

# IndustrySafe Hazards Reporting Guide

This guide describes the process for reporting Hazards using the IndustrySafe Safety Management Software.

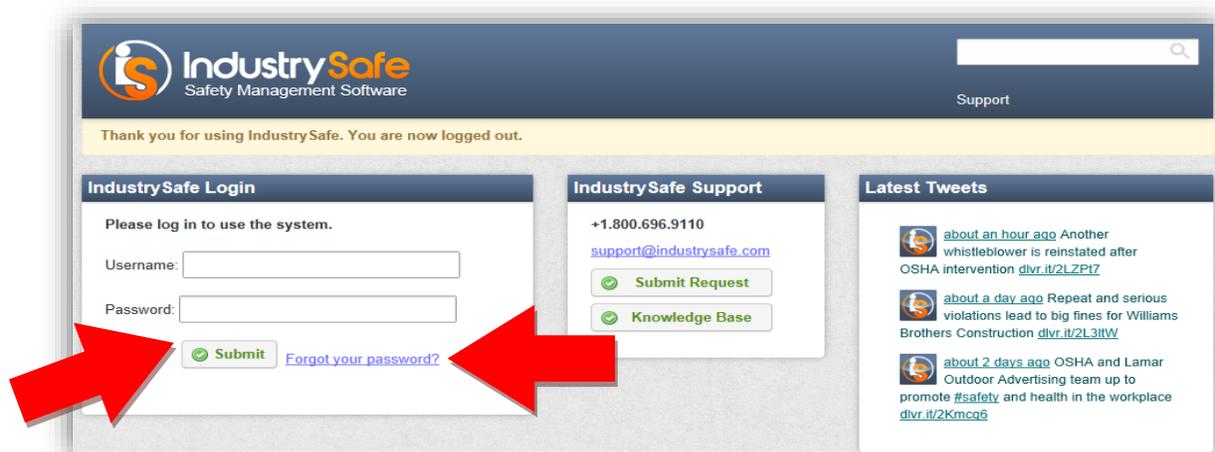
## 1 Log in to IndustrySafe

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.



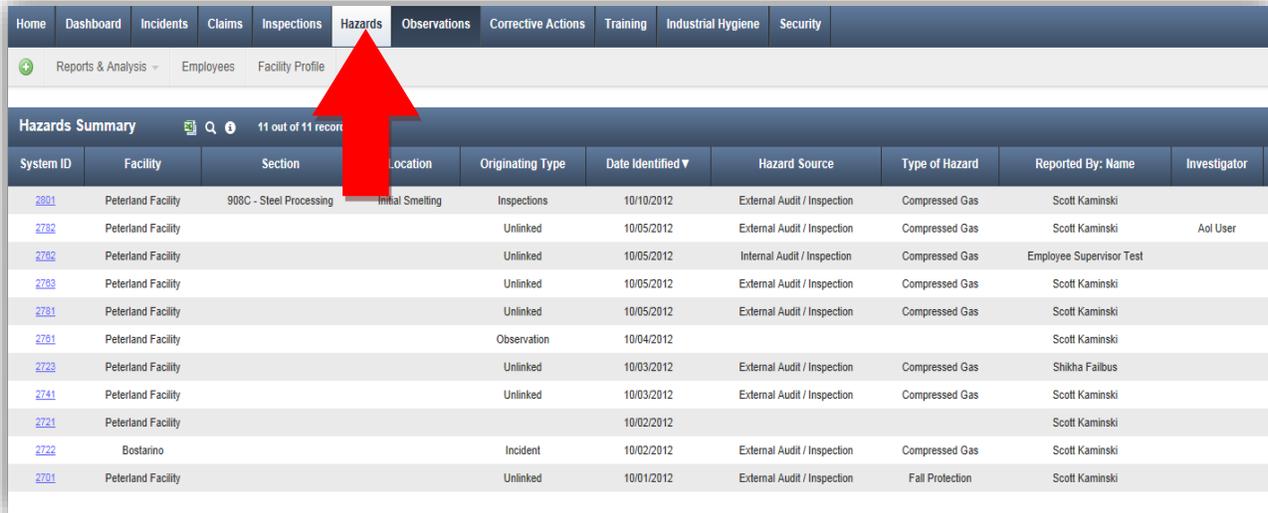
1.3 Enter your username and password and click the **Submit** button.



