

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 &...



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

No

1 65

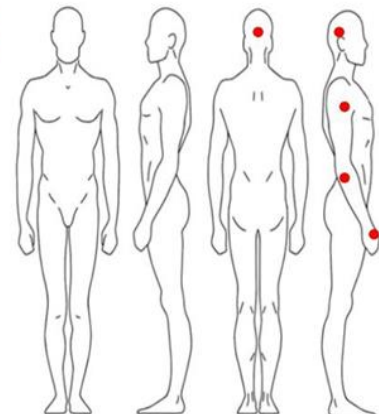
Date & Time Incident occurred

2 01 Dec 2022 06:29

Incident Result

3 Injury

Part/s of Body Injured

4 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

Lastname

Dodds

Mobile

0452896325

Phone

Address


56 Hill St, Napier

State

VIC

PostalCode

2538

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.

7

a Location Type ☒ Local ☐ Customer Site ☐ Other

Location Stored
Chemical Storage Shed

Location Type

b Local ☐ 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 coordinates
-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
🏠

8 What Happened
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?


13 Treating Medical Facility
Northcross Clinic

14 Treatment Provided
Clean cut and stitch

15 Treating Doctor
Dr Moore

16

+ ADD FILE ...

17 

9a

First Aid Provided By

☐ Staff ☒ Other

First Name Last Name
John 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

