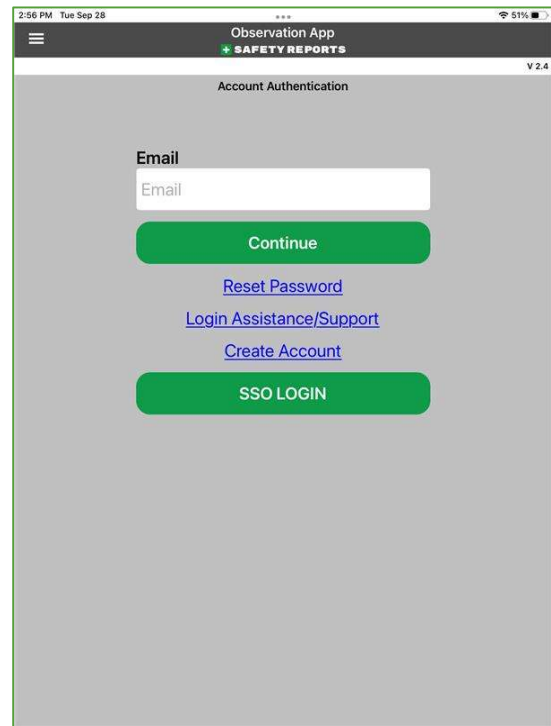


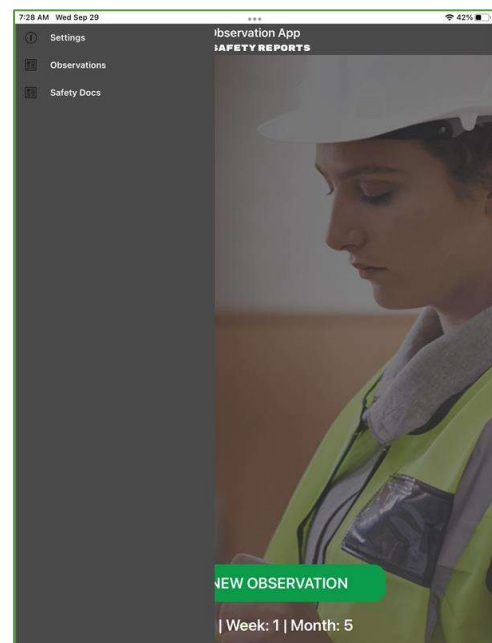
## Safety Obs User Guide

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.

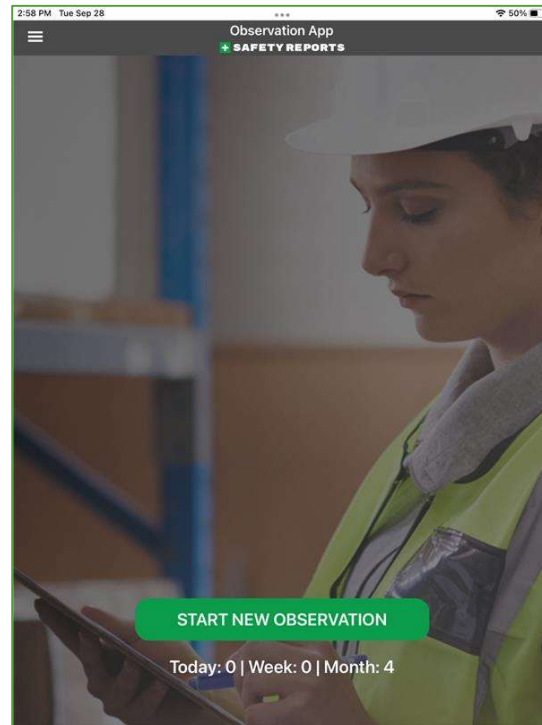
Sign on using your username (email) and password provided by your organization. Or if registering for the free version, enter your email and follow prompts to set a password.



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.

