

# Create a New Event

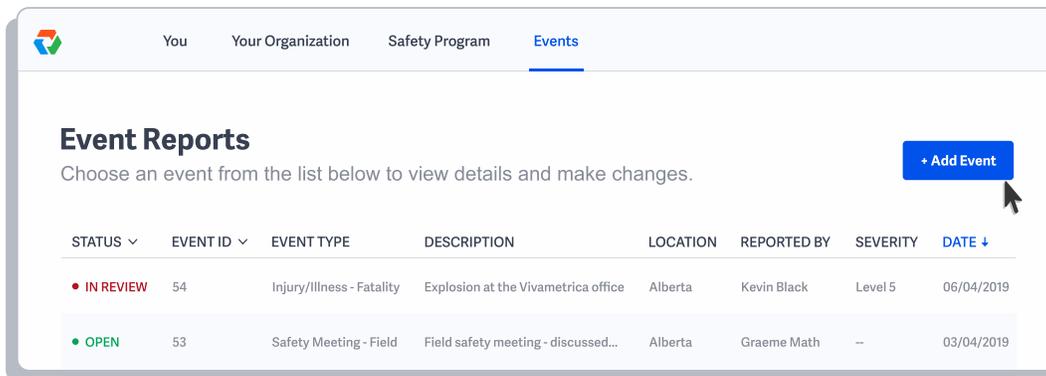
## Overview

Creating an event is as simple as creating an instant message or email. With a few clicks, you can enter the details of an incident into your InUnison platform and send it to management for review and approval. There are a large variety of events available to record in your platform including activities such as safety meetings and hazard ID's.

## Step 1

Log in to <https://inunison.io> and click on "Events".

Once the "Event Reports" page is displayed, select the "+Add Event" button located on the top corner of the screen.

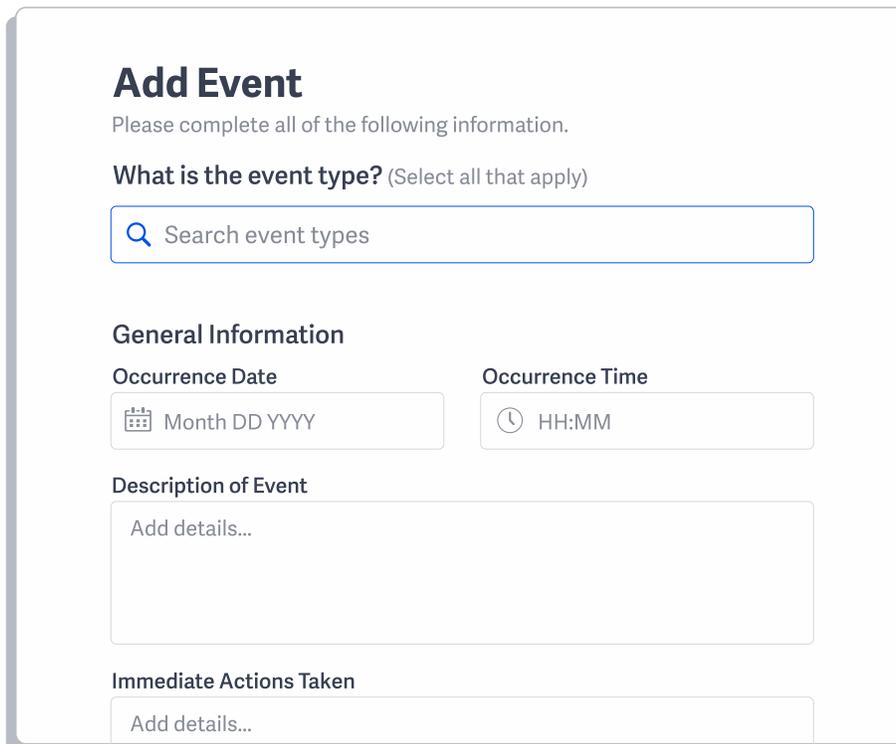


**Event Reports**

Choose an event from the list below to view details and make changes.

[+ Add Event](#)

| STATUS      | EVENT ID | EVENT TYPE                | DESCRIPTION                         | LOCATION | REPORTED BY | SEVERITY | DATE       |
|-------------|----------|---------------------------|-------------------------------------|----------|-------------|----------|------------|
| • IN REVIEW | 54       | Injury/Illness - Fatality | Explosion at the Vivametrica office | Alberta  | Kevin Black | Level 5  | 06/04/2019 |
| • OPEN      | 53       | Safety Meeting - Field    | Field safety meeting - discussed... | Alberta  | Graeme Math | --       | 03/04/2019 |



## Add Event

Please complete all of the following information.

**What is the event type?** (Select all that apply)

**General Information**

**Occurrence Date**

**Occurrence Time**

**Description of Event**

**Immediate Actions Taken**

## Step 2

Type in a key word or use the dropdown menu to select the type of event relevant to your situation.

