

Introduction

pocketSafety enables you to report incidents and hazards from your mobile devices anytime, anywhere. With an easy to use interface, your incident and hazard reporting has never been easier.

Step 1: Download pocketSafety

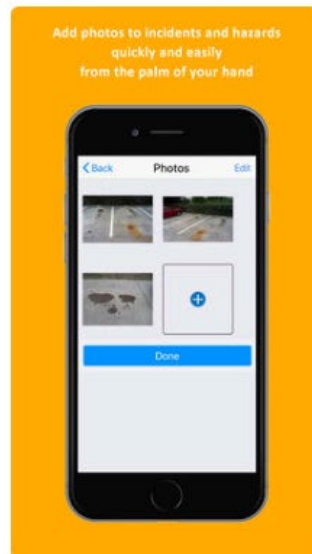
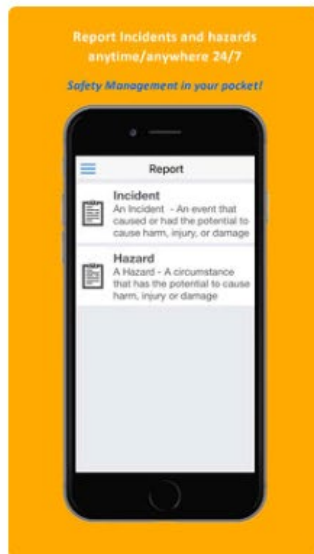
- Download pocketSafety from the App Store or Google Play
- On your phone, go to the App Store or Google Play and search for pocketSafety and download to your device.



pocketSafety 4+
PAN Software
★★★★★ 4.5, 16 Ratings
Free



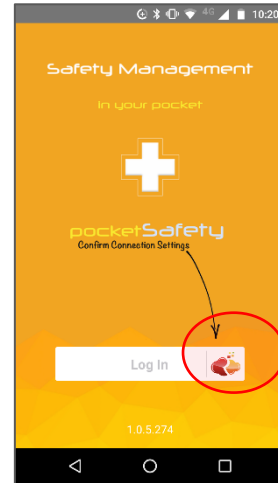
Screenshots [iPhone](#) [iPad](#)



Step 2: Configure pocketSafety

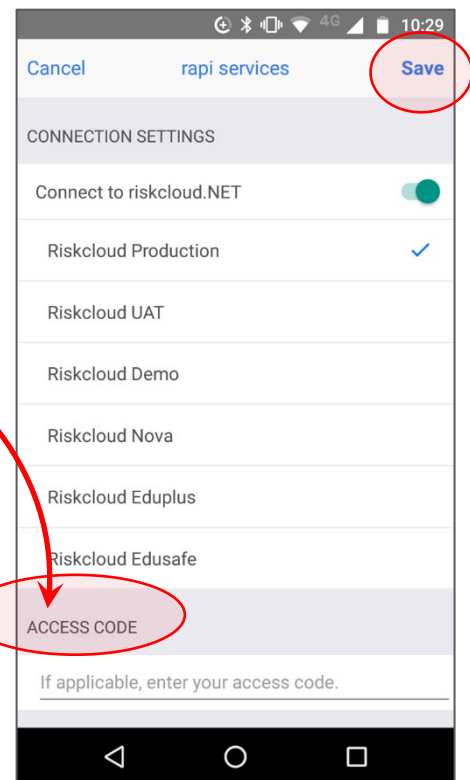
This step is only required the first time you open pocketSafety.

