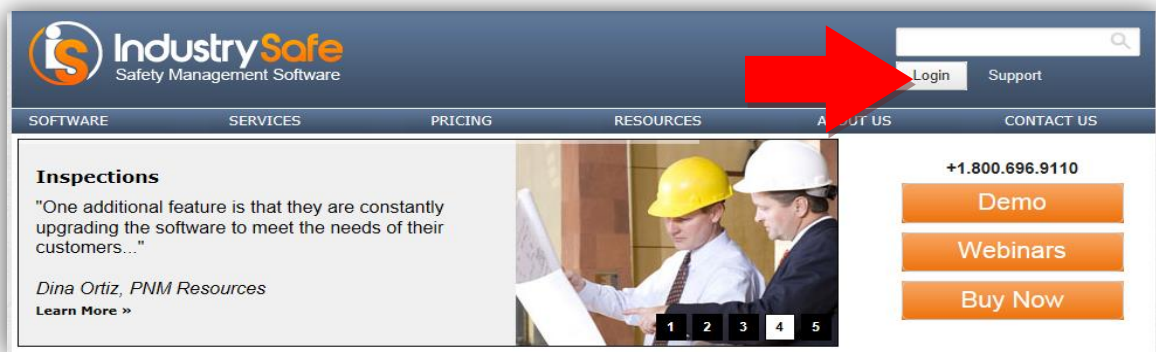# IndustrySafe Corrective Actions Reporting Guide

This guide describes the process for reporting claims using the IndustrySafe Safety Management Software.
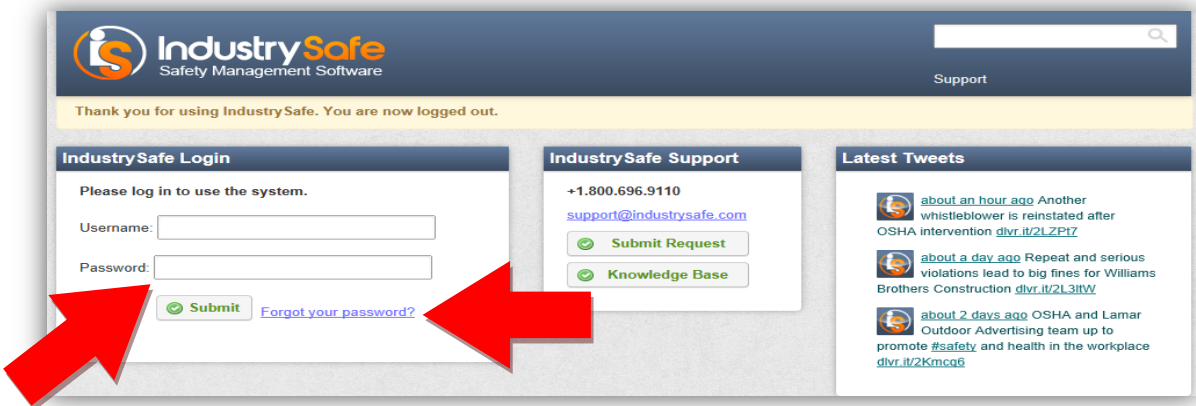
1 Log in to IndustrySafe

1.1 Using your preferred browser, go to http://www.industrysafe.com

1.2 Click on the **_Login_** button at the top right corner of the page.

1.3 Enter your username and password and click the **_Submit_** button.

Note: If you forget your username or password, click the **_Forgot your password?_** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

A corrective action may be linked to another record in IndustrySafe, or you may add an unlinked corrective action. Sections two through six describe how to add corrective actions to incidents, inspections, hazard, and observations. Section seven describes how to add an unlinked corrective action. Section eightdescribes how to complete the corrective action form.

