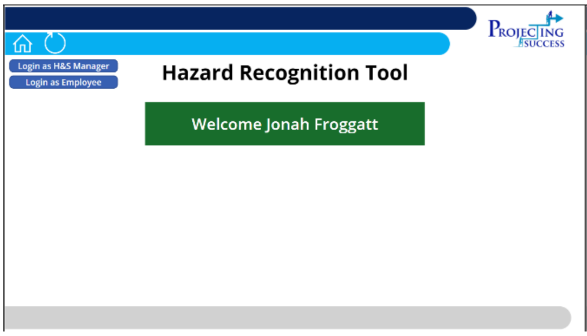
# H&S Hazard Reporting Tool User Guide

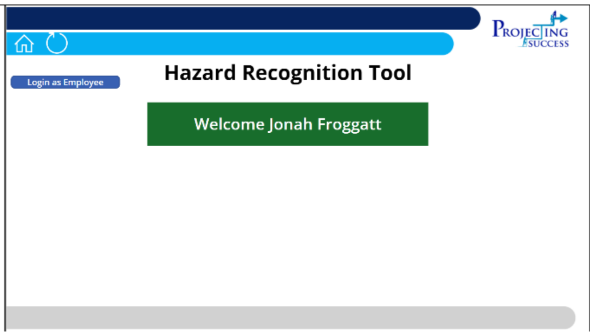
## Using the App

### Home Page

#### Logging In

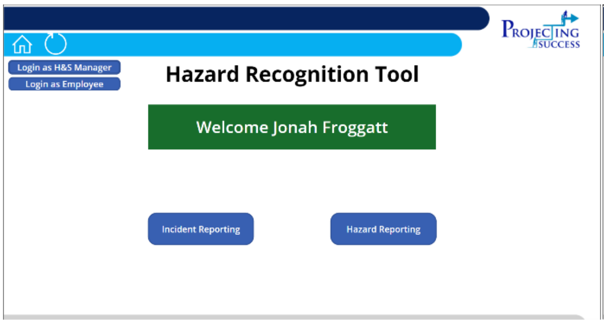
The app has 2 different security levels: H&S Manager and Employee. The H&S Manager has access to all the pages in the app, whereas the Employee have limited access. When a H&S Manager first opens the app, they have the option to login as either an Employee or as a H&S Manager (below, left), whereas a regular employee only sees the former option (below, right).

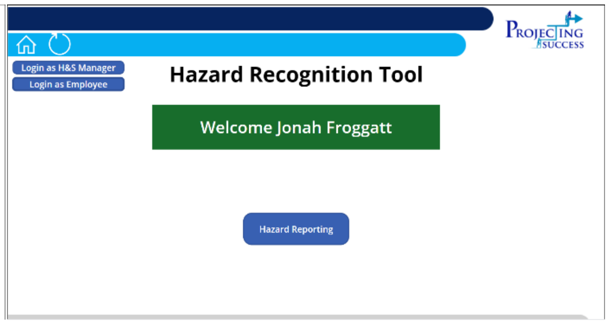


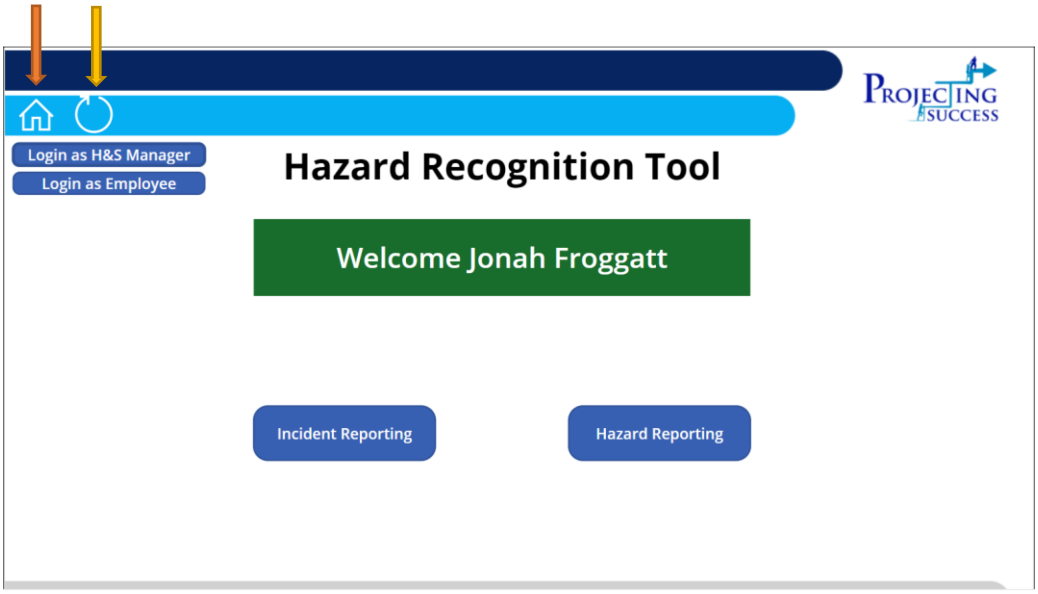

#### Navigation

On logging in, the H&S manager has the choice of observation reporting and hazard reporting (below, left), whereas a regular employee can only go to hazard reporting (below, right).



