

AIR3

ALL INCIDENT REPORTING SYSTEM

Powered by



ORIGAMI RISK

Compass UK and Ireland
Guide to Reporting Safety Leadership Walks

Reporting a Safety Leadership Walk on AIR3 via Origami Mobile Forms

This document is hyperlinked throughout, and you can click on the blue text to take you to the relevant part of the document you are interested in. To return to the contents page at any time, you can click on the  button at the bottom of each page to return.

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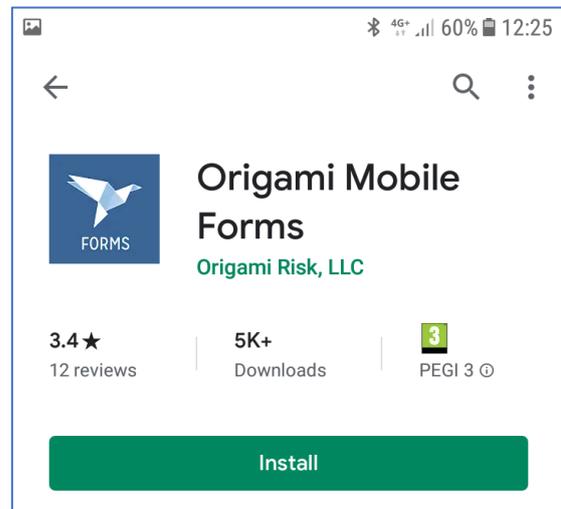
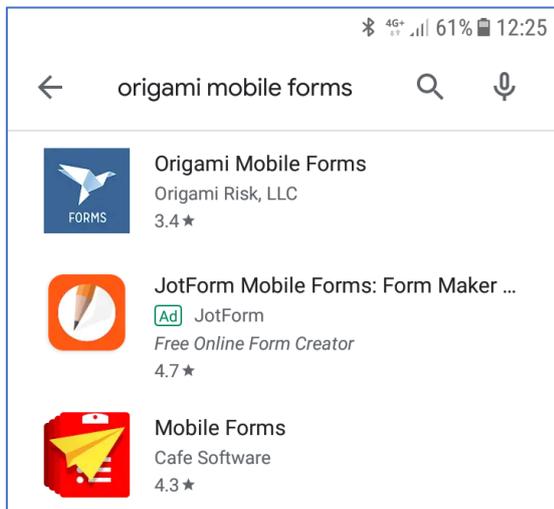
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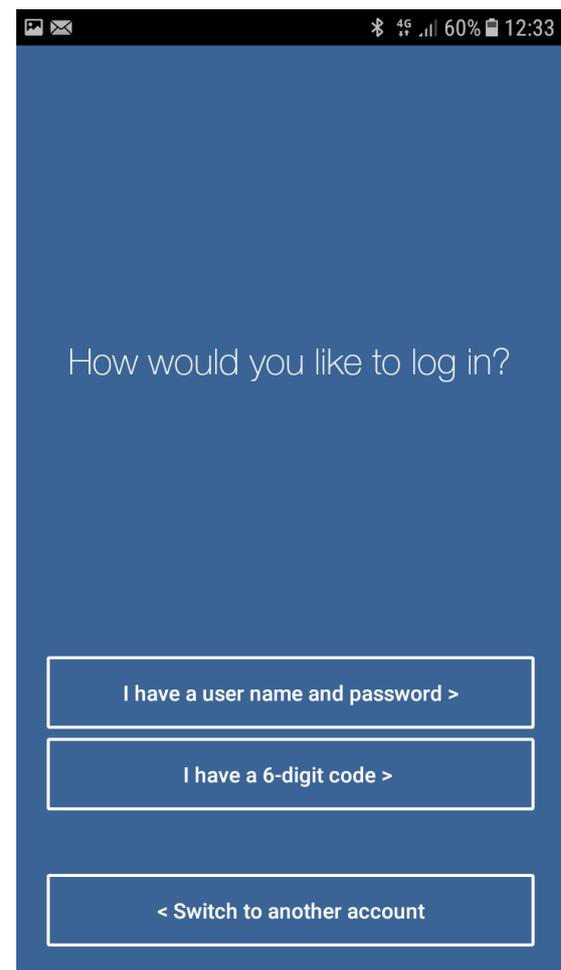
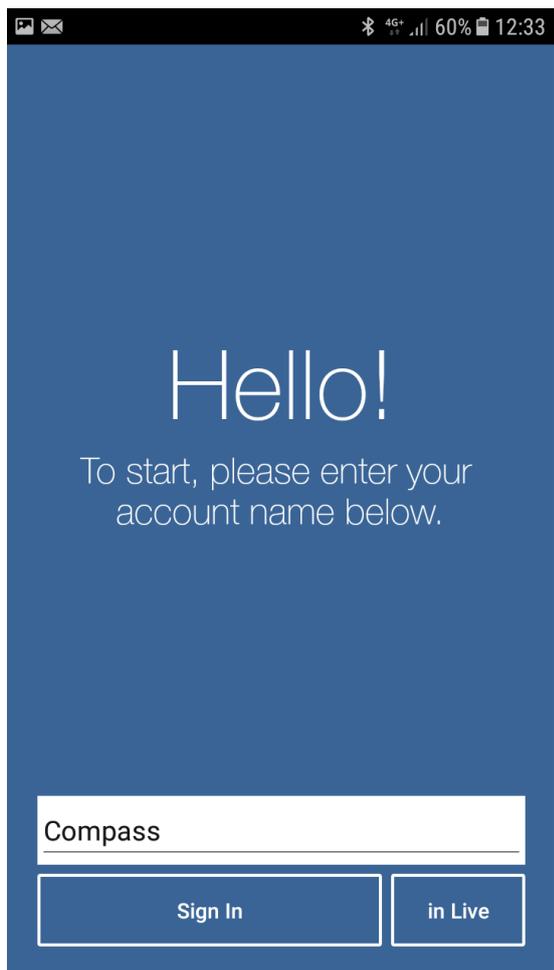
Section 1: Down loading the Origami Mobile Forms App

