Entering a Hazard Into the Hazard Database

1. Access the Database by entering http://safetyimpactdemo.oe.com/ into the address bar of your web browser.
2. Enter your USER ID.
3. Enter your PASSWORD.
4. At WELCOME SCREEN, click either the new hazard tab or type in the number of the hazard that you are looking up in the Hazard ID field.
5. Click the DETAIL button.
6. Enter the hazard information in the grey shaded area.
   a. Select your name from the INSPECTED BY drop-down menu.
   b. Make sure to enter your supervisor's name for the area you are inspecting.
   c. Enter the date of the inspection in the FOUND DATE box.
   d. Enter the time that you found the hazard in the FOUND TIME box.
   e. Select AM or PM from the FOUND AM/PM drop-down box
   f. Select the Area, Pool #, and Team # from the drop-down menus for the location that you are writing up the hazard. Pool # is a required field; Team # is optional.

Note:	If there is no Team # associated with the location of the hazard, then select only the Pool # or name from the drop-down menu.

   g. Select the category for the hazard from the HAZARD CATEGORY/SUBCATEGORY drop-down box.
   h. Describe the hazard in the HAZARD DESCRIPTION box.

Note:	When describing the hazard, be sure to identify its root cause and give as much info as necessary to help people locate the hazard.
Note:	Be sure to clearly identify the specific location of the hazard so that the Department Responsible for Corrective Action will be able to easily find the hazard. If a work order is required for maintenance, please reference BEST and the Hazard ID# on the work order in the subject line. Then, either copy and paste the verbiage of the work order into the BEST Hazard Database, Action Taken section, or enter the Mars Work Order # in that field.

   i. Select the risk level (high/48hrs, medium/7 days, or low/30 days) of the hazard from the PRIORITY drop-down menu.

Entering a Hazard Into the Hazard Database

j. Describe the permanent corrective action you have determined is necessary to correct the hazard in the RECOMMENDED CORRECTIVE ACTION box.

If …	Then …
You corrected the hazard immediately	Click the CORRECTED IMMEDIATELY box check box
You did **not** correct the hazard immediately	Leave the CORRECTED IMMEDIATELY check box unchecked

k. Describe the actions you took to contain the hazard in the TEMPORARY CORRECTIVE ACTION box.

If …	Then …
You contained the hazard with a temporary measure immediately	Click the TEMP CORRECTED IMMEDIATELY check box
You did **not** contain the hazard with a temporary measure immediately	Leave the TEMP CORRECTED IMMEDIATELY check box unchecked

Note: **All** hazards must be corrected or contained with a temporary corrective action **before** leaving the area.

l. Describe the temporary containment action in the TEMPORARY CORRECTIVE ACTION box.

m. Scroll down to the bottom of the form and click the SAVE button only once. **Note: Do not click the SAVE button more than one time before it updates. If so, you will get duplicate hazards and multiple hazard IDs for the same issue.**

Make note of the hazard ID # that comes up after you have saved your input.

n. Always click Save when you are entering new information or updating any past hazard write-ups.

o. Spell Check is available at the bottom of the form.

Note: If you wish to access reports, simply click on the Reports tab at the top of the Welcome screen and choose which report you want to view. Click Submit, then click Open Report. You also have the option to select a date range for the data or report and also the specific departments and/or inspectors who wrote the reports.