



From the Main Menu Select:

- Report Issues Suggestions & ...
- Personal Injury Register

These can also be entered directly into the [Web App](#), these fields are only in the web:

- Lost Time Injuries
- Work Safe Claims
- Incident & Investigation Required



Emergency Numbers



Report Issues Suggestions & L...

- Environmental Conditions Register
- Leave Requests
- Report Asbestos Exposure
- Report Hazardous Substance Exposure
- Report Incident**
- Suggest Safety improvements
- Vehicle Accident Register

1. The "No" will auto populate.
2. Select the date and time of the incident – change as required.
3. Select the incident type that occurred – *see notes*.
4. Select any Body Parts that were injured – when Injury is selected this **field is mandatory**.
5. If Injury is selected a diagram will display and you will then be able to click on the areas that were injured.

Report Incident

1 No
65

2 Date & Time Incident occurred
01 Dec 2022 06:29

3 Incident Result
Injury

4 Part/s of Body Injured
Arm, Head

5

6. Select the Person Affected:
 - a. When employee is selected choose from the staff list - this can be completed on behalf of another staff member.
 - b. When "Sub-Contractor" is selected choose one from the list.
 - c. When "Public" is selected complete the Contact Details as required.

6 Person Affected
Employee

a Name
George Foreman

b Person Affected
Sub-Contractor

Sub-Contractor Name
Jane Newyear

c Person Affected
Public

Contact Person

Firstname Ken	Address 56 Hill St, Napier
Lastname Dodds	State VIC
Mobile 0452896325	PostalCode 2538
Phone	

7. Select the Location Type – it will default to local:
 - a. For “Local” select from your internal list.
 - b. For “Customer Site” select a customer and worksite from lists - **Job No is optional.**
 - c. For “Other” you can either click on  Map icon or manually type in an address. When using the map icon will use location services to populate the fields & populate the GPS co-ordinates. You will need to turn on location services, give Safetyfinder access and complete the populated address as required e.g. enter the street number.

Location Type **7**

a Local Customer Site Other

Location Stored
Chemical Storage Shed

Location Type

Local **b** Customer Site Other

Customer
Purple Submarine Ltd

Worksite
Growing Fish

Job No
2909ht

Job Name
other testing

Location Type

Local Customer Site **c** Other

Address
Stredwick Drive 

Town
Auckland

State
Auckland

Post Code
0630

GPS coordiantes
-36.6979947, 174.7441046

8. Type in a description of what happened.
9. If first aid was provided on site tick the box for Staff or Other. When staff is selected choose from the drop down list. **Note: This is optional. When other is selected see below.**
10. If First Aid was provided from one of your kits then select the one used from list – **this is optional.**
11. Scroll thru and type in the QTY beside each item used.
12. If treatment was provided by a medical facility tick the box.
13. Type in the name of the medical facility.
14. Type in the treatment provided.
15. Type in the Treating Doctor.
16. Click **+ADD FILE.** to include any images.
17. Click  to save.

← Report Incident
🏠

What Happened

8 Tripped on step

First Aid Provided By

9 Staff Other

George Fore...

10 First Aid Items Kit
Mazda 323 Kit

11 Adhesive Stripes Hypo-Allergenic 50PK (1 per ki 1

Antiseptic Spray Rapaid 50ML (1 per kit) 1

12 Medical Facility Treatment Required?

Treating Medical Facility

13 Northcross Clinic

Treatment Provided

14 Clean cut and stitch

Treating Doctor

15 Dr Moore

16 + ADD FILE ...

17 

9a

First Aid Provided By

Staff Other

First Name: John
Last Name: Smith

Contact Number: 047890466

9a. When “Other” is ticked complete the name and phone details of the person who provided first aid.

NOTES:

- This form can also be used to record other incidents as shown. Complete the fields above as required.
- Staff appointed to [Key Roles & Responsibilities](#) will receive [notifications](#) when the incident is saved.

Incident Result

Injury

Damage To Property

Near Miss (Dangerous Occurenc...

Environmental Incident

Hazards

Notifiable Incident

CANCEL OK

