



VADA GSIA

Safety Reporting

App

by Mellora



Providing “in-hand” ways to:

- report accidents.**
- complete Safety Audits, and**
- make observations/recommendations**

10:37 AM Sat Dec 28

64%

Search



Q Games, Apps, Stories, and More



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toon blast

merge dragons



Today



Games



Apps



Arcade



Search

Search the appropriate
app store for your
device using:

VADA GSIA.

10:38 AM Sat Dec 28

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Filters ▾

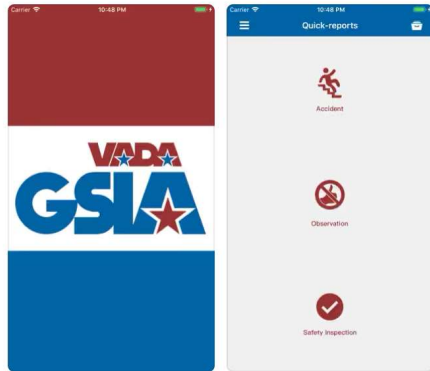
Vada gsia

Cancel



VADA GSIA by Mellora
Business

OPEN



**You will find the
VADA logo and
the notation:**

“by Mellora”

**Following screen
directions to
download the
app.**

**Android versions
have slight
variations, just
follow the cues.**

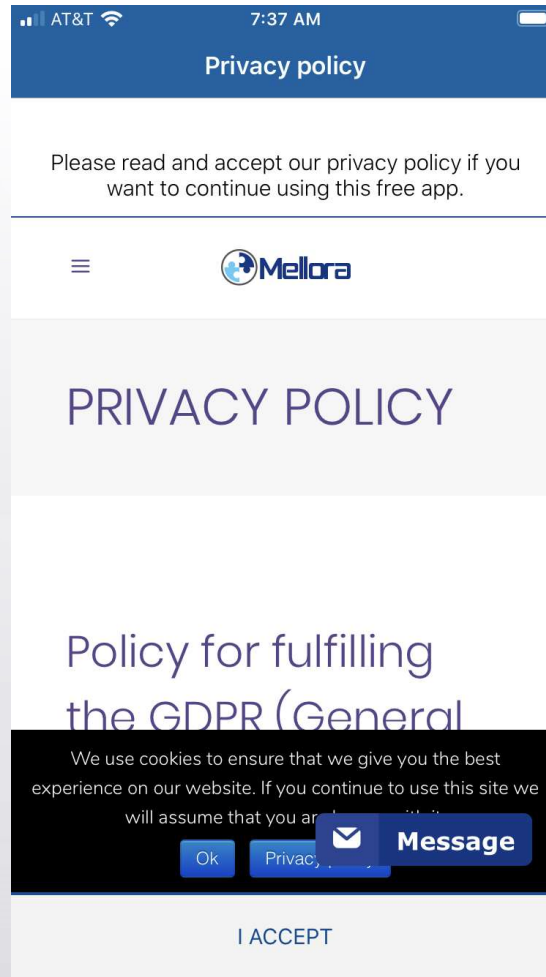
Today

Games

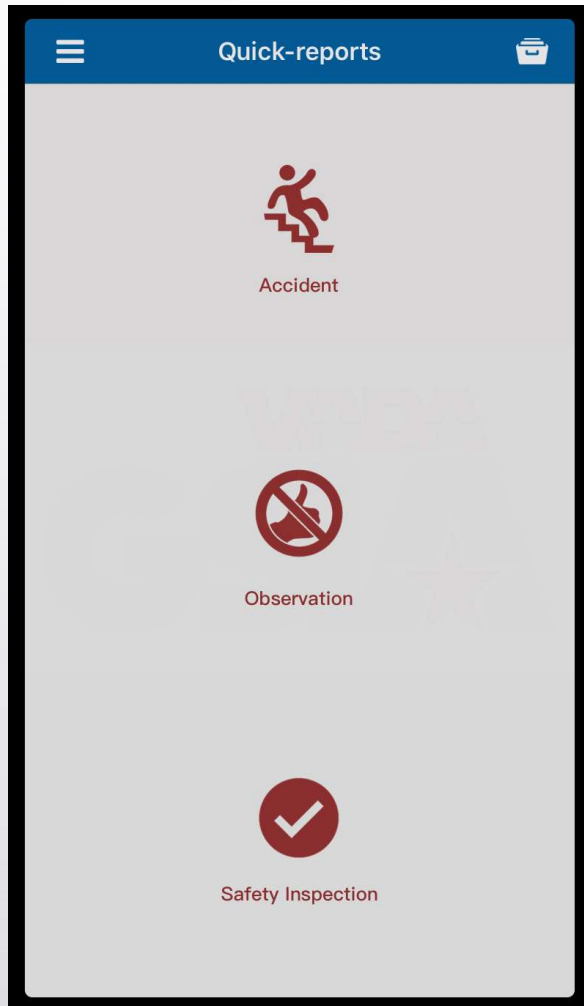
Apps

Arcade

Search



The VADA GSIA page will open followed by the Mellora Privacy Policy which you will be asked to accept.



AT&T Wi-Fi 7:40 AM

Login

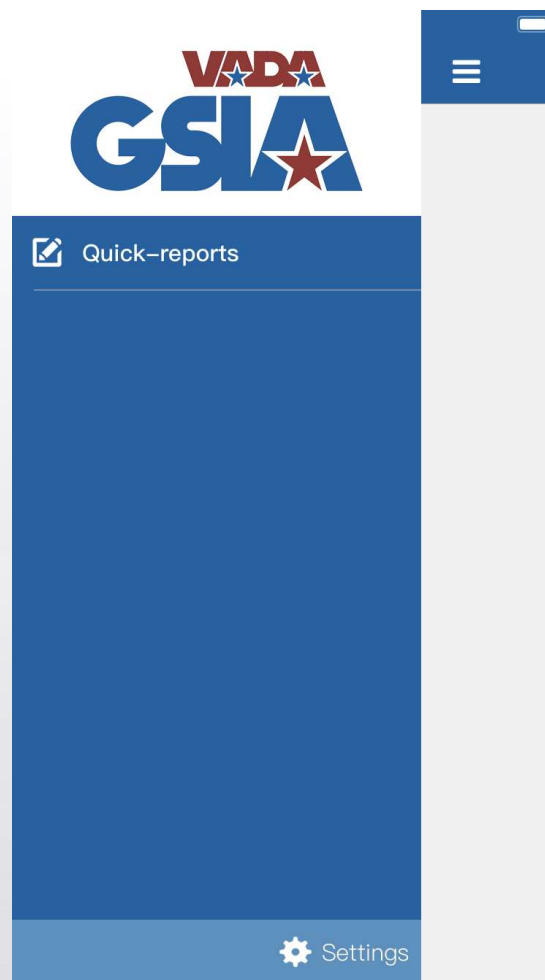
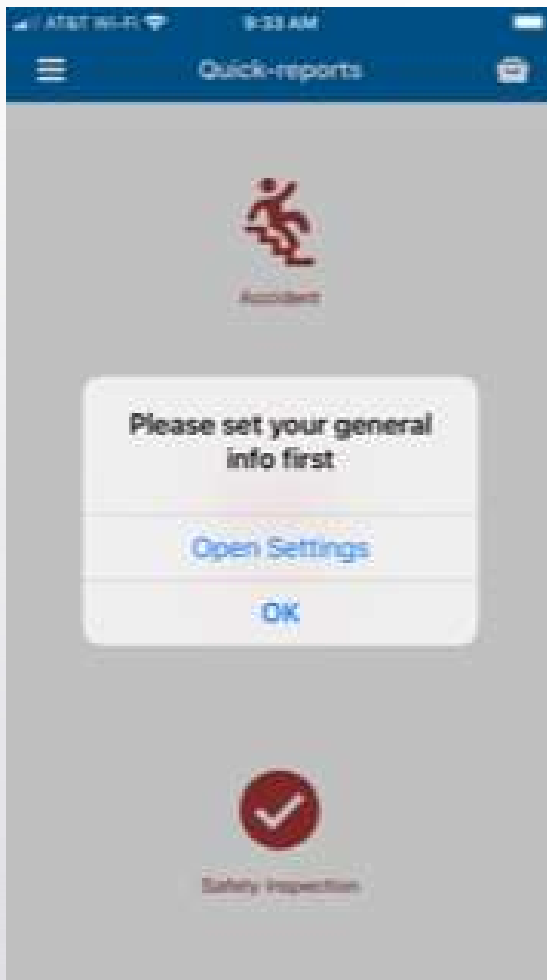
OK

VADA GSIA

After downloading but before using you will need the following credentials:

User: vadagsia
Password: wertu7

This is a one-time event.