To download the Origami Mobile Forms App, you will need to access your App Store, this may be Play Store or Apple App Store and then search for “origami mobile forms”, once you have found it as per below, click on “Install” to download it to your phone;



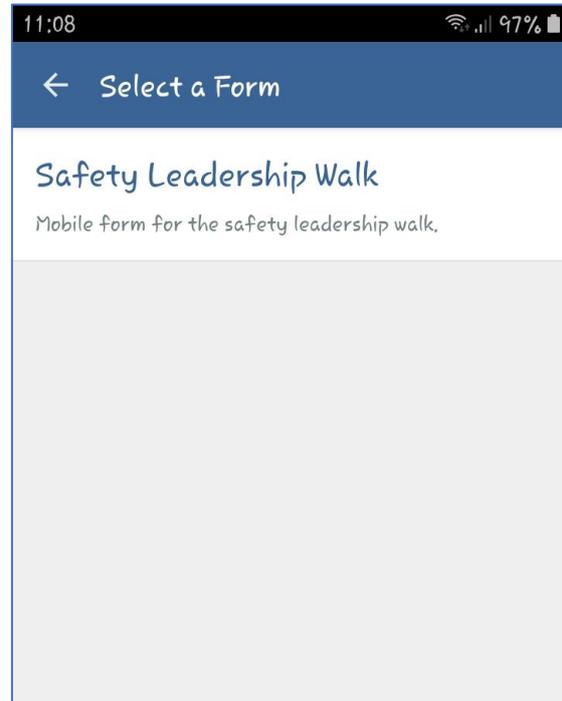
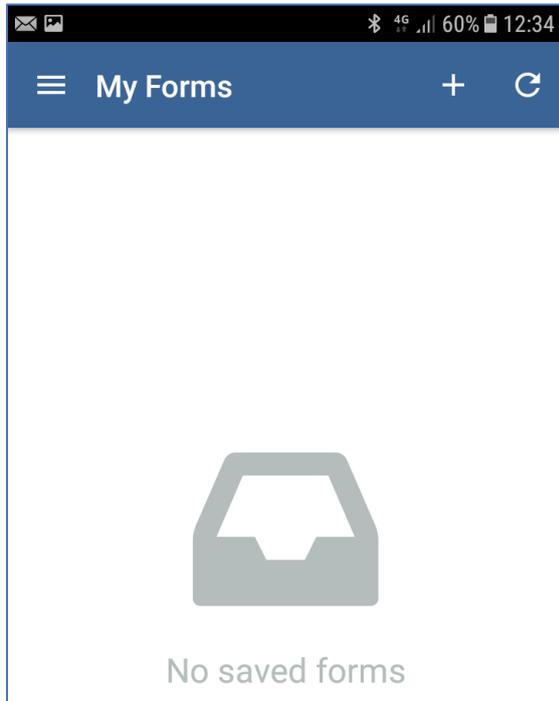
a. Login to the App

Once you open the App you will then be asked to login to the relevant area. Enter **Compass** as the Account Name and then click on the “I have a 6-digit code” option and enter the code **984651**.



