' (dropdown), 'Your Vehicle Speed?' (text input with '0' and 'MPH'), 'Damage to Your Vehicle?' (dropdown), 'Describe Vehicle Damage' (text input), and 'Damage Estimate?' (text input). At the bottom, there is a navigation bar with a left arrow, a series of 12 dots (the 3rd dot is filled), and a right arrow.

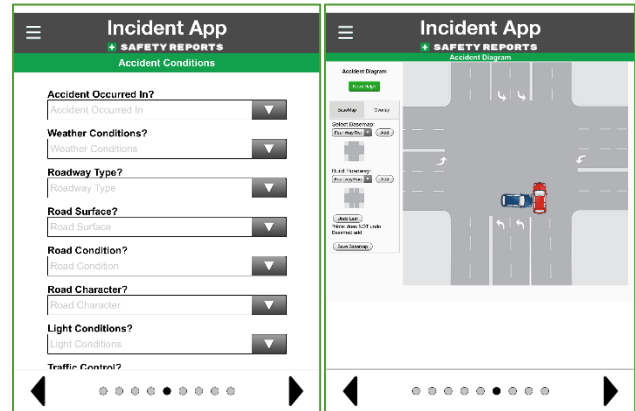
The right screenshot shows the 'Incident App' interface with a green header containing a menu icon, the title 'Incident App', and '+ SAFETY REPORTS'. Below the header is a sub-header 'Other Damage'. The main content area has a text input field for 'Describe Property Damage', a note '*Please indicate any other damage by adding photos below.', a sub-header 'Other Damage Photo(s)', and two buttons: 'Camera' and 'Gallery'. At the bottom, there is a navigation bar with a left arrow, a series of 12 dots (the 3rd dot is filled), and a right arrow.

Record information about Other Property Damage, including Photos if any.

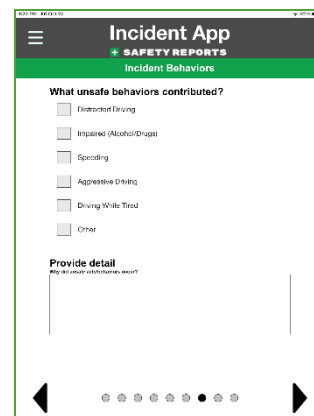
The screenshot shows the 'Incident App' interface with a green header containing a menu icon, the title 'Incident App', and '+ SAFETY REPORTS'. Below the header is a sub-header 'Other Damage'. The main content area has a text input field for 'Describe Property Damage', a note '*Please indicate any other damage by adding photos below.', a sub-header 'Other Damage Photo(s)', and two buttons: 'Camera' and 'Gallery'. At the bottom, there is a navigation bar with a left arrow, a series of 12 dots (the 3rd dot is filled), and a right arrow.

Vehicle Incidents (cont.)

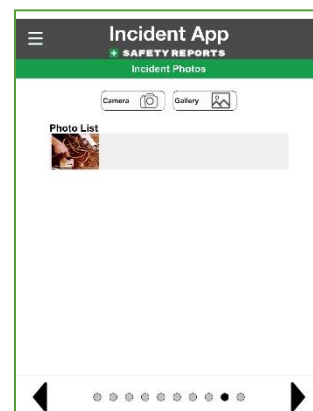
Record conditions from the accident site using drop-down menus and a narrative. On the following screen include a vehicle accident diagram. Images of objects such as vehicles, Construction Equipment, implements can be added, rotated, etc. along with free-hand illustration.



Use the checkboxes and the detail text field to describe any Unsafe Driving Behaviors which contributed to or were otherwise important to the incident.



Include any photos of the incident (aside from those specific to Other Property Damage which are provided their own section) as with other incident types discussed above. You can launch the camera to take photos here or use the Gallery function to retrieve photos of the incident you may have already taken with your mobile device.



Vehicle Incidents (cont.)

If there were witnesses to the incident, choose the green 'Add Witness' button on the following screen. Enter their information on the screens provided, an audio recording of their statement can be saved as part of the incident, along with their signature.

The image displays two side-by-side screenshots of the 'Incident App' interface, specifically the 'Incident: Witnesses' screen. The left screenshot shows the 'Witnesses (free hand)' section with a text input field, the 'Witnesses (detailed entry)' section with an 'Add Witness' button, and a 'Witness List' section. The right screenshot shows the 'City', 'State', and 'Zip Code' fields, a 'Statement' text area, an 'Audio: Record' button, and a 'Signature' field with 'Update', 'Delete', and 'Cancel' buttons.

Safety Reports Incident System is a powerful aid to administrators managing incident reporting. Other capabilities of the system such as Incident Investigation, NAICS data reporting, OSHA reporting including 300 and 300A forms is discussed in other reference material.

For more information, contact:

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