Before using VADA GSIA Quick Reports you will be asked to open “Settings” to load general information that will be used in the reports.

Access Settings by tapping the three-line menu in the top left and then the settings tab in the lower right on the next screen.

Again, this is a one-time event unless you wish to make changes.

Settings

LANGUAGE

English

GENERAL

* Your first name: John

* Your last name: Shervey

* Position: Safety Consultant

* Company: Safety Consultant

* Location: PA

DEFAULT E-MAIL

Incident Report: John@safetytrain...

vadagsia(VADA GSIA) v 1.0

VADA GSIA

Quick-reports

Settings

Enter the default email you wish to automatically appear when sending reports.

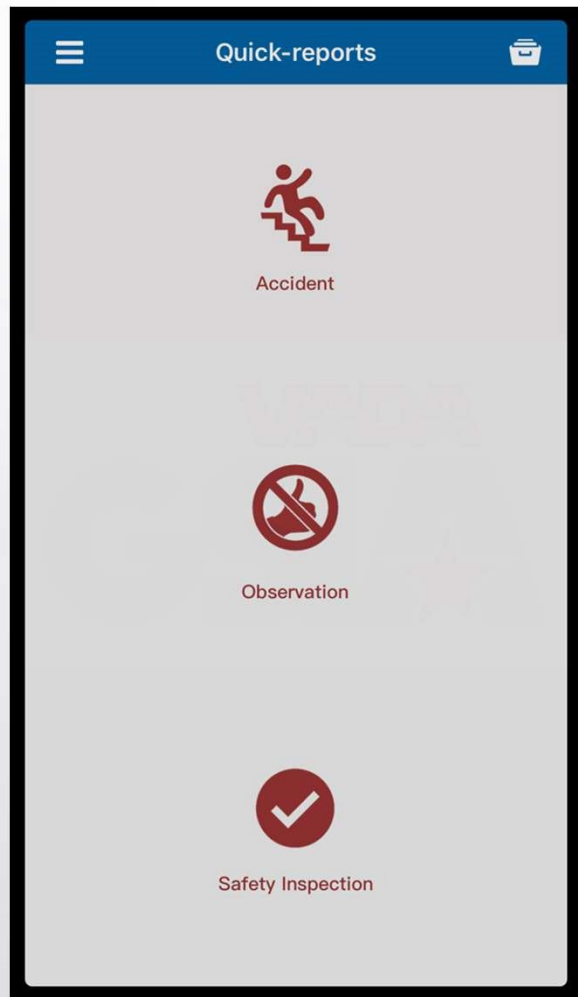
To enter more than one, enter the first following by a semi-colon (;) WITH NO SPACES.

You can add additional email addresses in the email format before sending a report.

Click the Save tab in the upper right, then “Done”.

Click the Three-line menu to exit Settings and then Quick Reports to return to the main screen.

Again, one-time unless changes are desired.



You choose the tab for the desired action:

- **Reporting an actual Accident**
- **Making any type of Observation**
- **Initiating a Safety Inspection**

Back

Accident

*Date/Time

12/28/2019 10:42

*Location

PA

*Date/Time of Incident

12/28/2019 10:42

*Employee Name

*Employee Class

*Employee Mobile Phone

*Injury (as reported by employee)

Clear

Save

Send

Back

Accident

*Injury (as reported by employee)

*Body Parts (as reported by employee)

*Sent to Medical Provider

No

If so, Provider Name

*Do you believe the employee may miss work?

No

*Employees description of the accident


*Additional comments from the Reporter

Clear

Save

Send

Complete the requested information.

Tapping  allows you to accept, change or choose from Default entries such as employee class.

Fields with a red asterisk (***Employee Name**) are mandatory entries before a report can be sent.

Some fields require a toggle choice.

