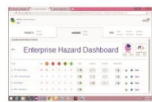
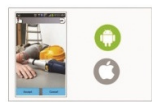


# Rimpex PMIS Safety



Deliver  
Incident-Free Projects

[www.rimpexPMIS.com](http://www.rimpexPMIS.com)

**Monitoring Station****Enterprise Dashboard****Mobile Apps**

Studies show that, about 10% of the hazards in your workplace will be converted into near misses, 5% of the near misses into minor injuries, one third of minor injuries into major injuries and for every 10 major injuries, one life to sacrifice. If a potential hazard is monitored and removed in the first place, then the probability of converting the hazard into a near miss is very less. RimpeX hazard monitoring and controlling system helps you to minimize near misses and thus controls incidents in your projects. RimpeX HSE helps you to deliver incident free projects by making everyone a safety inspector.

# Health & Safety Management System

Rimpex HSE utilizes the cutting-edge technology to inspect, report, manage and control HSE activities in large projects.

Rimpex HSE App allows you to inspect HSE activities, such as hazards, incidents, etc., directly from the construction site using your mobile phone and generate real-time reports without any delay in making official transmittals. Rimpex HSE Manager allows you to manage HSE activities from your desktop. Rimpex HSE Surveillance can monitor critical HSE activities in various projects on a 24x7 HSE live channel.

- 🚨 Incidents
- ⚠️ Hazards
- 🚶 Near Misses
- 🎯 Inspections
- 👷 Toolbox Talks
- 👷 Inductions
- 📢 Emergency Drills
- ✅ Best Practices
- 🏆 Safety Awards
- 🔧 Legal Compliances
- 😊 Happiness Index
- 📄 Fine Warning

**Because  
your health is  
more important  
than any project**



## Rimpex Safety

### Deliver Incident-Free Projects

'2.3 Million people are dying  
from their activities of work every year'

David Smith, Chairman, ISO

**How Safe Is Your Organization?**

## Rimpex PMIS Other Modules

Rimpex Schedule	Projects Delivered. On-Schedule.
Rimpex Quality	Enhance Quality. Enhance Reputation.
Rimpex Risk	Control Risks. Increase Profits.
Rimpex Cost	Projects Delivered. On-Budget.
Rimpex Docs	Your Documents. On-Demand.








**Construction | Manufacturing | Facility Management | Oil & Gas**

[www.rimpexPMIS.com](http://www.rimpexPMIS.com)



# HealthSafety & Environment

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## RimpeX HSE – At a glance

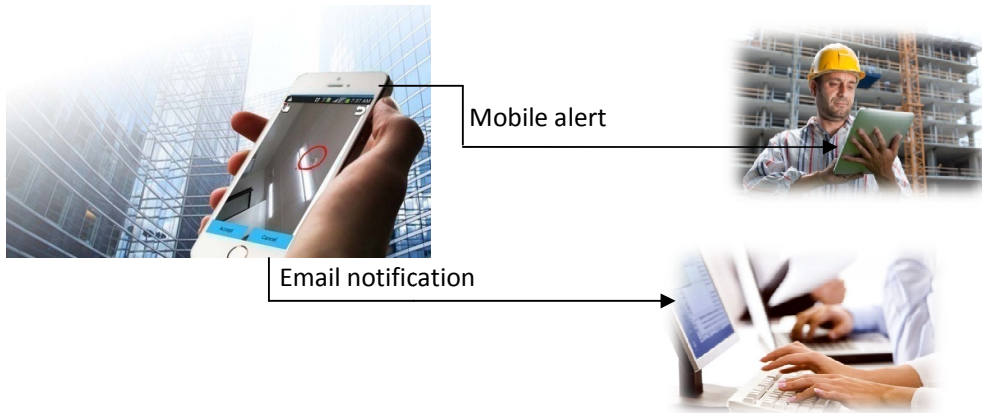
**RimpeXHSE** utilizes the cutting-edge technology to inspect, report, manage and control HSE activities in large projects. **RimpeX HSE App** allows you to inspect HSE activities such as hazards, incidents, etc. directly from the construction site using your mobile phone, so as to report on real-time basis without any delay in making official transmittals. **RimpeX HSE Manager** allows you to manage HSE activities from your desk top computer. **RimpeX HSE Surveillance** is to monitor critical HSE activities in various projects on a 24x7 HSE live channel. RimpeX HSE is also provided standard and customizable - daily, weekly, monthly and yearly HSE reports.



**RimpeX HSE** is one of the modules of RimpeX project monitoring and controlling system. For more information on other modules visit [www.rimpexpmis.com](http://www.rimpexpmis.com)

# HSE Inspections with RimpeX App

RimpeX App is designed to run in wide range of devices like smartphones and tablets



One of the useful features of the RimpeX App is its ability to send inspections from the construction site after taking photo of the HSE hazard or incident. It **(The HSE App) will instantly notify** those who are a part of the project and email notification also will be send to all configured users.



RimpeX HSE App uses the GPS coordinate of the device to locate the HSE hazard or incident automatically on the project layout drawing.



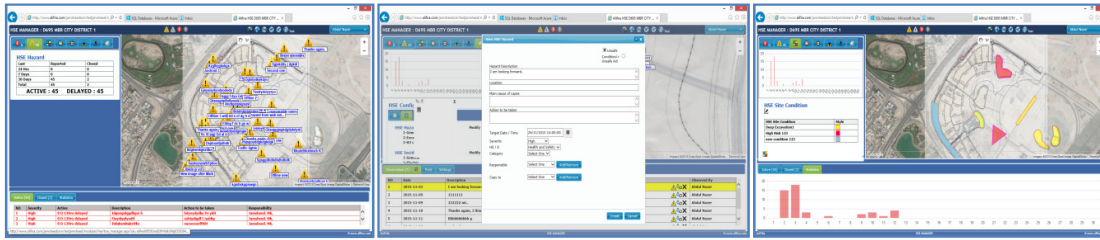
RimpeX HSE App shows you the HSE status drawing so as to identify the HSE requirements at various locations on the move. Eg: Deep excavation, High danger zone, Walking prohibited, etc.





Updated status, overall summary, pending task, etc. will be displayed on your mobile device.

# Manage HSE activities using HSE Manager



Web application HSE Manager allows you to create, manage and report all HSE activities. Following are some of the features of HSE Manger.

## 1. Create

- 1.1. Create HSE incident notification
- 1.2. Create HSE hazard notification
- 1.3. HSE site inspections
- 1.4. HSE inductions
- 1.5. HSE tool box talks
- 1.6. HSE site conditions drawing
- 1.7. Project personnel data

## 2. Manage

- 2.1. Incidents on a project layout drawing
- 2.2. Unsafe acts and unsafe conditions on a project layout drawing
- 2.3. Site inspections
- 2.4. Inductions
- 2.5. Tool box talks
- 2.6. Update HSE site conditions drawing
- 2.7. Manage HSE users, groups and privileges
- 2.8. Manage project specific HSE categories

## 3. Report

- 3.1. Weekly reports
- 3.2. Monthly reports
- 3.3. Annual reports

Note: Features of Rimpex HSE Manager is customizable based on the project requirements. Contact [support@rimpexpmis.com](mailto:support@rimpexpmis.com) or visit [www.rimpexpmis.com](http://www.rimpexpmis.com) for more information on this.