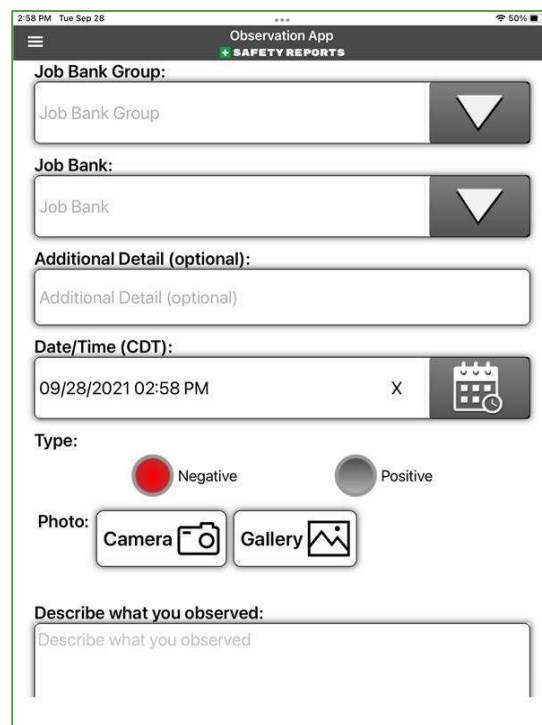


Select the green 'Start New Observation' at the bottom of the screen to get started.

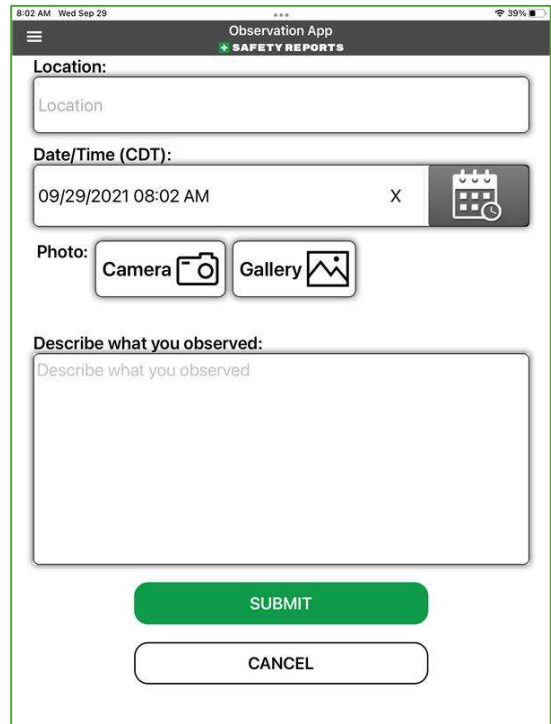


If your organization has pre-loaded job sites, physical locations etc., choose from the drop-down menu titled 'Location,' or 'Job Bank' or 'Company' as applicable. This will ensure the observation is counted toward those for that location/project etc.

**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.

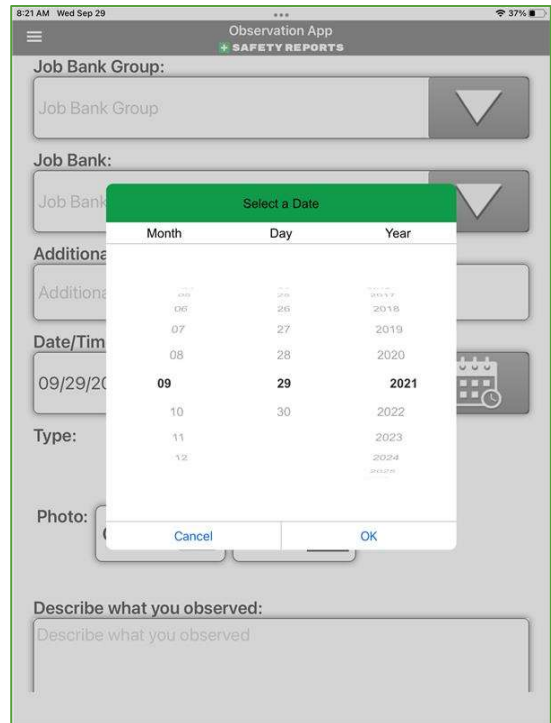


If not using pre-loaded locations or projects, or if using our free version without an account on our system, you will type in your location details in a field of the same name using your device keyboard as shown.



The screenshot shows the 'Observation App' interface. At the top, it displays the time '8:02 AM Wed Sep 29' and battery level '39%'. The app title 'Observation App' and logo 'SAFETY REPORTS' are visible. The form includes a 'Location:' field with a text input box. Below it is a 'Date/Time (CDT):' field showing '09/29/2021 08:02 AM' with a calendar icon and a close button 'X'. The 'Photo:' section has 'Camera' and 'Gallery' buttons. A large text area is labeled 'Describe what you observed:'. At the bottom are 'SUBMIT' and 'CANCEL' buttons.

