# ✚ SAFETY REPORTS

Safety Obs User Guide

This guide is meant to give users of the Safety Observations product steps to successfully sign-in, complete and submit observations from the mobile application. This guide shows all potential items which may appear in the application, due to administrative settings your organization may have chosen, your view may be different than what is shown in the guide.

Sign on using your username (email) and password provided by your organization. Or if registering for the free version, enter your email and follow prompts to set a password.
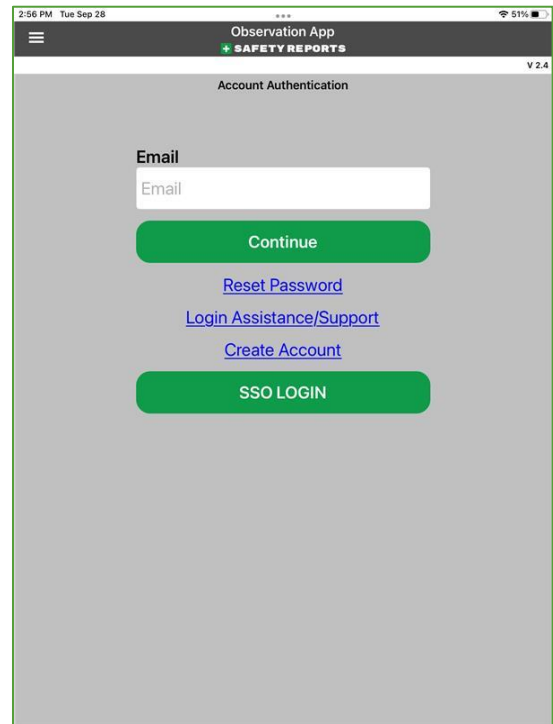

Once successful, you'll be prompted to enter an Access Code, this is sent to the email associated with your user profile, typically also your username. The email comes from our server and looks like the example shown here. Enter the code to complete sign-in.
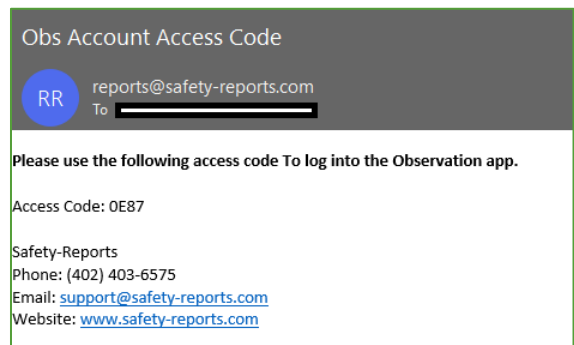
You are able to navigate between app modes using the three bar 'hamburger' menu at the top-left hand corner. Options shown here include Safety Docs, which may or may not appear to you based on settings chosen by your account administrator. Settings is used for sign-in/sign-out, and Observations is the main mode of the app.
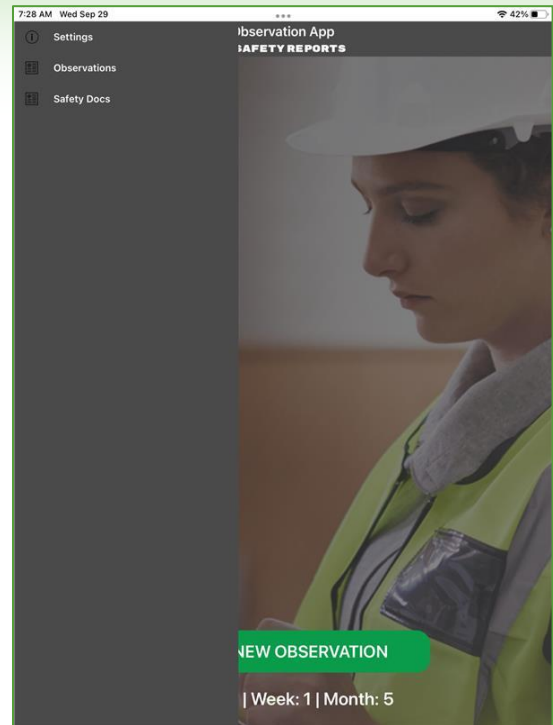
Select the green 'Start New Observation' at the bottom of the screen to get started.
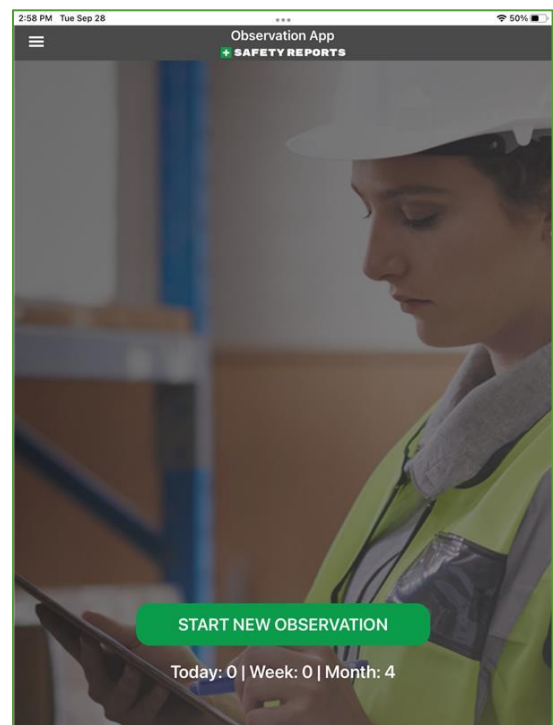
If your organization has pre-loaded job sites, physical locations etc., choose from the drop-down menu titled 'Location,' or 'Job Bank' or 'Company' as applicable. This will ensure the observation is counted toward those for that location/project etc.