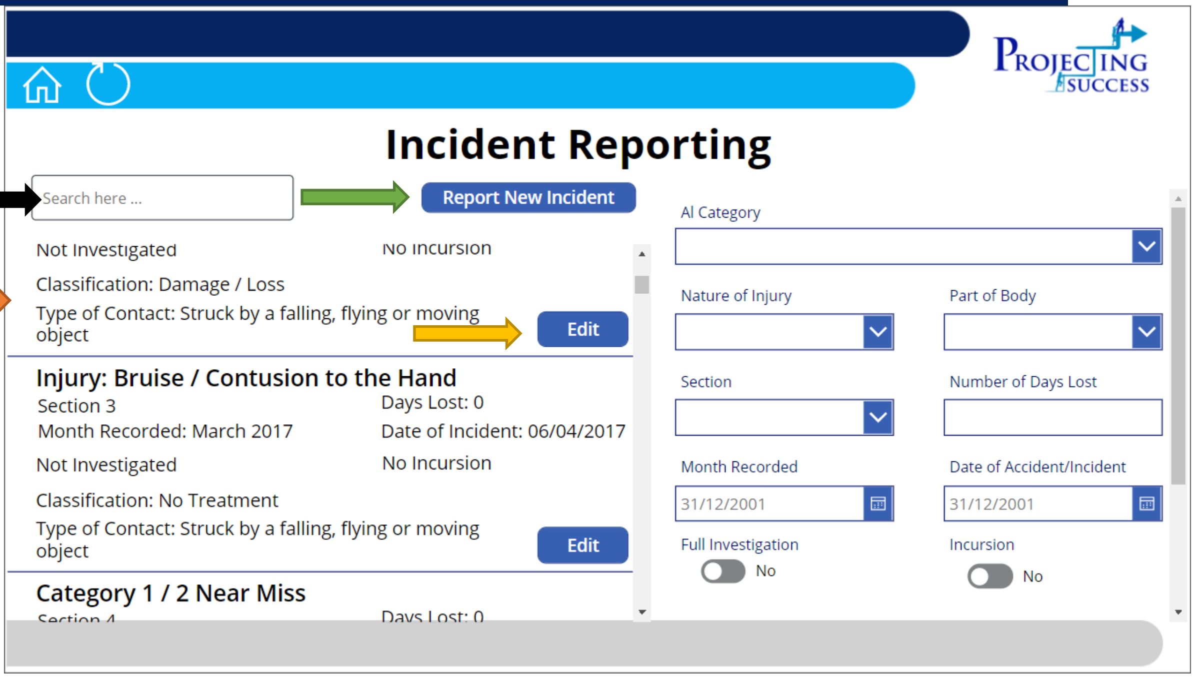



All the pages of the app have a home button [ ] which takes you back to one of the above pages depending on who is logged in. It also features a refresh button [ ], which reloads the data from the SharePoint datasets (more info on this later).