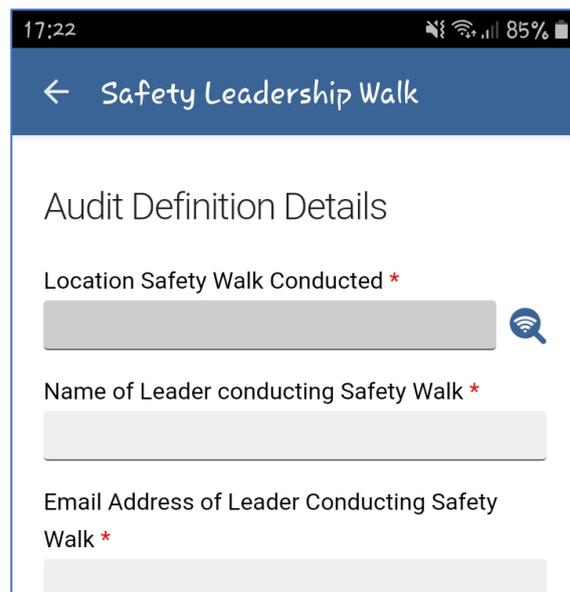
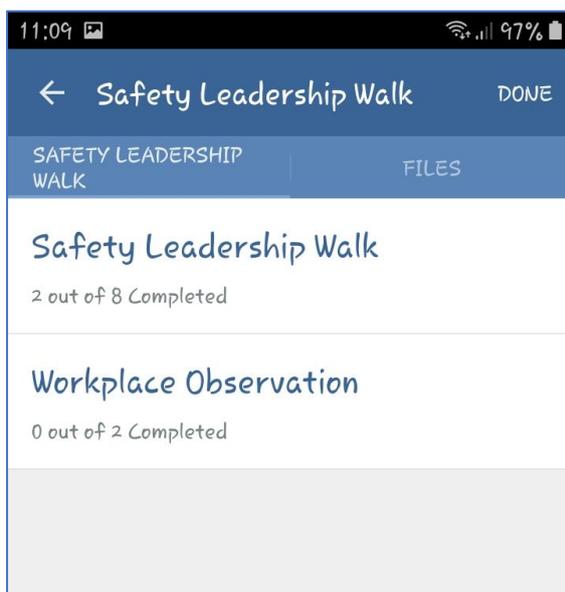
Section 2: Selecting to Complete a Safety Leadership Walk

If you click on the “+” symbol on the top right this will open up the option to select the Safety Leadership Walk mobile form, click on this form type to open up the form.

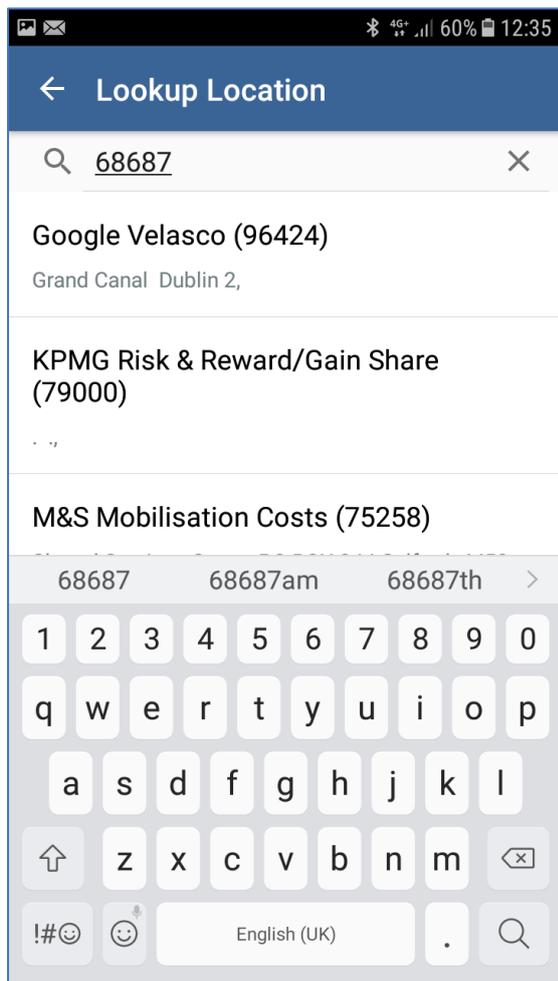


a. Inputting Location and Leader Details

To input the location details select the “Safety Leadership Walk” 2 out of 8 completed option, this then takes you into the location details screen, where you can do a lookup for the location by clicking on the magnifying glass icon and then entering the first 5 digits of the unit number e.g. 68687.