Note: choosing from a 'Group' drop-down (if one appears) will filter down the list of locations or projects in the following drop-down menu to only those in that group.

If not using pre-loaded locations or projects, or if using our free version without an account on our system, you will type in your location details in a field of the same name using your device keyboard as shown.

Choose a Date and Time from the drop down provided. Date appears first, then time. Roll the numbers up or down if back-dating an observation. These default to the current local time of the device, if making a current observation: leave 'as is'
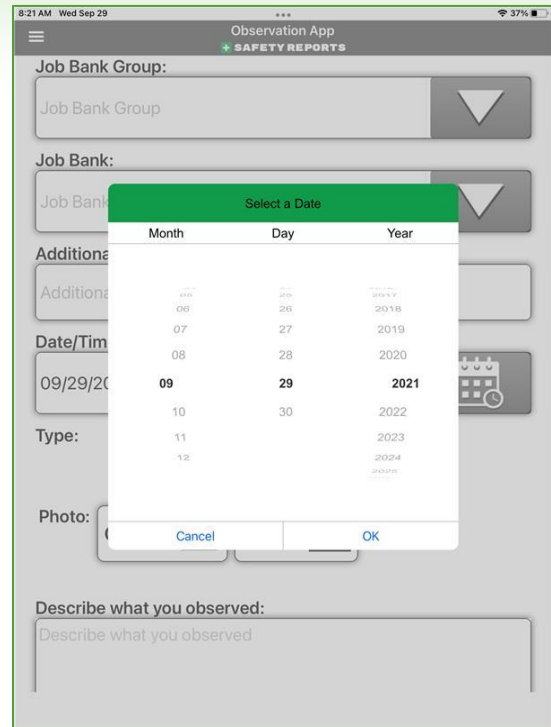