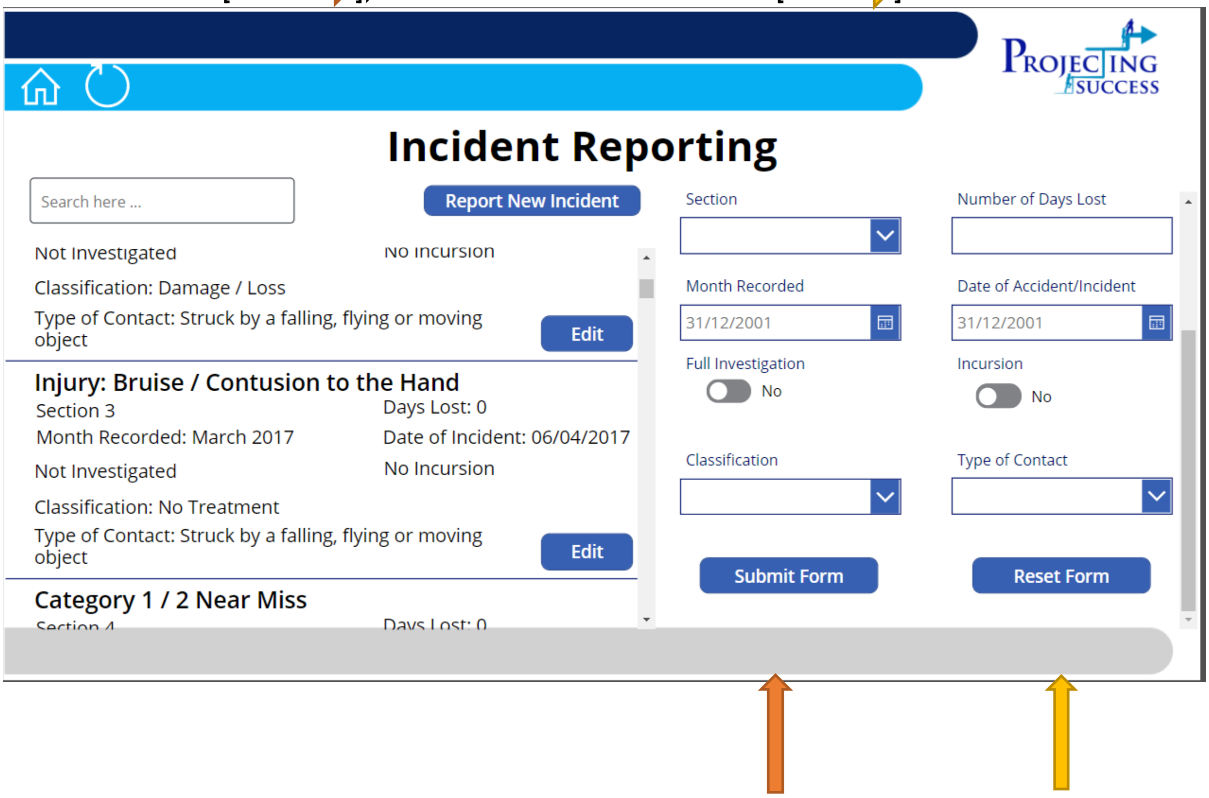



## Incident Reporting

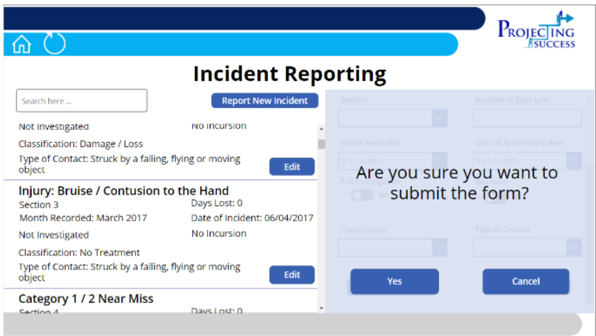
The Incident reporting page is only available to H&S Managers. It allows you to view [ ] and edit incidents [ ] that have already been recorded, as well as record new incidents [ ]. You can also search the observations [ ]

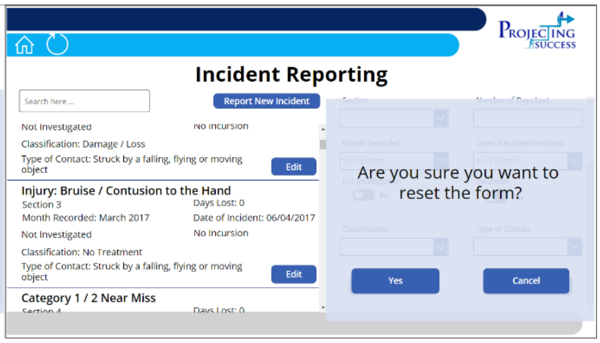



Once either the edit or report new button have been pressed, the user can fill out or change the fields on the right of the screen. There are two buttons at the bottom of the form, one to submit the form [], and another to reset the form [].



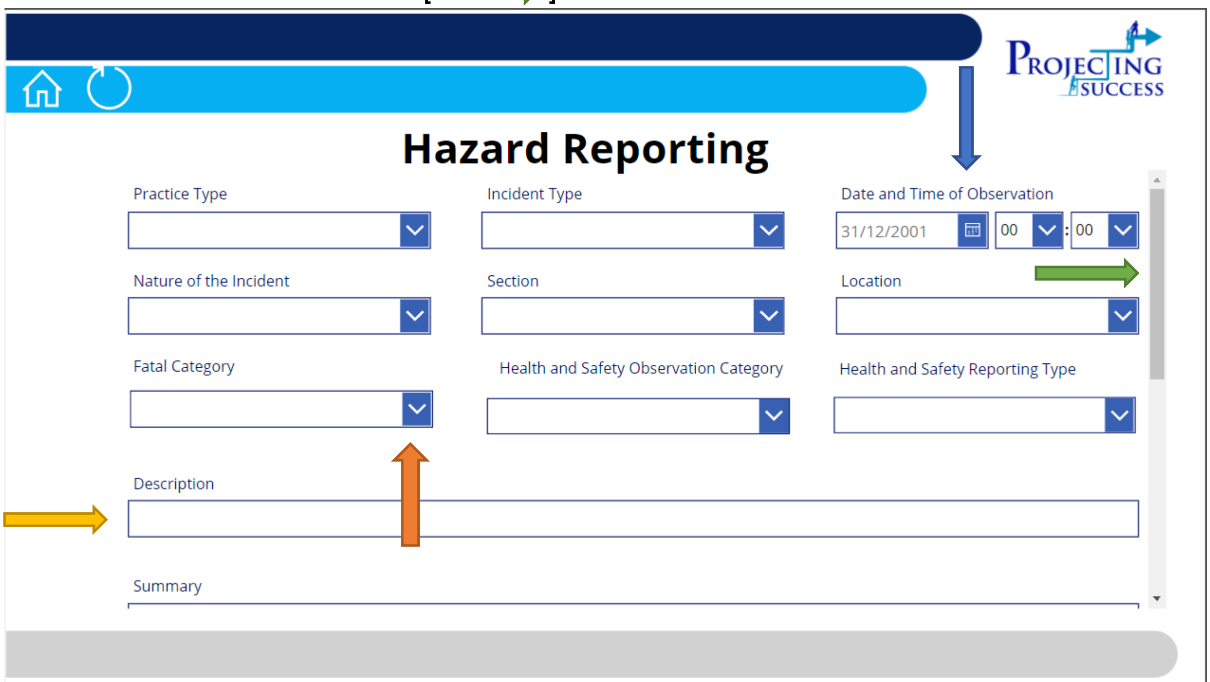
The user must then confirm in either case (see below), which on confirmation will update in the gallery on left of the screen.