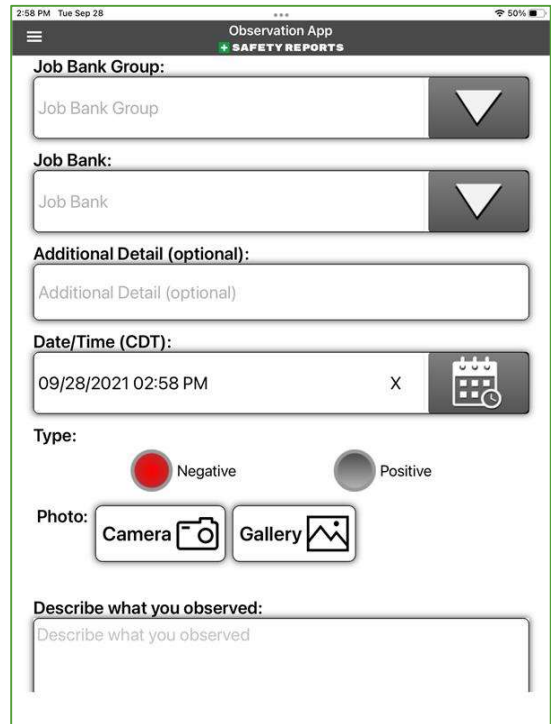
Choose a Date and Time from the drop down provided. Date appears first, then time. Roll the numbers up or down if back-dating an observation. These default to the current local time of the device, if making a current observation: leave 'as is'



The screenshot shows the 'Observation App' interface with a date selection dialog box overlaid. The dialog box is titled 'Select a Date' and has three columns: 'Month', 'Day', and 'Year'. The 'Date/Time' field in the background shows '09/29/2021'. The dialog box has 'Cancel' and 'OK' buttons at the bottom.

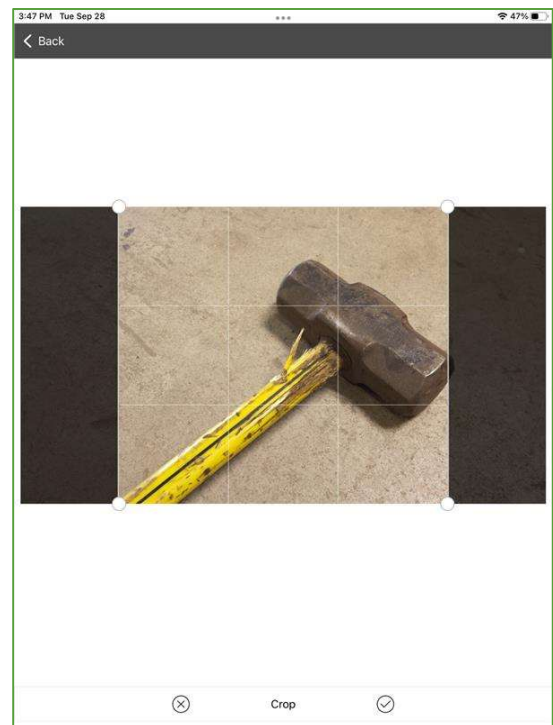
Month	Day	Year
01	01	2018
02	02	2019
03	03	2020
04	04	2021
05	05	2022
06	06	2023
07	07	2024
08	08	2025
09	09	2026
10	10	2027
11	11	2028
12	12	2029

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)

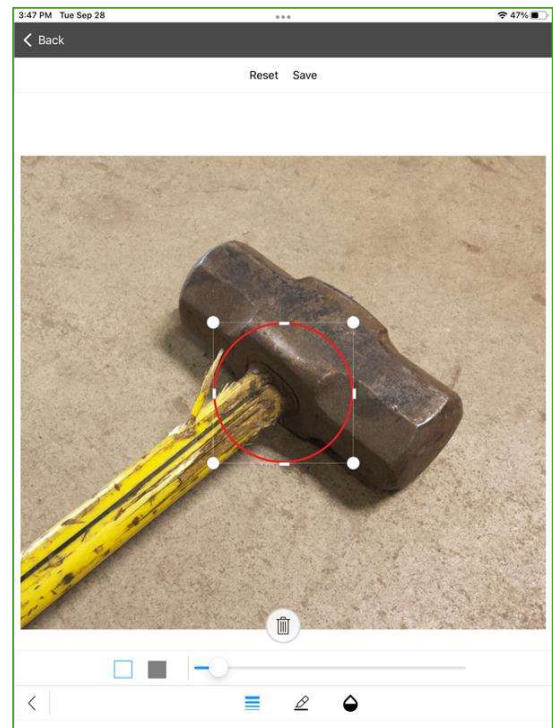


The screenshot shows the 'Observation App' interface. At the top, it displays the time '2:58 PM Tue Sep 28' and battery level '50%'. The app title 'Observation App' and logo 'SAFETY REPORTS' are visible. The form includes several fields: 'Job Bank Group' and 'Job Bank' are dropdown menus; 'Additional Detail (optional)' is a text input field; 'Date/Time (CDT)' shows '09/28/2021 02:58 PM' with a calendar icon; 'Type' has two radio buttons, 'Negative' (selected) and 'Positive'; 'Photo' has 'Camera' and 'Gallery' buttons; and 'Describe what you observed' is a large text area with a placeholder.