Once you have entered the unit number, click on the magnifying glass on the bottom right of your screen, this will then bring up the Unit Detail which you just click on to input that information to your Safety Leadership Walk form.



The date completed and time will be automatically populated at the date and time point you commence the Safety Leadership Walk record. You can adjust the time by clicking on the clock to open up the clock that can be adjusted should you require it.

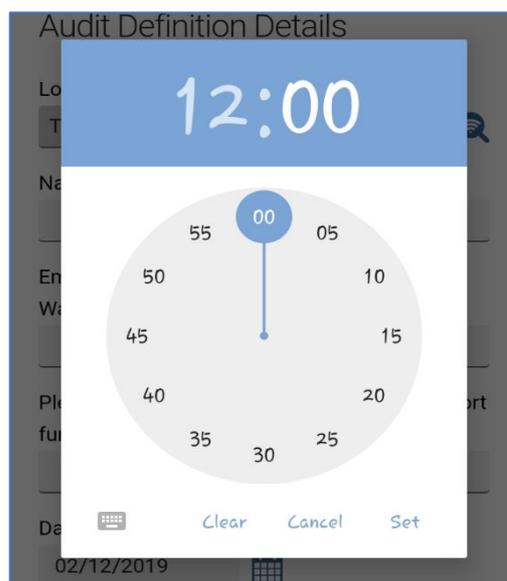
Name of Leader conducting Safety Walk

Email Address of Leader Conducting Safety Walk *

Please confirm your operating sector or support function ? *

Date Completed *
02/12/2019

Time *
11:08



You can then carry on with entering your information as the Leader and your email address. You should then select the operating sector or support function you work in. You can click on the “?” symbol and this will open up a tool tip for this field as per below.

11:11 96%

← Safety Leadership Walk

The All England LawnTennis&Croquet (68)

Name of Leader conducting Safety Walk *
Jon Davies

Email Address of Leader Conducting Safety Walk *
Jon.Davies@levy.co.uk

Please confirm your operating sector or support function ? *

Date Completed *
02/12/2019

Time *

11:11 96%

← Safety Leadership Walk

The All England LawnTennis&Croquet (68)

Name of Leader conducting Safety Walk *
Jon Davies

Please confirm your operating sector or support function

If you work in sector choose the relevant sector, if you are a central support and not part of a sector overhead then choose the relevant central function. If you are a UK & I, Executive Board Member not responsible for an operating sector then please select Executive Board.

Close

Time *

Once you have selected the relevant response to the operating sector or support function you can then continue by finally entering the Unit Managers Name and email address, then click on the left hand arrow on the top left of the screen to take you back to open the Workplace Observation Section.

11:11 96%

- ES Foodservice N.Ireland (06)
- ESS Defence & Offshore (07)
- Executive Board (08)
- Foodbuy (09)
- Healthcare (10)
- Levy (11)
- RA Group (12)

← Safety Leadership Walk

Name of Leader conducting Safety walk
Jon Davies

Email Address of Leader Conducting Safety Walk *
Jon.Davies@levy.co.uk

Please confirm your operating sector or support function ? *
Levy (11)

