Incident Report Training

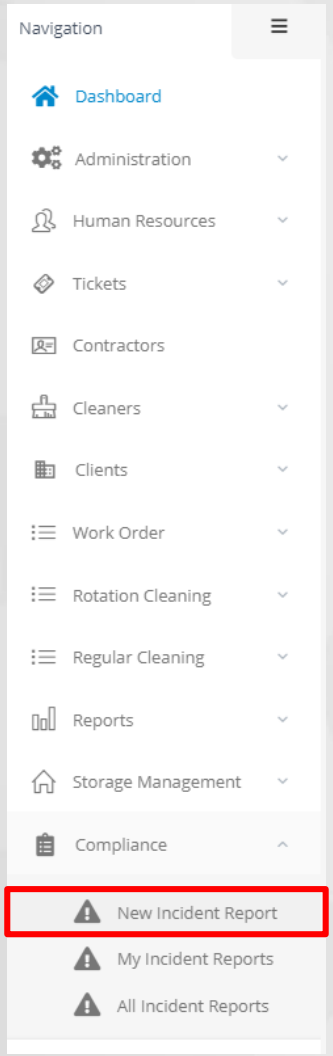
25/10/2019

Welcome to QCC Training!

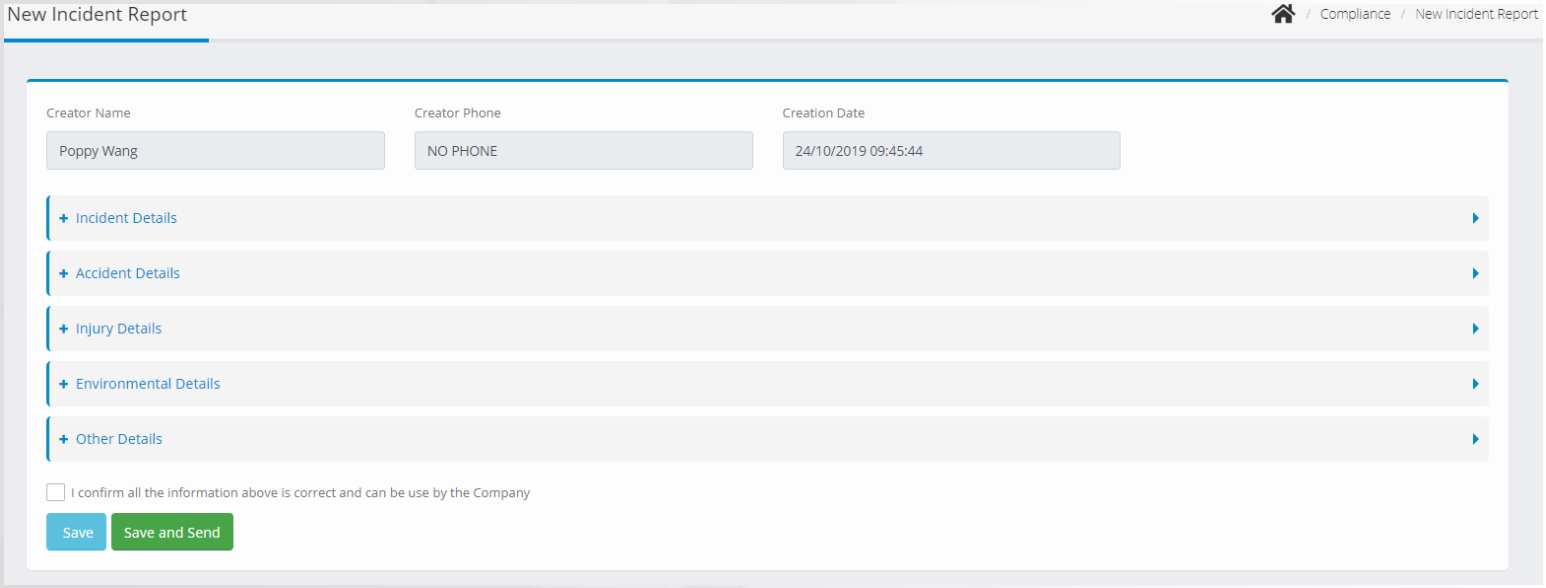
