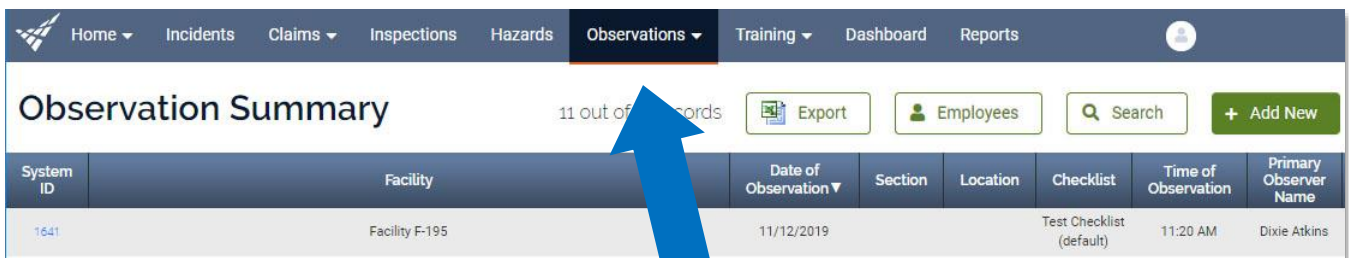


# Vector EHS Management Observations Reporting Guide

This guide describes the process for reporting Observations using the Vector EHS Management Software.

## 1 Open the Observations Module

1.1 Click on the Observations tab.



The screenshot shows the top navigation bar with the following tabs: Home, Incidents, Claims, Inspections, Hazards, Observations (highlighted), Training, Dashboard, and Reports. Below the navigation bar, the page title is "Observation Summary" and it shows "11 out of 11 records". There are buttons for "Export", "Employees", "Search", and "+ Add New". Below this is a table with the following columns: System ID, Facility, Date of Observation, Section, Location, Checklist, Time of Observation, and Primary Observer Name. The first row of data is: 1641, Facility F-195, 11/12/2019, Test Checklist (default), 11:20 AM, Dixie Atkins.

1.2 Click the green Add New button.



The screenshot shows the same interface as above, but with a blue arrow pointing to the green "+ Add New" button. The table below shows the same data as in the previous screenshot.

## 2 Complete the Observation Form

2.1 Select a checklist and then click the Continue button.

### Select Observation Checklist

Continue

Category

Observation Checklist \*

- Alternate Observation
- Behavioral Based Safety Observation (default)
- Test Checklist (alternative)
- Test Checklist (default)

2.2 Enter the name of the observer

The name of the observer will be automatically filled in with the name of the current user. To select a different observer, clear the name in the Primary Observer Name field and start typing the first or last name to search for the observer. When you find the name, click on it to fill in the person's name and location information if applicable.

Basic Information

Category

Checklist

Division \*

Facility \*

Section

Location

Department

Primary Observer Name \*

Internal Observation Number

Date of Observation \*

Time of Observation \*

Length of Observation

Behavioral Based Safety Observation (default)

Division D-1

Facility F-041

Section Seven

as

- Kasey Ashley -- emp01005
- Asa Banks -- emp00344
- Asa Johns -- emp00944
- Asa Mclean -- emp00744
- Asa Petty -- emp00544
- Asa Simmons -- emp00144

### 2.3 Complete the Basic Information Section.

Basic Information	
Category	<input type="text"/>
Checklist	Behavioral Based Safety Observation (default)
Division *	Division D-7
Facility *	Facility F-107
Section	<input type="text"/>
Location	<input type="text"/>
Department	Department5
Primary Observer Name *	Kasey Ashley
Internal Observation Number	<input type="text"/>
Date of Observation *	11/21/2019
Time of Observation *	9:30 AM
Length of Observation	<input type="text"/>

### 2.4 Complete the Observation Details section.

Note: The fields shaded in grey will automatically be filled in when the form is saved.

Observation Details	
Comment or Follow-Up Actions	<input type="text"/>
Number Required to be Observed	0
Contact Name	<i>Start typing name here</i>
Total Observed	0
Observed - Safe	0
Observed - Unsafe	0

### 2.5 Complete the checklist


Click on a cell in the Safe or Unsafe (At-Risk) columns to check that item. A one will automatically be entered in each cell that you click on. To record multiple

observations for the same category, change the value in the cell to the appropriate number.

