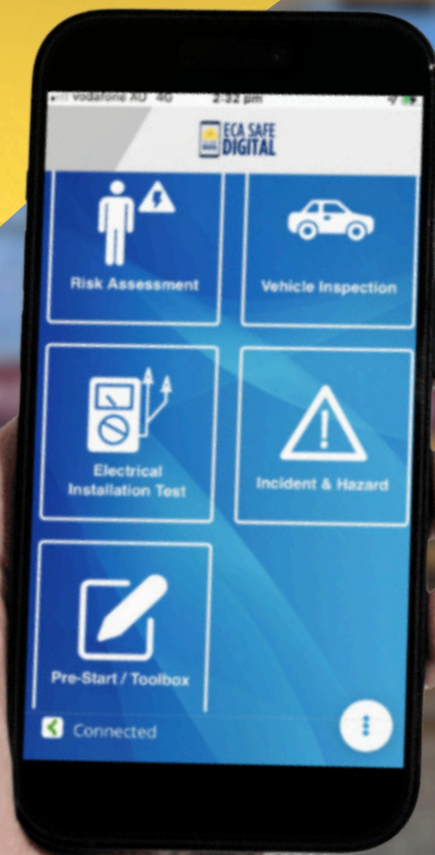




# ECA SAFE DIGITAL

## Manual USING THE TOOLS



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## About this manual

This Manual is designed to help members use the ECA Safe Digital tools, guiding users through each tool with simple instructions and graphics.

For more information on using the ECA Safe Digital App, please refer to the Frequently Asked Questions, available on the ECA WA Safety page at <https://ecawa.org.au/advice/safety/ecawa-safe-digital>

If you have any questions, please contact ECA WA on (08) 6241 6100.

# 1

## How to use the **Pre-Start / Toolbox** tool

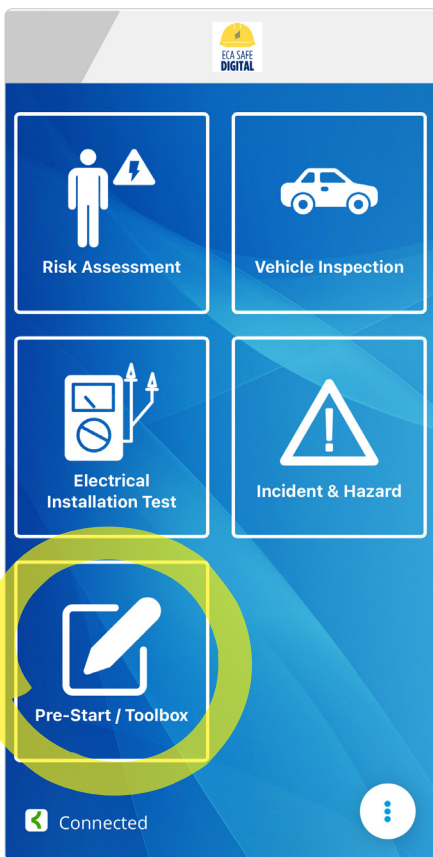


### Pre-start Meeting

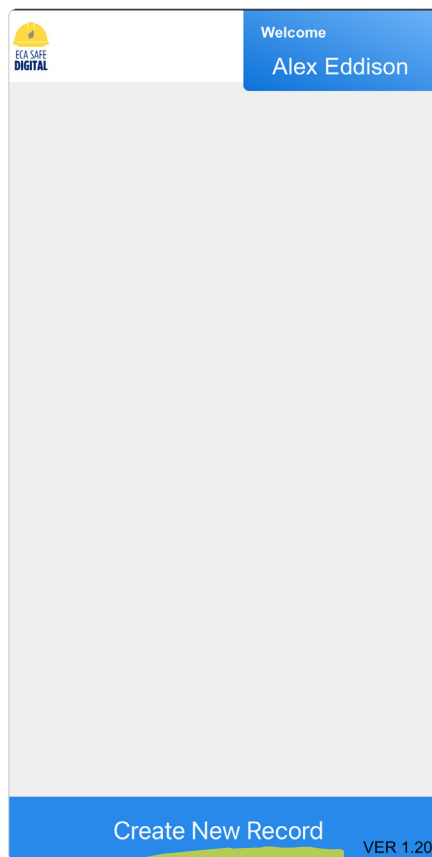
A tool to record all the key aspects of a site-based pre-work safety meeting.

### Toolbox

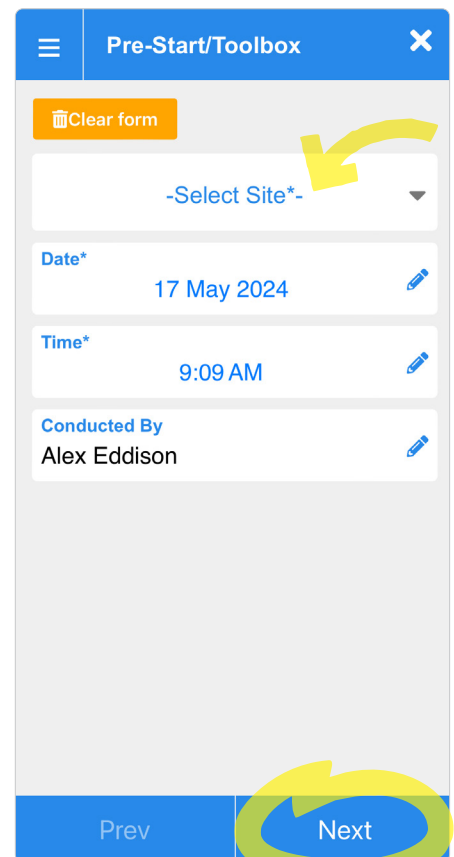
A tool used to record the agenda and minutes of regular toolbox meetings and talks.



Select the **Pre-Start / Toolbox** tool from the App home page.



Select **Create New Record** at the bottom of the screen.



Select the **Select Site** drop-down field. The **Date**, **Time** and **Conducted By** fields auto-populate.



# 1

## How to use the Pre-Start / Toolbox tool

Pre-Start/Toolbox

Clear form

-Select Site\*

Search

vjgigg!

Geohg

Leederville

Yegji

Other

Date\* 17 May 2024

Time\* 9:11 AM

Prev Next

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Pre-Start/Toolbox

Clear form

Site\* 1 Bloggs Street, Perth

Address 1 Bloggs Street Perth WA 6000 Australia

Date\* 17 May 2024

Time\* 9:11 AM

Conducted By Alex Eddison

Prev Next

Once you have selected the site, select **Next**.

Pre-Start/Toolbox

Pre-Start Safety Talk

Any safety concerns from yesterday's work?\*

Yes No

Safety Topic

Today's Weather

Weather\*

Prev Next

Confirm if there are any safety concerns from yesterday's work.



