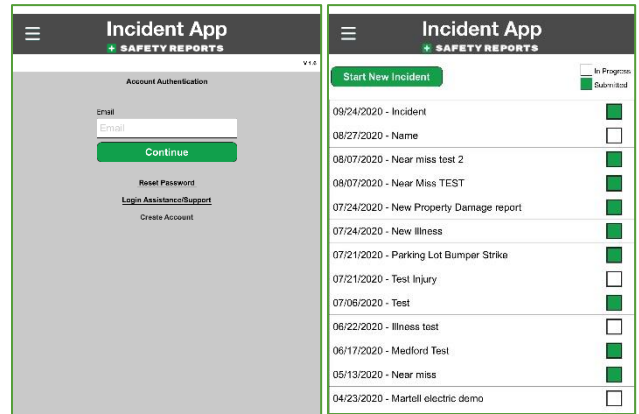


# SAFETY REPORTS

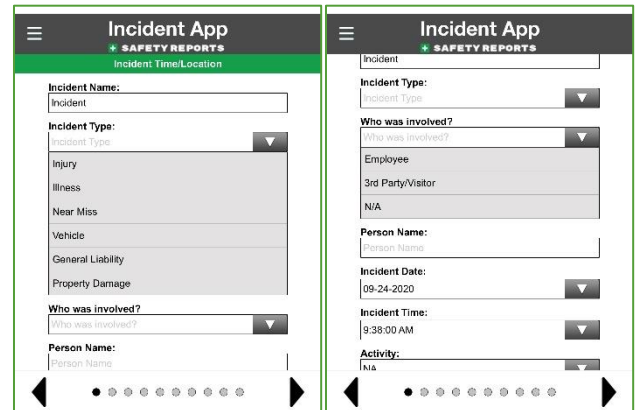
## Safety Incidents User Guide (Vehicle)

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](#).

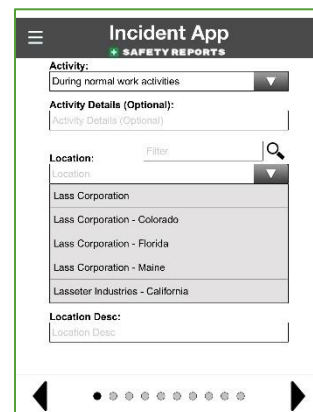
Use your credentials to sign into the app from the Settings tab. After sign-on, past incidents will be shown on the incident home screen. Color-coding allows you to see which have been submitted, and which are in progress. Use the green “Start New Incident” button to create a new incident.



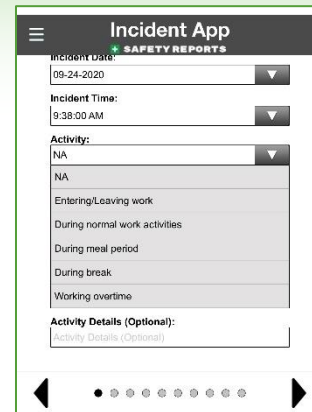
Add an incident name, then choose details about the incident from several drop-down menus. Incident Name and Incident Type are required, but others may be useful. Types include Injury, Illness, Near Miss, Vehicle, General Liability and Property Damage. Incidents can be recorded for Employees or 3<sup>rd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



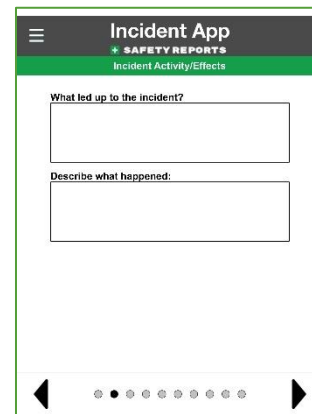
The screenshot shows the 'Incident App' interface with the following fields and options:

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

Navigation arrows 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.



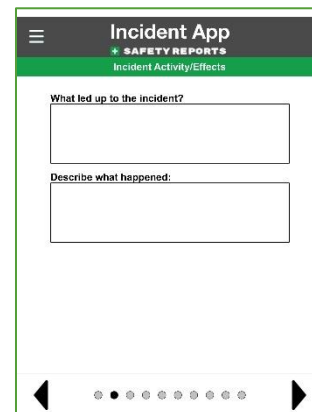
The screenshot shows the 'Incident App' interface with the following fields:

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

Navigation arrows 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.

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



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.

Navigation arrows are visible at the bottom of the screen.



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. 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.

**Note:** keep in mind there is a specific photo section for property damage related to Vehicle incidents.

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.

**For more information, contact:**  
Safety Reports at [support@safety-reports.com](mailto:support@safety-reports.com) or (402) 403-6575 option '2'