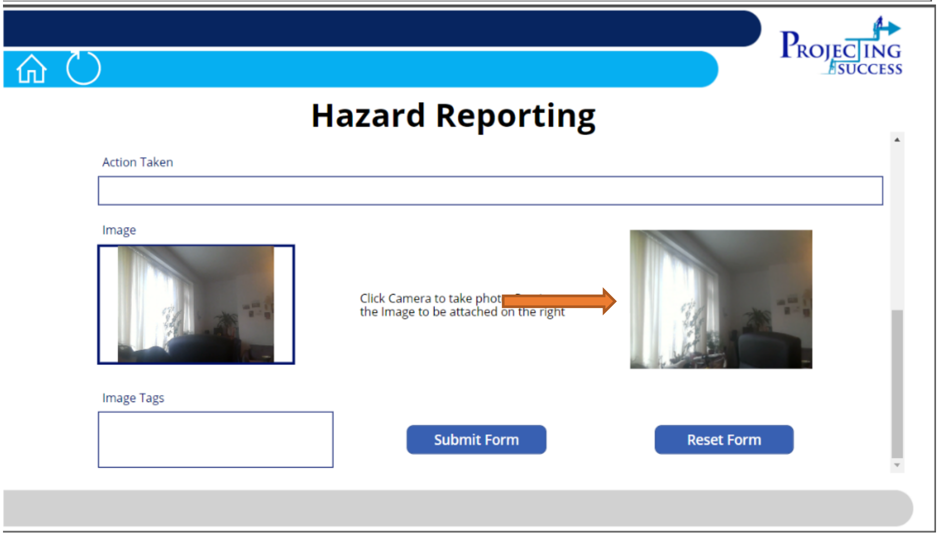




## Hazard Reporting

This page is available to both Employees and H&S Managers. It allows you to submit a form to report a Hazard. Like the Incident reporting form, it uses drop down boxes [ ], as well as a calendar [ ] and some textboxes [ ] to populate the form. Use the scroll to access all of the form [ ] .

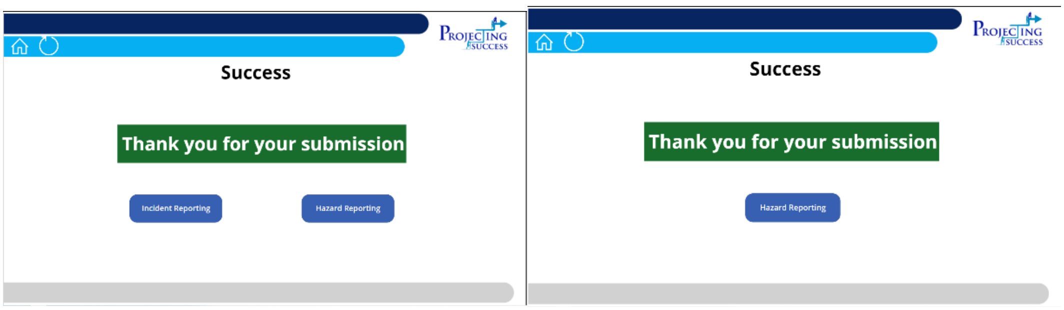



Further down the form there is a camera [ ] built into the form to take a photo of the hazard. To take a photo, you click on the preview image, and once taken the photo will appear to the right [ ]. Like the incident form, there are buttons for submitting [ ] and resetting [ ] the form. These, like the observation page, require confirmation via a pop up (not shown).