# 1

## How to use the Pre-Start / Toolbox tool

Pre-Start/Toolbox

Pre-Start Safety Talk

Any safety concerns from yesterday's work?\*

Yes No

Enter your comment \*

Safety Topic

Prev Next

If you select **Yes**, you will need to provide a comment about this.

For Toolboxes, enter the topic in the **Safety Topic** field.

Pre-Start/Toolbox

Pre-Start Safety Talk

Safety Topic

Today's Weather

Weather\*

Today's Work\*

Prev Next

Choose an option for the day's weather.

Multiple weather conditions can be selected.

Briefly describe the day's work.

Select **Next**.

Pre-Start/Toolbox

New Hazards

Any newly discovered hazard or risk must be controlled in a SWMS or as a minimum recorded below

Add New Hazard

Prev Next

Record any new hazards by selecting the **Add New Hazard** button.

Multiple **New Hazards** can be entered.

Select **Next**.



## 1

How to use the  
**Pre-Start / Toolbox** tool

**Pre-Start/Toolbox**

**Checklist**

Scope of work for the day was discussed and understood.\*

Yes	No	N/A
-----	----	-----

Major High Risk Activities are understood and controlled in a SWMS.\*

Yes	No	N/A
-----	----	-----

Relevant SWMS were reviewed, understood and signed by all workers.\*

Yes	No	N/A
-----	----	-----

Relevant Permits to Work are in place and understood.\*

--	--	--

Prev **Next**

Complete the checklist. There are 9 mandatory statements in total.

If you select **No** for any statement, you will need to provide a comment.

When you have finished, select **Next**.

**Pre-Start/Toolbox**

**Attendees**

Comments from the floor

+  
Add Team Member

Prev **Next**

Record any comments from the floor in the text box.

Add the team members present via the **Add Team Member** button.

If you have people (e.g. sub-contractors) attending your toolbox who are not registered users of the ECA Safe Digital App, you can capture their names in the **Comments from the floor** text box.

Select **Next**.

**Pre-Start/Toolbox**

**Signatures**

Signature\*

Prev **Submit**

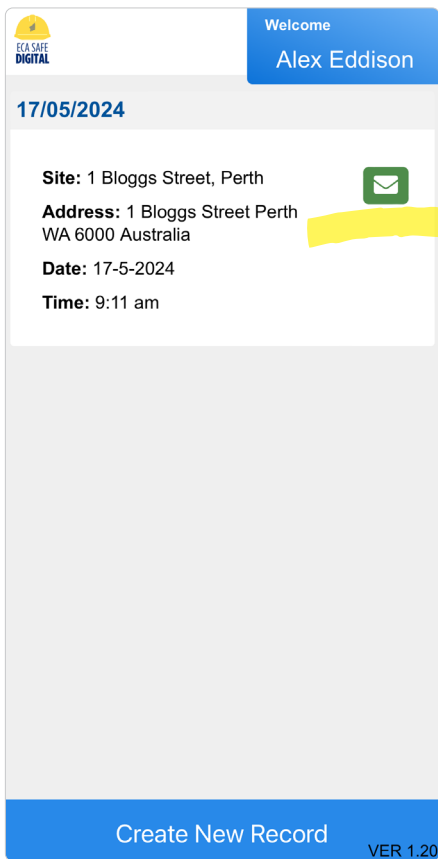
Tap on the **Signature** text box to add your name and signature.

Select **Submit**.



# 1

## How to use the Pre-Start / Toolbox tool



A copy of your submission will appear on the home page of the tool.

Click the **green email button** on the right to send a copy of the submission to anyone.

Please note that you can also email submissions from the console.



# 2

## How to use the **Vehicle Inspection** tool

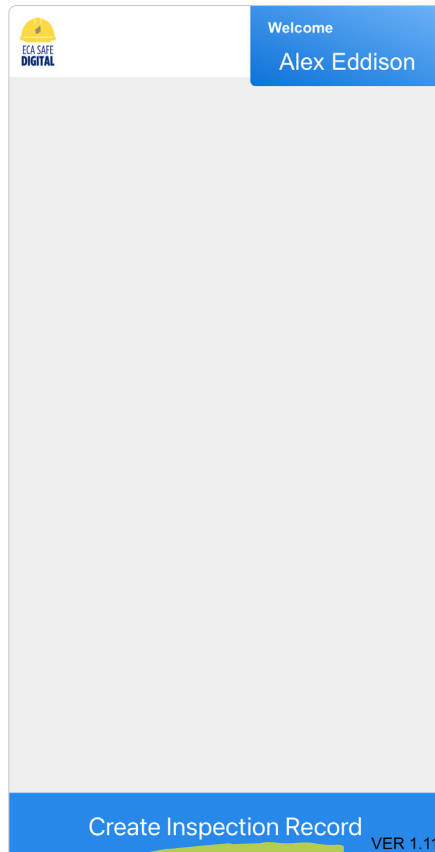


### Vehicle Inspection

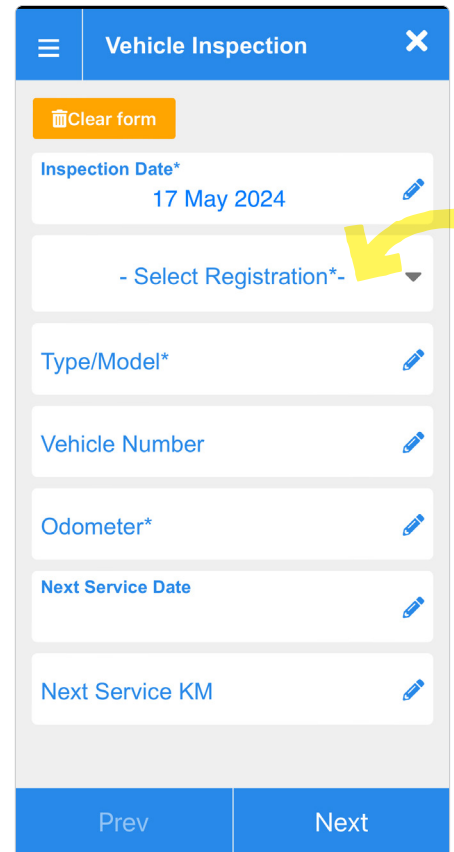
A tool to record the systematic inspection of a vehicle for roadworthiness.



Select the **Vehicle Inspection** tool from the App home page.



Select **Create Inspection Record** at the bottom of the screen.



The **Date** field auto-populates.

Select the **Select Registration** drop-down field.





