Local Reporting Rules

Legal Requirements for Local Reporting Rules

Reporting rules differ between jurisdictions and states. Within the same jurisdiction, there are usually several different authorities with a legal requirement to report particular types of accident to their office

Some employers have national and international reporting rules

Procedure for Local Reporting Rules

Early in the development of this system, ensure you have accurately detailed the prevailing internal and external incident reporting rules as a reference document. If you have a customisable edition of SafetyBase, you can have the on-board forms changed to your local requirements

How to create Local Reporting Rules using SafetyBase

Open a **Local Reporting Rules** file under the **Accidents** heading. SafetyBase prompts you to enter the rules applying to your specific location and industry, or, just give the file a few key identifiers and attach your accident reporting procedure as a document

Using Tasks while creating Local Reporting Rules

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*.

SafetyBase Tips and Tricks for managing Local Reporting Rules

If you have a customisable account, ask us to replace or modify your Accident Report online form to suit your own jurisdiction or internal reporting preferences

Attach an electronic document (example, an existing accident reporting procedure), using the **Attach Documents** button in the Toolbar at the bottom of the screen while entering data or afterwards, using the Attach Documents tab. Browse to the document and submit it. The document will download and be available for viewing

Link a SafetyBase file (example, a Document or similar file that has direct relevance), using the **Link Files** inline button in the Toolbar at the bottom of the screen while entering data or afterwards, using the Link Files tab. Select the SafetyBase file from the drop-lists and submit. The files will both be linked

Remember to associate People with this file type, using the **Associate People** inline button in the Toolbar at the bottom of the screen while entering data or afterwards, using the Associate People tab. This builds a personal history that can be viewed by clicking the person's name anywhere in the account

Check file history in the **"Status Log"** tab. This automatically records status changes to the file. If you would like to monitor the file, click the **"Watch"** button at the top of the file summary. This will place the file on your Watchlist and e-mail you whenever the file status changes