

## 1. Introduction

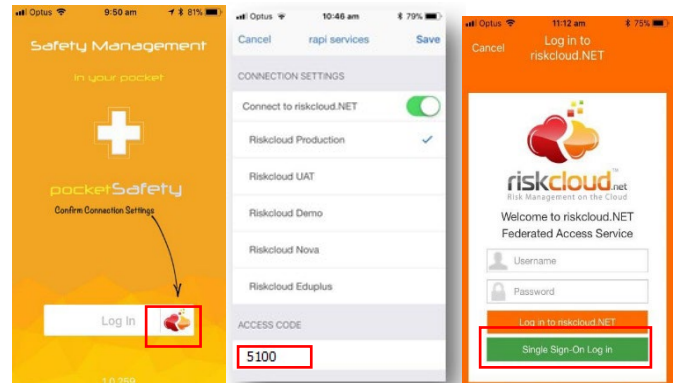
This guide is for Curtin University all staff, students and prequalified contractors to help report Incidents and Hazards using the [CHARM pocketSafety app](#).

The CHARM *pocketSafety* app is available for iPhones, iPads and Android devices on the [Apple App](#) and [Google Play stores](#).




## 2. How to Install and Log In


1. Download the free *pocketSafety* app from the [Apple App](#) or [Google Play stores](#).
2. Once installed, open the *pocketSafety* app for the first time
3. Select the red and yellow cloud icon, click on *Production* and enter **5100** in the *Access Code* section.
4. **Curtin Staff and Students:** Click the **green Single Sign-On log in button** and sign in to the Curtin Portal using your Curtin ID and password.
5. **Prequalified Contractors:** login using the details sent to you via email or text message and click the **orange Login Button**.
6. Enter a passcode to allow easy access back into pocketSafety, if you have closed the app without logging out (if you logout, you will need to login again).

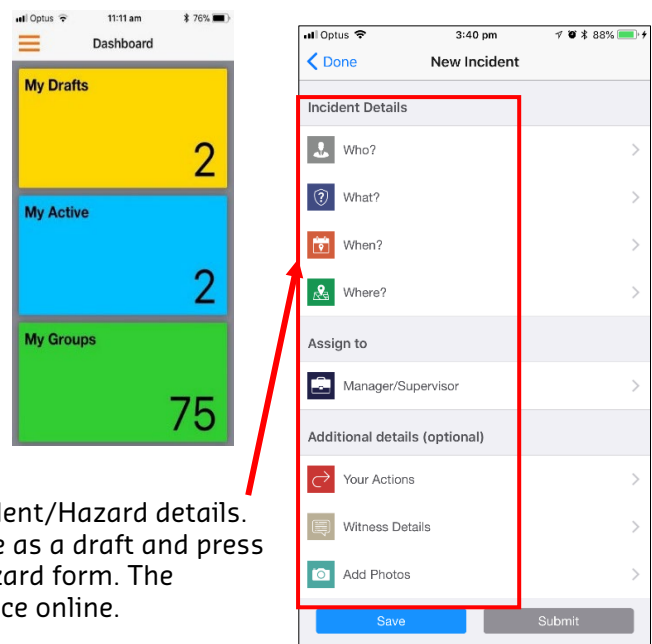


## 3. Reporting an Incident / Hazard

7. Once logged in, navigate between functions by tapping the menu icon  **Dashboard Icons:**  
*My Drafts* - View any draft incident/hazard reports that have not yet been submitted  
*My Active* - View incidents/hazards you are involved in. E.g. injured person  
*My Groups* - View incidents/hazards on the Incident/Hazard Register depending on your level of access.

### To report an Incident/Hazard

8. Click on the menu  icon, *Report Incident or Hazard* and then select *Incident* or *Hazard*
9. Press each question field to and enter all Incident/Hazard details.
10. Once completed press the *Save* button to save as a draft and press *Submit* to submit the completed Incident/Hazard form. The incident/hazard will integrate with CHARM once online.



For more information on completing the Incident / Hazard form, please view the [CHARM Reporting an Incident Quick Guide](#) or [CHARM Reporting a Hazard Quick Guide](#).



REVISION HISTORY		
Revision #	Date	Amendment Description
1	18/07/2018	New Document
1.1	27/09/2018	App store hyperlinks added
2.0	03/04/2020	Update to contractor login details