# Monitor HSE activities using HSE Surveillance Channel

Another astonishing feature of RimpeX HSE module is the RimpeX HSE Surveillance Channel, suitable for companies running multiple projects where HSE activities are controlled by a central HSE department.



HSE Surveillance Channel is a 24x7 dynamic and online channel. HSE summaries, highlights, critical issues, etc. will be updated on the dashboard. The level of information to be displayed in this channel can be configured, some of the major slides/features are:

1. Project HSE summaries
2. Projects based on number of incidents
3. Projects based on pending hazards to close
4. Present HSE hazards and its details with photos
5. Histograms of categories, severities, etc.
6. HSE site conditions of projects
7. Latest updates
8. HSE instant alerts
9. HSE KPI comparisons of projects, etc.

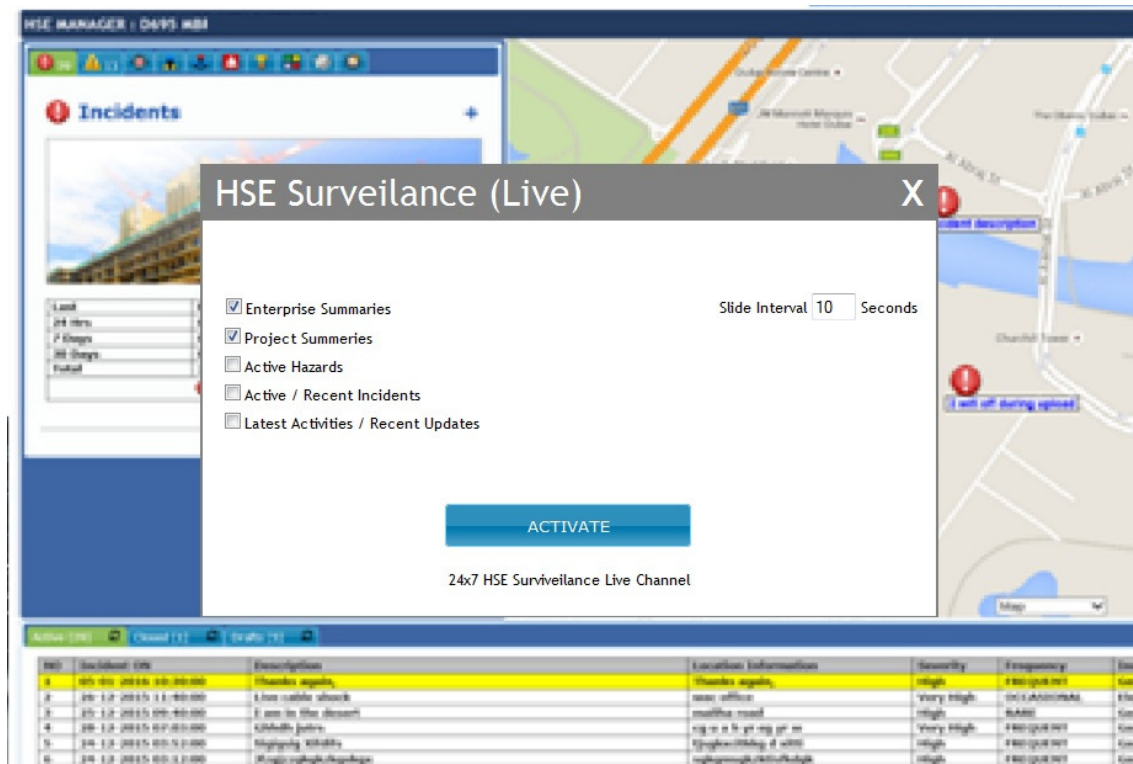
HSE Surveillance web application is also provide access to projects so as to investigate further details of hazards or incidents as you wish.



## Monitor HSE activities using HSE Surveillance Channel

### How to activate the channel?

Running HSE surveillance channel is very easy, no more input is required other than a few settings to be selected before activating the channel.



### Requirements

Please note that, to run HSE surveillance channel RimpeX HSE to be implemented in the project and minimum number of HSE activities have to be reported using RimpeX site app.

# Benefits

*Overall benefits if RimpeX HSE is implemented in your projects are listed below:*

**Successful implementation of HSE Policy and Objectives:**

RimpeX HSE will be the driving application in your company to keep your project site activities strictly obeys the company HSE Policy and Objectives.

**Fast & Efficient System:**

RimpeX HSE hazard posting from your mobile phone is a fast and efficient feature to report hazards instantly and to notify the concerned instantly on their mobile phones so as to take immediate action.

**Improves Transparency:**

Automated email alerts and HSE dynamic links from the RimpeX HSE system distributes the present HSE hazards among the project team members with pictures.

**HSE activities on your project drawing with a user friendly graphic interface:**

Since RimpeX HSE works with your project layout drawing, utilizing Google satellite maps and GPS coordinates; it is easy to track and spot HSE hazards at the site as well as on your project layout drawing.

**Weekly, Monthly and Annual HSE Reports:**

RimpeX HSE automatically generates the weekly, monthly and annual HSE reports so as to minimize manual efforts on report preparations.

**Easy monitoring using RimpeX HSE Surveillance Channel:**

24x7 RimpeX HSE Surveillance Channel allows you to monitor multiple projects in a central office so as identify most critical HSE issues of the day to be resolved.

**Business Value:**

In general, RimpeX HSE module enables you to deal with the HSE inspections, inductions, toolbox talks, etc. effectively at the right time. RimpeX PMIS extends across the enterprise with the project consultants (architect), client (owner) and contractor in a central system, while triggering a step-by-step process for investigation, monitoring and corrective action. Redundancies and inconsistencies are minimized, while project delivery documents are automated through RimpeX for improved efficiency.

# RimpeX Fundamentals

## New User Registration

### How to register?

- Visit [www.rimpexpmis.com](http://www.rimpexpmis.com)
- Click on Sign Up or New User Registration
- Type your name and your email id
- Click on register

### Registration fee

- User registration is free
- You will get an email notification with your password
- You may change the default password in the login screen

### What can I do with a user registration?

- You can create your own projects and manage all modules.
- Share projects with each other easily.
- You can use RipmeXsite app

### Recommended Steps

- If you are new to RimpeX, we strongly recommend you to go through the sample projects, before you create your own project(s).



# Create a project

Minimum requirement for a RimpeX project is just a title for the project. RimpeX system will create necessary settings and basic information in the database during the project creation.

## How to create a project?

- Login in RimpeX.
- Click on New Project.
- Type title for your new project.
- Click on Create.

## Notes



- If you do not have an EPS (Enterprise Project Structure), your project will be assigned to “My Projects”
- If you have EPS, it will ask for which EPS node it belongs to.