- a. Tap the riskcloud  icon to open the connection settings



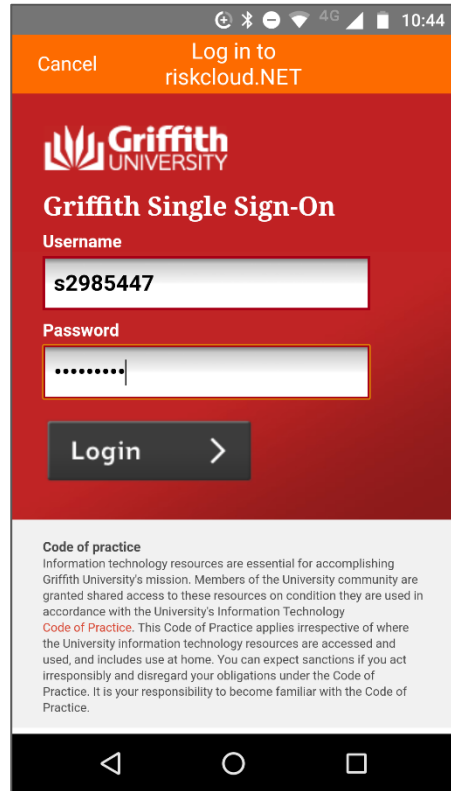
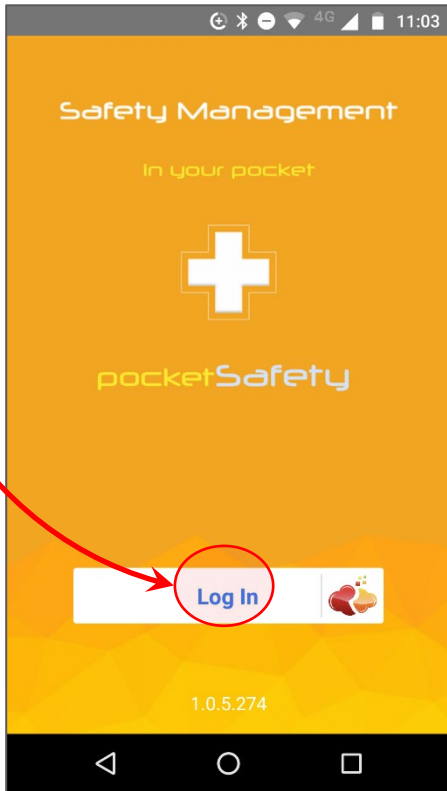
- b. Configure connection settings
c. Ensure "**Riskcloud Production**" is ticked
d. Enter the **Access Code** - Griffith
e. Save Settings

Access Code: Griffith



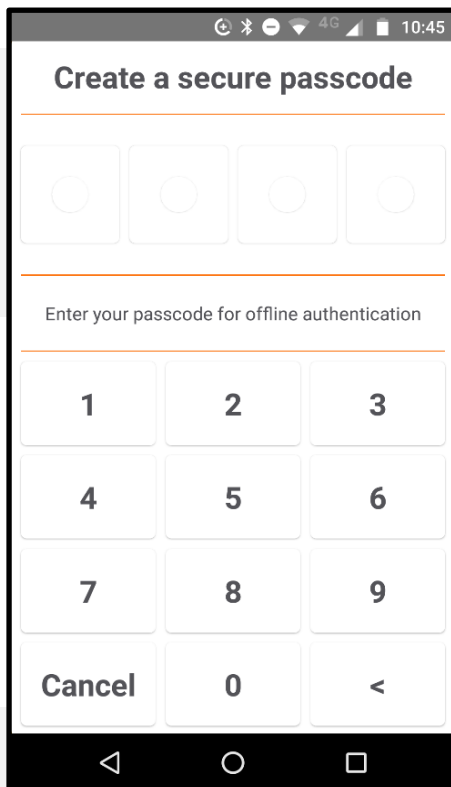
Step 3: Login to pocketSafety

- Click on the Log In (NOT the Riskcloud option from Step 2)
- You will then be directed to the Griffith University Login screen
- Enter your Griffith username and password



Step 4: Set Passcode

- Enter a Passcode to allow easy access back into pocketSafety (if you do logout, you will need to login again).