**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.

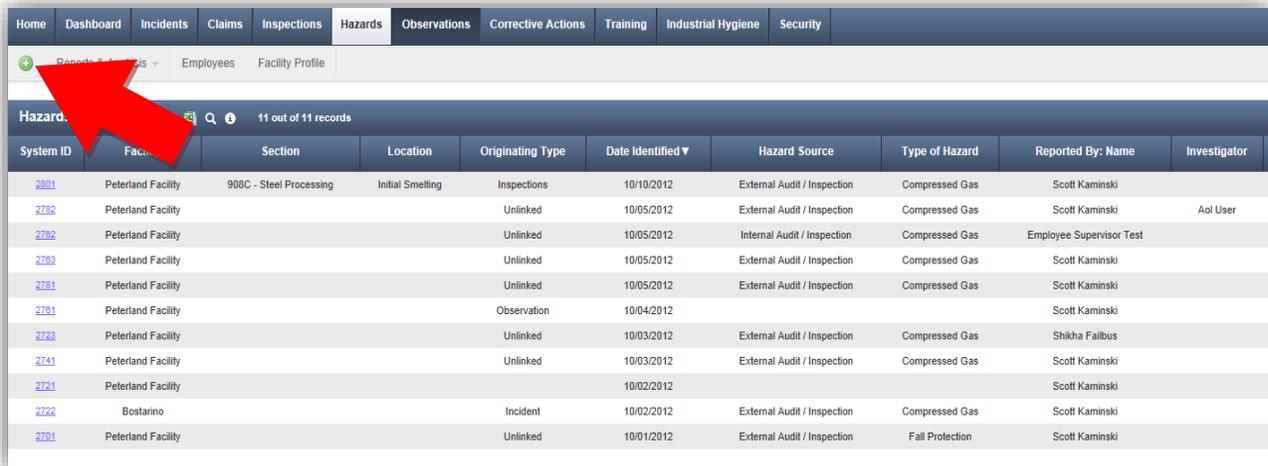
## 2 Open the Hazards Module

2.1 Click on the ***Hazards*** tab.



System ID	Facility	Section	Location	Originating Type	Date Identified	Hazard Source	Type of Hazard	Reported By: Name	Investigator
2701	Peterland Facility	908C - Steel Processing	Initial Smelling	Inspections	10/10/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2702	Peterland Facility			Unlinked	10/05/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	Aol User
2702	Peterland Facility			Unlinked	10/05/2012	Internal Audit / Inspection	Compressed Gas	Employee Supervisor Test	
2703	Peterland Facility			Unlinked	10/05/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2701	Peterland Facility			Unlinked	10/05/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2701	Peterland Facility			Observation	10/04/2012			Scott Kaminski	
2723	Peterland Facility			Unlinked	10/03/2012	External Audit / Inspection	Compressed Gas	Shikha Falibus	
2741	Peterland Facility			Unlinked	10/03/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2721	Peterland Facility				10/02/2012			Scott Kaminski	
2722	Bostarino			Incident	10/02/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2701	Peterland Facility			Unlinked	10/01/2012	External Audit / Inspection	Fall Protection	Scott Kaminski	

2.2 Click the green and white addition sign icon to access a new Hazard recording form



System ID	Facility	Section	Location	Originating Type	Date Identified	Hazard Source	Type of Hazard	Reported By: Name	Investigator
2801	Peterland Facility	908C - Steel Processing	Initial Smelling	Inspections	10/10/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2702	Peterland Facility			Unlinked	10/05/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	Aol User
2702	Peterland Facility			Unlinked	10/05/2012	Internal Audit / Inspection	Compressed Gas	Employee Supervisor Test	
2703	Peterland Facility			Unlinked	10/05/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2701	Peterland Facility			Unlinked	10/05/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2701	Peterland Facility			Observation	10/04/2012			Scott Kaminski	
2723	Peterland Facility			Unlinked	10/03/2012	External Audit / Inspection	Compressed Gas	Shikha Falibus	
2741	Peterland Facility			Unlinked	10/03/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2721	Peterland Facility				10/02/2012			Scott Kaminski	
2722	Bostarino			Incident	10/02/2012	External Audit / Inspection	Compressed Gas	Scott Kaminski	
2701	Peterland Facility			Unlinked	10/01/2012	External Audit / Inspection	Fall Protection	Scott Kaminski	