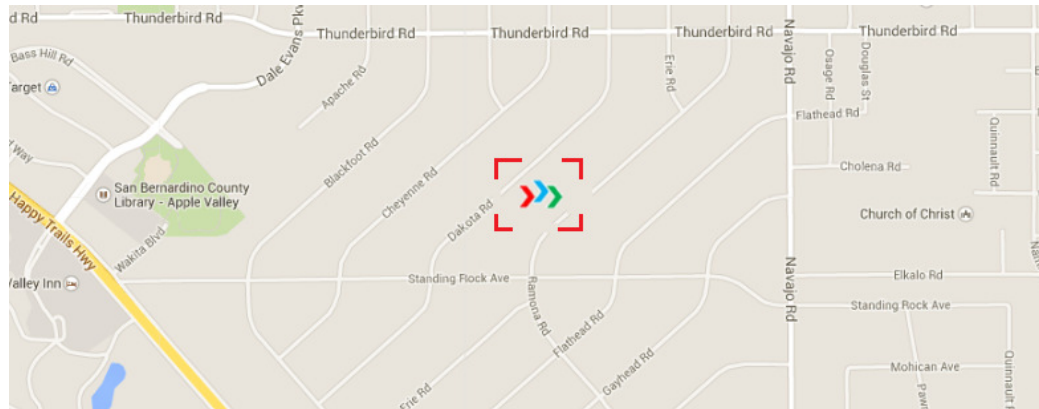
# Project location on the Map

## Project location

ARimpeX project will be related to a unique address (latitude and longitude) on the earth's surface. This is to be set using Google Maps. Therefore, once a project is created, the next step will be to set its location on the Map.

## How to set location on the Map?

- You will see  on the Map.
- Adjust the map (zoom and pan) so that the mark  is displayed at the desired location of your project.
- Click on Save to update the location.



## Notes

- After you create a project, the system will direct you to set location.
- You can also select this method from project settings.
- It is strongly recommended to zoom as much as possible to have greater accuracy.

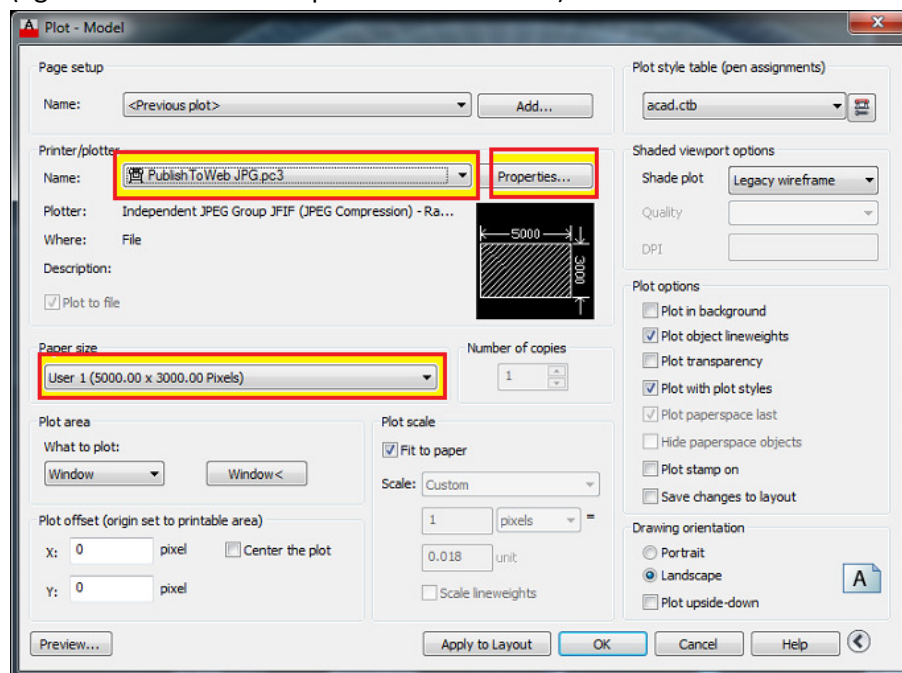
# Base Drawing

## What is a base drawing?

Base drawing is a drawing representing your project, which will be superimposed on the map at the project location. This base map will be used for various modules and features. There will be only one base drawing; example- site map or production layout or ground floor drawing.

## How to prepare files for your base drawing?

- You have to create an image file from your CAD system
- There are two files. A low resolution image file and an optional high resolution image file.
- If you are using AutoCAD use the following steps:
  - Open your drawing in AutoCAD
  - In the print/plot dialog, select suitable Plotter/Printer to generate JPG file (Eg: Publish To Web JPG.pc3 as shown below)



- Under Paper Size: Select suitable paper size in pixels.
- If you do not have desired paper size, create using Properties...
- Check your plot using Preview...
- Click on OK to plot to a file
- Low resolution file is mandatory and high resolution file is optional



- You can see the range of resolutions for these two categories in you base drawing section of RimpeX.

### **Quick method, if you are working with a sample project**

- If you are working with a sample project to learn RimpeX system, there is a quick method for this step. Instead of assigning a base drawing, you can select a template base drawing for this purpose. Template option will be displayed in the base drawing section. You can select preview image and click on the respective button to assign this drawing as your base drawing.

### **How to set base drawing for your project?**

- After setting your project location, you will be directed to do this step.
- You can also change or set this from project settings.
- Select the low resolution image file you created from your CAD software and click on Save
- If the resolution is not within the suggest limits, the system will return an error.
- In the same manner, you can attach high resolution file. But, high resolution file is optional. This file will be used for higher zoom levels.

### **Important notes**

- High resolution image size (width and height) should be proportional to low resolution image.
- When you plot high resolution image from CAD software, you have to use the same plot area for this purpose. If you change the plot area, you will not get good results in RimpeX at higher zoom levels.

# Align Base Drawing

## Why base drawing to be aligned?

When you attach a base drawing, the drawing will be inserted at project latitude and longitude with default width and height. If you are not using Google's Map or Satellite view, you need not to align this drawing. But, if you refer geographic features at the site, the drawing has to be properly aligned to exactly superimpose at site.

## How to align base drawing?

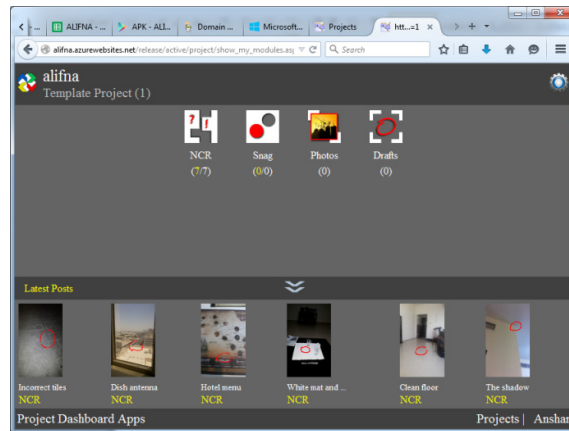
- When you assign your base drawing, you will be directed to align the drawing.
- You can also do this by using project settings.
- There are four steps to do this:
  - Step 1: Zoom properly and select a known origin point on the drawing.
  - Step 2: Select destination point on the Google map corresponding to the first origin point.
  - Step 3: Select second origin point on the drawing.
  - Step 4: Select second destination point on the Google map corresponding to the second origin point.
- By doing the above steps, your base map will be aligned on the map as exact overlap on the project site.

## What is the benefit of an aligned base drawing?

- You can view satellite map along with the project base map with desired transparency so as to see the drawing and geographical features on the same view.

## Project Dashboard Apps

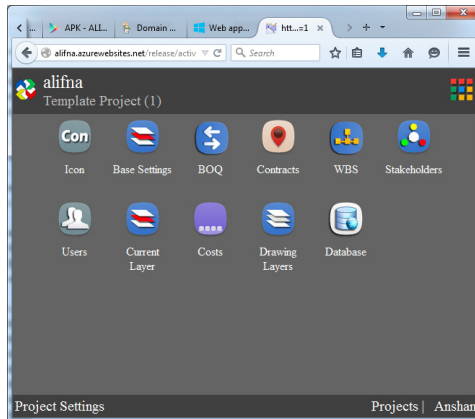
When a project is selected to open, project dashboard apps will be displayed. Project dashboard apps consist of shortcuts to access various RimpeX modules.