# 2

## How to use the Vehicle Inspection tool

Vehicle Inspection

Clear form

Inspection Date\*  
17 May 2024

- Select Registration\*-  
Toyota Hilux

Search

1ADA555

1DUM000

Other

Type/Model\*

Prev Next

You can choose from an existing vehicle in the drop-down list or you can add your own by selecting **Other**.

Complete the other fields where relevant and select **Next**.

Vehicle Inspection

Inspection Checklist

**FAULT 1** – Minor fault can be rectified to continue to operate.

**FAULT 2** – Requires reporting to management immediately.

**FAULT 3** – Lock out and Tag machine immediate action required by management.

General Visual Inspection\*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Cleanliness inside unit\*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Tyre inflation\*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Prev Next

Complete the **Inspection Checklist**. There are 17 statements in total.

Statements with an asterisk are mandatory.

Vehicle Inspection

Inspection Checklist

**FAULT 1** – Minor fault can be rectified to continue to operate.

**FAULT 2** – Requires reporting to management immediately.

**FAULT 3** – Lock out and Tag machine immediate action required by management.

General Visual Inspection\*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Enter your comment \*

Cleanliness inside unit\*

Prev Next

If you select a **Fault** for any statement, you will need to provide a comment.



## 2

# How to use the Vehicle Inspection tool

**Vehicle Inspection**

**Inspection Checklist**

immediate action required by management.

General Visual Inspection\*

OK	Fault 1	Fault 2	<b>Fault 3</b>
----	---------	---------	----------------

Enter your comment \*

Please discuss with your manager.

Cleanliness inside unit\*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Tyre inflation\*

OK Fault 1 Fault 2 Fault 3

Prev **Next**

If you select **Fault 3**, a message will appear stating 'Please discuss with your manager'.

When you have finished, select **Next**.

**Vehicle Inspection**

**Safety Equipment**

**FAULT 1** – Minor fault can be rectified okay to continue to operate.

**FAULT 2** – Requires reporting to management immediately.

**FAULT 3** – Lock out and Tag machine immediate action required by management.

Straps/ratchets in good cond.

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Fire ext. secured & in date

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Seat Belts\*

OK Fault 1 Fault 2 Fault 3

Prev **Next**

Complete the **Safety Equipment checklist**. There are 9 statements in total.

Statements with an asterisk are mandatory.

When you have finished, select **Next**.

**Vehicle Inspection**

**Actions required**

Add action required

Prev **Next**

Record any actions required by selecting the **Add action required** button.

Multiple **Actions** can be entered.

Select **Next**.



## 2

How to use the  
**Vehicle Inspection** tool

Vehicle Inspection

Signatures

Comments

Inspector Signature

Prev Submit

Add any relevant comments.

Tap on the **Inspector Signature** text box to add your name and signature.

Select **Submit**.

Welcome  
Alex Eddison

17/05/2024

Inspection Date: 17-5-2024

Registration: 1ADA555

Type/Model: Toyota Hulux

Vehicle Number: 2

Odometer: 65000

Next Service Date: N/A

Next Service KM: N/A

Create Inspection Record

VER 1.11

A copy of your submission will appear on the home page of the tool.

Select the **green email button** on the right if you need to send a copy of the submission to anyone.

Please note that you can also email submissions from the console.



# How to use the Risk Assessment tool



## Risk Assessment Checklist

This tool provides workers with a quick, easy and appropriate method of identifying work site hazards and the necessary controls prior to the commencement of work.

## Safe Work Method Statement

This is a tool that provides a method of assessing applicable SWMS related to high risk construction work and additional controls that might be necessary to make the SWMS specific to site.

### Special feature: Auto-save

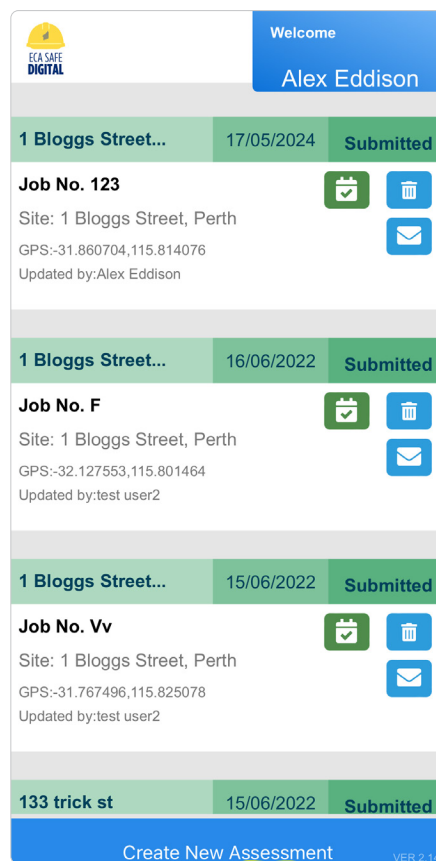
You can close out of a Risk Assessment submission at any time and your work will be saved. Simply select the ✕ in the top right corner of the screen and your draft submission will be saved on the home page of this tool.

Incomplete submissions will be shaded blue. Tap on the draft submission to reopen it and continue with your submission.

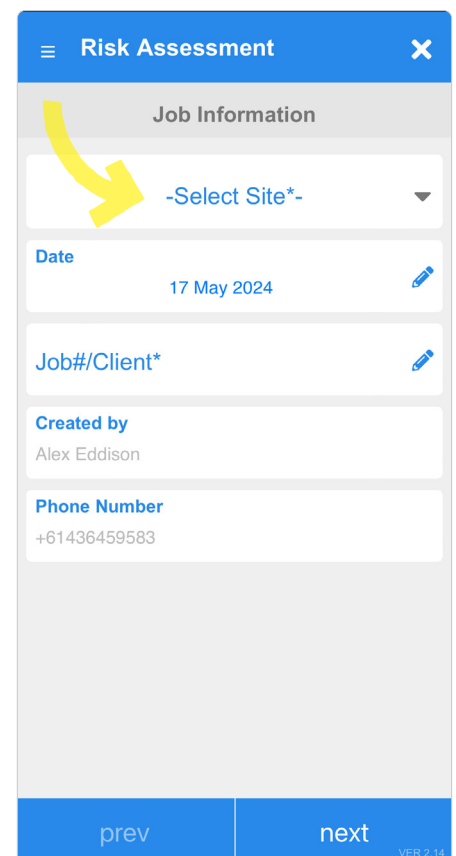
Completed submissions will be shaded green.



Select the **Risk Assessment** tool from the App home page.



Select **Create New Assessment** at the bottom of the screen.



The **Date**, **Created by** and **Phone number** fields auto-populate.

Select the **Select Site** drop-down field.



You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Complete the other fields where relevant and select **Next**.

Select any **High Risk Construction Work** being undertaken.