### 3 Complete the Hazard Form

#### 3.1 Identify the person who reported the hazard

The Reported By information will be automatically filled in. To change this, erase the name and start typing to search for the correct employee. When you find the name, click on it to fill in the person's name, employee ID, and job title (as well as location information if applicable).

To submit an anonymous report, erase the employee ID and leave the name and job title fields blank.

**Hazard Recording Form:**

[Basic Information](#) | [Hazard Evaluation](#) | [Additional Features](#) |

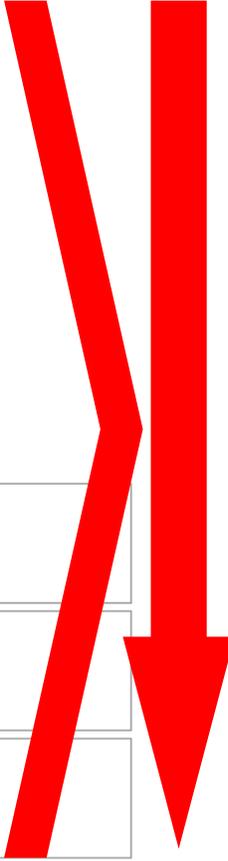
**Basic Information**

Reported By: Name	Scott Kaminski
Reported By: Employee ID	<div style="border: 1px solid gray; padding: 2px;">             ARNOLD KAMBLY -- 03456              RANDAH KAMEL -- 47674              Laith Ahmed KAMIL -- WA243              SHAJU KAMUKINKUZHY -- 24601              AYSEGUL KAMUT -- 22960              Marek Kaminski -- E0224  <b>Scott Kaminski -- 456</b>              KAMAL MAHATO -- 46502              KAMAL ELDIN MOHAMED AHMED -- 32096              KAMRAN RASHID -- 39344           </div>
Reported By: Title	
Originating Type	
Originator *	
How Identified	
Date Identified *	
Time	4:30 PM
Hazard Source *	<input type="text"/>
Type of Hazard *	<input type="text"/>
Facility *	Peterland Facility
Section	<input type="text"/>
Location	<input type="text"/>
Department	Production & Operations
Detailed Location	<input type="text"/>
Description	<input type="text"/>
Initial Action Taken	<input type="text"/>



3.2 Complete the remaining fields in the Basic Information section.

Basic Information		Top
Reported By: Name	Gabriel Tompkins	
Reported By: Employee ID	101	
Reported By: Title	Project Manager	
Originating Type	Unlinked	
Date Identified *	6/25/2012	
Time	12:46 PM	
Hazard Source *		
Type of Hazard *		
Business Group *	Gas Delivery	
Region *	Northern	
Division *	Oakland	
Facility *	Port of Oakland	
Department	Planning Level 1	
Detailed Location		
Description		
Initial Action Taken		



3.3 If applicable, complete the fields in the Hazard Evaluation section.

The screenshot shows a web form titled "Hazard Evaluation". It contains the following fields:

- Hazard Severity \* (dropdown menu)
- Hazard Probability \* (dropdown menu)
- Risk Assessment (dropdown menu, currently showing a greyed-out option)
- Potential Consequences of Hazard (text area)
- Hazard Evaluation (dropdown menu)
- Investigator (dropdown menu)
- Estimated Cost of Hazard (\$) (text input)
- Other Comments (text area)

**Note:** If you select a Hazard Severity and Hazard Probability, the Risk Assessment value will automatically be filled in.

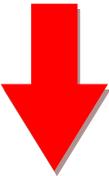
3.4 Save the form.

