IndustrySafe Observations Scheduling Guide

This guide describes the process for scheduling Observations using the IndustrySafe Safety Management Software.

1 Log in to IndustrySafe

- 1.1 Using your preferred browser, go to <u>http://www.industrysafe.com</u>
- 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.

Thank you for using Industry Safe. You are now logged or		Support
ndustry Safe Login	IndustrySafe Support	Latest Tweets
Please log in to use the system. Username: Password: Submit Forgot your password?	+1.800.696.9110 support@industrysafe.com ② Submit Request ③ Knowledge Base	about an hour ago Another whistleblower is reinstated after OSHA intervention divr.it/2L2Ft? about a day ago Repeat and seriou violations lead to big fines for Willia Brothers Construction divr.it/2L3tW about 2 days ago OSHA and Lama Outdoor Advertising team up to promote #safety and health in the workpland divr.it/2Kmos6

Note: If you forget your username or password, click the <u>Forgot your</u> <u>password?</u> link 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 Observations Module

2.1 Click on the *Observations* tab

Home	Dashboard	Incidents	Claims	Inspections	Hazards	Observations	Corrective Actions	Training I	Industrial Hygiene
0	Observations	Observation	n Schedule	Reports & A	nalysis 👻	Emplo	Facility1 Profile		
Obs	ervation Sur	nmary	🗐 Q	 45 out of 	f 45 records	T			_
Syste	em ID	Fa	cility1		Date of	Observ 🔻	Section	Locatio	n
<u>52</u>	204				1	0/04/2012			
<u>51</u>	184				0	9/27/2012			
<u>51</u>	164	Ra	cine-WI		0	9/26/2012	Computer	IT	Bel
<u>51</u>	147	Oceanwine	ds Corporatio	n	0	9/25/2012			Bel
<u>51</u>	148	Mo	ore-TN		0	9/25/2012			Bel
<u>51</u>	145	Oceanwine	ds Corporatio	n	0	9/25/2012			Bel
<u>51</u>	1 <u>51</u>	Mo	ore-TN		0	9/25/2012			Bel

2.2 Click the green and white addition sign icon, and then click <u>Add</u> <u>Schedule.</u>

lome	Dashboard	Incidents	Claims	Inspections	Hazards	Observations	Corrective A	ctions Training	g Industr	ial Hygiene
\odot	Observations	Observatior	n Schedule	Reports &	Analysis –	Employees	Facility1 Profile			
Add O	bservation									
Add S	chedule	ary	💐 Q	3 45 out	of 45 records					
Syste	m ID	Fa	cility1		Date of	observation ▼	Sec	tion Lo	ocation	
<u>520</u>	<u>14</u>				1	0/04/2012				
<u>518</u>	<u>34</u>				0	9/27/2012				
<u>51(</u>	<u>34</u>	Rad	cine-WI		0	9/26/2012	Con	puter	ІТ	
<u>514</u>	<u>47</u>	Oceanwind	ds Corporatio	n	0	9/25/2012				
<u>514</u>	<u>48</u>	Mo	ore-TN		(9/25/2012				
514	45	Oceanwing	ds Corporatio	n	C	9/25/2012				

3 Complete the Observation Schedule Form

3.1 Fill out the *Basic Information* section then click *Save*.

Observation Schedula Form:	
E Save	
2	Basic Information Additional Features
Basic Information	
Observer Name *	Start typing name here
Business Group1	Any
Region1	Any
Division1	Any 💌
Facility1	Any 💌
Section	Any 💌
Location	Any 💽
	Observation Frequency 1
Observations per Month	4
Contacts per Observation	3
Start Date*	10/1/2012
End Date	
Add/Remove observation frequency	

4 Additional Features

4.1 To add a task before saving, click the *Add Task* button.

Close Section	e
Employee ID	
Name	
Title	
Tasks	Add Task
Events	Add Event
Emails	🖼 Send Email
🖹 Save 🗟 Close	

4.2 To add an event before saving, click the **<u>Add Event</u>** button.

Close Section	e
Employee ID	
Name	
Title	
Tasks	© Add Task
Events	Add Event
Emails	Send Email
🔚 Save 🔒 Close	

4.3 To send an email, click the **<u>Send Email</u>** button.

Close Section	Θ
Employee ID	
Name	
Title	
Tasks	O Add Task
Events	Add Event
Emails	🕞 Send Email
Save 🔒 Close	

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.