Date Completed *
02/12/2019

Time *
12:00

Unit Manager Name *
Charlie Cook

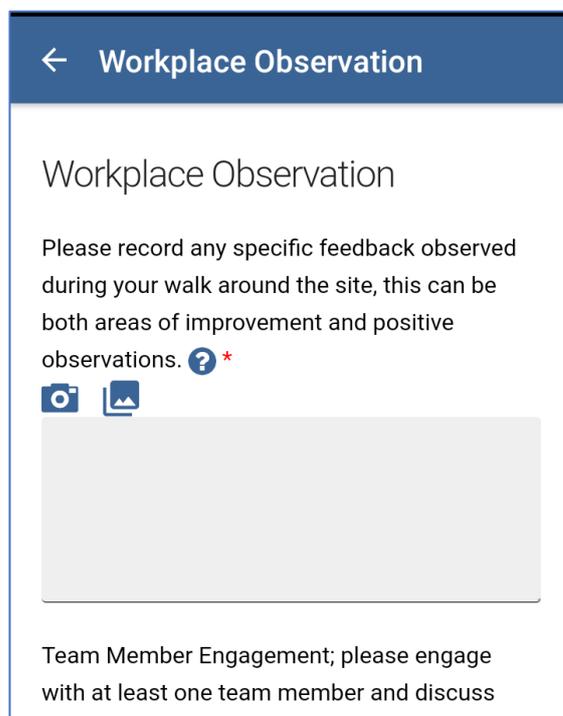
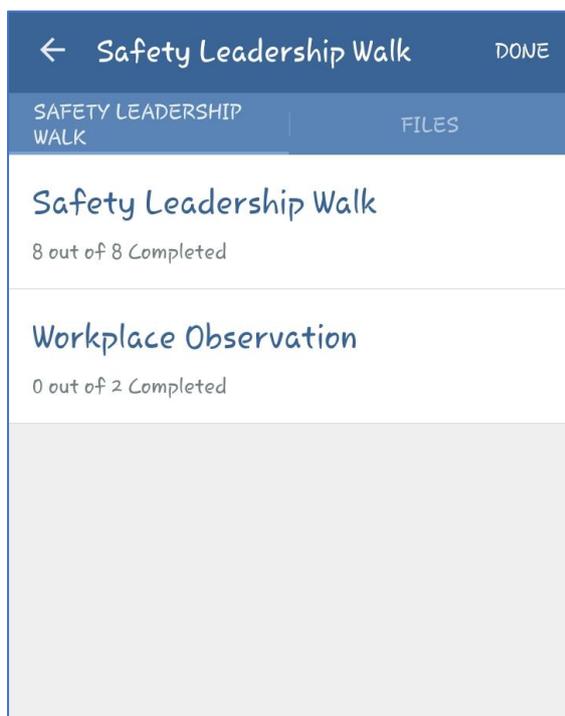
Unit Manager Email *



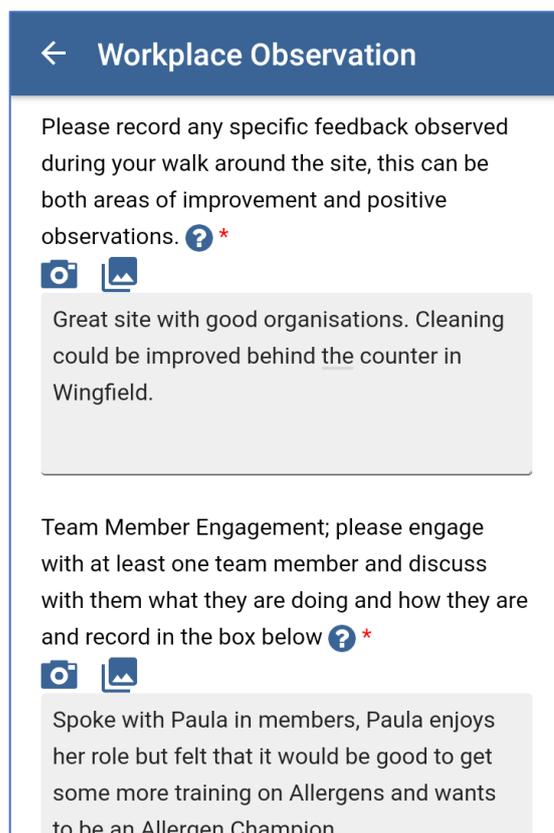
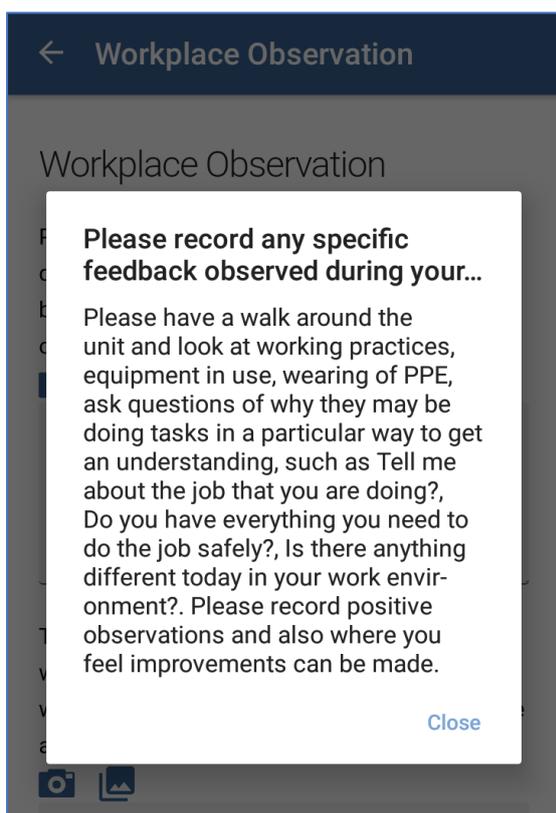
Section 3: Completing the Workplace Observation

