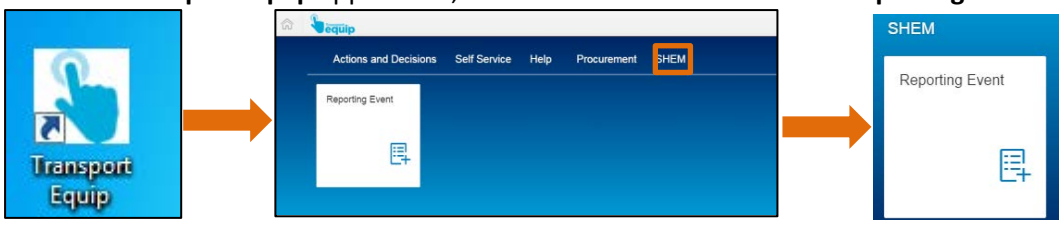
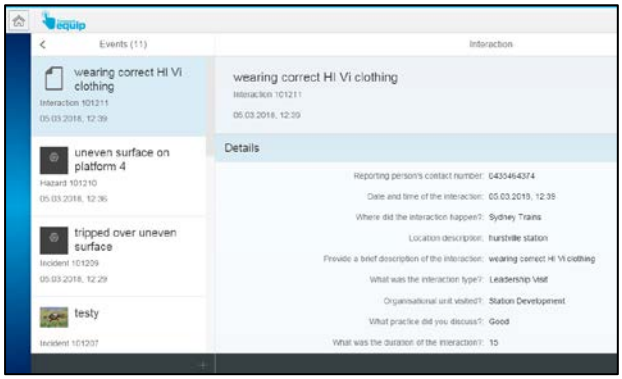
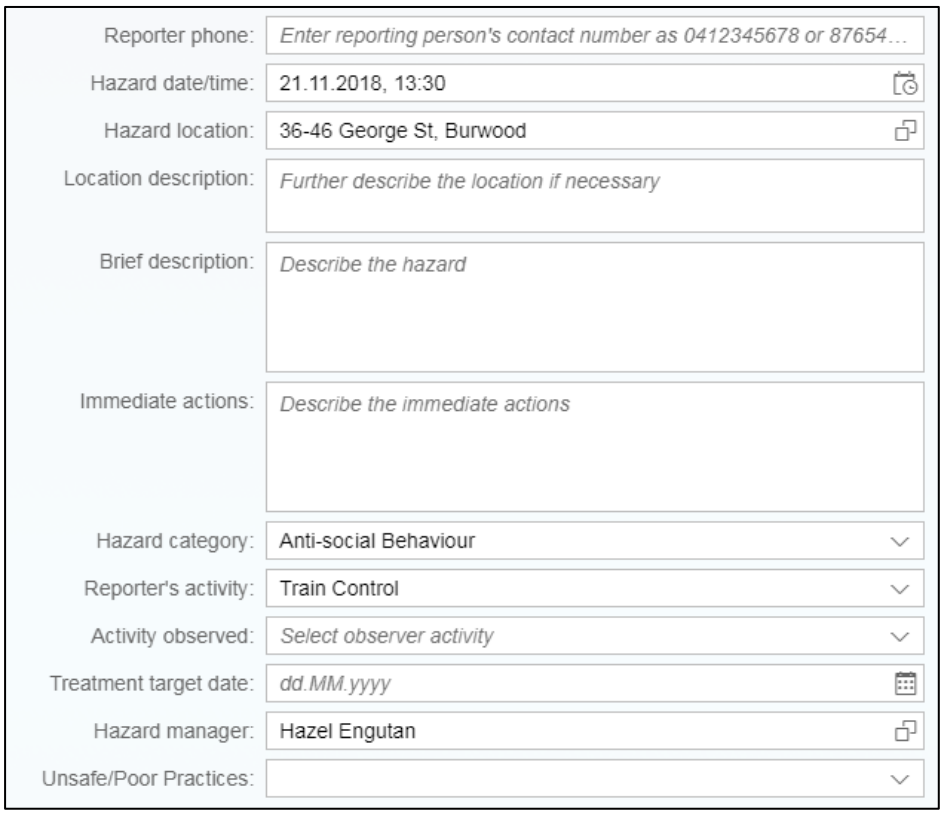
Quick Reference Guide
SHEM: Raise a Hazard

