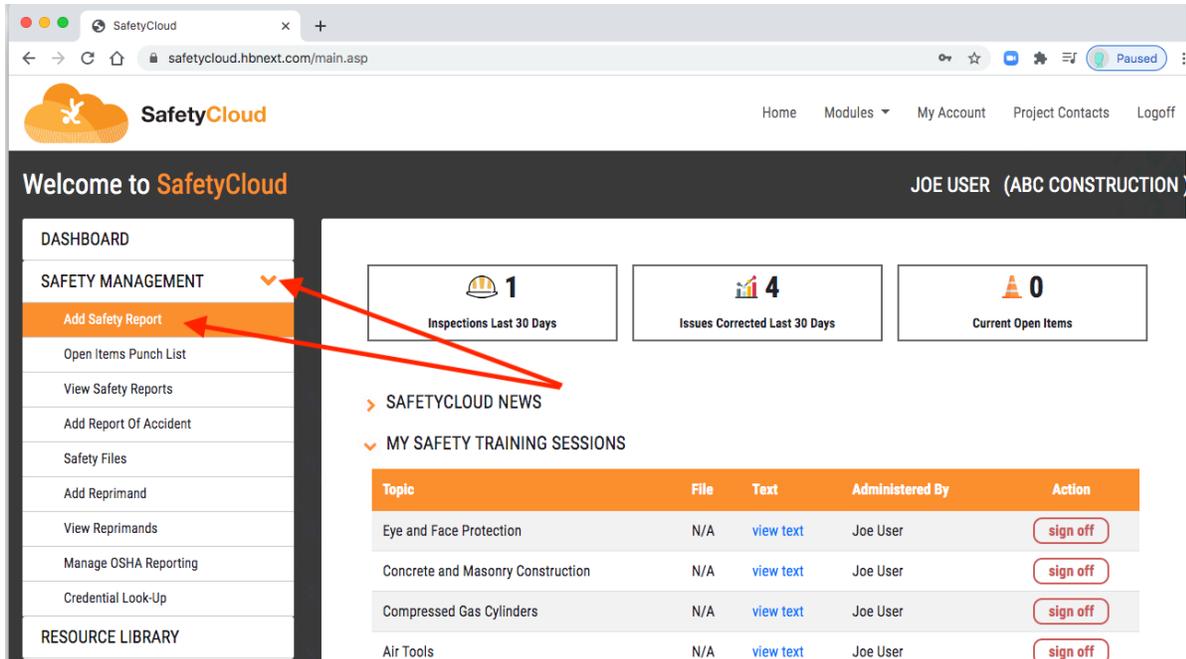


SafetyCloud

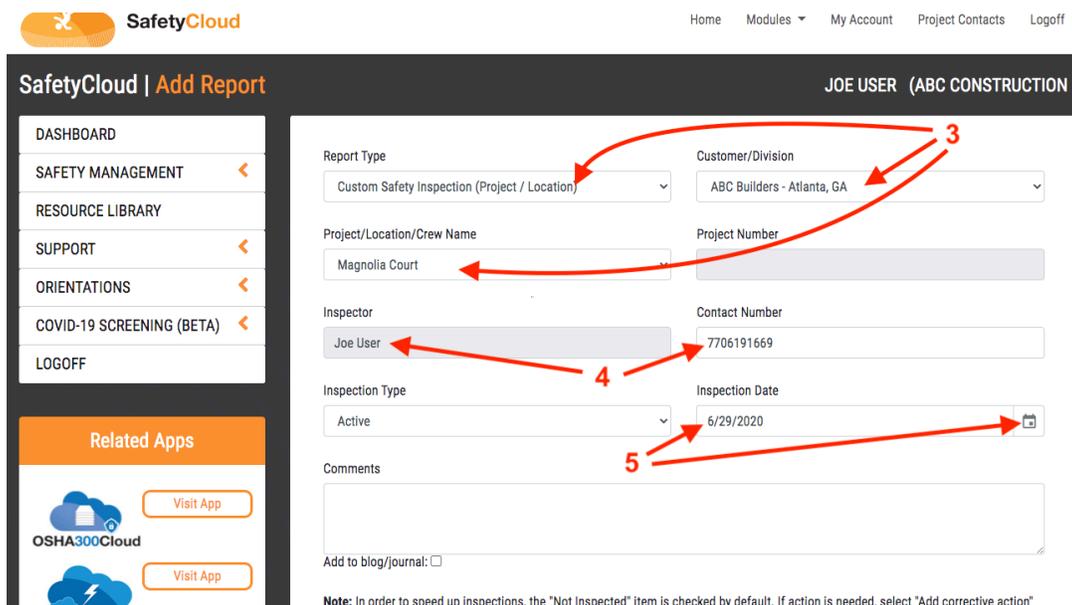
User Guide

Creating Safety Inspections

1. Once logged in, click on the **SAFETY MANAGEMENT** tab
2. In the expanding menu, select **ADD SAFETY REPORT**



3. Select desired **REPORT TYPE** and **LOCATION / ASSET** information (*note: if you do not see the location / asset name in the dropdown, please contact your company administrator*)
4. Your account info and phone number will be piped in automatically
5. You can change the **INSPECTION DATE** by clicking the **CALENDAR ICON** (the current date is the default)