Select **Next**.

here to check the risk matrix'. There is a section titled '1. Risk of a person falling more than 2 meters' with a sub-section 'SWMS:' and a green 'Add SWMS' button (circled in yellow). Below this is a question: '\*Are there any other SWMS relevant to this job?' with a text input field containing 'Other SWMS' (circled in yellow) and a blue edit icon. At the bottom are 'prev' and 'next' buttons, with 'next' circled in yellow."/>

If you had checked any of the **High Risk Construction Work** items in the previous step, you will need to select the relevant **SWMS** on this screen.

Your signed **SWMS** can be loaded via the console.

If **Other SWMS** are in use, capture them here (e.g. sub-contractors).

Select **Next**.



**Risk Assessment**

**Additional Hazards**

Please add hazards not covered by SWMS

**Add New Hazard**

prev next

Add any additional site hazards not covered under the selected SWMS and include a control, using the **Add New Hazard** button.

Multiple **new hazards** can be added.

Select **Next**.

**Risk Assessment**

**Risk Assessment Control**

Task/activity\*

Do I understand the task to be performed?\*

Yes No

prev next

If a High Risk Construction Work item was not selected on the previous screen, you are driven to a basic **Risk Assessment Control** Checklist.

Briefly describe the task or activity you will be undertaking and confirm whether you understand the task.

Select **Next**.

**Risk Assessment**

**Hazard**

What are the relevant hazards and controls?

1. Electricity
2. Working at height (less than 2 meters)
3. Excessive noise
4. Exposure to asbestos
5. Fumes / dust
6. Hazardous substances
7. Lighting / visibility

prev next

Complete the **Hazard** checklist.

Select **Next**.



### 3

## How to use the Risk Assessment tool

Provide a **control** for all hazards you selected in the previous step.

Select **Next**.

Check which **PPE/PPC** are required for the job and site.

Select **Next**.

Add the team members present via the **Add Team Member** button. You can only select from registered users of the NECA Safe Digital App.

If you are the **only team member**, skip this section by selecting next and enter your details on the next screen (**Supervisor Review**).

Select **Next**.



### 3

## How to use the Risk Assessment tool

**Risk Assessment** ✕

**Supervisor's Review**

If any changes are made to the RA, ensure the supervisor signs off

**+**  
Add Supervisor

prev **next**

If you have a Supervisor, they need to review and sign-off on the Risk Assessment.

Add the Supervisor via the **Add Supervisor** button. If they are unavailable, press the **✕** in the top right corner of the screen. This will save what you have already completed and you can re-open the submission on your device when your Supervisor is available.

If there is no Supervisor, you can complete this section.

Select **Next**.

**Risk Assessment** ✕

**Supervisor's Review**

If any changes are made to this RAC, ensure the supervisor signs off

**Supervisor 1** ✕

**Signature**

I certify that the control measures checked in this tool have been implemented and I deem this site to be safe.

prev **next**

Enter in your or the Supervisor's details.

You or the Supervisor need to check the box to certify that the control measures have been implemented and the site is deemed safe.

Select **Next**.

**Risk Assessment** ✕

**Submit**

**< Back**

Are you satisfied all safety concerns are controlled appropriately?\*

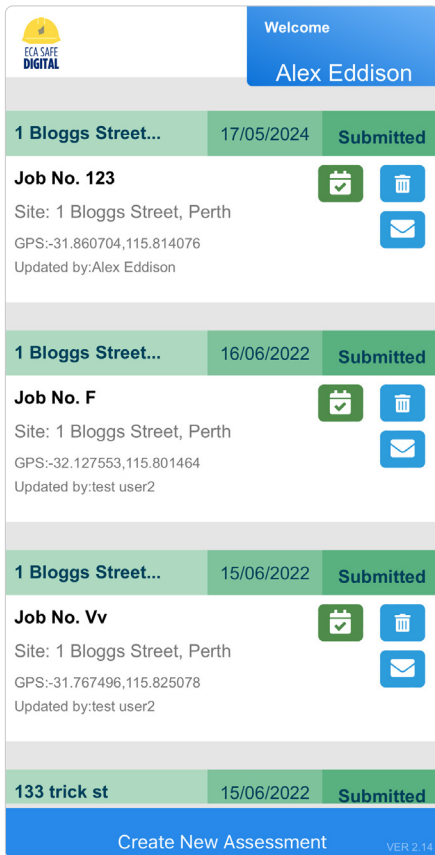
Yes No

**Submit**

Once you have completed your submission, select the **Submit** button.







The screenshot shows the ECA Safe Digital app interface. At the top, there is a 'Welcome' message for 'Alex Eddison'. Below this is a list of submitted assessments. Each entry includes the site name, date, status, job number, site address, GPS coordinates, and the user who updated it. Action icons for 'Close', 'Email', and 'Delete' are visible for each entry.

Site	Date	Status	Job No.	Site	GPS	Updated by
1 Bloggs Street...	17/05/2024	Submitted	Job No. 123	1 Bloggs Street, Perth	-31.860704,115.814076	Alex Eddison
1 Bloggs Street...	16/06/2022	Submitted	Job No. F	1 Bloggs Street, Perth	-32.127553,115.801464	test user2
1 Bloggs Street...	15/06/2022	Submitted	Job No. Vv	1 Bloggs Street, Perth	-31.767496,115.825078	test user2
133 trick st	15/06/2022	Submitted				

At the bottom of the screen, there is a 'Create New Assessment' button and a version number 'VER 2.14'.

A copy of your submission will appear on the home page of the tool.

You have the following options:



**Email** a copy of the submission to anyone.



**Close** off the submission (this removes it from the home screen of the App, however a copy is still available in the console).



