

IndustrySafe Observations Public Form Guide

This guide describes the process for reporting an Observation using the Public Observation Form of the IndustrySafe Safety Management Software.

1 Navigate to the Observation Public Form

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

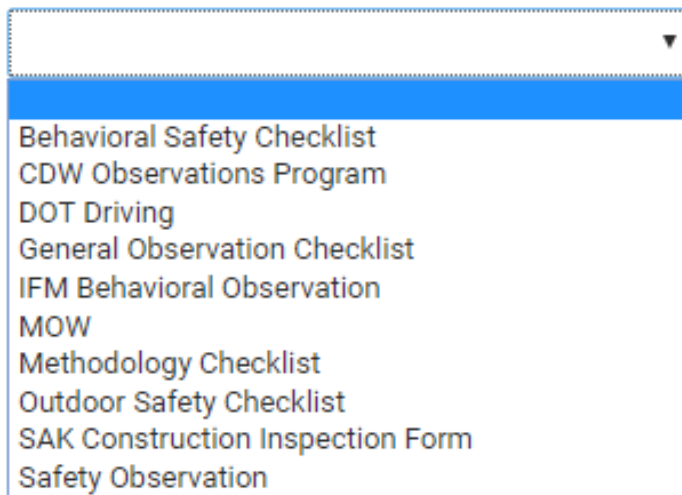
2 Fill out the Observation Public Form

- 2.1 Select the **Observations Checklist** you wish to use and click the **Continue** button.

Select Observation Checklist

➔ Continue

Observation Checklist *



- Behavioral Safety Checklist
- CDW Observations Program
- DOT Driving
- General Observation Checklist
- IFM Behavioral Observation
- MOW
- Methodology Checklist
- Outdoor Safety Checklist
- SAK Construction Inspection Form
- Safety Observation

2.2 Complete the **Basic Information** section.

Observation Form:




[Basic Information](#) | [Observation Details](#) | [Additional Features](#) | [History Section](#)

Basic Information

Checklist	DOT Driving
Business Group *	Janitorial
Region *	Northeast
Division *	Government
Facility *	Portland
Section	
Location	
Primary Observer Name *	Katie Vuu
Person Being Observed *	Amanda Klaeser
Date of Observation *	12/30/2019
Time of Observation *	12:29 PM

Observation Details

Concluding Comments and Photograph



2.3 Complete the **Observation Details** Section.

Observation Details

Concluding Comments and Photograph



Note: To search for a contact, start typing the first or last name. When you find the name, click on it to fill in the person's name.

2.4 Complete the checklist.

Observation Checklist - DOT Driving
Top

View All
2. Driving
3. Situational Awareness
A. Personal Protective Equipment
A. Project Set Up

2. Driving

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Maintain a safe following distance behind vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>

3. Situational Awareness

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Continually assess site for changes; Mitigate emerging hazards; Use a spotter when navigating the job site or equipment; Utilize back-in or pull-through parking when possible to mitigate hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>

A. Personal Protective Equipment

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Hands & arms !!!	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>

A. Project Set Up

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Adequate supply of clean water and soap for washing (Waterless soap is adequate)	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Submit

Note: 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.

2.5 Submit the Observation.

Observation Checklist - DOT Driving Top

View All 2. Driving 3. Situational Awareness A. Personal Protective Equipment A. Project Set Up

2. Driving

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Maintain a safe following distance behind vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	▼	▼

3. Situational Awareness

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Continually assess site for changes; Mitigate emerging hazards; Use a spotter when navigating the job site or equipment; Utilize back-in or pull-through parking when possible to mitigate hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	▼	▼

A. Personal Protective Equipment

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Hands & arms !!!	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	▼	▼

A. Project Set Up

Category	Safe	Unsafe	Comments	Follow Up Required	Severity Potential
Adequate supply of clean water and soap for washing (Waterless soap is adequate)	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	▼	▼

Save Submit

2.6 The Observation Submission Confirmation Page will be displayed.

✔ Observation Successfully Submitted.

Print Attach File

Thank you for submitting an observation through the IndustrySafe Safety Management Software. This observation has been assigned the following number: **25945**. Please contact your IndustrySafe Administrator if you require follow-up regarding this observation.

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

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

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.