*Sent to Medical Provider

No

Back

Accident

***Sent to Medical Provider**

☒ Yes

If so, Provider Name


***Do you believe the employee may miss work?**

☐ No

***Employees description of the accident**

***Additional comments from the Reporter**

Agree with employees remarks or add Reporter comments



Clear

Save



↓

Send

↻

Take picture

Select picture

Clear


Save

↓

Delete

Draw On Picture

Change



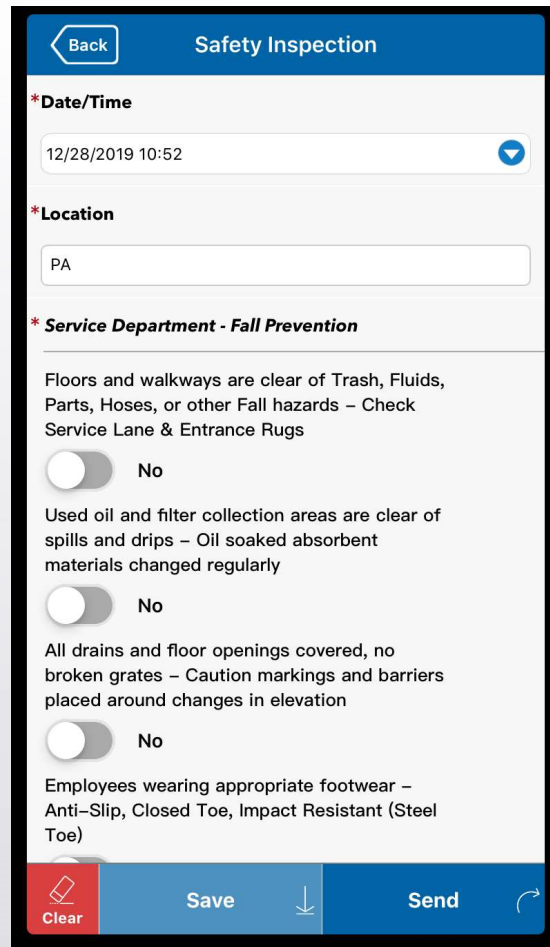
The last option for a report is tapping the Camera tab.

This provides options of taking a picture using the devices camera or choosing an existing picture in the devices photo album.

After selecting/taking a picture it will appear at the bottom. Tapping the picture provides the option of choosing a color to draw and focus on issues.

Up to three pictures can be added to a report.

To finish click “Save” then “Send”



Back Safety Inspection

***Date/Time**
12/28/2019 10:52

***Location**
PA

*** Service Department - Fall Prevention**

Floors and walkways are clear of Trash, Fluids, Parts, Hoses, or other Fall hazards – Check Service Lane & Entrance Rugs
☐ No

Used oil and filter collection areas are clear of spills and drips – Oil soaked absorbent materials changed regularly
☐ No

All drains and floor openings covered, no broken grates – Caution markings and barriers placed around changes in elevation
☐ No

Employees wearing appropriate footwear – Anti-Slip, Closed Toe, Impact Resistant (Steel Toe)
☐ No

Clear **Save** **Send**

Return to the Quick Reports by tapping “Back”.

Safety Inspections focus on work areas.

In the iOS, most questions have a “Yes/No” toggle.

Android OS does NOT have the yes/no toggle. When you click on a question it turns green which means it's safe. If there is a problem you don't click on it.

When the inspection is emailed all questions are sent, the ones you clicked green/safe have a check mark in front of them. The ones you don't click on have an empty box in front of them.

Responses do not have to be finished in order.

Back

Safety Inspection

Especially in wet or icy weather

No

Parking Lot, Sidewalks, and Curbs are well maintained, clearly marked, with minimal potholes, and no debris/trash

No

Lot speed enforced, Including Golf Carts


No

Sales Department is free of clutter and clear of slip and trip hazards – Check Rugs at Entrances/Exits

No

Additional Comments

Comment on all issues which require/would benefit from additional detail.




Clear

Save

↓

Send



At the end of the report there is a field for adding additional comments.

Again, you can add up three pictures.

These can be “Good” examples as well as “At Risk” pictures.

