

# IndustrySafe Hazard Public Web Form Guide

This guide describes the process for reporting a hazard using the Public Hazard Form of the IndustrySafe Safety Management Software.

## 1 Navigate to the Hazard Public Web Form

- 1.1 Using your preferred browser, go to the address provided by your administrator.

## 2 Fill out the Hazard Public Web Form

- 2.1 Complete the **Basic Information** section.

Hazard Web Reporting Form

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**Basic Information**
Top

<b>Team Member: Name</b>	<input type="text" value="Start typing name here"/>
<b>Reported By: Employee ID</b>	<input type="text"/>
<b>Reported By: Title</b>	<input type="text"/>
<b>Originating Type</b>	<input type="text" value="Unlinked"/>
<b>Business Group *</b>	<input type="text"/>
<b>Region *</b>	<input type="text"/>
<b>Facility *</b>	<input type="text" value="Start typing here"/>
<b>Division *</b>	<input type="text"/>
<b>Detailed Location</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <a href="#" style="color: #4F81BD; font-size: small;">SDS Sheet XYZ</a> </div>
<b>Team Member 2</b>	<input type="text"/>
<b>Team Member 3</b>	<input type="text"/>
<b>Event Type *</b>	<input type="text"/>
<b>Date Identified *</b>	<input type="text" value="12/17/2019"/>
<b>Time</b>	<input type="text" value="hh:mm am/pm"/>
<b>Type of Hazard *</b>	<input type="text"/>

2.2 After you complete the form, click the **Next** Button.

Type of Hazard \*

Observation: Safe or Unsafe Act or condition \*

Initial Action Taken

Asset Information Top

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2.3 Complete the **Hazard Evaluation** page and click **Next**.

The screenshot shows the 'Hazard Evaluation' form. At the top, there are 'Back' and 'Next' buttons. Below is a dark blue header with the title 'Hazard Evaluation' and a 'Top' link. The form contains the following fields:

- Hazard Severity: dropdown menu
- Hazard Probability: dropdown menu
- Hazard Evaluation: dropdown menu
- Supervisor/Investigator: text input field with placeholder 'Start typing name here' and an information icon
- Secondary Investigator: dropdown menu
- Status: dropdown menu with 'Overdue' selected

At the bottom, there are 'Back' and 'Next' buttons. A large blue arrow points from the 'Next' button at the bottom towards the 'Next' button at the top.

2.4 When the report is submitted, there will be a confirmation page.

**✓ Hazard Report Successfully Submitted.**

**Print**   **Attach File**

Thank you for submitting a hazard report through the IndustrySafe Safety Management Software. This report has been assigned the following number: **26284**. Please contact your IndustrySafe Administrator if you require further follow-up regarding this report.

Please do not click your browser's Back button, this may cause the submission of a duplicate report. [Click here](#) if you want to submit another report.

**Note:** To attach files (pictures, PDFs, etc.) to the hazard you just submitted, click the **Attach File** link. To generate a print-out of the information you entered, click the **Print** link.

### 3 General Notes about IndustrySafe

- Fields with a red \* are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. A popup will alert you before this happens.

