

This register keeps track of exposures to Hazardous Substances and would usually be completed in the mobile app.

Click **+ADD NEW**

1. Selected the effected worker.
2. Select the date of the incident.
3. Select who it was reported to.
4. Select or Add the Customer.
5. Select or Add the Work site.
6. The address will populate according to what is selected above or alternatively you can type in the address.
7. Select the Substance or click + to add a new one.
8. Signed Off will populate once the event has been signed off in the mobile app.

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1 2 3

4 5

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7 8 Signed Off

9. Select any PPE that was being used – this field is optional.
10. Click **+ADD FILE** to upload a local document.
11. Add or amend the Title and Description. The date, time and version no will populate when saved.
12. Click **SAVE**

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| Documents | | | | |
|-----------|--------------------|------------------------------|----------------------|--------|
| | Last Modified Time | Title | Description | Action |
| | 11/11/2020 07:07 | Hazardous Substance Exposure | Kermit Frog - Arsnic | |

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