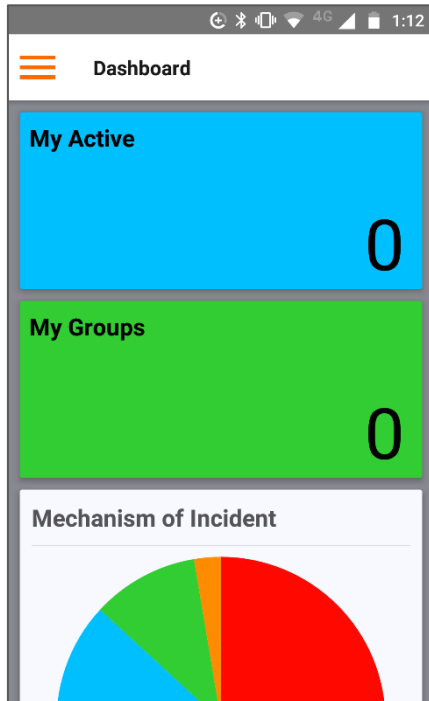


Step 5: Congratulations

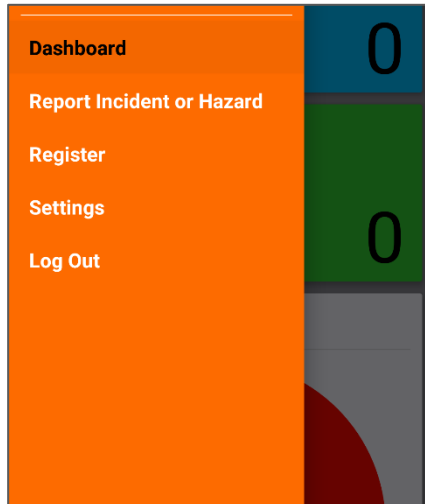
pocketSafety is ready to use

- To navigate between functions, tap the menu icon
- Select my group to see notifications. *Note: your menu options will depend on your level of access.*

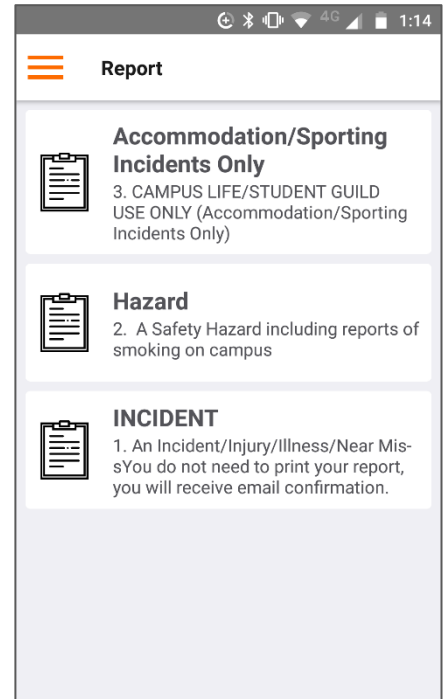
Dashboard




Menu





Report



- Select either an Accommodation/Sporting Incident Only or Hazard or INCIDENT
- Complete all the fields ensuring the green tick appears
- Save as a draft and when complete Submit report
- Email notifications will be sent
- Task assigned will need to be completed in pocketSafety.


 **Accommodation/Sporting Incidents Only**
 3. CAMPUS LIFE/STUDENT GUILD USE ONLY (Accommodation/Sporting Incidents Only)


 **Hazard**
 2. A Safety Hazard including reports of smoking on campus


 **INCIDENT**
 1. An Incident/Injury/Illness/Near Miss
 You do not need to print your report, you will receive email confirmation.


← **New Accommodation/Sporting In...**

Accommodation/Sporting Incidents Only Details


 Who? >

 What? >


 When? >

 Where? >

Assign to


 Manager/Supervisor >


Additional details (optional)


 Witness Details >

← **New Hazard**


Hazard Details

 What? >


 When? >


 Where? >

Assign to

 Manager/Supervisor >


Additional details (optional)


 Actions >


 Add Photos >


← **New INCIDENT**

INCIDENT Details


 Who? >

 What? >


 When? >

 Where? >

Assign to

 Manager/Supervisor >

Additional details (optional)

 Witness Details >