## Submission Page

Once a form has been submitted (either Incident or Hazard) the user will be sent to the submission page, to confirm that the submission has gone through correctly. There are navigation buttons to take you to the other pages available (depending on the access level logged into). Below you can see the submission pages for H&S Manager (left) and Employee (right).



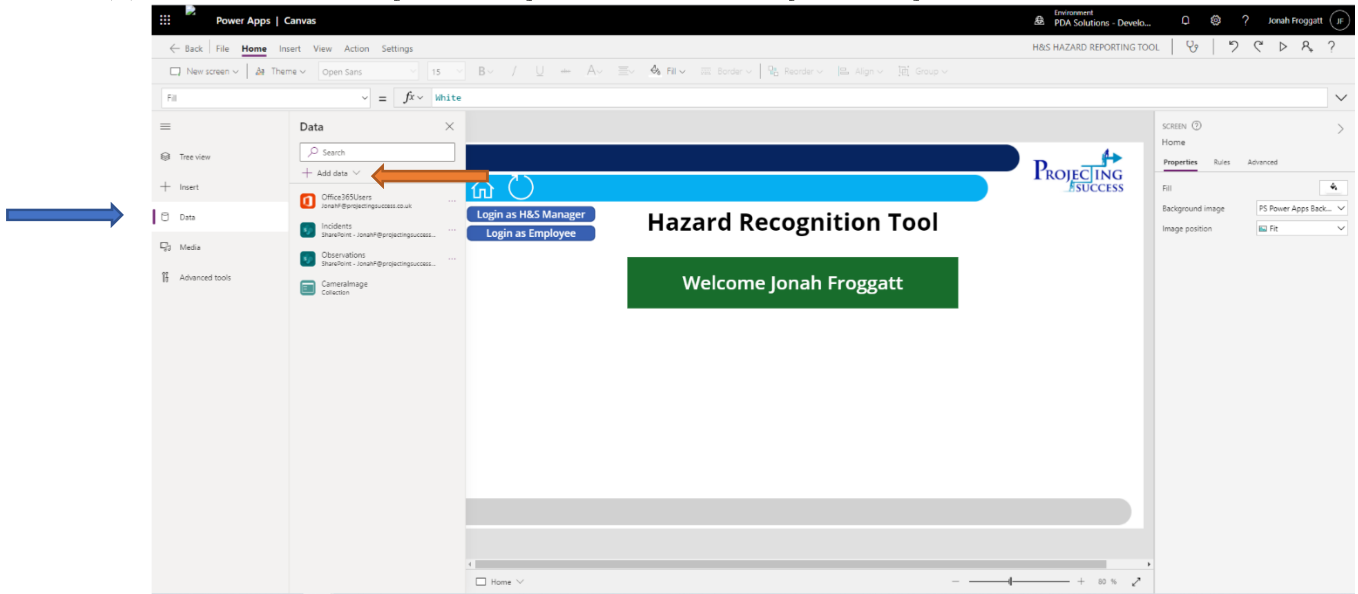
# Configuring the App

## Adding a new H&S Manager

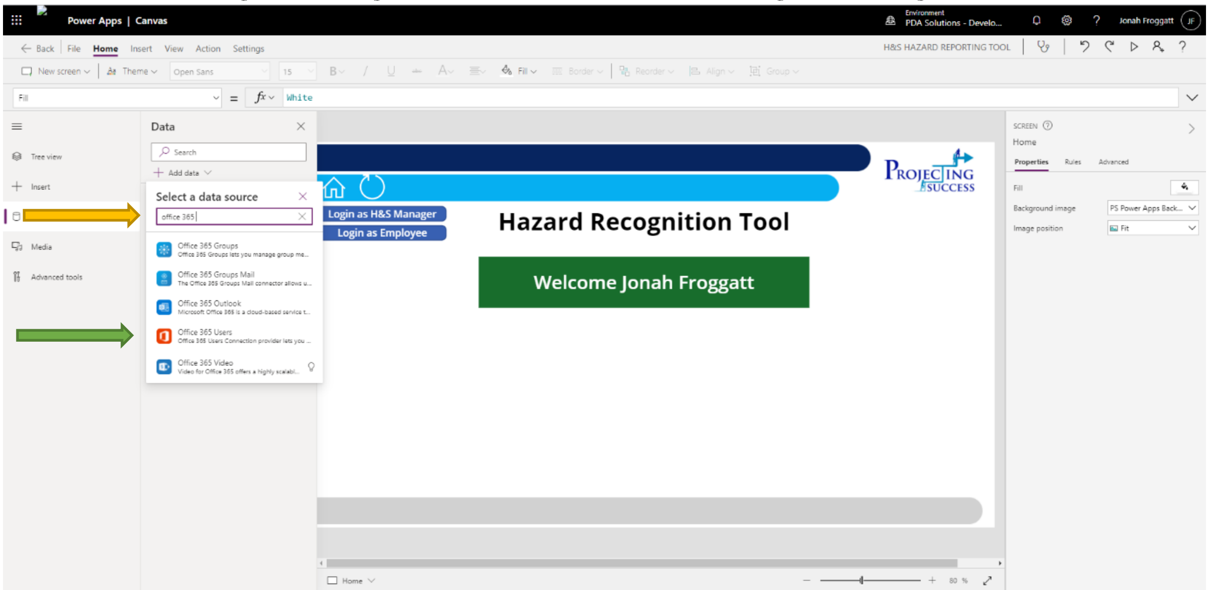
To add a new H&S Manager, you need to know the email address for their Office365 account. You'll need to connect the app to your own office365 Network, which we do with the following steps:

