


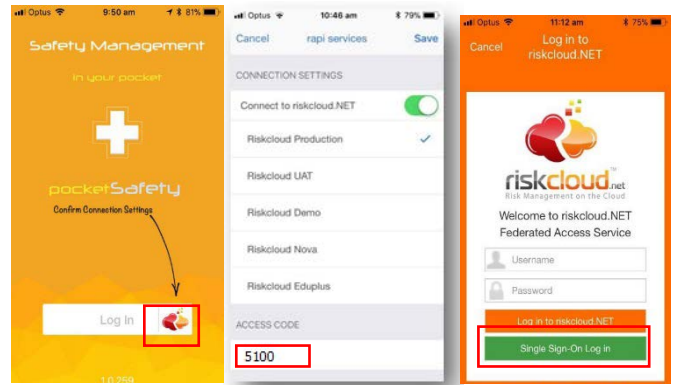
1. Introduction

This guide is for Curtin University all staff and students to help report Incidents and Hazards using the [C.H.A.R.M. pocketSafety app](#). The C.H.A.R.M. *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

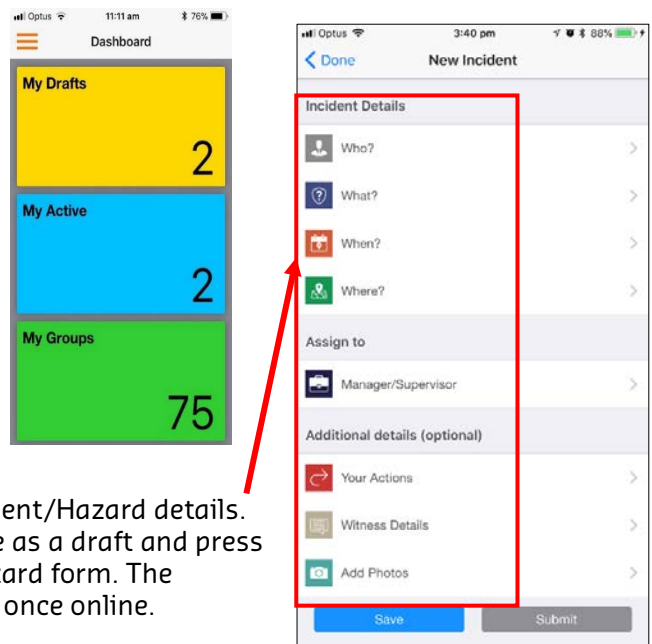
1. Download the free *pocketSafety* app from the [Apple App](#) or [Google Play stores](#).
2. Once installed, open the *pocketSafety* app for the first time
3. Select the red and yellow cloud icon , click on *Production* and enter **5100** in the *Access Code* section.
4. Click the **green Single Sign-On log in button** and sign in to the Curtin Portal using your Curtin ID and password.
5. 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

6. 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

7. Click on the menu  icon, *Report Incident or Hazard* and then select *Incident* or *Hazard*
8. Press each question field to and enter all Incident/Hazard details.
9. 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 C.H.A.R.M. once online.

For more information on completing the Incident / Hazard form, please view the [C.H.A.R.M. Reporting an Incident Quick Guide](#) or [C.H.A.R.M. 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