Ergonomics					
Topic	Safe Act	UnSafe Act	Safe Condition	UnSafe Condition	Follow Up Require
Back	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾
Chair/Seat Position	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	Yes ▾
Driving Position	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	No ▾
Lifting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾
Neck	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	Yes ▾
Wrist	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾

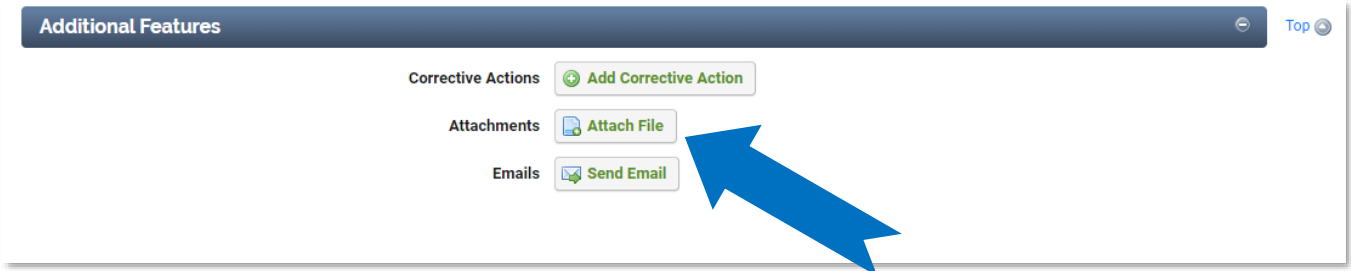
### 2.6 Save the form.

Misuse of Tools	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾
Pit Board	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	Yes ▾
...	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No ▾

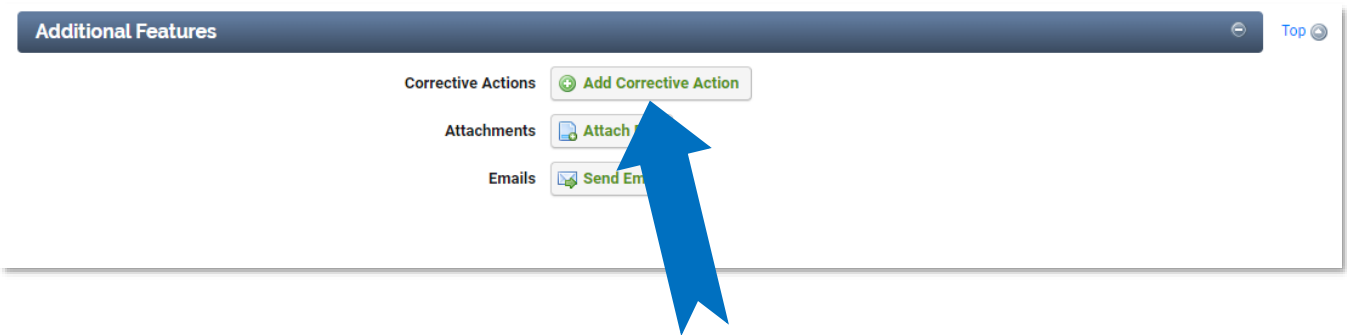


### 3 Additional Features

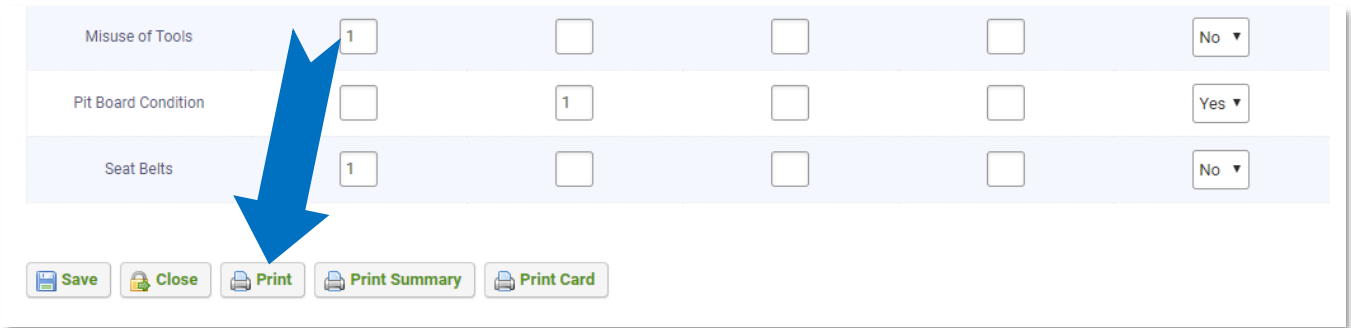
3.1 To attach supporting documents (Photos, etc.) you can click the Attach File button.



3.2 To add corrective actions, click the Add Corrective Action button.



3.3 To view a print-out of the observation, click the Print button.



Note: To print an Observation Card, click the Print Card button.

## 4 General Notes about Vector EHS Management

- Fields with a red \* are required.
- Ensure that your browser allows pop-ups from Vector EHS Management. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