BOOMERANG

QCC

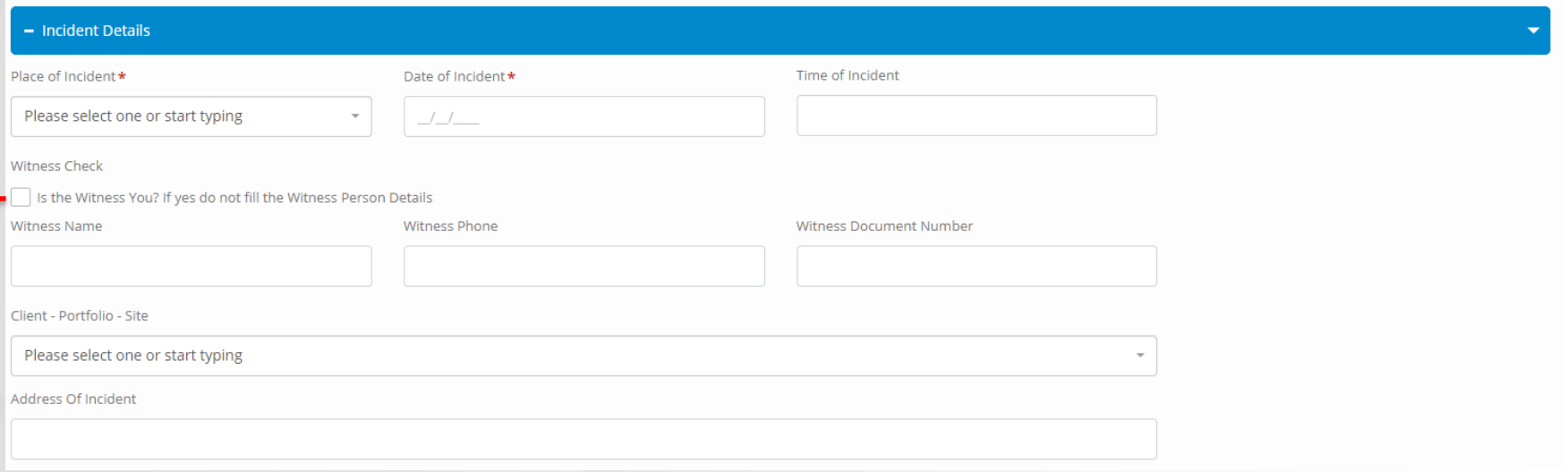
How to open a New Incident Report in Boomerang



