



THE UNIVERSITY OF
MELBOURNE

Health & Safety Services
ERMS Guidance



ERMS pocketSafety App for mobile incident and hazard reporting

1 Download

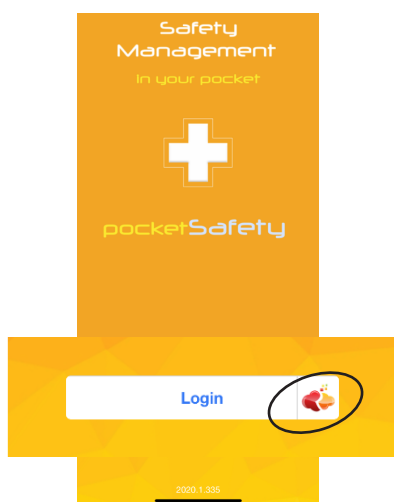
The App is available on Apple and Android devices

iPhone: <http://appstore.com/pocketSafety>

Android: <https://play.google.com/store/apps/details?id=com.pocketsafety>

2 Open

Once downloaded, open the app and click on the riskcloud icon beside the Log in button.



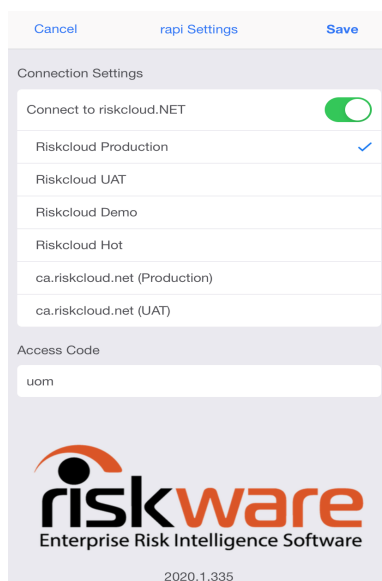
3 Configure

Configuration of connection settings is required for initial installation only.

- Tick **Riskcloud Production** options (this provides access to the live environment).

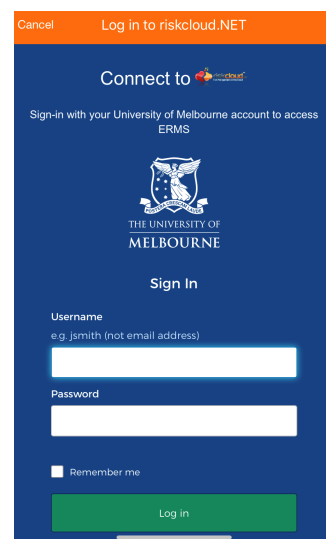
- User Access Code enter **uom**.

- **Save** the settings.



4 Login

- Click Login and the university Okta authentication page should present. User your usual Username and Password, and click Login.



5 Passcode

Enter a Passcode of your invention.

This allows for easy access back into the app if it is closed without logging out. If you log out, log back into poscketSafety from step 4.

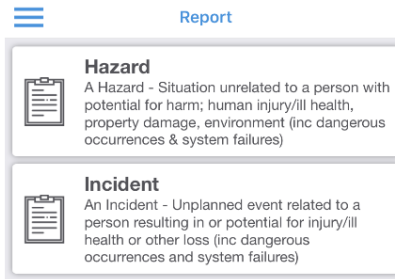
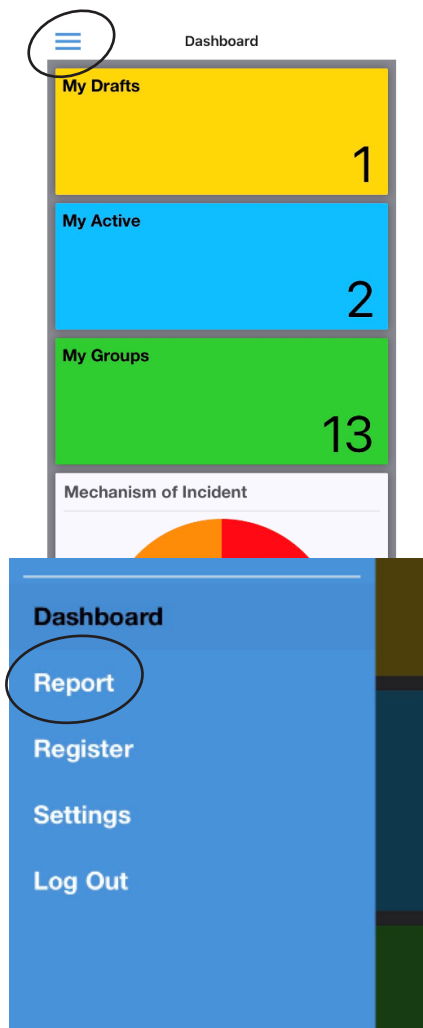
pocketSafety is now ready to use.

Use pocketSafety to submit incident or hazard reports from your mobile device

Dashboard

The dashboard view will depend on user access level.

To navigate between functions, tap on the menu icon (circled below), to show the menu options (image to the left).



Report

1. Select either **Hazard** (no individual involved) or an **Incident** (individual directly involved).
2. Click on each section and complete all fields. Once the section is complete a green tick appears.
3. **Submit** completed report to the register, or **Save** as a draft for completion later.

Things to remember

Stop to complete and submit. Do not use this app while moving.

pocketSafety is a quick way to report incidents and hazards. The app cannot be used to complete action plans or investigation outcomes.

The Manager/Supervisor section will automatically populate but can be changed by clicking on the three lines.

If the mobile app closes with a partially completed report, it can be found under My Drafts in the app or on ERMS.

Submitted reports will trigger email notifications to be sent from ERMS.

A task assigned in pocketSafety will need to be completed in ERMS.

| Report | New Hazard | Report | New Hazard |
|--------------------------------------|------------|--------------------------------------|------------|
| Hazard Details | | Hazard Details | |
| Who? | > | Who? | ✓ > |
| What? | > | What? | ✓ > |
| When? | > | When? | ✓ > |
| Where? | > | Where? | ✓ > |
| Assign to | | Assign to | |
| Manager/Supervisor | > | Manager/Supervisor | ✓ > |
| Additional details (optional) | | Additional details (optional) | |
| Add Photos | > | Add Photos | ✓ > |
| Save | Submit | Save | Submit |

For further assistance, please contact **Health and Safety Assist** on ohs-enquiries@unimelb.edu.au



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CRICOS PROVIDER CODE: 00116K
Authorised by: Health and Safety Services
Published by: Photography: PANSoftware

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For further information refer to: www.unimelb.edu.au/governance/statutes

For more information, visit <https://safety.unimelb.edu.au/incident-reporting>