(1) Open the app in edit mode

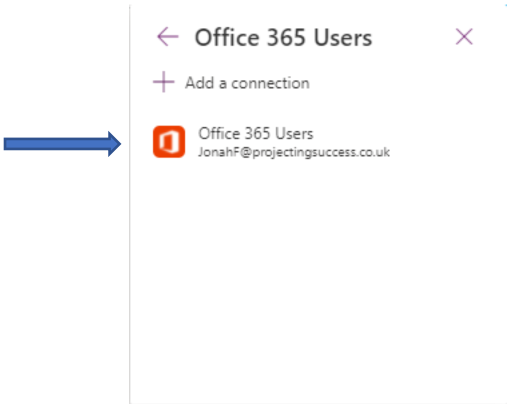
(2) Go to the data tab [ ] and click add data [ ]




(3) Search office 365 [ ] and click on office 365 Users [ ]

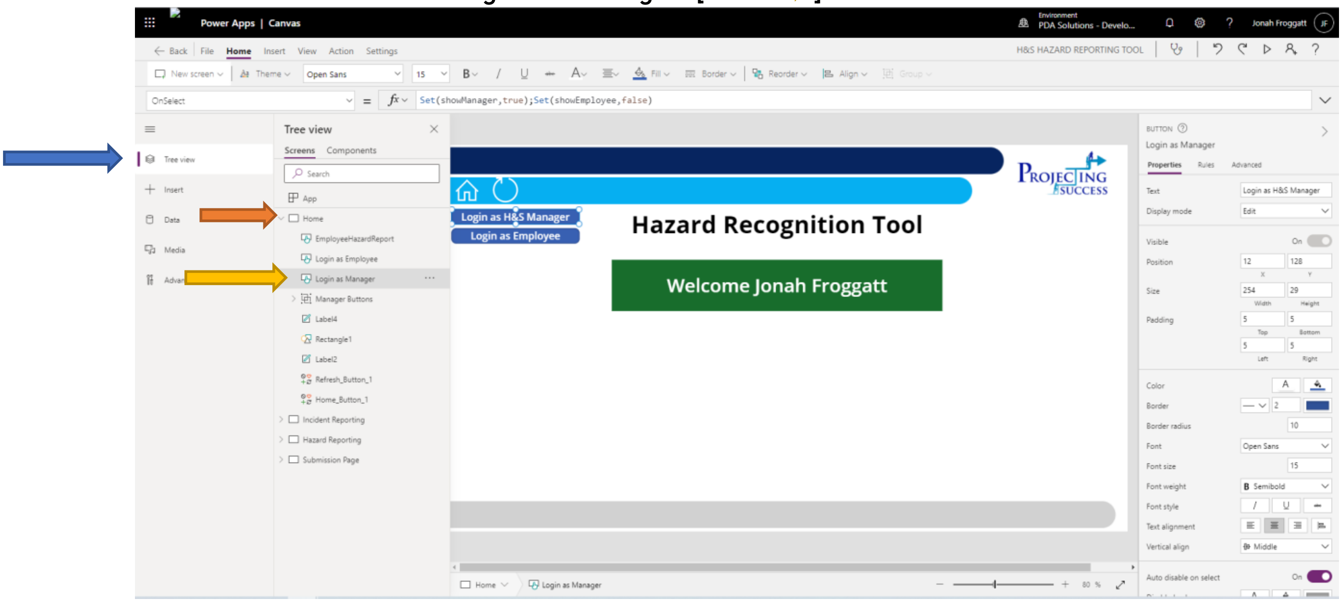



(4) Click Office 365 Users [ ] again to add it as a data source

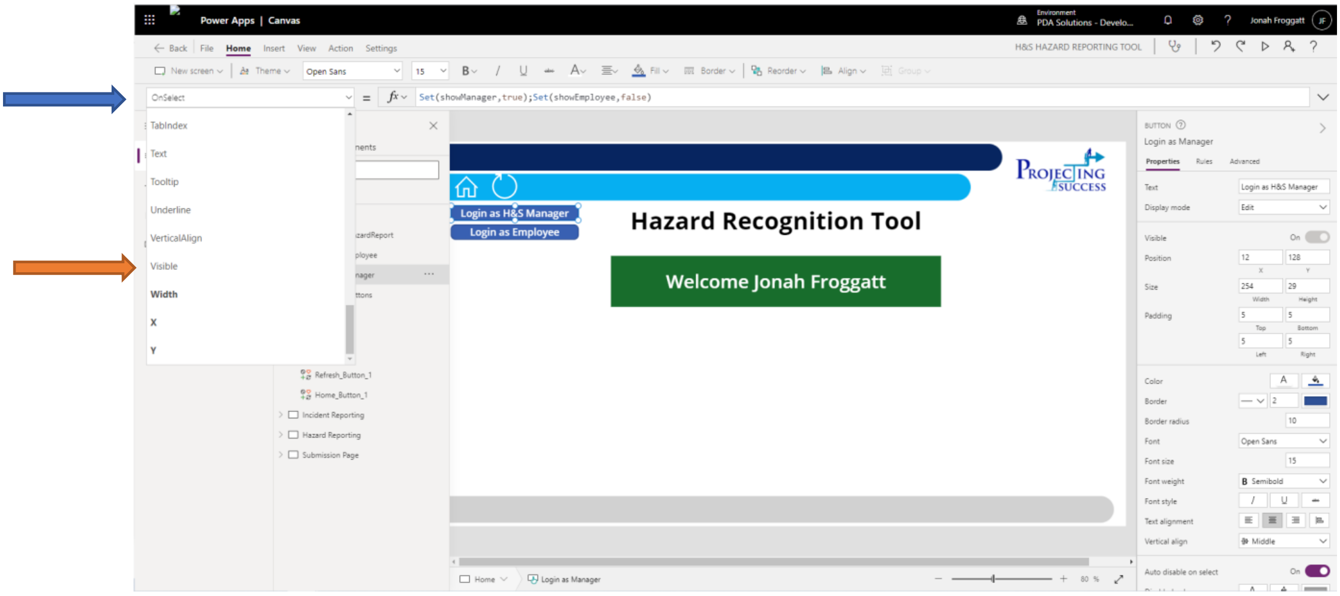



Now to add another user as a H&S Manager, we do the following:

(1) Click tree view [ ] in the sidebar and then click on the home page [ ] and then the button for 'Login as Manager' [ ].



(2) Then on the left hand side of the formula bar [ ] select the 'Visible' category [ ]




(3) Now on the right hand side of the formula bar, we see that we have an 'IF' function. For every user we want to add as a H&S Manager, we add the following line: Office365Users.MyProfile().Mail = "HRManageremail@projectingsuccess.co.uk",true,

With the new HR Managers email replacing HRManageremail@projectingsuccess.co.uk. So if we wanted to add 3 new HR managers, with emails johndoe@outlook.com, janedoe@outlook.com and johnsmith@outlook.com, it would look like the following:


## Setting Up the SharePoint Lists

For the app to work, you'll need to connect it to some SharePoint lists to store and retrieve the forms. The SharePoint list will need to have the same column names and column data types, and you'll need to link it through the data tab in the PowerApps sidebar. They also need to have the same list names, so that the app pulls the correct data. Call the dataset with Incident data "Incidents", and the one with hazard data, "Observations".