These icons show the summary of the section. For example if 3(6) is written on the NCR app means there are 6 NCRs in this project and 3 of them are active or open.

# Project Configuration Apps

Project Configuration Apps consist of various configuration or settings of the project.



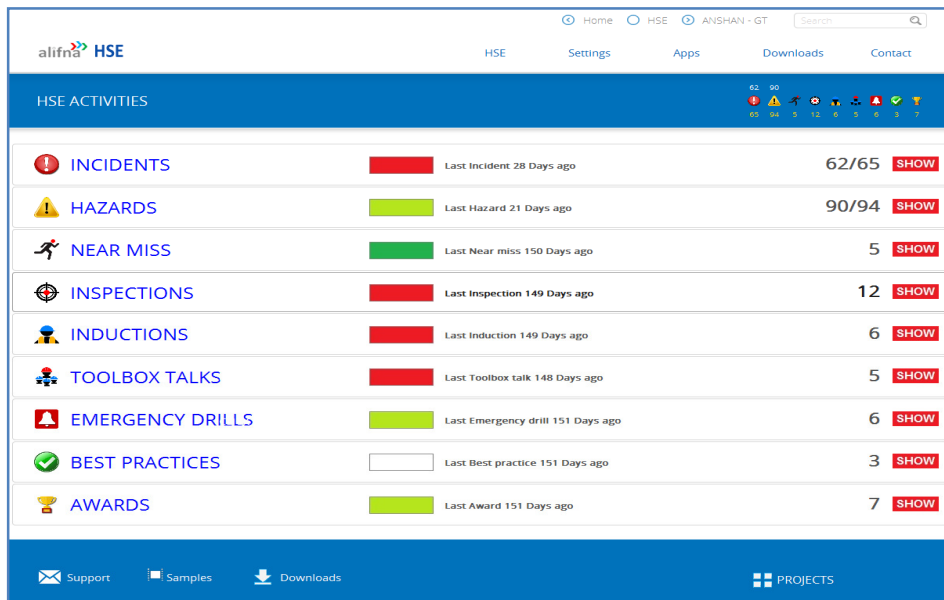
Following are some of the major configuration apps

- Base Settings: To configure, base drawings and project parameters
- Users: To manage users in the project
- Stakeholders: To manage client, consultants and contractors in the project
- Database: To configure custom database
- Costs: To manage project costs
- WBS: To configure Work Breakdown Structure
- BOQ: To configure Bill Of Quantities

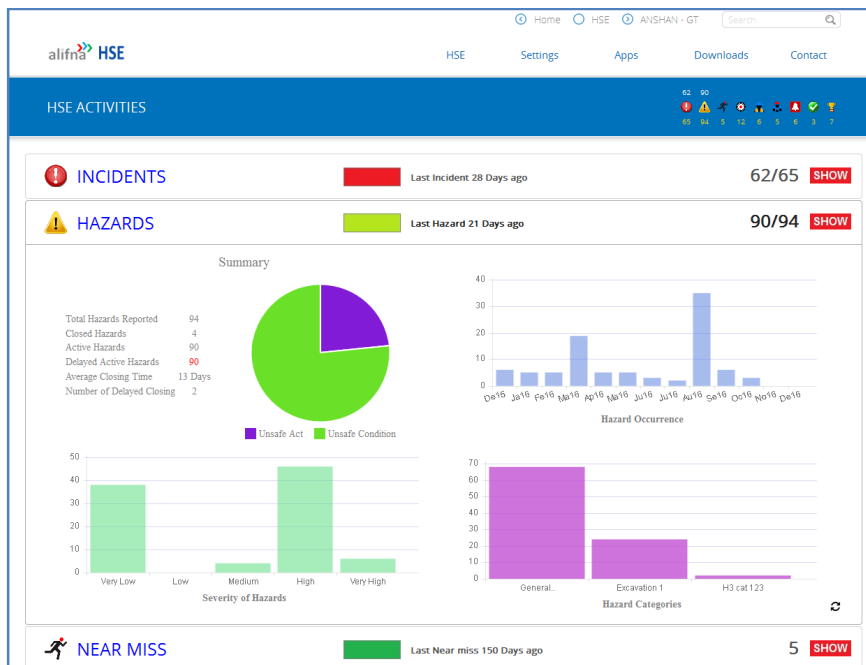
# RimpeX HSE Fundamentals

## RimpeX HSE user interface

RimpeX HSE desktop application has two different user interfaces, HSE Standard View and HSE Map View. HSE standard view shows a summary dashboard of the selected project as shown below:



When a section is selected, it will expand to show summary of the selected section as shown below:





HSE Map view shows HSE activity icons on the project layout drawing or satellite map as shown below:

**HSE MANAGER :**

**Hazards**

Last	Reported	Closed
24 Hrs	0	0
7 Days	0	0
30 Days	3	0
<b>Total</b>	<b>90</b>	<b>4</b>

**ACTIVE : 90 DELAYED : 90**

Map view showing hazard locations with labels: "Is first char upper", "Is mail arriving in corr...", "Is msg showing", "Need a copy of email", "Kkkppphhbb".

Active [90] Closed [4] Drafts [3]

NO	Severity	Active	Description	Action to be taken	Responsibility
1	High	17 D 6Hrs delayed	Check the mail you received. Is that ok ?	action to be taken here	Jamsheed, Mk, Abdul Nazeer,
2	High	18 D 6Hrs delayed	Check received mail	jklljlvhuguglkkjnk	Jamsheed, Mk,
3	High	19 D 7Hrs delayed	Need a copy of email	kflsjsklfjskallfjskl	Jamsheed, Mk,
4	Very Low	58 D 7Hrs delayed	Test hazar after lat	jlvhjbjbjbhj	Jamsheed, Mk,
5	Very Low	73 D 13Hrs delayed	Hazard offline 2	kflkslfsilka	Jamsheed, Mk,

HSE activities and features are organized in tabs:

**HSE MANAGER :**
















**Incidents**

Last	Reported	Closed
24 Hrs	0	0
7 Days	0	0
30 Days	0	0
<b>Total</b>	<b>62</b>	<b>3</b>

**! : 62 ! : 3**




## HSE icons

Following are the major icons or images used in RimpeX HSE module.

