

From the Main Menu select:
Report Issues Suggestions &...
Select Report Hazardous Substance Exposure

1. Your Name will auto populate from your staff profile.
Change these details if you are recording an exposure for another staff member.
If there is a direct manager selected in your staff profile this will auto populate. This can be changed as required.
2. If appropriate select a customer and worksite, which will autopopulate the address fields.
3. Otherwise type in the address where the incident occurred.

4. Select the Date of the Exposure.
5. Tick if any PPE items were being used and select the appropriate items for the list.

6. Tick Hazardous Substance Register.
7. Select a Substance & click OK.

8. If the substance exposed to is not in the list for #7 above click Cancel.
Tick the "Other" box and type in the Substance Name.

9. To include any images click .
10. Click , once this is done the Sign Off becomes available.
11. Click to sign off..

NOTE: If you are entering this on behalf of another employee then you should select back after save for them to sign off.