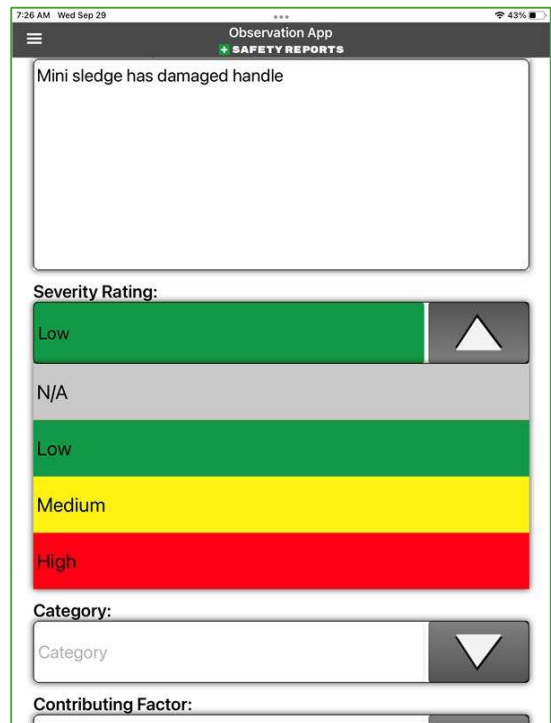
Add the applicable photo using the new photo editor. Using either the camera or Gallery button, take or retrieve the photo. Once in the editor, this is shown in a box which allows for custom cropping. Tap and drag to move the entire square, or just a corner to crop down to a particular part of the image. Tap the white 'check' at the bottom-right to crop the image to what's shown in the frame.



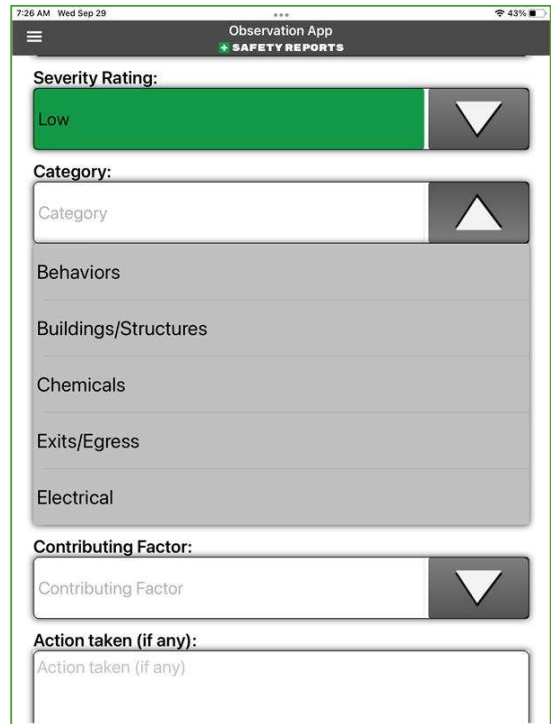
Use illustrative tools to add an object, such as a square, circle or arrow, or draw freehand. Once added, you can manipulate the object by selecting it, and tapping to drag it to relocate it, or tapping and dragging a corner to expand or rotate it. Using the other tab of illustrative tools, selected 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.'