#	Icon	Description
1		HSE Manager program icon
2		HSE Surveillance program icon
3		HSE Hazard (Active & Closed)
4		Incident(Active & Closed)
5		Near Miss
6		HSE Site Condition
7		Unsafe Act
8		Unsafe Condition
9		Induction
10		Inspection
11		Tool Box Talk
12		Safe week / month / year
13		Emergency Drill
14		Best Practice
15		Safety Award

## Severity Colour Codes

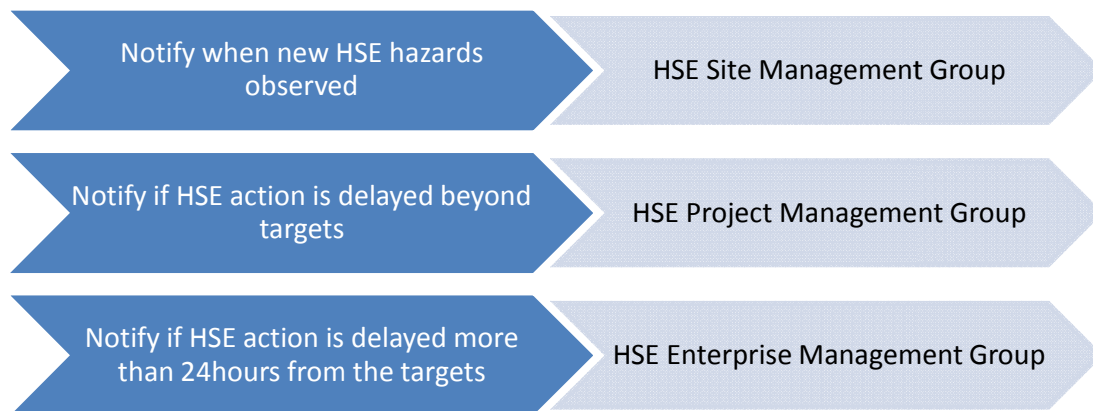
When a project is opened in HSE standard view, each activity summary shows severity colour codes to identify the severity of the activity at the moment. Following are the colour codes used for various HSE activities.

HSE Activity	Colour	Description
 Incidents		If no incidents reported Or If no fatalities and no incidents reported in the last three months
		No fatalities and no incidents reported in the last two months. But incidents reported in the last 90 days.
		No fatalities and no incidents reported in the last 30 days. But incidents reported in the last 60 days.
		No fatalities and number of incidents reported is more than 5 in the last 30 days.
		One or more fatalities reported in the project. OR Incidents reported in the last 7 days.
 Hazards		No hazards reported in the last 30 days
		No hazards reported in the last 21 days
		Hazards reported in the last 14 to 21 days
		Hazards reported in the last 7 to 14 days
		Hazards reported in the last 7 days
 Near Miss		No near misses reported in the last 30 days
		No near misses reported in the last 21 days
		Near misses reported in the last 14 to 21 days
		Near misses reported in the last 7 to 14 days
		Near misses reported in the last 7 days
 Inspection		No hazards reported in the last 30 days
		No hazards reported in the last 21 days
		Hazards reported in the last 14 to 21 days
		Hazards reported in the last 7 to 14 days
		Hazards reported in the last 7 days

# HSE Management Groups

In RimpeX HSE, there are three groups of HSE management members

1. HSE Site Management Group
  2. HSE Project Management Group
  3. HSE Enterprise Management Group
- Once configured, these group members will get email notification and alerts on their mobile phones in various situations as presented below.



- **How to setup HSE Management Groups?**
  - Select *Tools* in *HSE Manager*
  - Select HSE Management Groups...
  - To add members
    - Click on [+] button of the group name
    - Select member from the combo box and click on Add
  - To remove users from groups, select user and click on remove button.
  - **Note:** Only users assigned to the project will be available for this purpose. If you want to add new user in this group, add the user to the project first and then follow the above steps.
- **Note:** These three levels of HSE Management Groups are optional in RimpeX. RimpeX HSE system will work even without configuring these groups. But, it is highly recommended to have these groups so as to notify them the HSE activities to ensure timely follow-up.

# Fundamentals of HSE Incidents



## Topics covered in this section:

- What are HSE incidents?
- User interface
- Incident photos
- Incident location
- Type of incident
- Injured body parts
- Category
- Health & Safety or Environment
- Severity
- Frequency
- Detailed incident reports




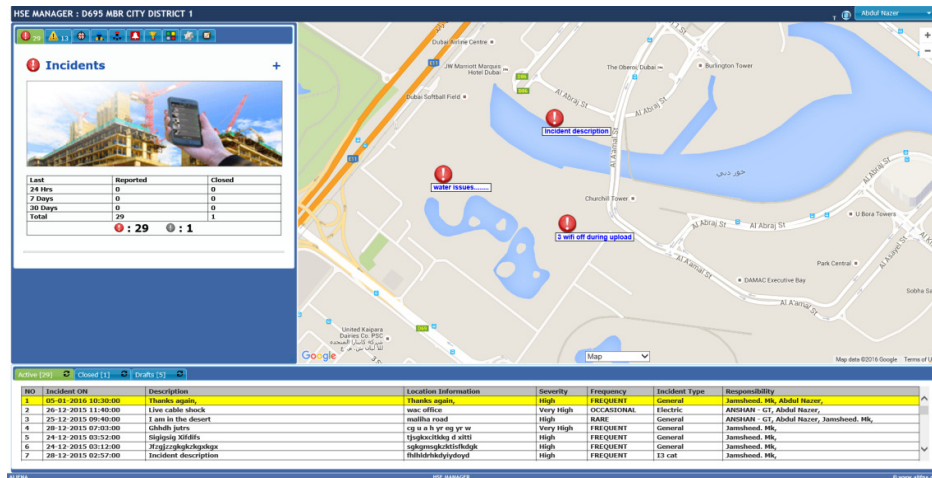
## What are HSE incidents?

HSE accidents or incidents are separate, identifiable, unintended incidents, which causes physical injury or property damage. This specifically includes acts of non-consensual violence to people at work. There must be an identifiable external event that causes the injury, e.g. a falling object striking someone. An incident could be a minor case where only a first aid treatment is required or medical treatment case or even a case of death. Incidents are also reported for equipment collision or failure and damage to property or materials.

It is the responsibility of project HSE team to minimize incidents by avoiding the unsafe conditions or unsafe actions. Reporting such hazards using RimpeX App is explained in the HSE hazards section. Once an incident has occurred, this has to be reported and to be closed immediately by taking actions and procedures depending on the type of the HSE incident. Reporting and managing HSE incidents using RimpeX HSE are explained in the following sections.

## User interface

RimpeX HSE incident user interface will be appeared when the incidents tab is selected. The incidents tab can be identified by the incident icon . Incidents tab shows the number of active incidents in the project.



Drawing area: Incident icon will be displayed on the drawing area. Click on the incident icon will open the incident details in a pop-up window.

**New Incident**

FT	LWC	RWC	MTG	FAC
<b>Incident Description</b> Live cable shock				
<b>Location</b> New office 211				

**Incident Date / Time**  
 26/12/2015 11:40:00

**Severity**

Very Low	Low	Medium	High	Very High
----------	-----	--------	------	-----------

**Frequency**

FREQUENT	OCCASIONAL	RARE
----------	------------	------

**HS / Ealign**

Health and Safety	Environmental
-------------------	---------------

**Category**  
 Electric

**Responsible**  
 Select One
 Add/Remove

Already Selected Responsible Users

**Injured Body Parts**

- ☐ Head
- ☐ Shoulders
- ☐ Back
- ☐ Chest
- ☒ Arms
- ☐ Hands/Fingers
- ☐ Legs
- ☐ Feet
- ☐ Eyes
- ☐ Nose
- ☐ Ear
- ☐ Mouth

UPDATE

CLOSE

DELETE

INCIDENT REPORT

CANCEL

Left panel: Summary of the incidents, incident profile, etc will be displayed on the left panel. New incident button is also provided in this panel to report an incident from the web application.

