



SMARTER TOGETHER



Report a Hazard

# How-to – Filling out the ThinkSafe Reporting form

**Select your Hazard 'Type'**

- You will have three choices (Hazard, HSE Observation and HSE Walk & Talk)

**Make sure to provide your Site ID or store name**

- The HSE team will require this information to identify the location of the hazard.

**Description and Recommendations for Follow-up**

- A brief description is required. Explain the hazard as best as you can.

**Contact Information**

- The contact information of the line manager of the site is required for the HSE team to contact directly.

**File Attachments**

- Either the camera icon or 'Add attachments' will appear. Select/take photos of hazard(s).

The screenshot shows the 'ThinkSafe Report' form with the following sections and fields:

- General Report Details:** Type (dropdown), Site ID Number (text), Time (1:57 PM), Observer(s) (text), Description (text), Contact Information (text), Multiple CC (dropdown), Operational Risk Rating (dropdown), State (text).
- Right Column:** Dept (Operations), Date (15-Jan-2024), Building (Not Assigned), Hazard type (dropdown), Recommendations for Follow-up (text), Equipment (dropdown), Safety Risk Rating (dropdown), Job role/position (text), Partner (text).
- File Attachments:** Add attachments (button).
- GPS Coordinates:** Latitude and Longitude (text), Use My Location, Select GPS Coordinates, Use Region Coordinates (radio buttons), Add Note (text).
- Follow-up Details:** Optional - you have the required permissions.
- Buttons:** Submit, Cancel.

**Date and 'Observer' Name**

- The date that the hazard was observed, as well as the name of the person who first observed it.

**'Hazard Type' selection**

- Ensure hazard is correctly categorised using categories/subcategories provided.

**Safety and Operational Risk Ratings**

- These are optional fields. The HSE team will change where required.

**Role, State and Partner**

- Add the role of the person calling the hazard out (BWT/ Cleaner)
- State and Partner are mandatory fields.

**Contact Information**

- The contact information of the line manager of the site is required for the HSE team to contact directly.