Additional Features

Corrective Actions [Add Corrective Action](#)

Attachments [Attach File](#)

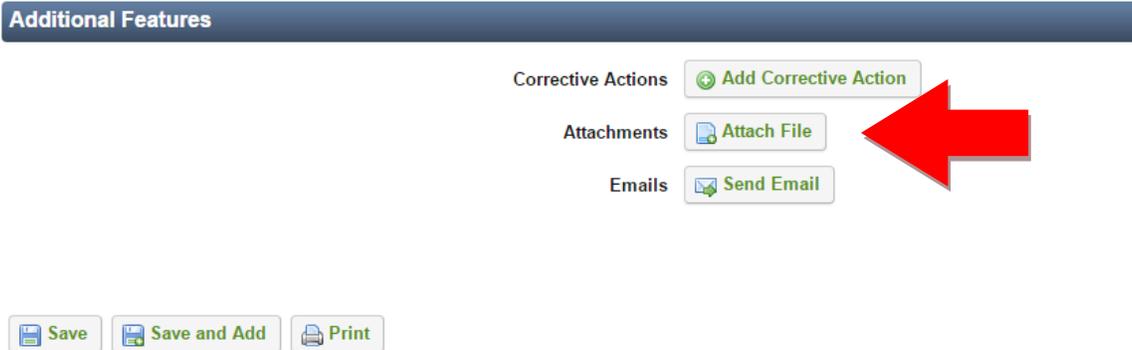
Emails [Send Email](#)



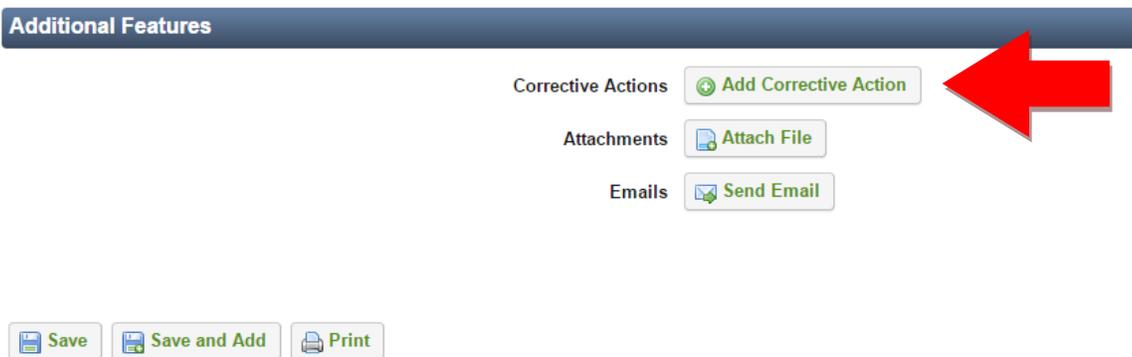
[Save](#) [Save and Add](#) [Print](#)

## 4 Additional Features

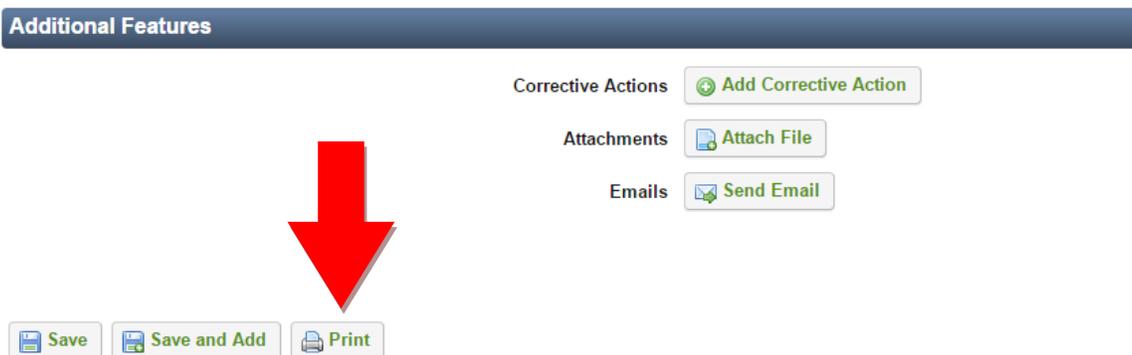
4.1 To attach supporting documents (Photos, etc.), click the **Attach File** button.



4.2 To add corrective actions, click the **Corrective Action** button.



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



## 5 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.