AT&T Wi-Fi 9:28 AM

Back Observation

*Date/Time
01/09/2020 09:28

*Location
PA

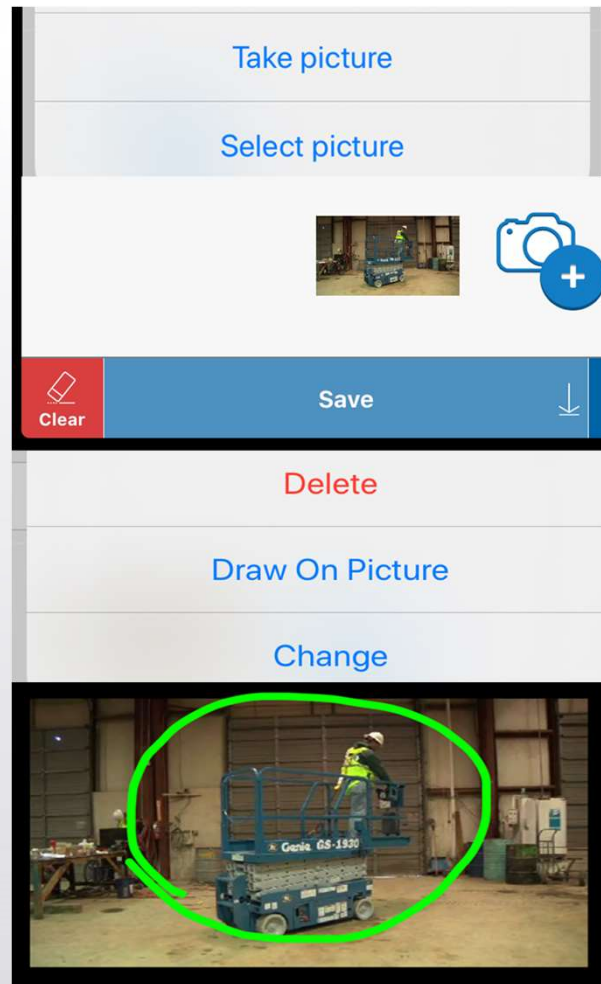
*Date/Time of Observation
01/09/2020 09:28

*Type of Observation

*Describe Observation

*What did you do about it?

Clear Save Send

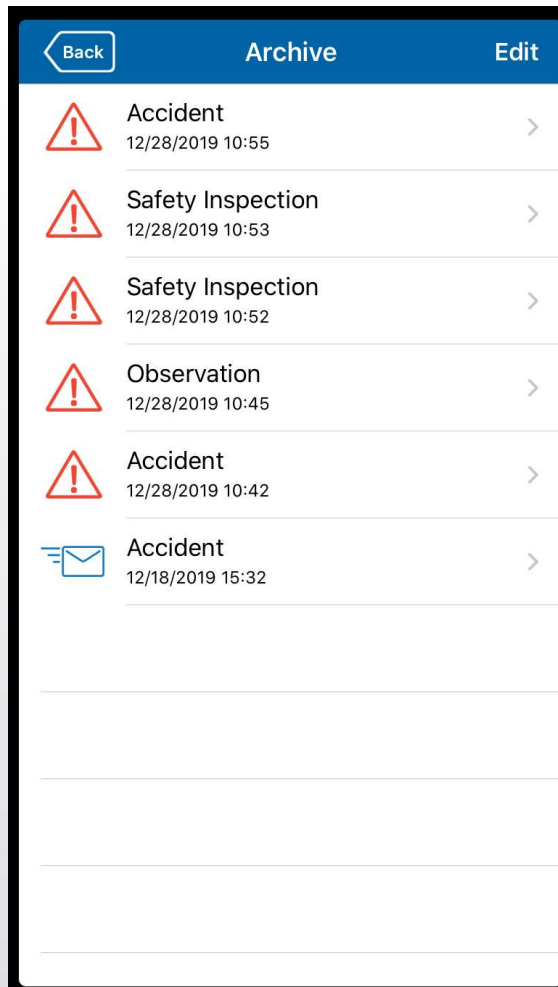
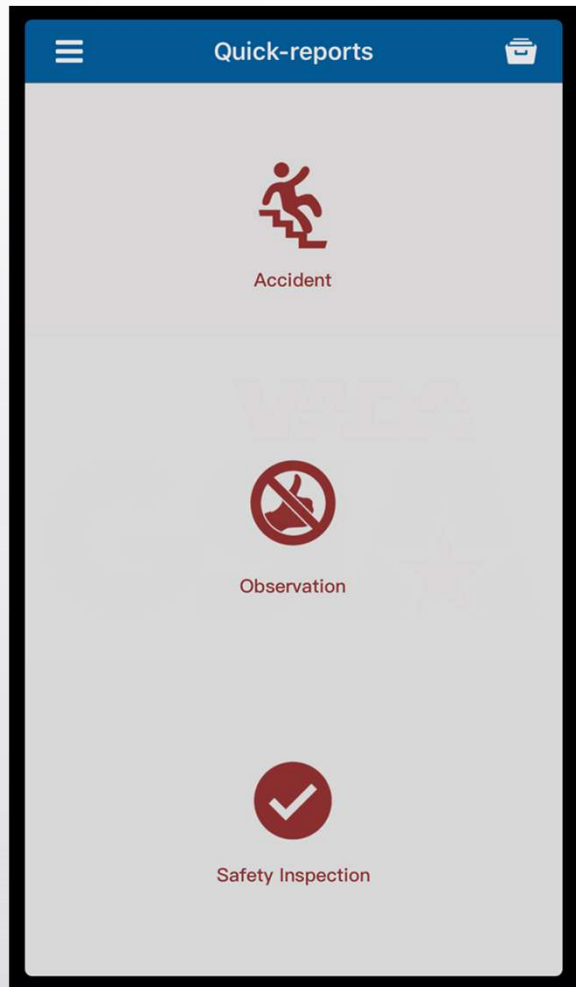


Observations follows the same format.