The system will automatically fill the Creators name, contact and date

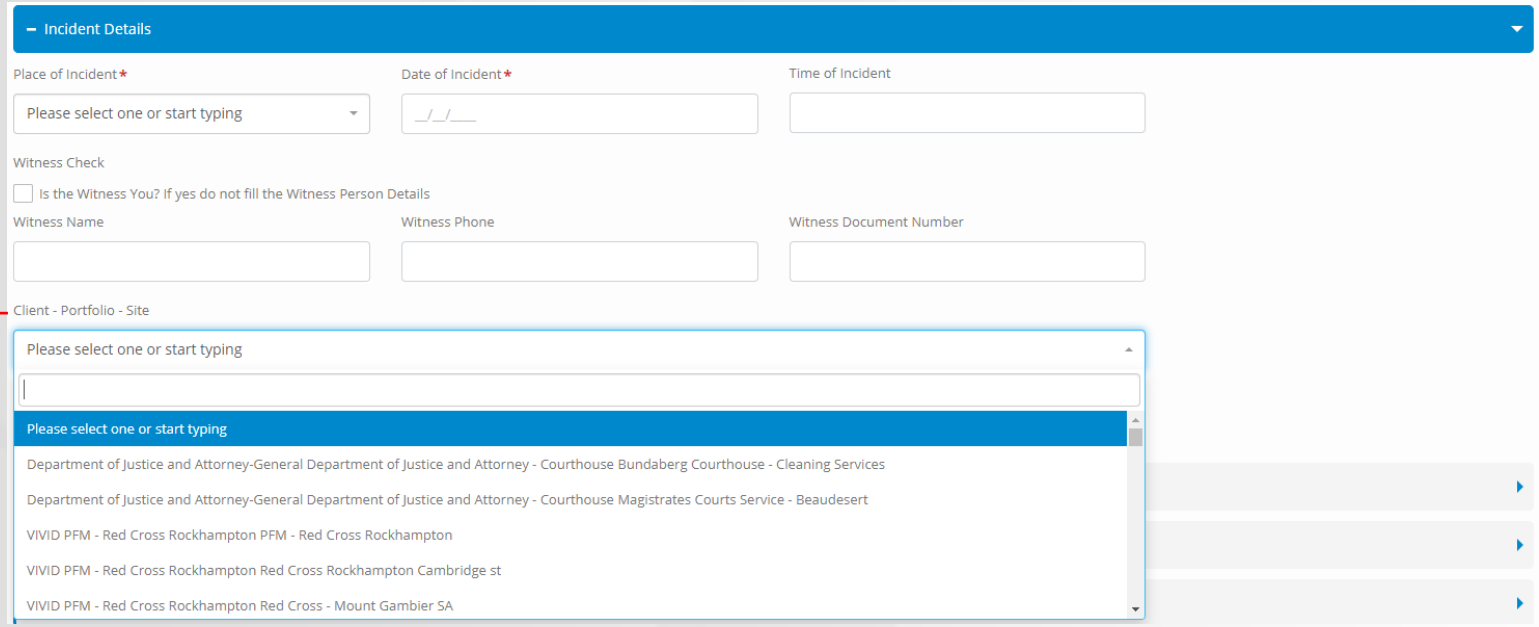


The Incident details have two mandatory fields:
Place of the Incident and Date of the Incident



If you tick this box, the system will automatically fill the witness information.
Don't fill it unless you are a witness!
If witness is not you, place details of witness in the specific area.

You can search the Client/Port/Site by the updated list in Boomerang



We have four types of Incident Report:

1) Traffic Accident

2) Injury

3) Environmental

Fuel Spill
Chemical Spill
Dirty Water Release
Uncontrolled Air Emissions
Oil Spill
Excessive Noise
Fauna Injury

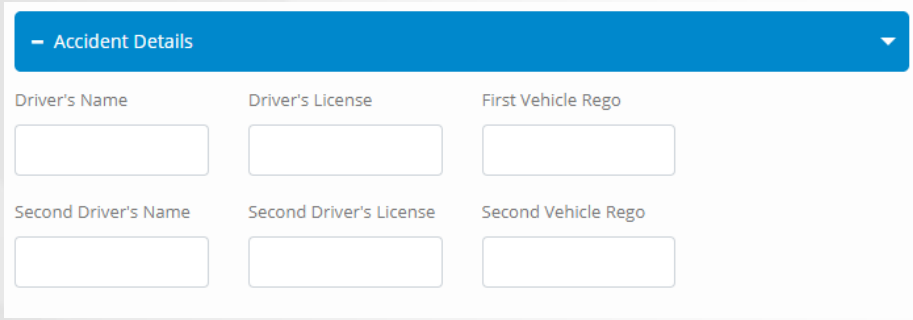
4) Other

Vegetation Damage
Theft
Property Damage
Security Breach
Plant/Equipment Damage
Verbal/Physical Abuse
Other

Accident Details:

