

IndustrySafe Public Observations Form Guide

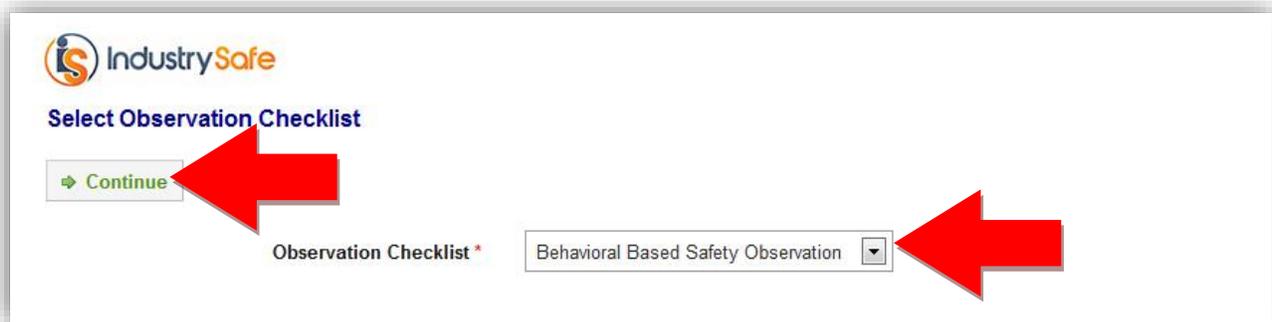
This guide describes the process for reporting an Observation using the Public Observation Form of the IndustrySafe Safety Management Software.

1 Navigate to the Public Observation Form

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

2 Fill out the Public Observation Form

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



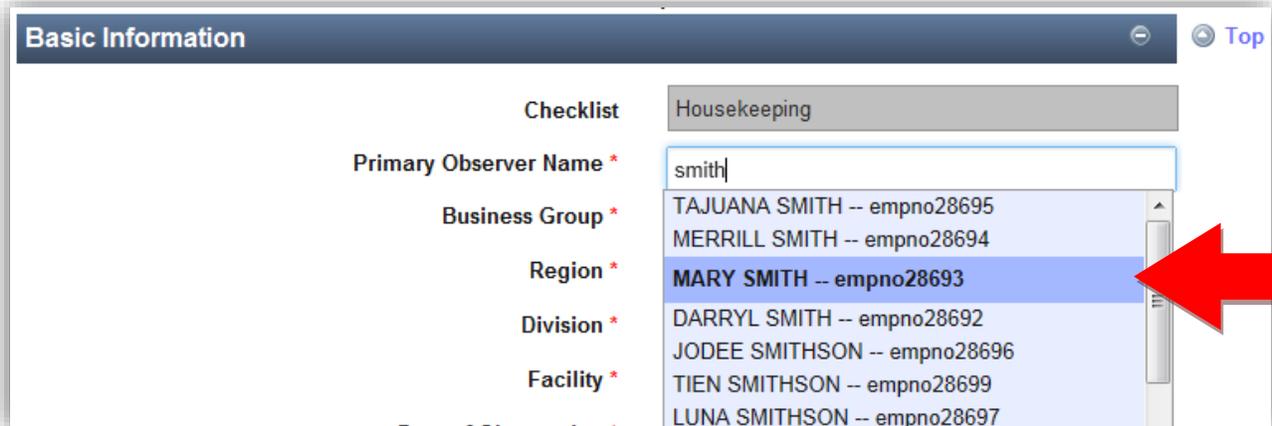
IndustrySafe

Select Observation Checklist

Continue

Observation Checklist * Behavioral Based Safety Observation

2.1 Enter the name of the observer.



Basic Information

Checklist Housekeeping

Primary Observer Name * smith|

Business Group * TAJUANA SMITH -- empno28695
MERRILL SMITH -- empno28694

Region * MARY SMITH -- empno28693

Division * DARRYL SMITH -- empno28692
JODEE SMITHSON -- empno28696

Facility * TIEN SMITHSON -- empno28699
LUNA SMITHSON -- empno28697

Note: Start typing the first or last name to search for the observer. When you find the name, click on it to fill in the person's name and location information if applicable.