Again, you can add up three pictures using the same process.

These can be "Good" examples as well as "At Risk" pictures.

This scissor lift might "pass" inspection today, but a cracked hard-tire was noticed. Sending a note to maintenance for the next PM allows them to order a wheel in advance, switch it and reduce downtime.




Reports are stored on the device in use. Return to the main screen by clicking “Back” the “File Cabinet” in the upper right.


Incomplete reports will have a red warning. Completed and sent reports will have a “Email” notice.

Reports can be re-opened, changed, re-saved and re-sent if desired.

Actual reports are sent using a PDF format and are not editable, but again, the device will have the report which can be re-opened, modified and resent to document change.

Cancel

Message from VADA GSIA 

To: John@safetytrainingprofits.com 

Cc/Bcc:

Subject: Message from VADA GSIA

Multiple emails using ; with no spaces

Please see the enclosed message regarding health, safety, environment or quality (HSEQ):

"spaces" spaceship spaceships <

q w e r t y u i o p

a s d f g h j k l

⬆ z x c v b n m ⬇

123 😊 🎤 space return

Emails loaded in Settings should appear automatically.

Add additional emails before sending from your address book or manual entry by using a semi-colon (;) to separate them with no spaces.

Users with multiple email accounts may be asked to make a choice of which to use.

The image shows a mobile application interface for reporting an accident. The background form is titled 'Accident' and has a 'Back' button at the top left. It contains several sections with text input fields: '*Injury (as reported by employee)' with 'Lower back pain', '*Body Parts (as reported by employee)' with 'Lower ba', '*Sent to M' with a toggle switch, 'If so, Prov' with 'Unknown', '*Do you b' with a toggle switch and 'No', and '*Employees description of the accident' with 'Extended periods of sitting without movement'. At the bottom of the form are three buttons: 'Clear', 'Save', and 'Send'. A white modal dialog is overlaid on the form, featuring a question mark icon in a circle at the top, the word 'Send' below it, and three buttons: 'Send to HSEQ Reports only', 'Send to HSEQ Reports and e-mail', and 'Cancel'.

During the initial rollout you will be presented with the option of sending reports to HSEQ Reports or HSEQ Reports AND e-mail.

Always choose HSEQ Reports AND e-mail.

REMEMBER, You have now sent the report to your dealership's claim coordinator who will review it and submit the official claim to PMA for processing."

IT IS GOOD PRACTICE TO CHECK WITH THE CLAIM COORDINATOR TO VERIFY THEY RECEIVED IT.

Accident



Date/Time: 12/28/2019 10:55	Reported by: John Shervey
Position: Safety Consultant	Company: JWS, Inc.
Location: PA	Date/Time of Incident: 12/28/2019 10:55
Employee Name: Michael Allen	Employee Class: Other
Employee Mobile Phone: (111)-222-3333	Sent to Medical Provider: Yes
If so, Provider Name: Unknown	Do you believe the employee may miss work?: No

Injury (as reported by employee):

Lower back pain

Body Parts (as reported by employee):

Lower back pain just above the center beltline

Employees description of the accident:

Extended periods of sitting without movement

Additional comments from the Reporter:

Other employees verified he hardly moved. Posture appeared to be good, unsure of what led to the discomfort.

The reports will be in 2 or more pages depending on style and the number of pictures.

The following parts to be filled out manually by the receiver

Cause of incident and action needed to correct and prevent same type of incident	
Responsible for action	Due date for action

1

Accident



Action taken and verification of successful implementation
--

Report number: _____ Closed by: _____

Closing date: _____ Signature: _____

This report was generated by the smartphone app "HSEQ" from Mellora AS. Go to www.mellora.no to see how it will improve your HSEQ-reporting process!

Accident



The “?” is simply a demonstration of a drawing on a picture.



Providing “in-hand” ways to:

- report accidents.**
- complete Safety Audits, and**
- make observations/recommendations**



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Safety Reporting

App

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