**Delete** the submission. **If you do this, it will also be deleted from the console.**



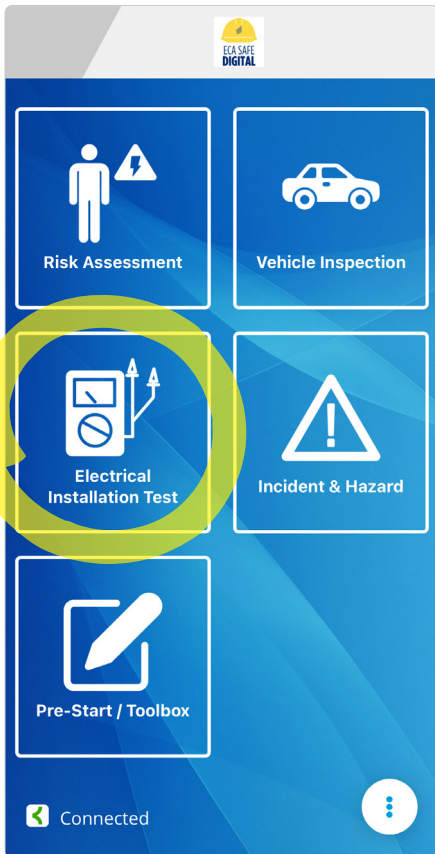
# 4

## How to use the **Electrical Installation Test** tool

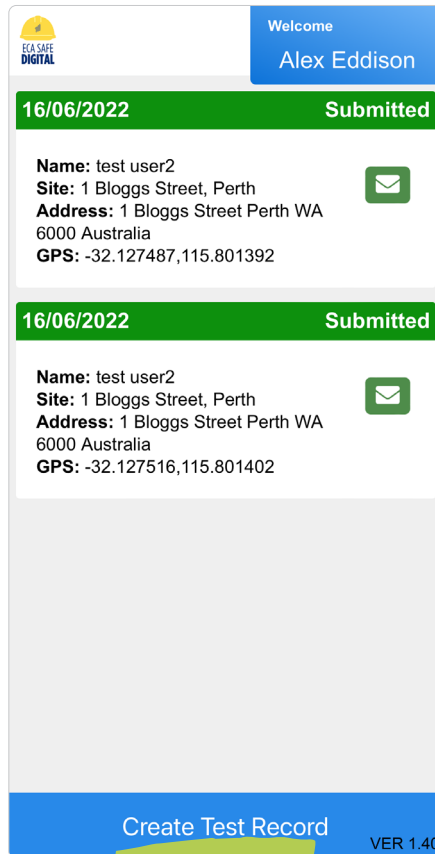


### Electrical Installation Test

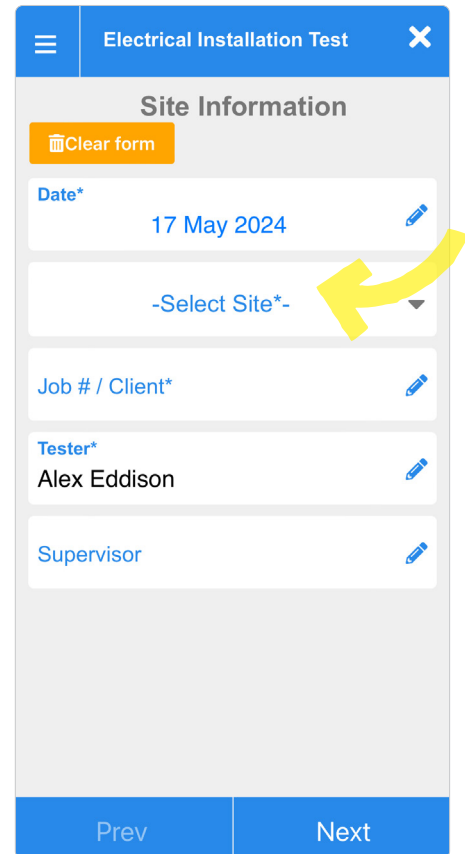
A Tool that records the testing of installations to the requirements of AS/NZS 3000:2018.



Select the **Electrical Installation Test** tool from the App home page.



Select **Create Test Record** at the bottom of the screen.



The **Date** and **Tester** fields auto-populate.

Select the **Select Site** drop-down field.



## 4

How to use the **Electrical Installation Test** tool

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Complete the other fields where relevant and select **Next**.

Complete relevant fields and select **Next**.

Add a circuit test by selecting the **Add circuit test** button.



## 4

How to use the **Electrical Installation Test** tool

Click on the **Circuit Test 1** text to open the test.

You can add as many **Test Items** as you require.

Enter in the **test point** or **circuit ID** and the **neutral number**.

Select the **circuit configuration**, **cable size** and **protection size** from the drop-down options.

Select the **protection type** from the drop-down options and if relevant, the **CB type**.

Under the **Continuity** heading, select whether it is a dead or live test – this will provide you with different fields depending on your selection.



# 4

## How to use the **Electrical Installation Test** tool

Electrical Installation Test

**Test Items**

**Continuity**

Test Type\*  
Dead Test

Click [here](#) to check table 8.2

Earth Resistance ( $\Omega$ )

Rphe Phase Earth ( $\Omega$ )

Max Rphe Table ( $\Omega$ )

Pass	Fail
------	------

**IR**

Heating Element (KOhms)

Prev Next

If you select **Dead test**, you can access table 8.2 from the Wiring Rules for reference, and you will see the following fields.

Electrical Installation Test

**Test Items**

**Continuity**

Test Type\*  
Live Test

Click [here](#) to check table 8.1

Rphe ( $\Omega$ )

Max Rphe ( $\Omega$ )

Pass	Fail
------	------

**IR**

Heating Element (KOhms)

Pass	Fail
------	------

Prev Next

If you select **Live test**, you can access table 8.1 from the Wiring Rules for reference, and you will see the following fields.

Electrical Installation Test

**Test Items**

**IR**

Heating Element (KOhms)

Pass	Fail
------	------

General Wiring (MOhms)

Pass	Fail
------	------

**Correct Circuit Connections\***

Pass	Fail
------	------

**Polarity\***

Prev Next

Complete the IR section, if relevant.



## 4

How to use the **Electrical Installation Test** tool

Electrical Installation Test

Test Items

Correct Circuit Connections\*

Pass Fail

Polarity\*

Pass Fail

RCD Push Button Test

Pass Fail

RCD Injection Test

- RCD Parameters-

Prev Next

Record a **Pass** or **Fail** for correct circuit connections, polarity, RCD push button test, RCD injection test and select the RCD parameters from the drop down.

Add another circuit test if required, otherwise select **Next**.

Electrical Installation Test

Checklist

Confirm MEN connection is re-installed after testing

Add Image

No current attachments

Prev Next

If relevant, check the box to confirm that the MEN connection has been re-installed.

Select the **Add Image** button if you would like to add a photograph to the test submission. You can choose from an existing photo or take one now.

Select **Next**.

Electrical Installation Test

Building & Energy Notice

Do you need to lodge an Energy Safety Certificate/Notice?

Prev Next

Check the box if you need to lodge a certificate or notice with Building and Energy.

If you don't, leave the box unchecked and select **Next**.



## 4

How to use the **Electrical Installation Test** tool

10:13  
TKDN Digital

Government of Western Australia  
Department of Energy, Mines, Industry Regulation and Safety  
Building and Energy Division

### Welcome to eNotice Building and Energy Division

**User ID \***  
Licence number followed by initials  
eg. GF123AB, PL123AB, EW123AB, EC123AB

**Password \*** Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

Forgot Password

If you check the box, the eNotice log in page will open.

Return to the App by selecting the **TKDN Digital** link in the top left corner of the screen.

### Signature

Signature\*

Prev Submit

Tap on the **Signature** text box to add your name and signature.

Select **Submit**.

