



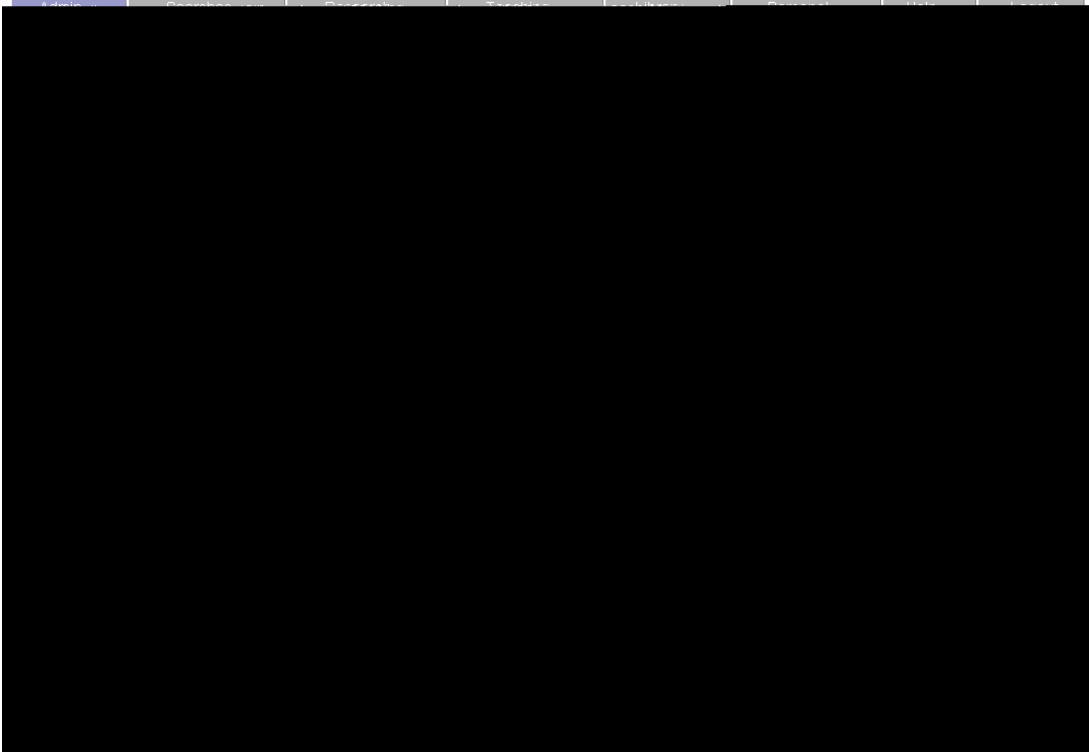
Health and Safety Incident Reporting Log

Health and Safety Incident Reporting Log

- enables users to report and submit Health and Safety incidents
- enables the Health and Safety administrator to allocate incidents to a Health and Safety Advisor (HAS) for action
- enables users record a log of correspondence between the HSA and the Health and Safety Administrator

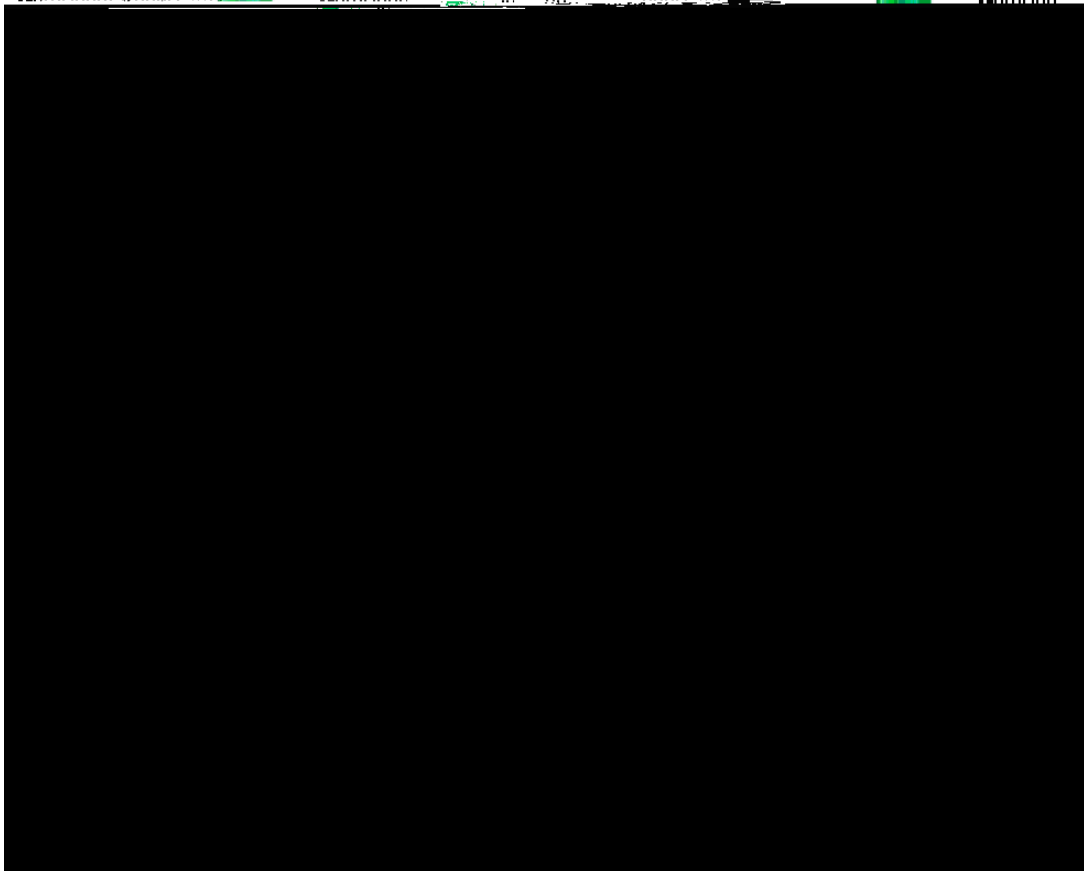
Reporting Incidents

1. From the **Admin** menu, click on **Reporting**



4. Complete the Incident Report form

- a. The **C** **l** **e** and **nc-den** **l** **e** fields are mandatory
- b. It is important that you record the **Age** and **Con c De** **l**



5. Once the HSA has saved their response then a tick will appear in the 'Advisor Responded' column to show that a response has been made:

Incident Status History						Help		
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments			
22/02/2008	ALLOCATED	Michelle	<input checked="" type="checkbox"/>	I have contacted porter for area and contacted Ask Security to check paving				

6. The HS Administrator can carry on adding comments for the HSA to respond to until the incident has been completed.