Bottom panel: Active incidents and closed incidents are displayed in in different tabs. The drafts posted from the site using your mobile app is also provided on another tab. You can easily convert a draft photo into an incident from this tab.

## Incident photos

Most of the HSE activities will be provided with photographs, especially incidents, unsafe condition and unsafe acts. Posting HSE incident begin with its photo. You can also report an incident without photo.

Sample photos:



*Vehicular accident*

*Unsafe Act*

*Unsafe Condition*

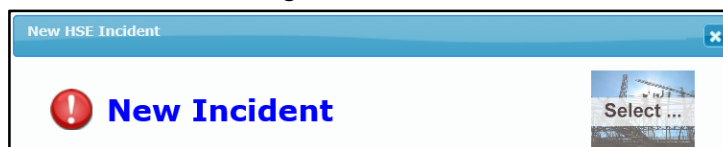
*First Aid Case*

One of the following suitable methods can be followed to use a photo in the incident report:

1. Take picture of the incident using RimpeX HSE App from your mobile phone and input all associated parameters from the location itself.
2. Take picture of the incident using RimpeX HSE App from your mobile phone, save as draft and then input all associated parameters from your computer.
3. Use a picture saved in your computer to report an incident from your computer using RimpeX HSE web application.

Notes:

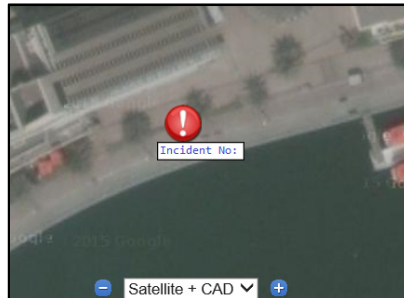
1. In the first two cases, no file to be copied or transferred to computer. It will be saved in the server when you take photo using RimpeX HSE App.
2. In the third case, JPEG file is recommended. To select a picture file, use select picture button in the new incident dialog.



3. All the three cases are explained in detail in the following sessions.

## Incident location

If you are taking picture using your mobile App, the location of the incident location will be automatically saved as GPS coordinates. In this case, the incident icon on the map or drawing will be displayed at the incident location as shown below.



The accuracy of location will be depending on the accuracy of the GPS in your mobile phone. If you want to move the incident icon to the correct location you can drag using the mouse and update the location.

In addition to the GPS location, a location information is to be entered in the incident dialog to identify the location, zone, etc. where the incident occurred.

A screenshot of a web-based form titled 'New HSE Incident'. The form has a blue header bar with the title and a close button. Below the header, there is a red exclamation mark icon and the text 'New Incident'. Underneath, there are five tabs: 'FT', 'LWC', 'RWC', 'MTC', and 'FAC'. Below the tabs, there is a text field labeled 'Incident Description' and another text field labeled 'Location'. The 'Location' field is highlighted with a red rectangular border.

## Type of incident

Incidents are classified into the following five different types.

1. **FT**  
Fatal: If there is a fatality or death of an employee.
2. **LWC**  
Lost Work Case: A work related injury that renders the injured person unable to perform their normal work activities for more than one work day.
3. **RWC**  
Restricted Work Case: Injured or sick person who cannot fulfil their normal duties following an incident but can perform other duties not full time.
4. **MTC**  
Medical Treatment Case: Injured or sick person that requires more than first aid treatment from a doctor or physician.
5. **FAC**  
First Aid Case of Minor Incidents: A work related incident or illness that can be treated by a first aid treatment.

You have to select on one of the above in the new incident dialog. The selected item will be highlighted. The following figure shows RWC is selected.



## Injured body parts

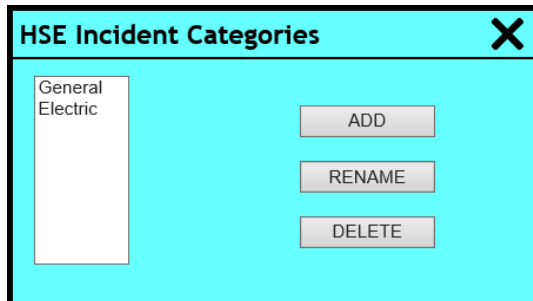
When reporting incident, you have to specify the injured body parts as shown below. Reports can be generated based on body parts.

Injured Body Parts	
<input type="checkbox"/>	Head
<input type="checkbox"/>	Shoulders
<input type="checkbox"/>	Back
<input type="checkbox"/>	Chest
<input checked="" type="checkbox"/>	Arms
<input type="checkbox"/>	Hands/Fingers
<input checked="" type="checkbox"/>	Legs
<input type="checkbox"/>	Feet
<input type="checkbox"/>	Eyes
<input type="checkbox"/>	Nose
<input type="checkbox"/>	Ear
<input type="checkbox"/>	Mouth



## Incident Category

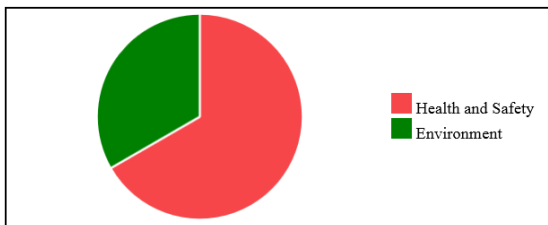
You have to select an incident category before reporting an incident. These are predefined categories, example: General, Excavation, Electric Shock, Equipment Failure, etc. You can easily define the list of categories to be used in the project using configure section.



Incident reports can be generated based on the incident categories.

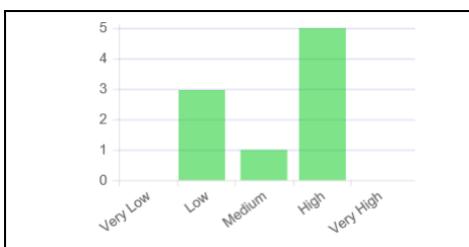
## Health & Safety or Environment

Incidents are also classified under two broader heads 1.Health and Safety and 2.Environment. This category is mainly to compare in the HSE reports.



## Severity

The severity of the incident also recorded along with the incident. Five classifications are used for this purpose- very low, low, medium, high and very high based on the criticality of the incident and impact on the project. Reported incidents will be classified according to the severity as shown below.



## Frequency

Frequency of occurrence of the similar incidents to be specified as Frequent or Occasional or Rare.

Severity	Very Low	Low	Medium	<b>High</b>	Very High
Frequency	<b>FREQUENT</b>	OCCASIONAL	RARE		
Category	Select One ▼				

This classification is to analyse incidents in a project and to take precautions to minimize most frequent incidents.

## Detailed incident reports

In addition to the above information, it is a common practice that a detailed incident report will be prepared after closing all issues related to the incident. The format will be different in different companies and projects. Thus a customizable detailed reporting system is implemented. Configuring the detailed incident report is explained in the following sections.

- Open an incident
- Click on incident to show the default blank report with photo, title and other available information as shown below:

**Incident Report**

Incident No: 78 Date: 18-09-2016 22:57:53

PART A - INCIDENT NOTIFICATION - Active  
To be submitted to HSE Department for all incidents (Within 24 Hrs.)