Here are the details for the Incidents Dataset:

Columns

A column stores information about each item in the list. The following columns are currently available in this list:

| Column (click to edit) | Type |
|---|---|
| Title | Single line of text |
| Modified | Date and Time |
| Created | Date and Time |
| No | Number |
| Section | Single line of text |
| Month Recorded | Date and Time |
| Full Investigation | Single line of text |
| Date of Accident/Incident | Date and Time |
| Date_Incident_Reported | Date and Time |
| TIME_OF_ACCIDENT_INCIDENT | Number |
| AI Category | Single line of text |
| Part of Body | Single line of text |
| Nature of Injury | Single line of text |
| Statutory_Utility | Single line of text |
| Incursion | Single line of text |
| Incursion_Category | Single line of text |
| HiPo | Single line of text |
| Classification | Single line of text |
| Type of Contact | Single line of text |
| Number of Days Lost | Number |
| TARGET_CLOSURE_DATE | Date and Time |
| CLOSED_OUT_DATE | Date and Time |
| OPEN_CLOSED | Single line of text |
| Investigation_Level | Single line of text |
| Just_Culture_Behaviour | Single line of text |
| Classification_2 | Single line of text |
| Service_Strike | Single line of text |
| RIDDOR_Type | Single line of text |
| Created By | Person or Group |
| Modified By | Person or Group |