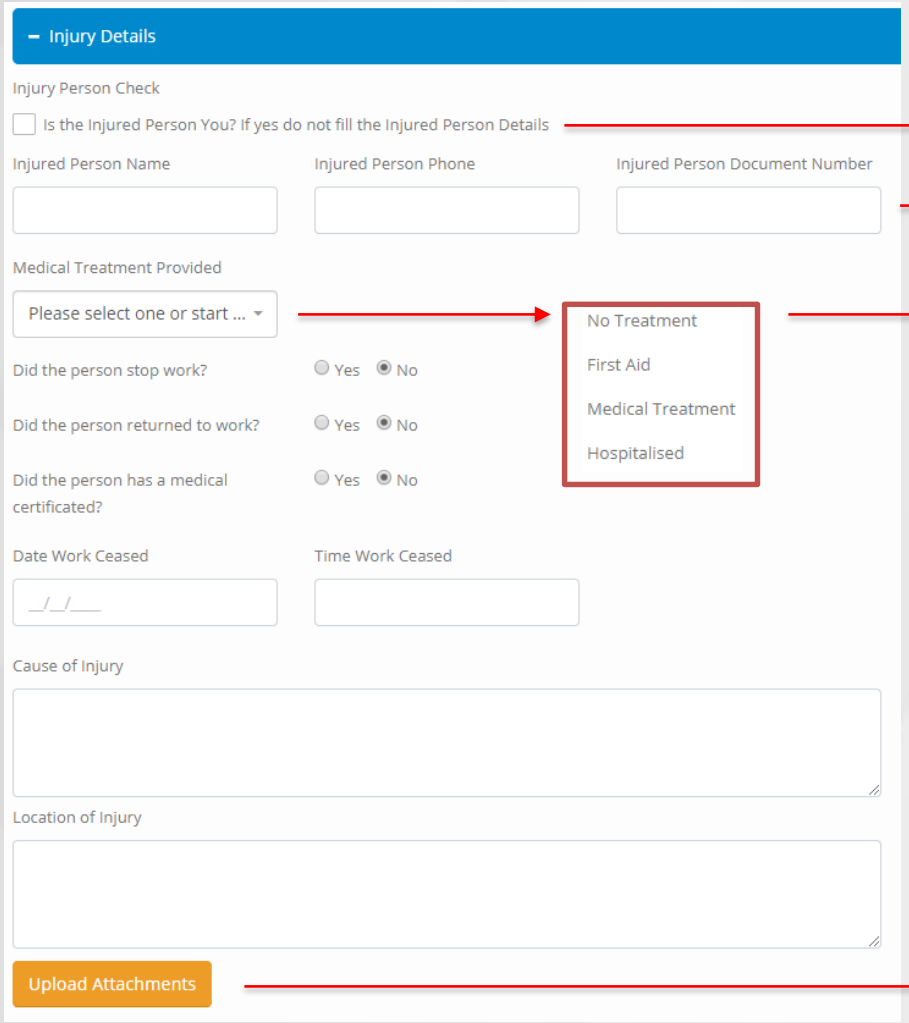
To be use in case of car accident

It requires the name and the drive's licence of each driver and the vehicle Registration.



Injury Details:

To be use in case of someone getting injured.



If the injured person is the one who is filling the report, just tick the check box and the system will fill the information automatically

If the injured person is not the one who is filling the report, complete the name, phone and document of the injured person

Select which Medical Treatment was provide and answer the questions below

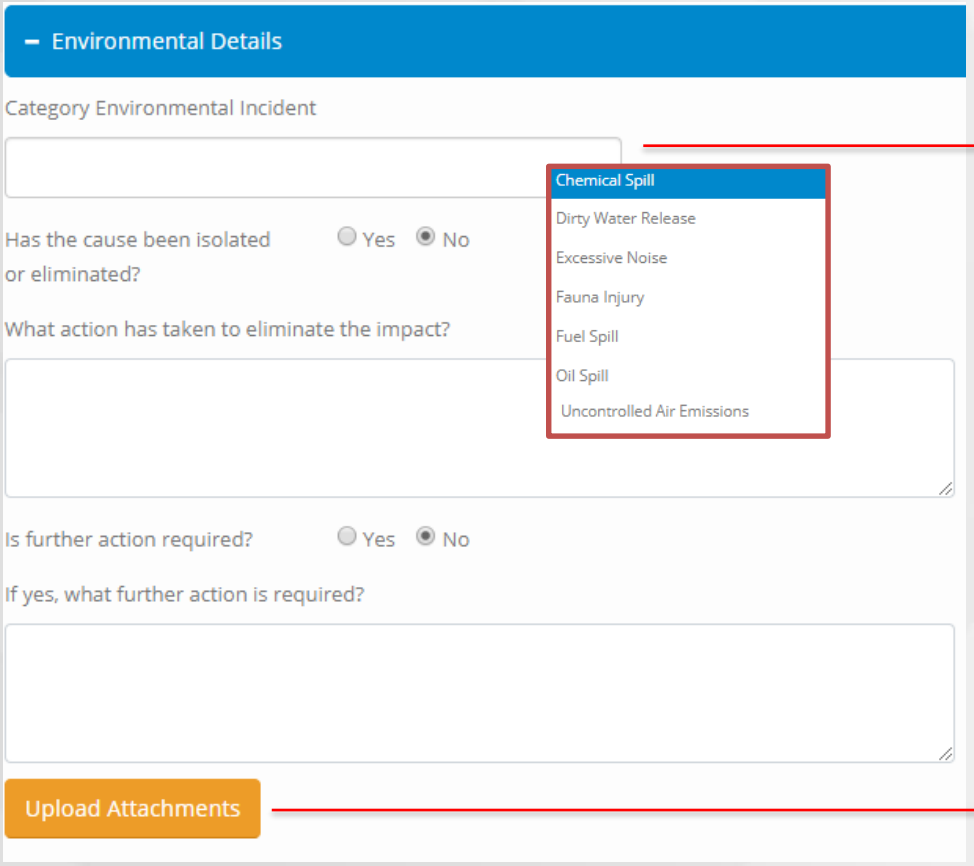
Cause of injury -> What caused the injury

Location of injury -> Which part of the body got hurt?