Welcome  
Alex Eddison

**17/05/2024 Submitted**

**Name:** Alex Eddison  
**Site:** 1 Bloggs Street, Perth  
**Address:** 1 Bloggs Street Perth WA 6000 Australia  
**GPS:** -31.860704,115.814076

**16/06/2022 Submitted**

**Name:** test user2  
**Site:** 1 Bloggs Street, Perth  
**Address:** 1 Bloggs Street Perth WA 6000 Australia  
**GPS:** -32.127487,115.801392

**16/06/2022 Submitted**

**Name:** test user2  
**Site:** 1 Bloggs Street, Perth  
**Address:** 1 Bloggs Street Perth WA 6000 Australia  
**GPS:** -32.127516,115.801402

Create Test Record VER 1.40

A copy of your submission will appear on the home page of the tool.

Select the **green email button** on the right if you need to forward a copy of the submission to anyone.



# 5

## How to use the Incident Report tool



### Incident Report

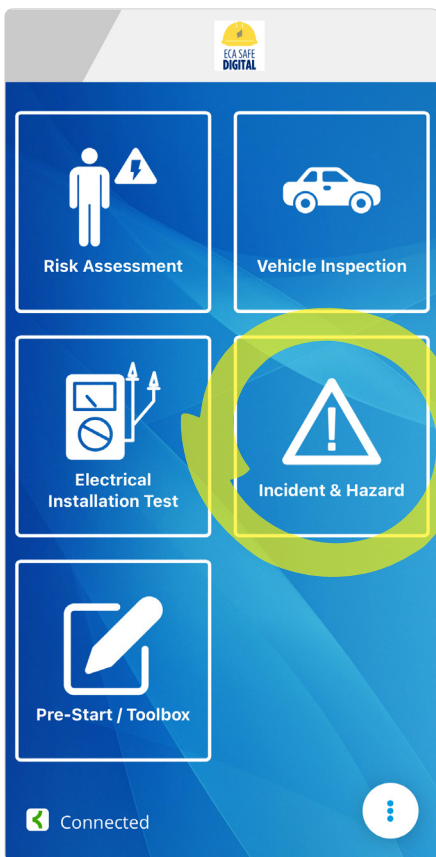
A tool to record incidents or potential occurrences which cause or may cause an injury, illness, environmental damage or property damage.

### Special feature: Auto-save

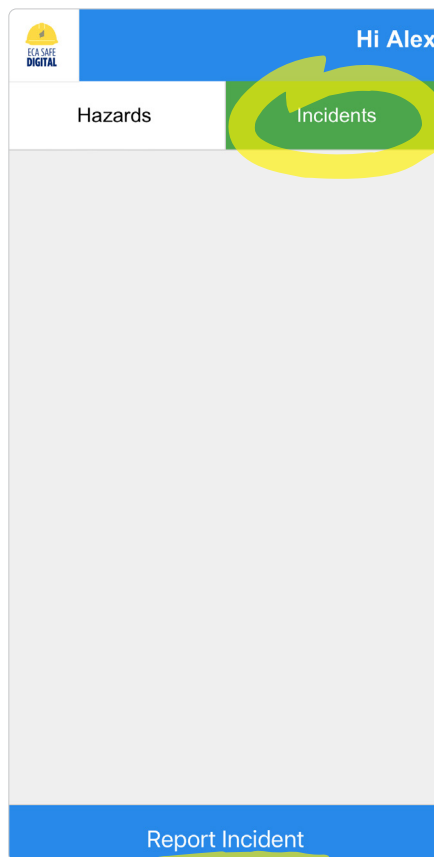
You can leave an Incident Report submission at any time and your work will be saved. Simply select the ✕ in the top right corner of the screen and your draft submission will be saved on the home page of this tool.

Incomplete submissions will be shaded blue. Tap on the draft submission to reopen it and continue with your submission.

Completed submissions will be shaded green.

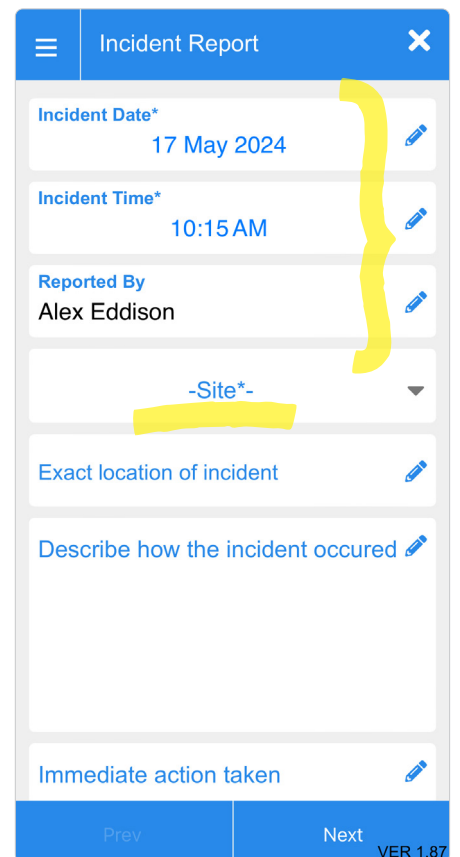


Select the **Incident & Hazard** tool from the App home page.



Select the **Incidents** tab on the right.

Select **Report Incident** at the bottom of the screen.



The **Incident Date**, **Incident Time** and **Reported by** fields auto-populate.

Select the **Site** drop-down field.





# 5

## How to use the Incident Report tool

Incident Report

Incident Date\*  
17 May 2024

Incident Time\*  
10:15 AM

Reported By  
Alex Eddison

-Site\*-

Search  
vjgiggj

Geohg

Leederville

Yegji

Other

Prev Next VER 1.87

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Incident Report

1 Bloggs Street  
Perth  
WA 6000 Australia

Exact location of incident

Describe how the incident occurred

Immediate action taken

Incident Resulted In

Prev Next VER 1.87

Record the location of the incident, how it occurred and what action has been taken.

Incident Report

Incident Resulted In

Injury to employee

Injury to public

Injury to Sub-contractor

Damage to property

Near miss (dangerous occurrence only)

Environmental incident

Prev Next VER 1.87

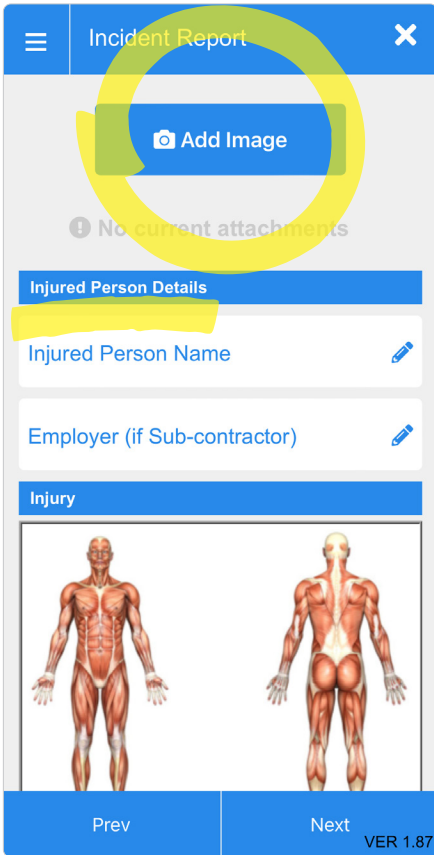
Record what the incident resulted in (more than one box can be checked).