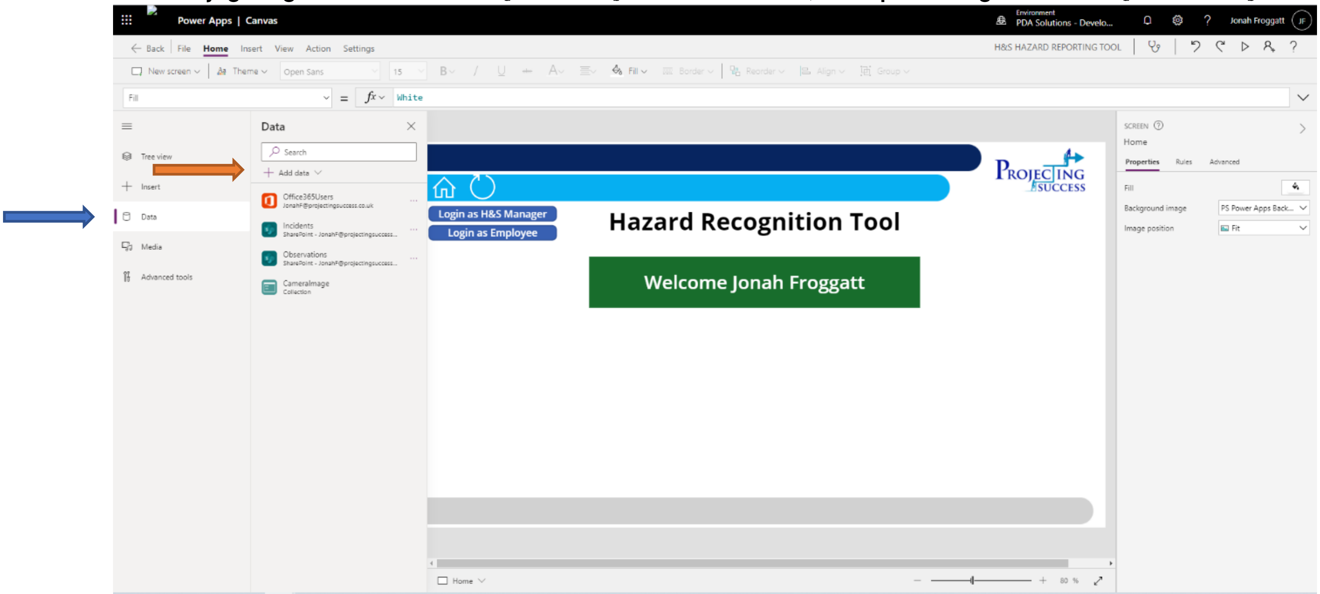
And for the Observations (which relates to the Hazard Reporting Page)

Columns

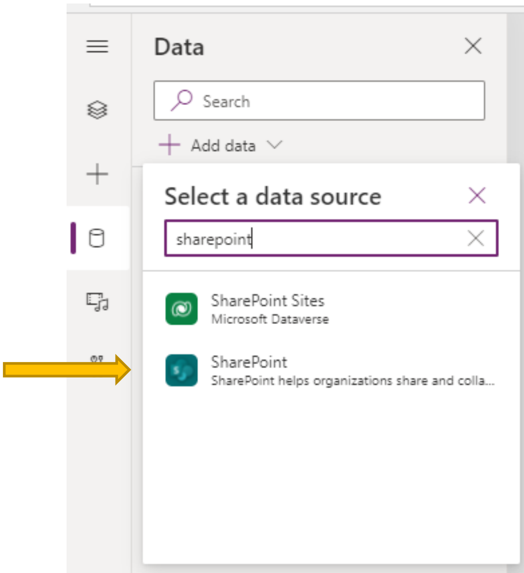
A column stores information about each item in the list. The following columns are currently available in this list:

| Column (click to edit) | Type |
|---|---|
| Title | Single line of text |
| Modified | Date and Time |
| Created | Date and Time |
| PracticeType | Single line of text |
| IncidentType | Single line of text |
| HSWorEnv | Single line of text |
| Section | Single line of text |
| Location | Single line of text |
| ObservationDateTime | Date and Time |
| Summary | Multiple lines of text |
| Description | Multiple lines of text |
| ActionTaken | Multiple lines of text |
| FatalCategory | Single line of text |
| HEObservationCategory | Single line of text |
| HEReportingType | Single line of text |
| Photo Tags | Multiple lines of text |
| Image Info | Multiple lines of text |
| Created By | Person or Group |
| Modified By | Person or Group |

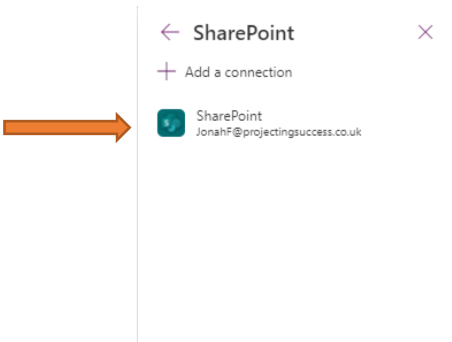
Once you've created your own SharePoint lists with the same column names, you can link them by going to the data tab [ ] in the sidebar, and pressing add data [ ].




Then search sharepoint and click on it [ ]




And then again [ ].



Finally, enter the site URL [ ] and press connect [ ].