You can upload the pictures showing the injury or, if you are with your Cellphone, you can take picture of the injury

Environmental Details:

To be use in case of damage to the environment

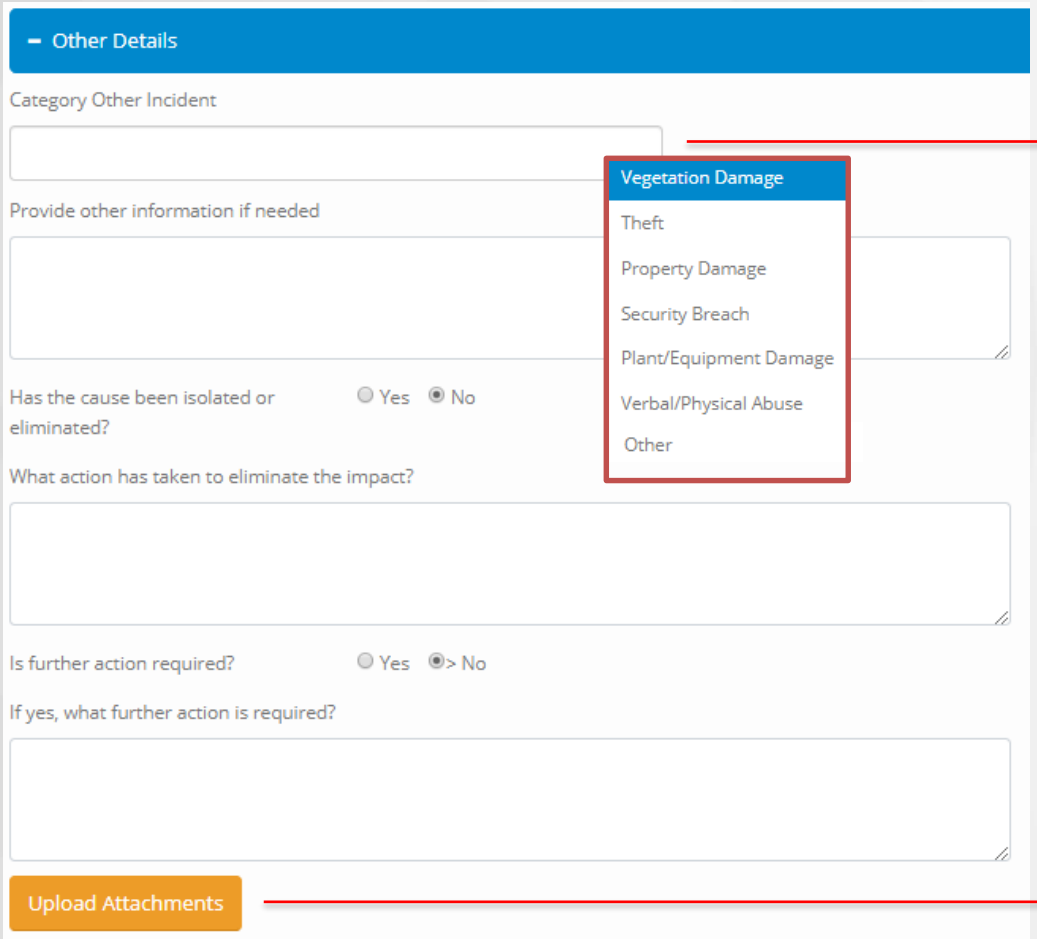


Select the environmental incident category and answer the questions below

You can upload the pictures showing the environmental incident or, if you are with your Cellphone, you can take picture of the incident

Other Details:

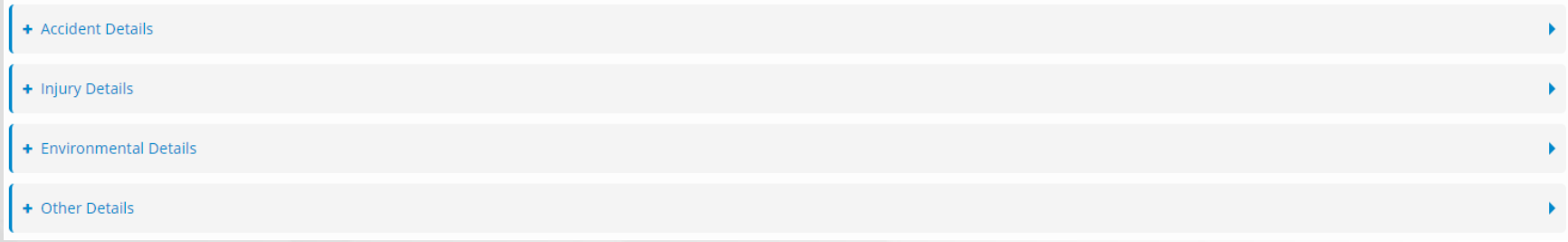
To be use when the incident doesn't match with any previous incident



Select the other incident category and answer the questions below

You can upload the pictures showing the other type of incident or, if you are with your Cellphone, you can take picture of the incident

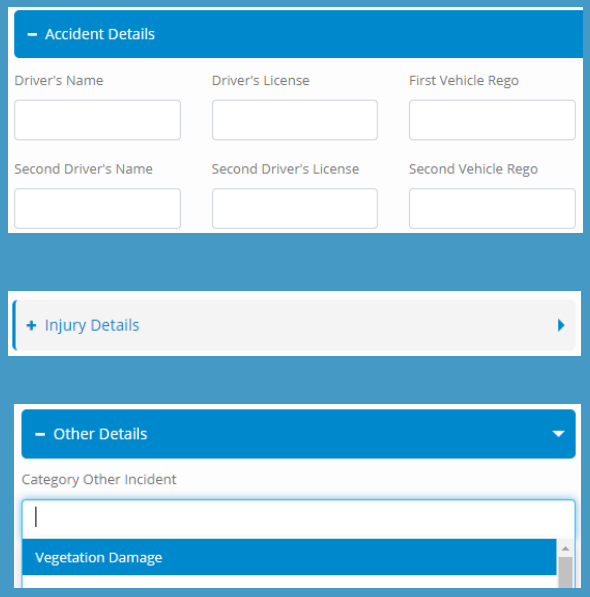
You can select more than one incident type for the same incident



Example:

Did you have a traffic accident with vegetation damage, and someone got hurt?

You need to fill:

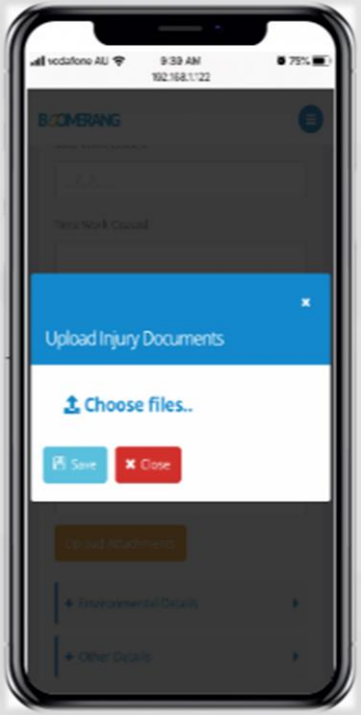


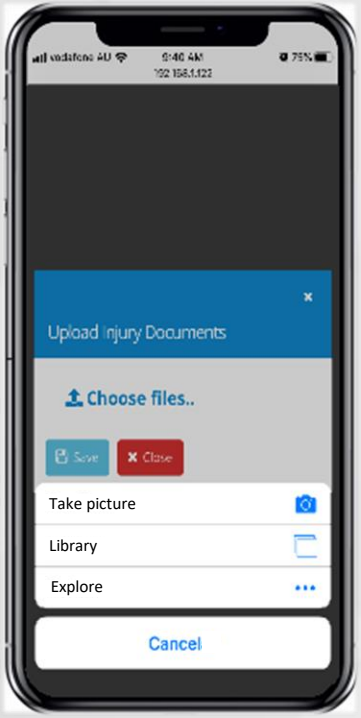
Boomerang

Upload Attachments

In Computer: You can just upload photos
In Cellphone: You can upload or take photos

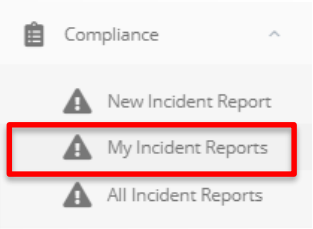
You need to press "Upload Attachments" Button and select the file or choose to take picture

