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.
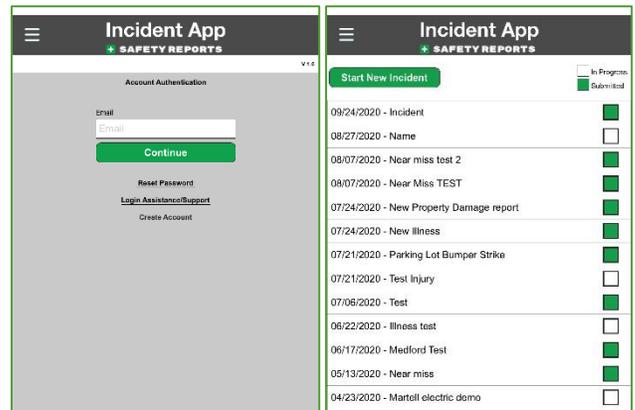
Add an incident name, then choose details about the incident from several drop-down menus. Incident Name and Incident Type are required, but others may be useful. Types include Injury, Illness, Near Miss, Vehicle, General Liability and Property Damage. Incidents can be recorded for Employees or 3rd parties.
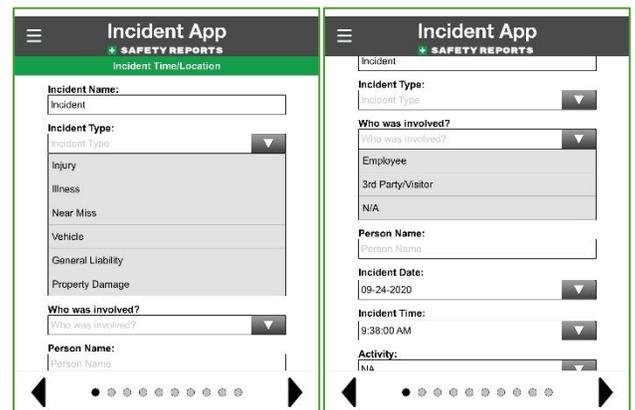
Choose from among locations, if they were prefilled by your administrator, these may be the same as 'Companies' if you also use Safety Inspection. Otherwise use text to enter the location.
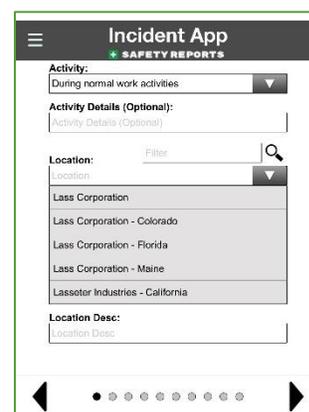
If recording employee-related incidents, the 'Activity' drop down is helpful to describe what this may fall under for reporting, (normal activity versus overtime for example).
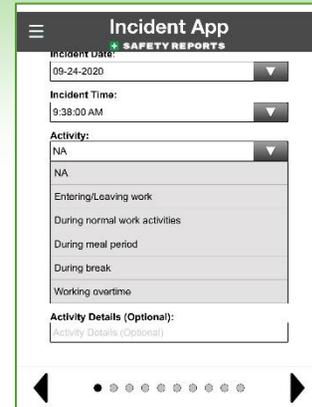
Note: When all drop downs have been selected, for some incident types you may be able to Geo-Tag. When you've completed a section, use the black arrow keys at the bottom to advance to the next section of the Incident, or back to the previous.

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.

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.

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).

Note: choosing both the 'front' and 'rear' of a body part (right hand in the example above) on the diagram results in 2 injuries being reported on the web admin site. Large scale injuries such as circumferential burns, through-and-through penetrating trauma, long lacerations etc. may be called only one 'injury' by your own internal policy; but if marked on multiple parts of the body the system will consider them more than one.

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.

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).

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.

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 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.

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.

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.

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.

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

The following section discusses the Vehicle Incident Type.

Vehicle Incidents

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

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.

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

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.
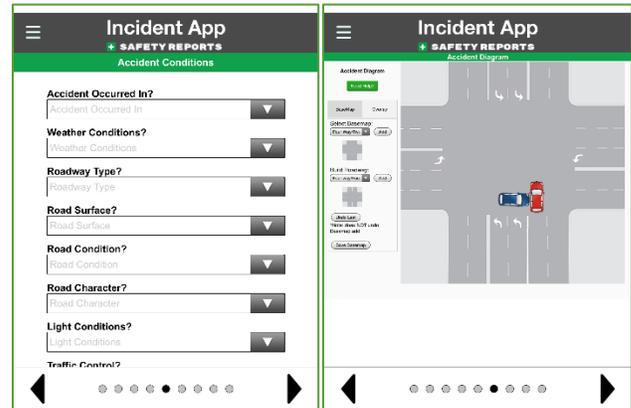
Use the checkboxes and the detail text field to describe any Unsafe Driving Behaviors which contributed to or were otherwise important to the incident.
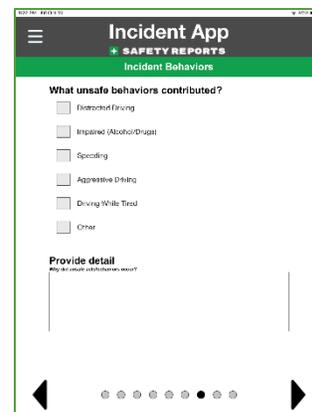
Include any photos of the incident (aside from those specific to Other Property Damage which are provided their own section) as with other incident types discussed above. You can launch the camera to take photos here or use the Gallery function to retrieve photos of the incident you may have already taken with your mobile device.
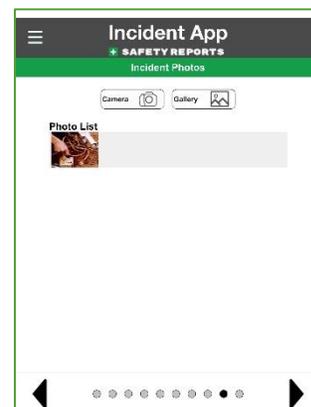
Vehicle Incidents (cont.)

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.

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'