You will now see that the Safety Leadership Walk is showing as 8 out of 8 completed. The Workplace Observation is showing as 0 out of 2 completed, you should now click on this section.

This will open up the Workplace Observation section where you have two questions to address, both have free text box so you can record your observations and engagement with a team member.



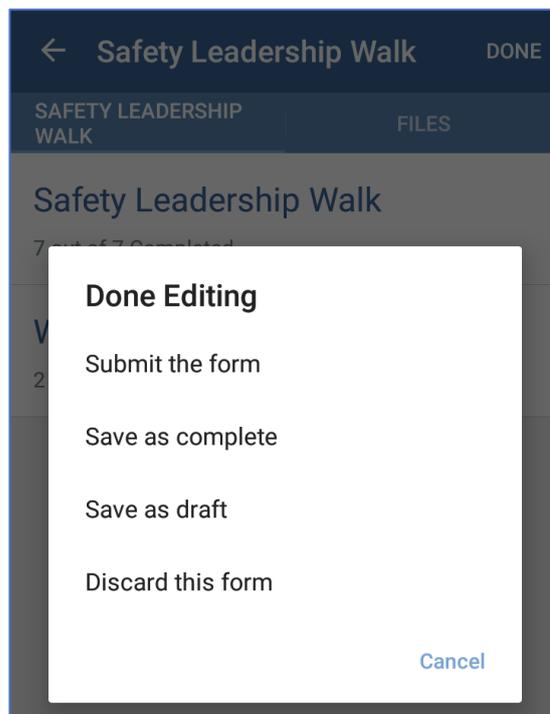
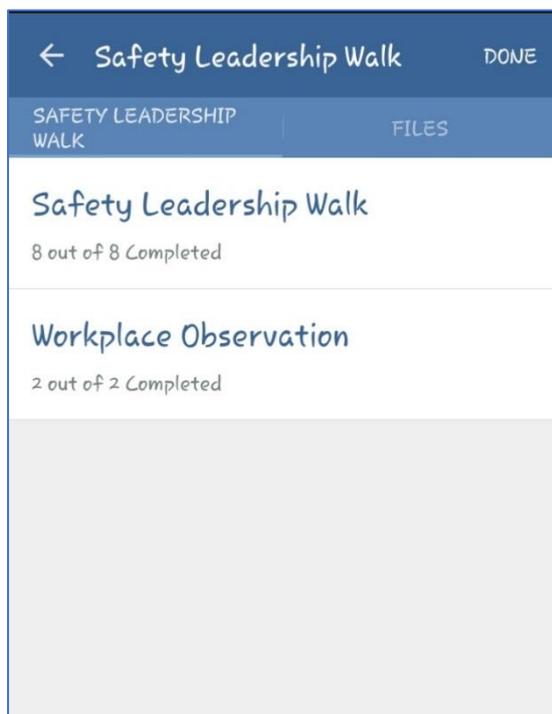
As previously you can click on the "?" symbol to open up a tool tip with some more guidance on the information required in this response.