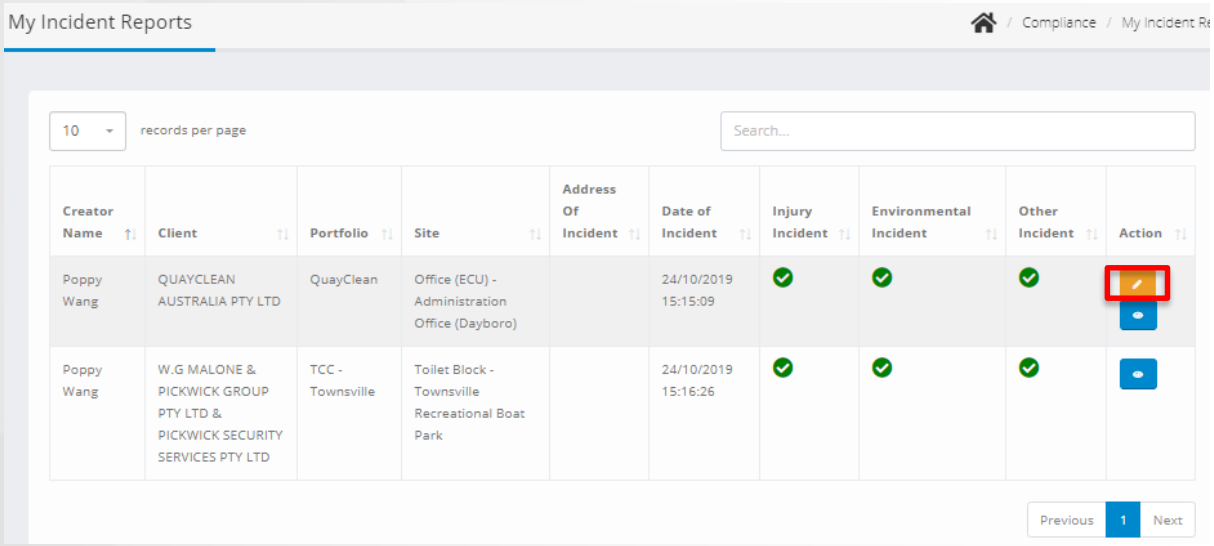




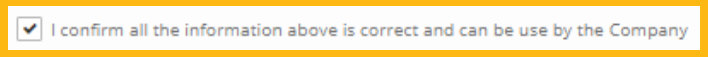
How to upload pictures of the incident?

Remember, you can save the report any time you want and can return to the Compliance area and edit the report into "My Incident Reports"

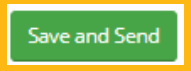




After you have filled all the fields,
you need to tick the Confirmation Box

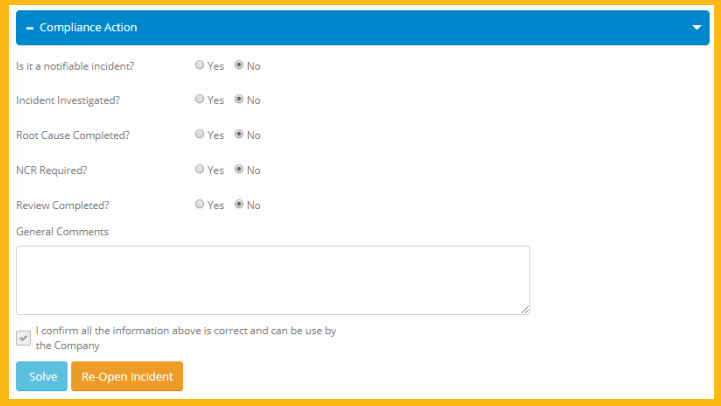


and "Save and Send".



It will be automatically send to the Compliance manager.

He will be the only one capable to fill the Compliance Action,



to solve and to Re-Open the incident.

If you want to send any report to someone in the Company, you can use the button “Send Final Report”,

in the report view, and the person will receive an e-mail with the report link to access.

How is my incident report progressing?

The system will automatically send an e-mail to the compliance manager as soon as the Creator press the "Save and Send" button and, as soon as the compliance manager Solve or Re-Open the incident, the creator will receive an e-mail too. Additionally, you can look your incidents in "My incidents reports" area in anytime you want.

Thank you
for watching the
QCC Training!