# SAFETY REPORTS

Safety Incidents User Guide (GL and Property)

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.
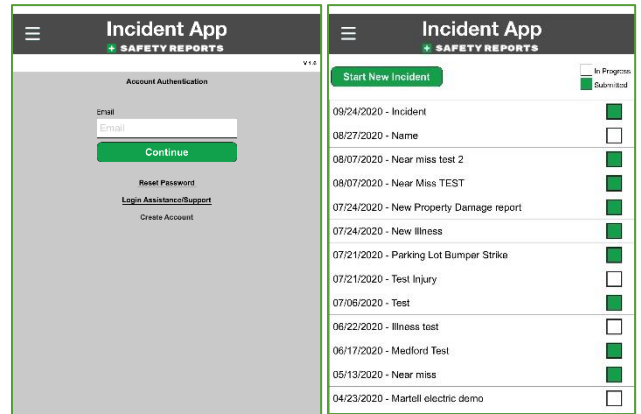
Add an incident name, then choose details about the incident from several drop-down menus. Incident Name and Incident Type are required, but others may be useful. Types include Injury, Illness, Near Miss, Vehicle, General Liability and Property Damage. Incidents can be recorded for Employees or 3rd parties.
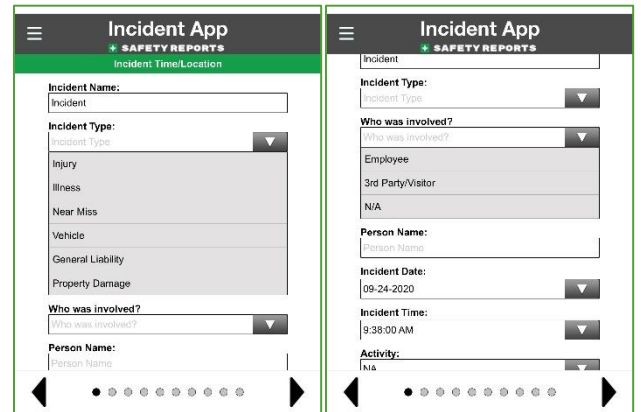
Choose from among locations, if they were prefilled by your administrator, these may be the same as 'Companies' if you also use Safety Inspection. Otherwise use text to enter the location.
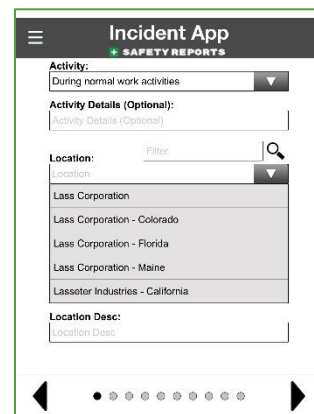
If recording employee-related incidents, the 'Activity' drop down is helpful to describe what this may fall under for reporting, (normal activity versus overtime for example).

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.

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.

General Liability and Property Damage have the same functional entry method, see the following.
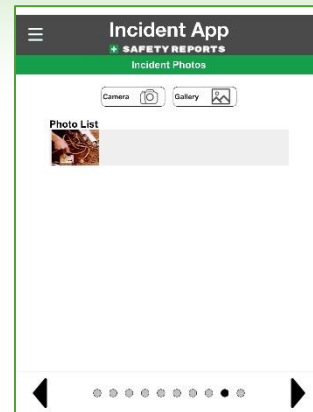
Use the selector to choose whether reporting only, or if this incident report is accompanying a claim. Then, check the box next to the applicable incident type.

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.

Scroll down the screen below the options for incident types. Enter required information on what let up to the incident, and the incident description.
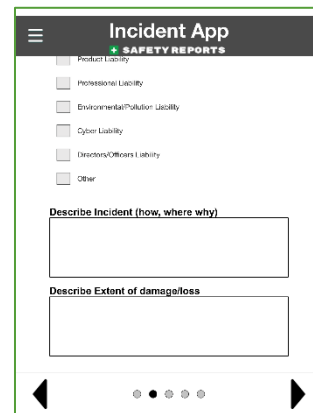
Use these screens to enter information about claimant(s) if any. Note, use the 'check' box at the bottom of this screen to make a claimant also an incident witness. This will pre-fill most of their information, which you may want to edit and add to for the Witness screen.
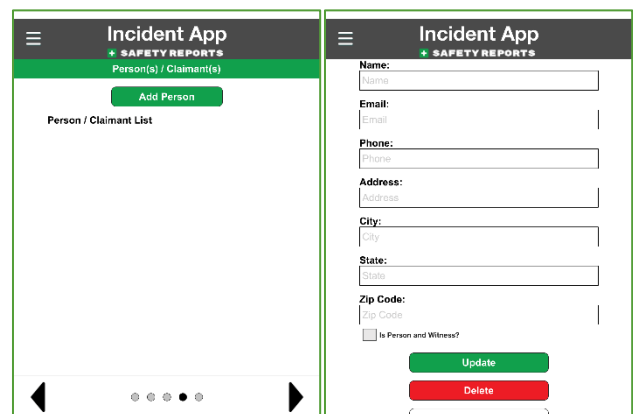
For more information, contact:
Safety Reports at support@safety-reports.com or (402) 403-6575 option '2'