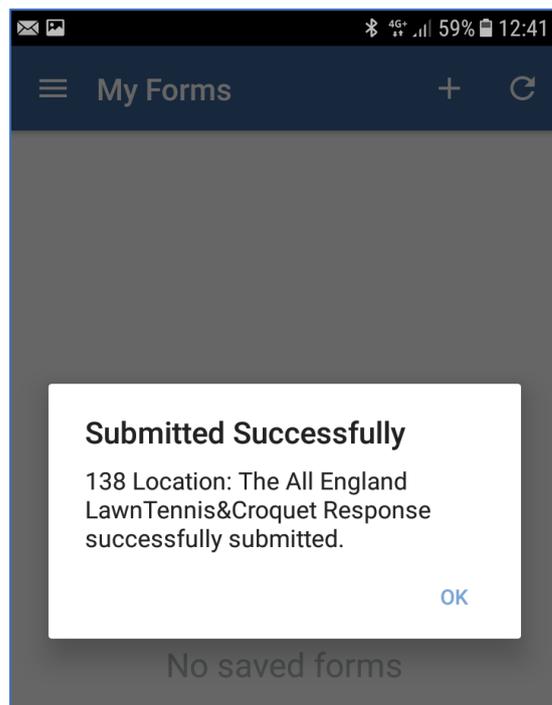
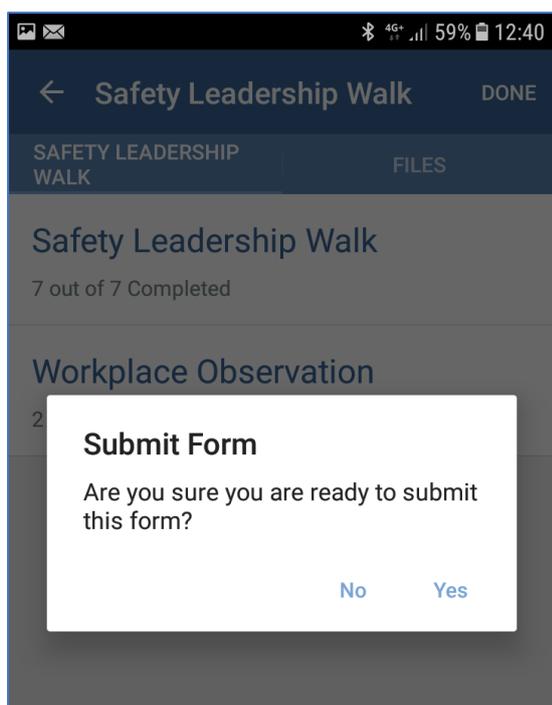
If you need to, you can also take photos as evidence of positive observations by clicking on the camera symbol. You will also have the option Annotate on the pictures.

Section 4: Submitting the Form

Once you are happy with the information you have entered, you can click on “DONE” in the top right hand side of the screen. This will then bring up 4 options, you should click on “Submit the form”.

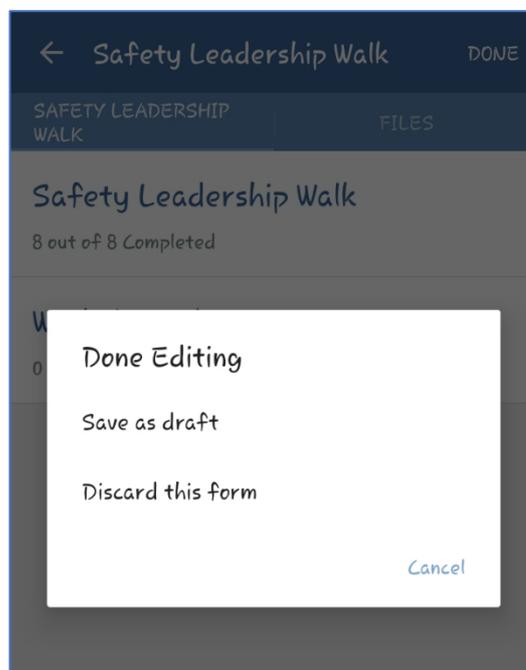
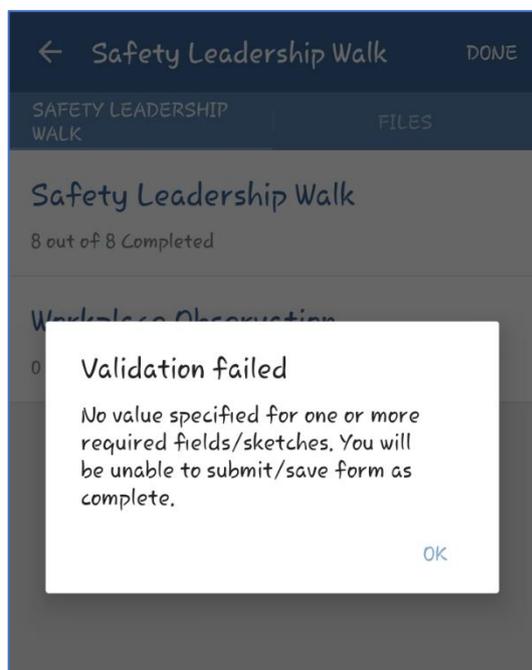


You will be asked if you are sure, you can click “Yes”. You should then get the message that it has been submitted successfully and you can click “OK” to conclude.