2.2 Complete the ***Basic Information*** section.

The screenshot shows the 'Basic Information' section of the IndustrySafe observation form. At the top left is the IndustrySafe logo and the text 'Observation Form:'. Below this are 'Save' and 'Submit' buttons. The section title 'Basic Information' is in a dark blue header bar. The form fields are as follows:

Checklist	Behavioral Based Safety Observation
Primary Observer Name *	Gabriel Tompkins
Other Observer(s)	
Business Group *	Marketing Team
Region *	Caribbean Marketing
Division *	Barbados
Facility *	Oceanwinds Corporation
Date of Observation *	8/20/2012
Time of Observation *	HHMM

A red arrow points to the 'Primary Observer Name' field, which contains the text 'Gabriel Tompkins'. A 'Top' link is visible in the top right corner of the section header.

2.3 Complete the Observation Details Section.

The screenshot shows the 'Observation Details' section of the IndustrySafe observation form. The section title 'Observation Details' is in a dark blue header bar. The form fields are as follows:

Contact Name *	Start typing name here
Comment or Follow-Up Actions	

A 'Top' link is visible in the top right corner of the section header.

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.

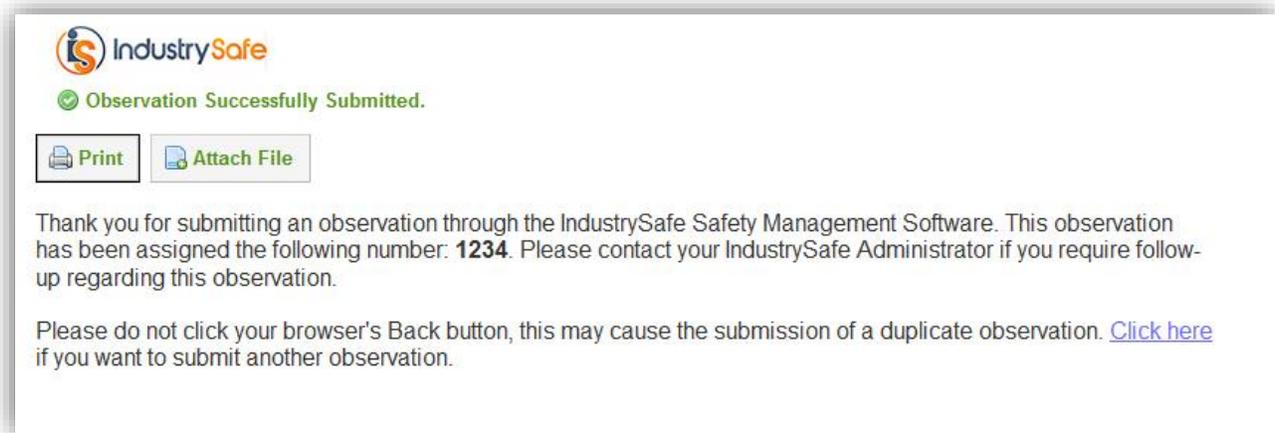
Observation Checklist - Housekeeping						
Category	Subcategory	Safe Act	UnSafe Act	Safe Condition	UnSafe Condition	Follow Up Required
Housekeeping	Cleanliness	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housekeeping	Clutter	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housekeeping	Combustible Debris	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housekeeping	Electrical Cables	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housekeeping	Electrical Panels Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housekeeping	Exists and Aisles Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Tools & Equipment	First Aid Kits	<input type="text"/>				
Tools & Equipment	Lighting (Yard)	<input type="text"/>				
Tools & Equipment	Misuse of Equipment	<input type="text"/>				
Tools & Equipment	Misuse of Tools	<input type="text"/>				
Tools & Equipment	Pit Board Condition	<input type="text"/>				
Tools & Equipment	Seat Belts	<input type="text"/>				

2.6 The Observation Submission Confirmation Page will be displayed.



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.