2 Add a Corrective Action to an Incident

2.1 Click on the ***Incidents*** tab

2.2 Locate the incident in the summary screen and click on the ***Incident Number*** link.

2.3 Click on the ***Incident Investigation*** link on the Incident Information Form page.

2.4 Scroll to the bottom of the form and click the ***Add Corrective Action*** button.

The incident form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

3 Add a Corrective Action to an Inspection

3.1 Click on the ***Inspections*** module

3.2 Locate the inspection in the summary screen and click on the ***System ID*** link.

3.3 Scroll to the section above the checklist and click the ***Add Corrective Action*** button.

The inspection form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

4 Add a Corrective Action to a specific Inspection Checklist Item

4.1 Click on the ***Inspections*** module

4.2 Locate the inspection in the summary screen and click on the System ID link.

4.3 Within the Inspection Checklist, locate the Inspection Item that you want to attach the corrective action to, and click the green and white addition sign that corresponds to that Inspection Item

The inspection form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

5 Add a Corrective Action to a Hazard

5.1 Click on the **_Hazards_** tab

5.2   Locate the hazard in the summary screen and click on the **_System ID_** link.

5.3 Scroll to the bottom of the form and click the **_Add Corrective Action_** button.

The hazard form will be saved and pertinent information will be copied to the corrective action form.   See section seven for the steps to complete the corrective action form.
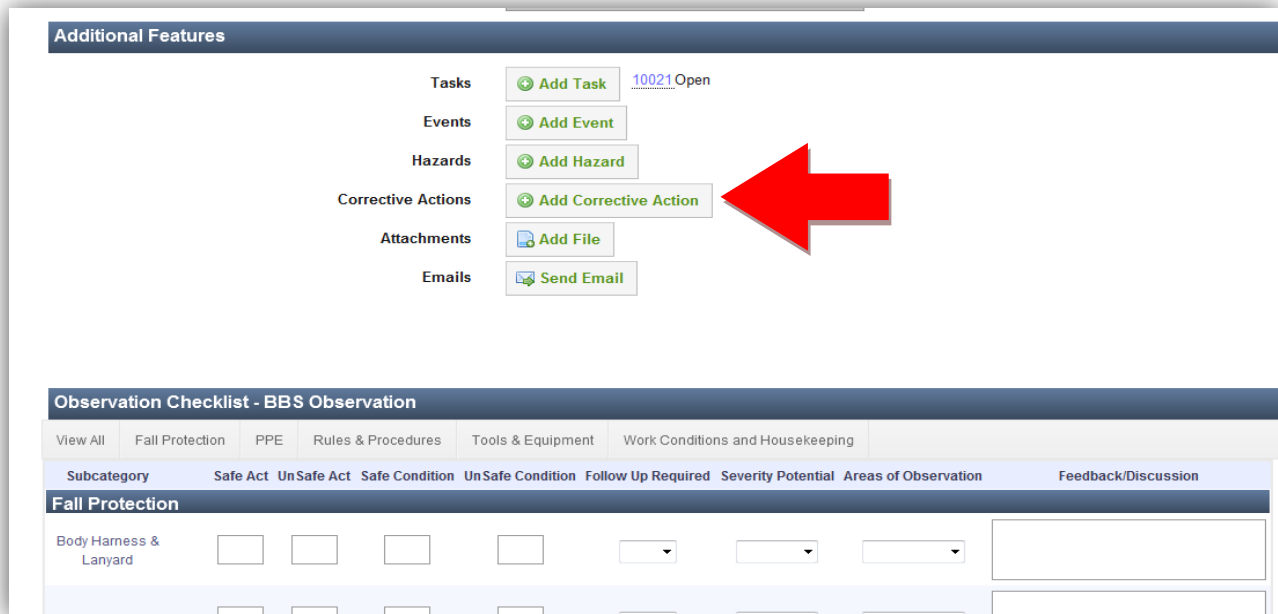
6 Add a Corrective Action to an Observation

6.1 Click on the ***Observations*** tab

6.2 Locate the observation in the summary screen and click on the ***System ID*** link.

6.3 Scroll to the section above the checklist and click the ***Add Corrective Action*** button.

The observation form will be saved and pertinent information will be copied to the corrective action form. See section seven for the steps to complete the corrective action form.