6. **COMMENTS** can be typed into this box
7. The **ADD TO BLOG JOURNAL** checkbox allows you to tag the comment from this report to a master “blog” for the project. (see guide on “Project Blogs” for more information)

LOGOFF

Joe User 7706191669

Inspection Type: Active Inspection Date: 6/29/2020

Comments: Site was is great condition

Add to blog/journal:

Note: In order to speed up inspections, the "Not Inspected" item is checked by default. If action is needed, select "Add corrective action" and add the remarks in the textbox provided. If you need more textboxes, click the "Add corrective action" link.

PPE

8. For each inspection question, you have 4 possible responses
 - a. **Not inspected (default)** – This means the item was not looked at during THIS inspection
 - b. **Yes** – Positive response
 - c. **No** – Negative response
 - d. **N/A** – Item doesn’t apply

Add to blog/journal:

Note: In order to speed up inspections, the "Not Inspected" item is checked by default. If action is needed, select "Add corrective action" and add the remarks in the textbox provided. If you need more textboxes, click the "Add corrective action" link.

PPE

1. Are employees and subcontractors wearing proper PPE?

Not Inspected
 Yes
 No
 N/A

Add Corrective Action

Fall Protection

2. Are fall protection devices being utilized properly?

Not Inspected
 Yes
 No
 N/A

Add Corrective Action

9. Once a selection is made for the question, detail information can be added by clicking **ADD CORRECTIVE ACTION**

10. There are various tagging and detail options for each item:

- a. **Employee / Subcontractor Drop Down** – This allows you to tag the item found to an internal employee OR external contractor
- b. **Observation** – This is the issue that was found
- c. **Action Taken / Addressed By** – This is information about the corrective action that was taken.

PPE

1. Are employees and subcontractors wearing proper PPE?

Not Inspected
 Yes
 No
 N/A

9 → Add Corrective Action

Involved Party 1-1

<p>Subcontractor</p> <p>Bobs Drywall</p> <p>Or</p> <p>Employee</p> <p>N/A</p>	<p>10A →</p>	<p><u>Observation 1-1</u></p> <p>Bob's crew not wearing hard hats</p> <p>10B →</p> <p><u>Addressed by 1-1</u></p> <p>Joe User</p>
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Action Taken 1-1

Bob's crew put on proper PPE before returning to work.

10C →

Close Item Remove action

Note: If utilized correctly, the responses have been designed to create closed documentation loops and create global history on employees and subcontractors. (see guide on “Managing Employee Safety History” and “Managing Subcontractor Safety History” for more information)

11. Additional Issues can be noted under the same question by clicking the ADD **CORRECTIVE ACTION** button additional times.

12. You can add as many issues to a single question as needed. To remove a line, click the **REMOVE ACTION** button

The screenshot shows a form with two rows of data. The first row is titled 'Involved Party 1-1' and contains the following fields: Subcontractor (Bobs Drywall), Observation 1-1 (Bob's crew not wearing hard hats), Employee (N/A), Addressed by 1-1 (Joe User), and Action Taken 1-1 (Bob's crew put on proper PPE before returning to work.). There is a 'Close Item' checkbox and a 'Remove action' button. The second row is titled 'Involved Party 1-2' and contains the following fields: Subcontractor (N/A), Observation 1-2 (empty), Employee (N/A), and Addressed by 1-2 (Joe User). Red arrows point to the 'Add Corrective Action' button (labeled 11) and the 'Remove action' button (labeled 12).

13. Once the report is complete, click **SUBMIT** to save the report

The screenshot shows the bottom of the form. It includes the 'Add Corrective Action' button, a checkbox for 'add form to report', the 'Manage Project Contacts' button, and the 'SUBMIT' button. A red arrow points to the 'SUBMIT' button.

14. On the following screen, you can **EDIT, VIEW, or EMAIL** the report to additional parties

Project/Location/Crew:

-Select a project/location/crew-

OR

Vehicle/Asset:

-Select a vehicle/asset-

Past 90 days (uncheck and re-submit to see all)

VIEW REPORTS

Report ID	Date	Division	Vehicle/Asset	Report Type	Inspection Type	Action
5375	6/29/2020	Atlanta, GA		Custom Safety Inspection (Project / Location)	Active	edit view email photos

15. Optional: Portals with access to photo management will see the **PHOTOS** button (see guide on “Uploading Photos to Reports” for more information)

16. Automatic distribution lists can be setup in the **PROJECT CONTACTS** section, (see guide on *AUTOMATIC REPORT DISTRIBUTION*)