IndustrySafe Incident Reporting Guide

This guide describes the process for reporting an incident 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 Incidents Module

2.1  Click on the **Incidents** tab

2.2  Click the green and white addition sign icon to access a new Incident recording form
3 Complete the Incident Form

3.1 Select the Involved Employee
Click on the Involved Employee Name field and start typing the first or last name to search for the involved employee. When you find the name, click on it to fill in the person's name, employee ID, and job title (as well as worker type and location information if applicable).
3.2 Complete the remaining fields on the form and click the **Continue** button. Leave the **Incident Investigation Form** checkbox selected.

**Note:** If you answer Yes to the following questions, you will be asked follow-up questions on the subsequent Incident Investigation form:

- Was a Vehicle Involved?
- Was an employee or directly supervise contractor injured?
- Was a Non-Employee injured?
- Was Property Damage Involved?

After you click the **Continue** button, an automatic email alert will be sent to the appropriate IndustrySafe users with the information entered on this form.
4 Complete the Incident Investigation Form

4.1 Click on the **Incident Investigation** link on the Incident Information page.

**Note:** Once you have completed the New Incident Form, the data from this form will appear in read-only fields within the Basic Information section of the Incident Investigation form.

If you would like to make edits to these fields, please select the New Incident Form from the Choose Incident Form page shown above, make any necessary changes within this form, and click the **Save** button.
4.2 Complete the Incident Details section.

4.3 If a vehicle was involved, complete the Vehicle Involved section.
4.4 If there were any witnesses, enter the number in the Witness section and complete the section that appears for each witness.
4.5 If the incident involved an employee injury, complete the Employee Injury section.

The system will automatically determine if an incident is OSHA recordable based on your selections for the Consequences of Injury/Illnesses. Check all consequences that apply to this incident. Selecting anything other than "None of the Above" or "First Aid" will flag the incident as OSHA Recordable.
After you select a value for Area of Body Affected, the list of body parts in that area will be displayed. The same is true for the Primary and Detailed Cause of Injury fields.

4.6 If Yes is selected for "Was Medical Treatment Received?" in the Employee Injury section, the Medical Treatment section will be displayed.
4.7 If the incident involved an employee injury, complete the Recordkeeping section.

These fields are used to populate the OSHA 301 report and OSHA 300 log for OSHA recordable incidents.

Note that information entered previously on the form is used to pre-populate these fields for you. In addition, a value is entered in the field for "What object or substance directly harmed the employee?", the following filed with be auto-populated.

Not all users have permission to complete the fields in this section, if that is the case the fields read-only and shaded in grey or the section will be hidden.
4.8 If the incident involved an employee injury complete the Employee Work Behavior section.

4.9 If the incident involved property damage, complete the Property Damage Section.
4.10 Identify any Emergency Responders and enter a report number if available.

4.11 Complete the Incident Analysis Section.
4.12 Save the form.

5 Additional Features

5.1 To attach supporting documents (Photos, etc.), click the **Attach File** button.
5.2 To add corrective actions, click the **Add Corrective Action** button.

5.3 To view a print-out of the incident, click the **Print** button.
6 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.