1. Entity Information

Name of the Project: D695 MBR City District 1

Location:

Authorised Person: Email Address:

Telephone Number: Mobile Number:

2. Type of Incident - Immediately Reportable to HSE Department - within 24 Hours:

Health & Safety or Environment: Health and Safety

Incident Category: General

3. Incident Information

Incident Type: FT

Nature Of Injury: Referred Hospital:

Transported By: Admission Date/Time:

Name & Address of witness: Witness phone number:

4. Incident Details:

Description- (Describe clearly how the incident occurred.)  
(Remember: - what, when, where, why and how?)

Incident Date/Time:

Incident Workplace Address:

Incident Location on Site: If it less than 30 sec, you can use background fetch

5. Injured Person's Personal Details (If applicable):

Name: Occupation:

Nationality: Date of birth:











Save Print Reset Save As Default Restore factory Default

- You can modify the format with additional information and click on Save button
- If you want to use this as the default incident report format then click on Save As Draft

- If you want to use read data from the system and to show automatically use the following variables:

No	Constant	Description
1	RIMPEX_PRJ_NAME	Project Name
2	RIMPEX_PRJ_CODE	Project Code (Short Name)
3	RIMPEX_DATE_TODAY	Current Date
4	RIMPEX_TIME_NOW	Current Time
5	INCIDENT_NO	Incident Number
6	INCIDENT_LAT	Incident Location – Latitude
7	INCIDENT_LNG	Incident Location – Longitude
8	INCIDENT_DESCRIPTION	Incident Description
9	INCIDENT_LOCATION	Incident Location Details
10	INCIDENT_REPORTED_BY	Incident Reported By
11	INCIDENT_REPORTED_ON	Incident Reported On (Date & Time)
12	INCIDENT_ON	Incident Occurred On (Date & Time)
13	INCIDENT_STATUS	Incident Status (Open or Closed)
14	INCIDENT_SEVERITY	Incident Severity (Very Low, Low, Medium, High or Very High)
15	INCIDENT_CLOSED_ON	Incident Closed On (Date & Time)
16	INCIDENT_CLOSED_BY	Incident Closed By
17	INCIDENT_FREQUENCY	Incident Frequency (Rare, Occasional or Frequent)
18	INCIDENT_TYPE	Incident Type (Fatal, LWC, RWC, MTC or FAC)
19	INCIDENT_CATEGORY	Incident Category
20	INCIDENT_PICTURE1_S	Incident Picture 1, Small Size
21	INCIDENT_PICTURE1_M	Incident Picture 1, Medium Size
22	INCIDENT_PICTURE1_L	Incident Picture 1, Large Size
23	INCIDENT_PICTURE2_S	Incident Picture 2, Small Size
24	INCIDENT_PICTURE2_M	Incident Picture 2, Medium Size
25	INCIDENT_PICTURE2_L	Incident Picture 2, Large Size
26	INCIDENT_PICTURE3_S	Incident Picture 3, Small Size
27	INCIDENT_PICTURE3_M	Incident Picture 3, Medium Size
28	INCIDENT_PICTURE3_L	Incident Picture 3, Large Size
29	INCIDENT_HS_E	Incident Classification – Health & Safety or Environment

## Sample Reports

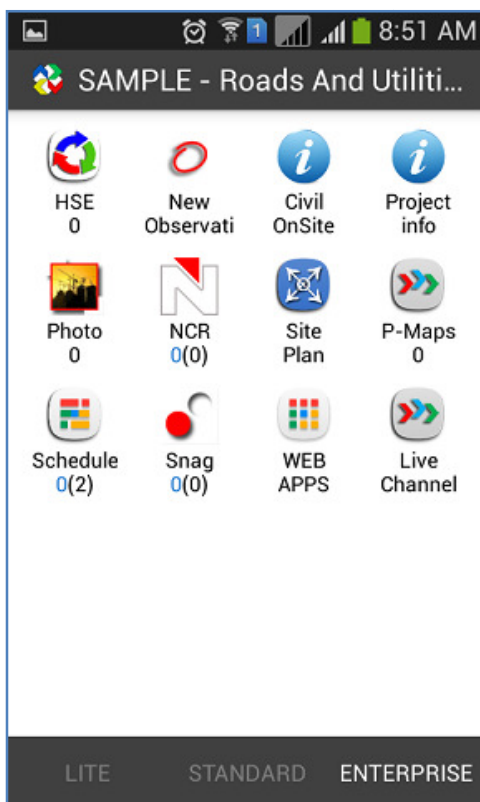
<b>Incidents..</b>  8	0	1	0	0	3	0	1	2	0	1	0	0
<b>Near Miss</b>  7	0	0	1	0	1	3	0	0	0	0	0	2
<b>Unsafe Act</b>  5	0	0	1	0	1	2	0	0	0	0	0	1
<b>Unsafe Condition</b>  4	0	0	1	0	1	1	0	0	0	0	0	1
<b>Inspection</b>  4	0	0	1	0	1	1	0	0	0	0	0	1
<b>Induction</b>  4	0	0	1	0	1	0	1	0	0	0	0	1
<b>Toolbox Talks</b>  3	0	0	1	0	0	1	0	0	0	0	0	1
<b>Emergency drill</b>  4	0	0	1	0	1	1	0	0	0	0	0	1
<b>Best Practices</b>  3	0	0	1	0	1	0	0	0	0	0	0	1
<b>Awards</b>  1	0	0	0	0	0	1	0	0	0	0	0	0
<b>MONTH</b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	SEC

# Fundamentals of HSE Hazards

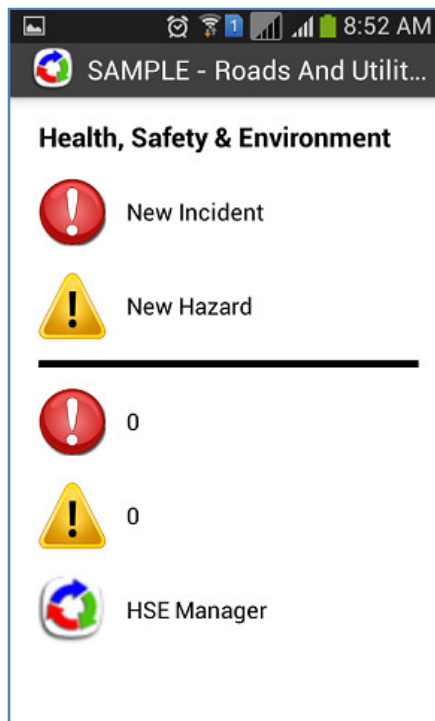


RimpeX HSE has two different user interfaces for HSE desktop application. Standard view and map view.

When a hazard is observed at site, run your mobile HSE app and select HSE from the project dashboard apps.



Select new hazard.



Then take photo of the hazard.





Then enter the following details.

11:37 AM

SAMPLE - Roads And Utilit...