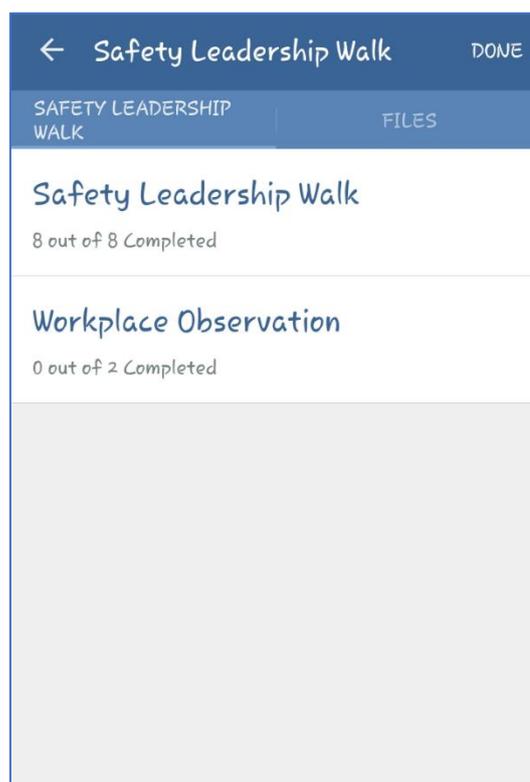
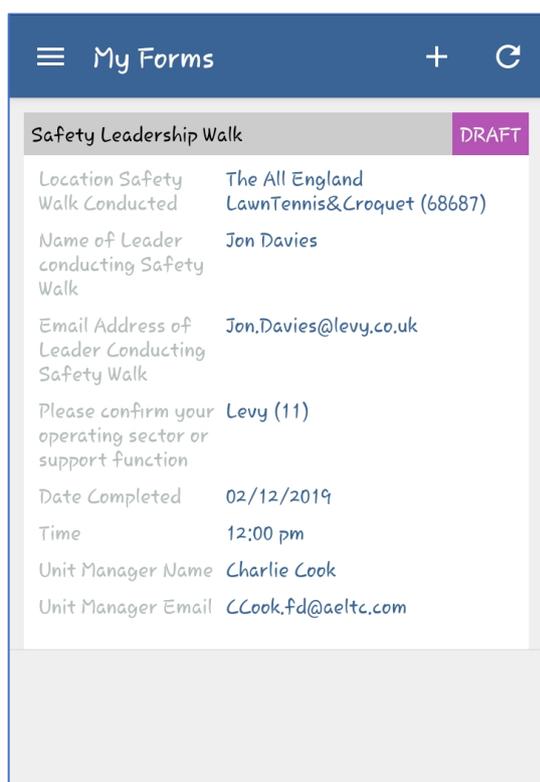


Section 5: Incomplete Form Error Message & Saving as a Draft

If you have not completed all the relevant sections of the Safety Leadership Walk or Workplace Observations, you will get a “Validation failed” message. Click “OK”, where you can click on “Cancel” to go back to edit the form. However you may wish to “Save as draft” which will then save the form for you to go back and complete later.



If you save it as a draft, it will show in the “My Forms” as a draft, where you can go back in later and complete the further information by clicking on the “DRAFT” form.



Section 6: Email Notifications

Once you submit the Safety Leadership Walk completed form, the system will generate two automatic emails.

1. You will receive an email from the Compass Group UK and Ireland, HSE and Technical Director, thanking you for completing the Safety Leadership Walk and also a PDF copy of the information you entered so you can follow up with the Unit Manager at a later date to confirm they have taken any necessary action following your visit.
2. The Unit manager will also receive an email from you with a copy of the PDF of the Safety Leadership Walk information that you entered and also advising them to complete any actions you may have raised. It will also inform them that you will follow up with them at a later date to check on their progress of any necessary actions you may have raised.