7:26 AM Wed Sep 29 Observation App SAFETY REPORTS

Severity Rating: Low

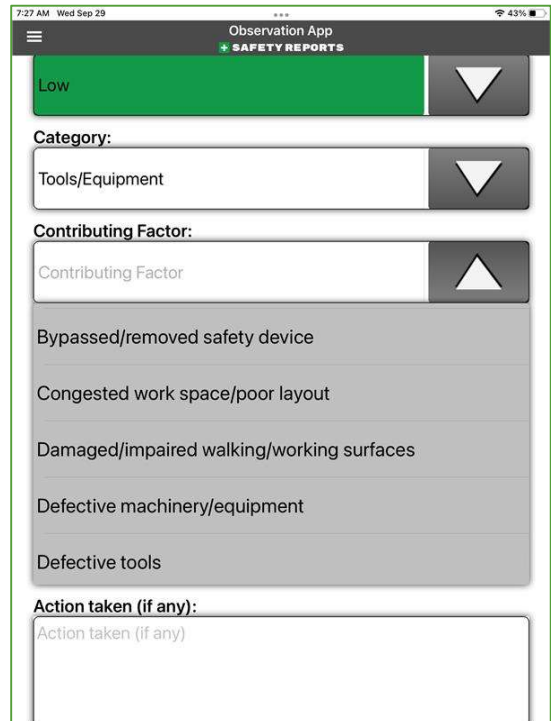
Category: Category

- Behaviors
- Buildings/Structures
- Chemicals
- Exits/Egress
- Electrical

Contributing Factor: Contributing Factor

Action taken (if any): Action taken (if any)

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.



7:27 AM Wed Sep 29 Observation App SAFETY REPORTS

Low

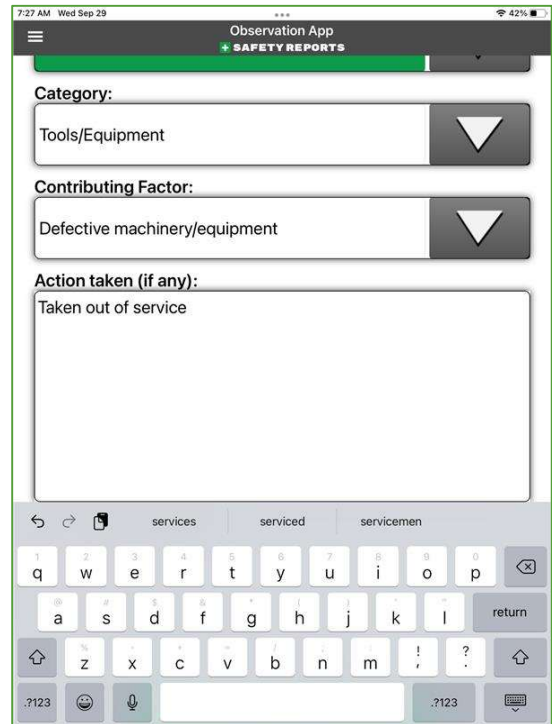
Category: Tools/Equipment

Contributing Factor: Contributing Factor

- Bypassed/removed safety device
- Congested work space/poor layout
- Damaged/impaired walking/working surfaces
- Defective machinery/equipment
- Defective tools

Action taken (if any): Action taken (if any)

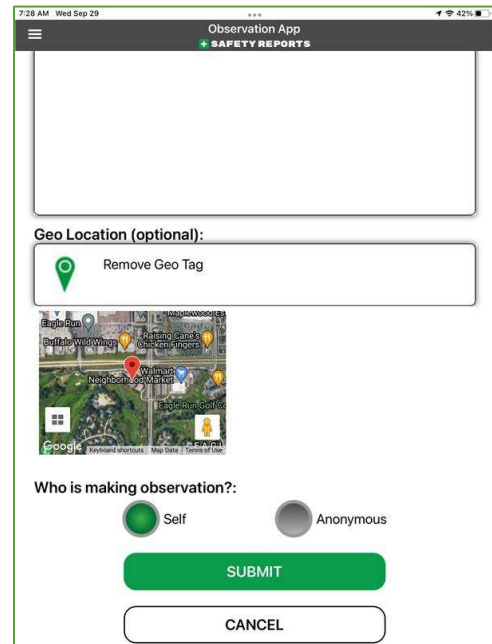
Record any action taken. If just sending the observation and took no other action, you can leave this field blank or add that your action was reporting it.



The screenshot shows the 'Observation App' interface. At the top, it displays the time '7:27 AM Wed Sep 29' and battery level '42%'. The app title 'Observation App' and 'SAFETY REPORTS' are visible. The form includes three main sections: 'Category:' with a dropdown menu set to 'Tools/Equipment'; 'Contributing Factor:' with a dropdown menu set to 'Defective machinery/equipment'; and 'Action taken (if any):' with a text input field containing 'Taken out of service'. A keyboard is visible at the bottom of the screen.

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 using 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 screenshot shows the 'Observation App' interface at 7:28 AM. It features a large empty text field at the top. Below it is the 'Geo Location (optional):' section with a 'Remove Geo Tag' button and a map view. The 'Who is making observation?:' section has two radio buttons: 'Self' (selected) and 'Anonymous'. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons.

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. Many items can be configured to fit your organization's needs through customization.

**For more information, contact:**

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