Select **Next**.



# 5

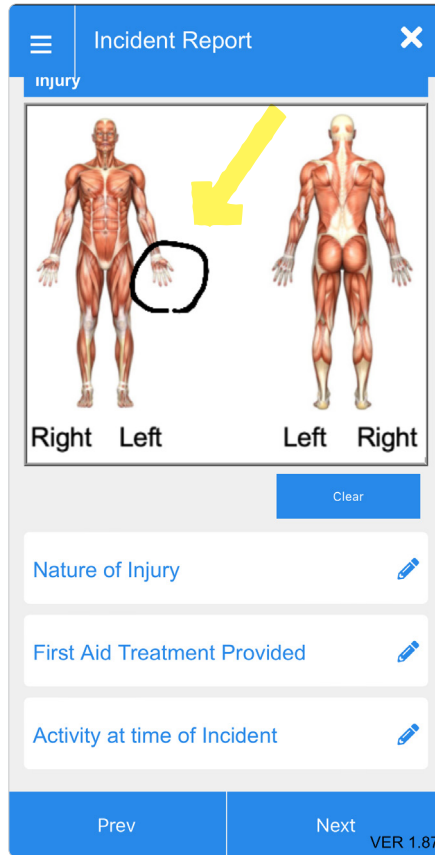
## How to use the Incident Report tool



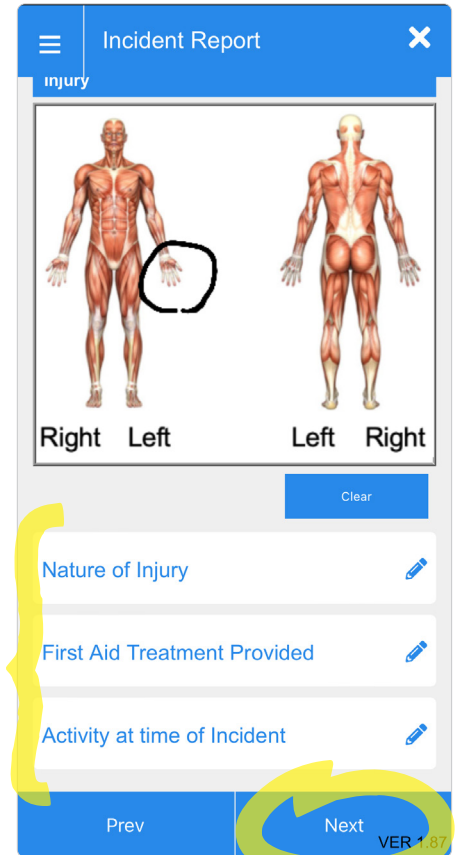
Select the **Add Image** button if you would like to add a photograph to the Incident Report.

You can choose from an existing photo or take one now.

If relevant, record the name of the injured person and the employer.



You can highlight the injured area by drawing a circle or line with your finger on the image.



You may record more information about the incident here, including the nature of the injury, what type of first aid was provided and what activity was being undertaken at the time of the incident.

Select **Next**.



## 5

How to use the  
**Incident Report** tool

Incident Report

Other Details

Plant, Equipment or Property Damaged:

Was another employee, contractor, client or any other person involved?

Yes No

Witness 1

Name

Phone

Prev Next

VER 1.87

If relevant, record details about damaged equipment and provide information about any witnesses to the incident (multiple witnesses can be added).

Select **Next**.

Incident Report

-Incident Classification-

Lost Time Injury

Will the injured/ill person be off work?

Yes No

Prev Next

VER 1.87

At this stage you can save what you have completed by clicking on the **X** in the top right corner. The partially completed tool will be shaded blue on the home screen of this tool. Your Manager or Supervisor can then complete the rest of the submission on your device at a convenient time.

If you do not have a Manager or Supervisor, continue with the submission.

Select an **Incident Classification** from the drop-down and provide details if this incident is a **Lost Time Injury**.

Select **Next**.

Incident Report

Causes and Corrective Action

Immediate Causes are the unsafe acts and conditions that resulted in or could have resulted in an accident. They explain why an accident happened.

Immediate Causes

A root cause is a fundamental, underlying system-related reason why an incident occurred that identifies one or more correctable system failures.

Root Causes (underlying causes)

Prev Next

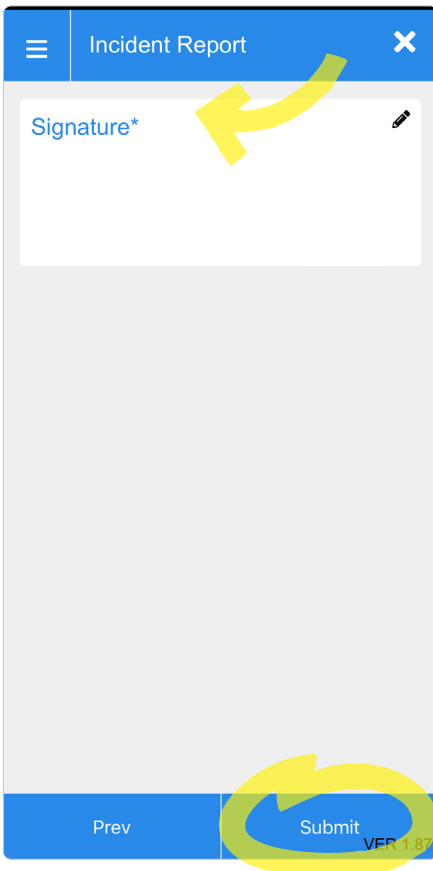
VER 1.87

In this section you may record information about the immediate causes, underlying causes, corrective actions and a management summary.

Select **Next**.