### Add Event

Please complete all of the following information.

**What is the event type?** (Select all that apply)

- Injury/Illness - Modified Work
- Motor Vehicle Incident

**Occurrence Date**  **Occurrence Time**

**Description of Event**

Select the Event type. It will be populated in the field below the search field under “Selected Event Type”.

### Add Event

Please complete all of the following information.

**What is the event type?** (Select all that apply)

**SELECTED EVENT TYPES**

- Motor Vehicle Incident** Remove

## Step 3

Enter Occurrence Date, Time, Description of Event and Immediate Actions Taken.

### Add Event

Please complete all of the following information.

**What is the event type?** (Select all that apply)

SELECTED EVENT TYPES

**Motor Vehicle Incident** Remove

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**General Information**

**Occurrence Date**

**Occurrence Time**

**Description of Event**

Large Elk collided with left front corner of Truck unit 28. No personal injury sustained. Tractor has minor damage.

**Immediate Actions Taken**

After pulling over safely and applying 4-way emergency flashers, driver inspected animal and truck. The elk was killed, and right front fender head light housing was broken.

Dispatch was contacted to report details. Driver completed a full walk around of truck and trailer. No issues were found. A corrective action to replace head light housing will be created.

## Step 4

Select the level of Severity and Likelihood by choosing Level 1-5 from the information icon.

**What is the level of severity?** 

Level 1    Level 2    Level 3    Level 4    Level 5

**What is the likelihood?** 

Level 1    Level 2    Level 3    Level 4    Level 5

### Level of Severity ×

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**Level 1**  
No damage, injury or adverse consequences

**Level 2 - First Aid Injury only**  
Personnel - First Aid Injury only  
Public - Minor Impact  
Environmental - Contained Spill/Release  
Equipment - Minor damage, minor work slowdown, minor equipment downtime

**Level 3 - Medical Aid Injury or Restricted Work Injury**  
Personnel - Medical Aid Injury or Restricted Work Injury  
Public - Greater Impact  
Environmental - Spill/Release  
Equipment - Moderate damage, work slowdown, equipment downtime

**Level 4 - Loss of Production**  
Personnel - Loss of Production  
Public - Exposure  
Environmental - Significant Spill/Release  
Equipment - Major damage, significant work slowdown, significant equipment downtime

**Level 5 - Life Threatening**  
Personnel - Life Threatening  
Public - Exposure  
Environmental - Significant Spill/Release  
Equipment - Loss of Production

### Likelihood ×

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**Level 1**  
No damage, injury or adverse consequences

**Level 2**  
Mishap occur only in exceptional circumstances (e.g. Every 1 in 100 years)

**Level 3**  
Has rarely occurred (e.g. Every 1 in 50 years)

**Level 4**  
Could occur at some time (e.g. Every 1 in 20 years)

**Level 5**  
Has occurred frequently (occurs in order of one or more per year and likely to reoccur within 1 year)

What is the level of severity? ⓘ

Level 1
  Level 2
  Level 3
  Level 4
  Level 5

What is the likelihood? ⓘ

Level 1
  Level 2
  Level 3
  Level 4
  Level 5

Risk Rating 8/25 MODERATE

## Step 5

Choose a “Region” from the dropdown list and enter the “Location” of the event.

**Where did the event occur?**

**Region**

Alberta
▼

**Location** ⓘ

📍

## Step 6

Enter “Who was involved” by selecting the “Add Person” button located on the right side of the screen.

**Who was involved?** Add person

Include people who were involved in the event.

| PERSON       | INVOLVEMENT |        |
|--------------|-------------|--------|
| Kevin Kohler | Driver      | Remove |

## Step 7

If a “Corrective Action” is required, click on the “Yes” button.

**Are corrective actions required?**

Yes  No

## Step 8

“Assign a Reviewer” from the dropdown list of supervisors in your organization, then click “Save & Continue”.

**Where did the event occur?**

Assign Reviewer

Jeff Weaver ✓

Graeme Math

Jeff Hudson

Kevin Black

Jeff Weaver ✓

## Step 9

Just like in an email, you can “Upload Attachments” simply select the “Add Files” button or Drag and Drop files into the center of the screen.

Once you add the attachments select the “Save & Continue” button. If you want to skip this process or do it later, you can simply select “Do this Later”.

### Upload Attachments

Include any images or documents associated with the event. Maximum file size allowed is 50mb.

Files Names Add Files

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✓ Truck with damage 56kb Delete

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Do this later Save & Continue

## Step 10

If you identified a “Corrective Action” is required, by selecting the “Yes” button, the system will prompt you to create one. Simply enter “Due Date”, “Who is Responsible” and a “Description” of what needs to be corrected and click “Save”, or If you would like to skip this process, please select “Do this later”.

### Add Corrective Action

Please add an action to correct this event and assign to an individual.

Due Date Who is responsible?

Description of Event

Do this later Save

You have now successfully completed adding an event, with attachments and corrective actions.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!