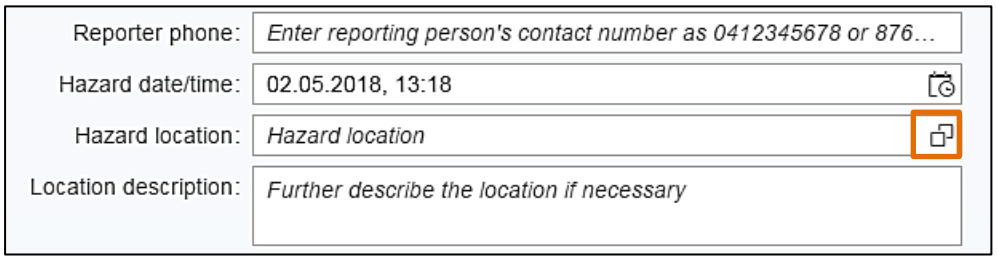
This guide demonstrates how to raise a SHEM Hazard.

Raise a Hazard	
Step 1	From the **Transport Equip** application, click on **SHEM** then click on the **Reporting Event** tile 
Step 2	The **SHEM Event** page is displayed 
Step 3	Click the **+** sign at the bottom of the screen to create a **New Hazard**
Step 4	The **New Hazard** Page is displayed



Step 5

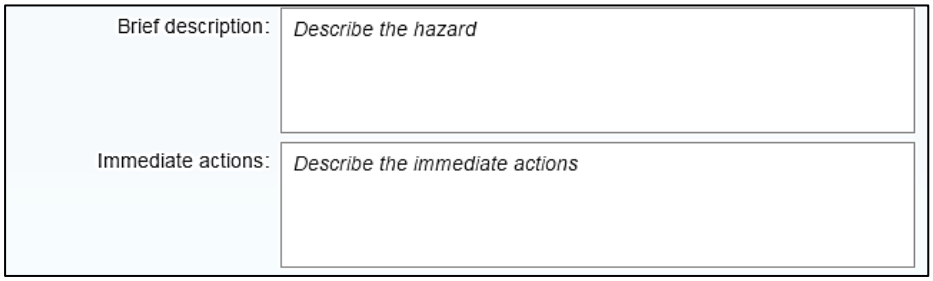
Complete the following **Who**, **When** and **Where** fields:



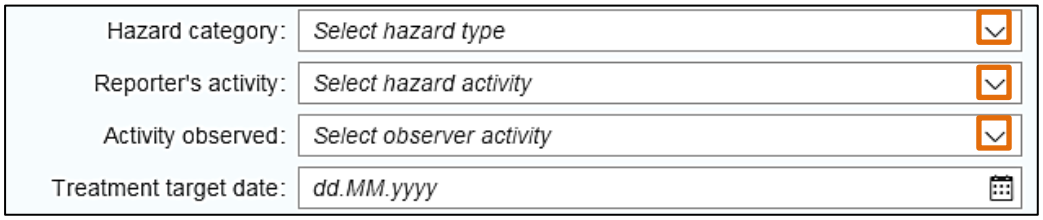
Use the Search icon to search and select a location

Step 6

Complete the **What** fields: A description and immediate actions taken after the event



Tip! The **Brief Description** is the hazard title reference and often appears in reports.

Step 7	Complete information about what type of hazard it is and the Treatment target date. Select options from the drop down list 
Step 8	The **Hazard Manager** defaults to the one-up line manager of the person entering the hazard. Click on the **Search** icon to change the Hazard Manager. Enter their First name and Last name then press **Enter.**
Step 9	Add one or more **Unsafe/Poor Practice** from the drop down list
Step 10	Click on the **add photos** icon to add any photos if required
Step 11	Click the **Submit** button to complete and submit the form
Step 12	The **Hazard number** is displayed in a popup. Notifications are sent to the nominated **Responsible Person** or the one-up Line Manager of the **Reported by** person if no **Responsible Person** was selected