## 5

How to use the  
**Incident Report** tool


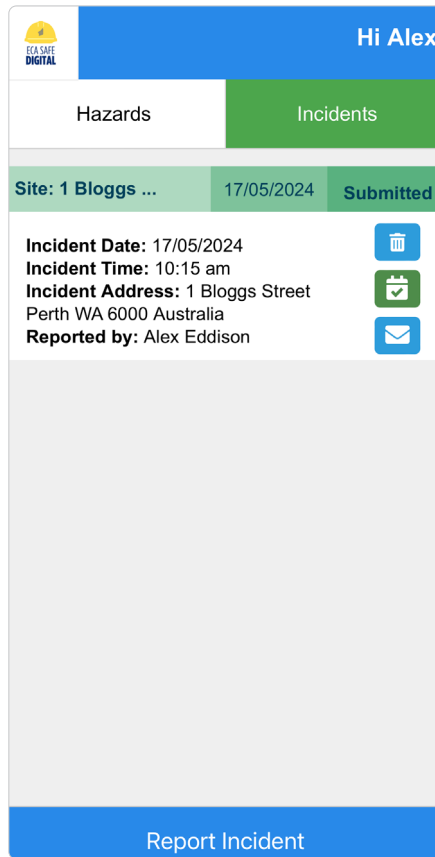
Incident Report

Signature\*

Prev Submit VER 1.87

Tap on the **Signature** text box to add your name and signature.

Select **Submit**.



Hi Alex

Hazards Incidents

Site: 1 Bloggs ... 17/05/2024 Submitted

Incident Date: 17/05/2024  
Incident Time: 10:15 am  
Incident Address: 1 Bloggs Street  
Perth WA 6000 Australia  
Reported by: Alex Eddison

Report Incident

A copy of your submission will appear on the home page of the tool.

You have the following options:



**Email** a copy of the submission to anyone.



**Close** off the submission (this removes it from the home screen of the App, however a copy is still available in the console).



**Delete** the submission. **If you do this, it will also be deleted from the console.**

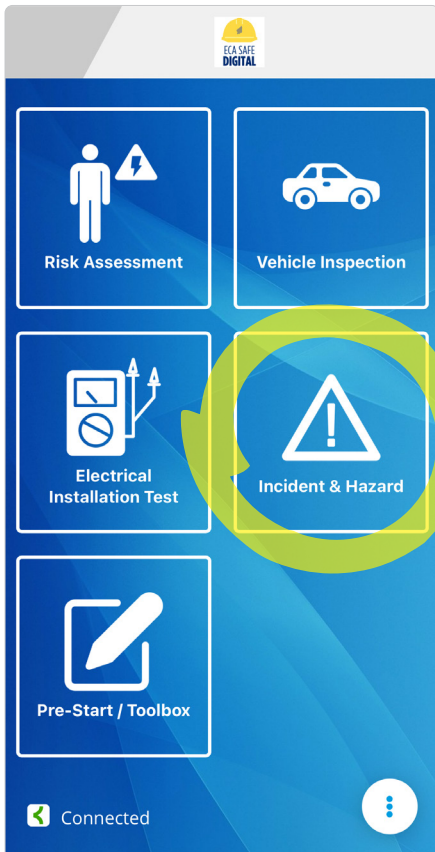


# How to use the Hazard Report tool

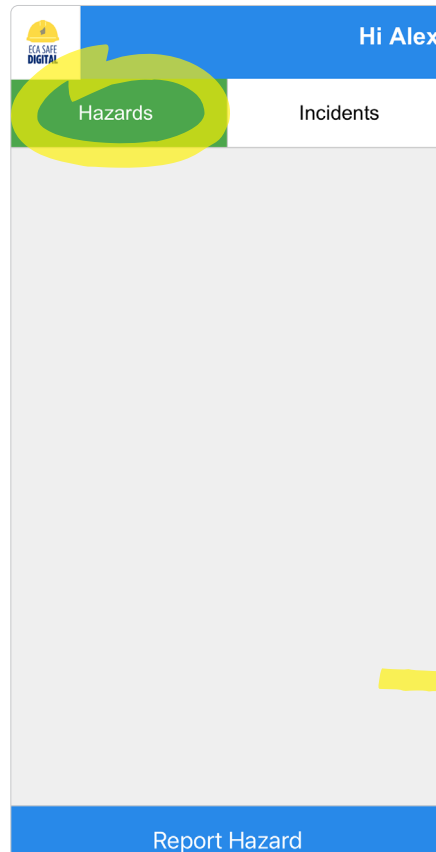


## Hazard Report

A tool that enables employees to report a hazard to their line Supervisor or Manager via a smart device.

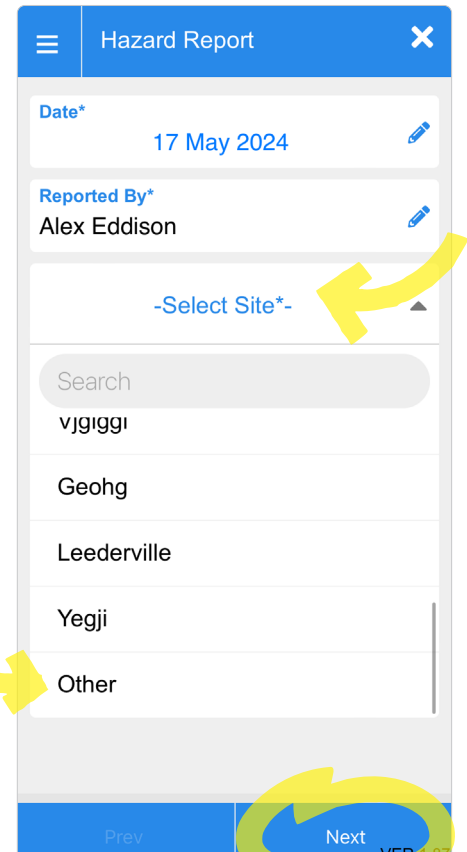


Select the **Incident & Hazard** tool from the App home page.



Select the **Hazards** tab on the left.

Select **Report Hazard** at the bottom of the screen.



The **Date** and **Reported by** fields auto-populate.

Select the **Site** drop-down field.

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Select **Next**.



## 6

How to use the  
**Hazard Report** tool

Hazard Report

Hazard Location\*

Hazard Description\*

What are the Risks

Prev Next VER 1.87

You are required to provide a response to the **Hazard Location** and **Hazard Description** fields.

If relevant, you may also record details about the risks and actions taken.

Hazard Report

Add Image

No current attachments

Signature\*

Prev Submit VER 1.87

Select the **Add Image** button if you would like to add a photograph to the Incident Report. You can choose from an existing photo or take one now.

Tap on the **'Signature'** text box to add your name and signature.

Select **Submit**.

Hi Alex

Hazards Incidents

Site: 1 Bloggs ... 17/05/2024 Submitted

Date: 17/05/2024

Address: 1 Bloggs Street Perth WA 6000 Australia

GPS: -31.860704,115.814076

Report Hazard

A copy of your submission will appear on the home page of the tool.

Select the **blue email button** on the right if you need to send a copy of the submission to anyone.