7 Add an Unlinked Corrective Action

7.1 Click on the ***Corrective Actions*** module

Home	Dashboard	Incidents	Claims	Inspections	Hazards	Observations	Corrective Actions	Training

Reports & Analysis ⌄   Employees   Facility Profile

Corrective Actions Summary   15 out of 15 records

System ID	Facility	Originating System ID	Originating Type
22445	Philadelphia	FY13-0068	Incident
22444	Parks Patterson Sports Maintenance Center	FY13-0078	Incident
22405	Genzyme Facility A	FY13-0074	Incident
22404	Genzyme Facility A	FY13-0074	Incident
22406	Philadelphia	FY13-0075	Incident
22424	Philadelphia	FY13-0076	Incident
22384	Corporate Offices	20522	Inspection
22364	Alaska Final Assembly	8962	Hazard

7.2 Click the green and white addition sign icon to access a new Corrective Action recording form.

8 Complete the Corrective Action Form

3.1 Enter the Basic Information

Note: If you are adding a linked corrective action, data from the originating record will be copied over to the corrective action form. The originating record type and system ID will be identified at the top of the Basic Information section.

8.1 Assign a Responsible Party and enter a Due Date

Note: The Responsible Party will receive an email alert letting them know that they have been assigned a Corrective Action, as well as before it comes due and if it goes overdue. If you select a Second or Third Level Responsible Party, they will be alerted if the corrective action goes over due.

8.2 Save the Form

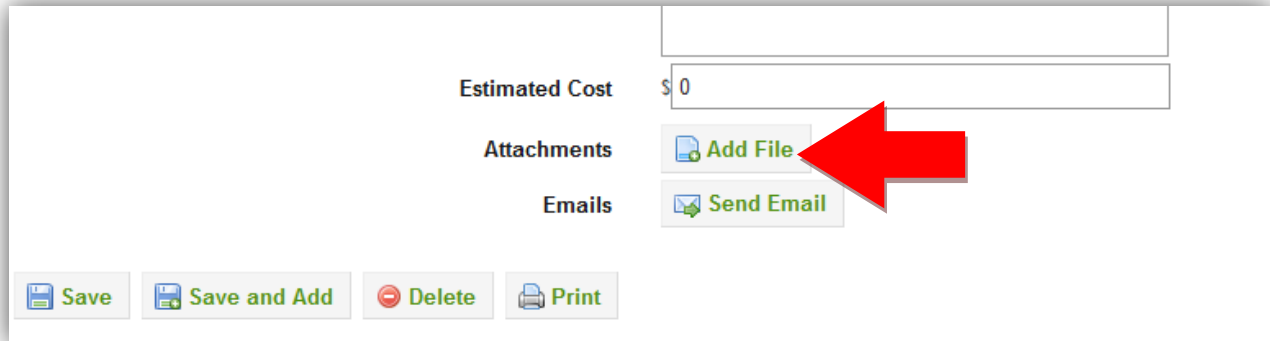**Note:** To add an additional corrective action, click the ***Save and Add*** button. Doing this will save the current corrective action and copy the basic information to a new record.
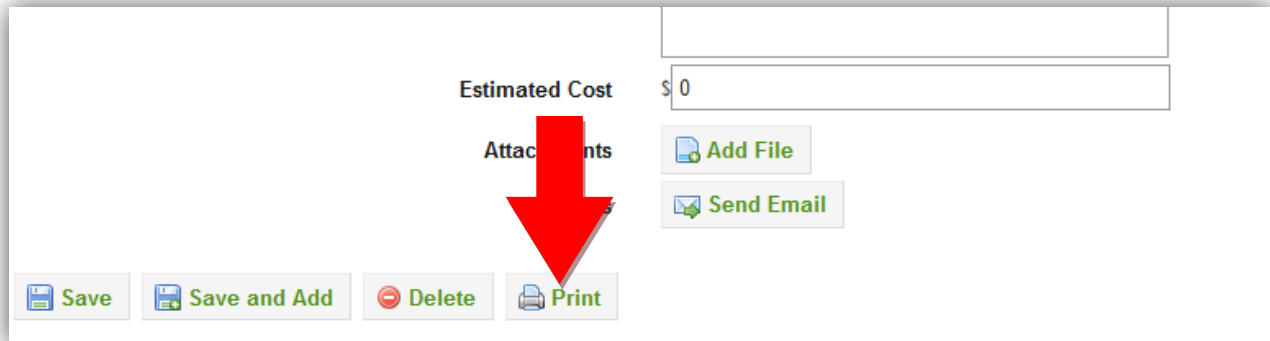
9 Additional Features

9.1 To attach supporting documents (Photos, etc.), click the ***Add File*** button.

9.2 To view a print-out of the incident, click the ***Print*** button.

10 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.

- 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.