Choose whether a Positive or Negative observation using the radio button shown. (If 'Positive' fewer options are applicable to the observation, and fewer choices will be displayed)
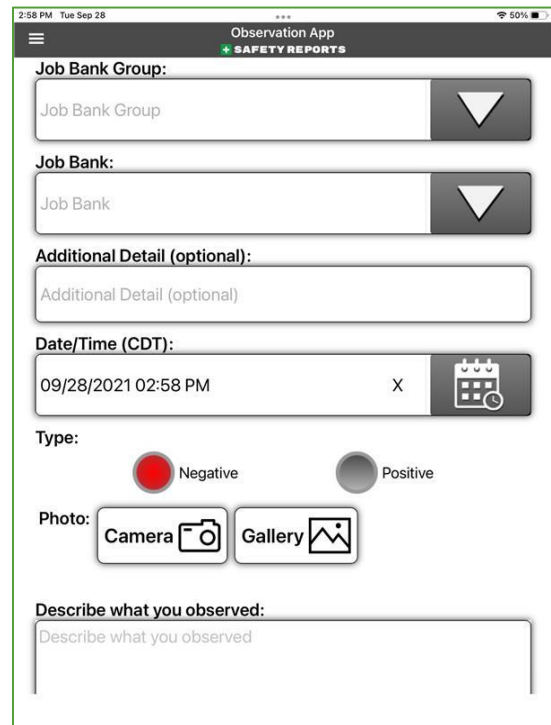
Add the applicable photo using the new photo editor. Using either the camera or Gallery button, take or retrieve the photo. Once in the editor, this is shown in a box which allows for custom cropping. Tap and drag to move the entire square, or just a corner to crop down to a particular part of the image. Tap the white 'check' at the bottom-right to crop the image to what's shown in the frame.
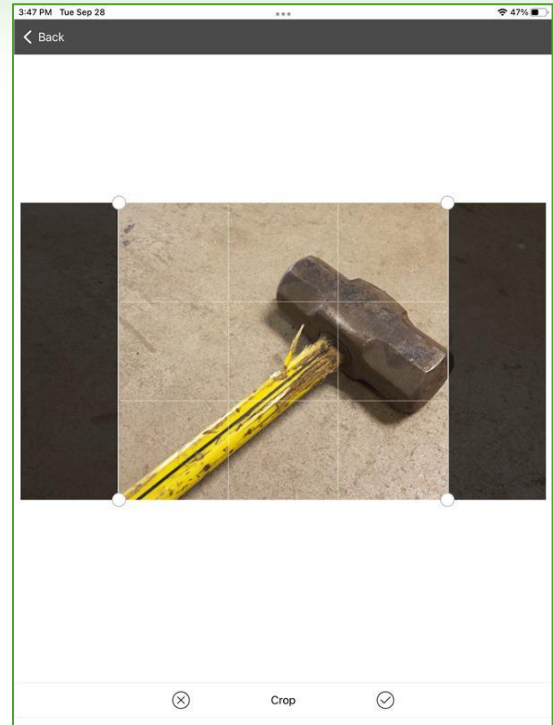
Use illustrative tools to add an object, such as a square, circle or arrow, or draw freehand. Once added, you can manipulate the object by selecting it, and tapping to drag it to relocate it, or tapping and dragging a corner to expand or rotate it. Using the other tab of illustrative tools, selected by the small white arrow at the bottom-left, you can modify the thickness, color, and opacity of any object you add to the photo.
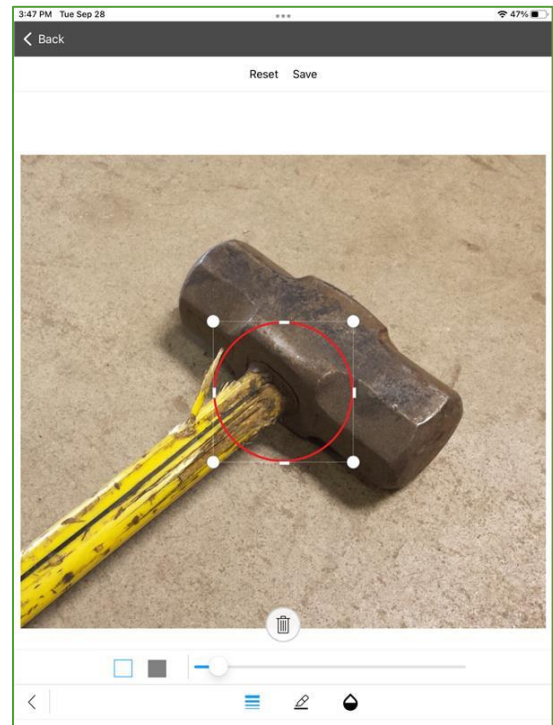
Record what was observed in the 'Describe what you Observed' text field using either your device keyboard or talk-to-text if enabled. For 'Negative' Observations only: Choose Severity Rating from a scale of N/A through 'High' if applicable.

Choose the applicable Category for what you're observing. Typically, these are broad topics describing what the observation is related to, you are also allowed to choose 'Other/Misc.'

Choose the Contributing Factor for what you're observing. These are not necessarily the "Cause" of the item you're recording but may have contributed to the issue, many have to do with damaged or defective items, or safety behaviors.
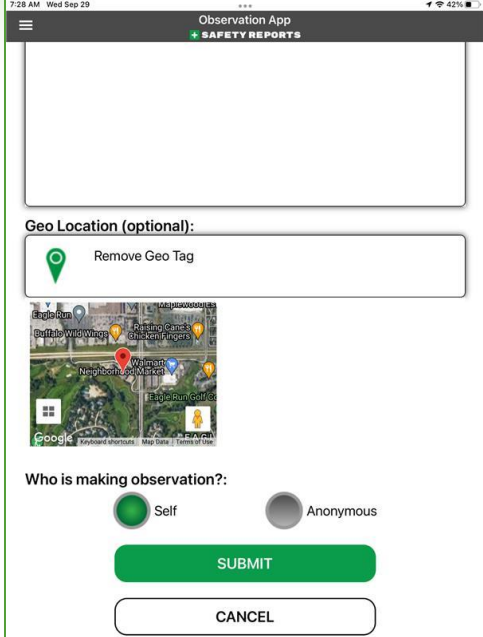
Record any action taken. If just sending the observation and took no other action, you can leave this field blank or add that your action was reporting it.

Choose Geo-Tag if you wish to record location of the device (latitude and longitude) as part of the Observation, and toggle between whether submitting as yourself or anonymously using the radio button provided, and when finished with all edits, submit the Observation suing the green 'Submit' button at the bottom of the screen.

Note: if your organization requires a certain number of submitted Observations per week/month etc., those submitted as 'Anonymous' cannot count toward that total as all sender information is removed by our system when the observation is sent.

The result of the observation is not shown in the app, rather email(s) may be sent to individuals determined by your organization, and you are returned to the home screen on completion.

Safety Obs is a very useful tool for quick reporting and is ideal for first-line employees or anyone who may be contributing to a work safety program. May items can be configured to fit your organization's needs through customization.

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