☒ Unsafe Condition

☐ Unsafe Act

Hazard Description

Location

Main cause of Lapse

Action to be taken

Target Date/Time 18/11/2016 14:00:00

Severity High

HS / E Health and Safety

Category General

Responsibility Select Users

Copy Select Users

Generate HSE Hazard

- Select unsafe condition or unsafe act
- Type hazard description
- Type location info
- Type main cause of lapse
- Type action taken
- Select target time to remove the hazard
- Select severity
- Select category
- Select responsible user
- Select to whom this hazard to be copied
- Finally click on *Generate* button

Alert on the mobile phones and email alerts will be sent to the following users:

1. Responsible user
2. Copied to users
3. Users configured in the HSE management team
4. Users configured in the project management team



# Near Misses



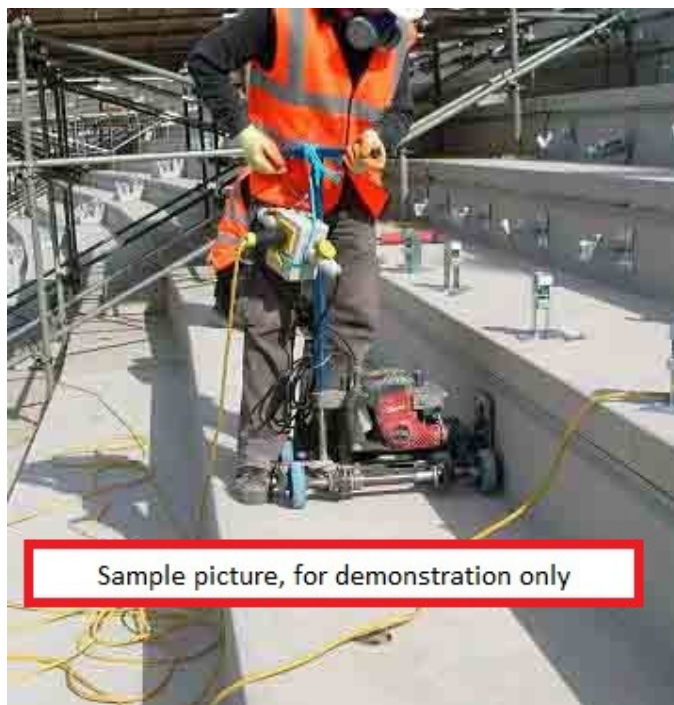
"Near misses" can be defined as minor accidents or close calls that have the potential for property loss or injury. A near miss will prevent a task from being completed as planned. Most accidents can be predicted by close calls. These are accidents that almost happened or possibly did happen but simply didn't result in an injury this time around. Here are some examples of near misses in the workplace:

- An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk.
- An outward-opening door nearly hits a worker who jumps back just in time to avoid a mishap.
- Instead of using a ladder, an employee puts a box on top of a drum, loses balance and stumbles to the ground. Although the employee is shaken, there is no injury.

When incidents like these happen, most workers are simply relieved they were not injured and then forget about what happened moments later. However, when employees narrowly avoid an accident or injury, everyone should assume they are at risk of that same avoidance. Another person, possibly the employee with the close call, is very likely to be injured by that very same hazard on a future date. In fact, the difference between a near miss and a serious injury is often a fraction of an inch or a split second of time. They are red flags waving at employees to let them know something is very wrong or unsafe and requires immediate attention.



Sample photos of near misses



## Report Near Miss From Site

Similar to RimpeX Incident or RimpeX Hazard reporting system, you can report near misses from the site using your mobile phone app.

Hazards should be removed as soon as possible, but they still should be reported to supervisors so they can make note of it—even after the hazard has been removed. By discussing these near misses and hazards, it can raise awareness for employees to look out for other hazards that should be reported to a supervisor.

Damaged equipment and property should also immediately be reported to a supervisor. Examples of damaged equipment might include fractured hand tools, power tools that give a shock, machine guards that don't fit or work properly, forklifts with damaged parking brakes, ladders with broken rungs and worn PPE. Examples of damaged property might include crumbling stairs, loose handrails, loose plates in the floor, holes in the floor, loose hinges on the door and broken sidewalks. While some of these examples may not seem important or particularly hazardous, it's important to note that employers and employees need to be aware of these hazards, as well.

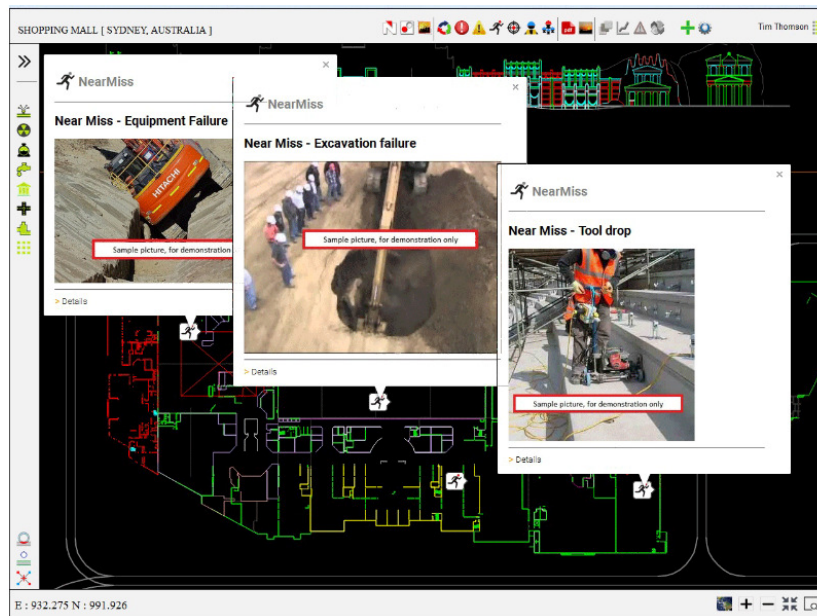
## Desktop Application

You can also use the RimpeX desktop application to report a new near miss.

The screenshot displays the RimpeX desktop application interface. The main dashboard, titled 'HSE ACTIVITIES', features a sidebar with navigation options: INCIDENTS, HAZARDS, NEAR MISS, INSPECTIONS, INDUCTIONS, TOOLBOX TALK, EMERGENCY D, BEST PRACTICE, and AWARDS. The main content area shows a list of activities with columns for counts and 'SHOW' buttons. A 'New Near Miss' modal form is open in the center, containing fields for Description, Location, Date/Time, Severity (with radio buttons for Very Low, Low, Medium, High, Very High), Frequency (with radio buttons for Frequent, Occasional, Rare), and a Category dropdown menu. The form also includes 'ADD' and 'CANCEL' buttons at the bottom right.

## Near Misses on Civil OnSite

Near miss icons will be displayed on the Civil OnSite drawing and to click details as shown below:

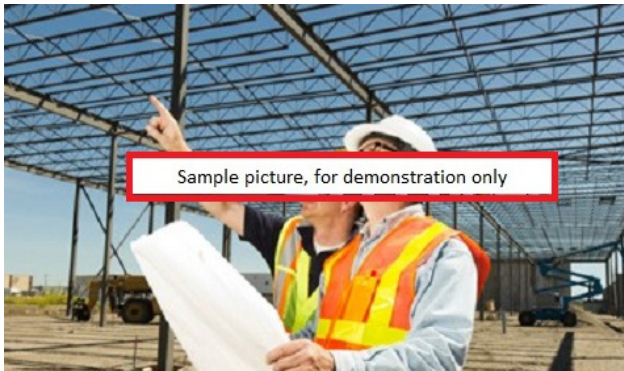




# Inspections



Construction safety inspections are the most effective means of identifying hazardous conditions at the worksite. Construction sites require constant monitoring and observations to keep ahead of safety issues.



There are many tools that safety professionals use. Written safety programs, safety training, job hazard analysis, and others that are part of a successful safety program. Construction safety inspections ensure the safety planning and tools used have the desired effect in the real world. Construction safety inspections identify hazards and give an opportunity to fix problems before injuries and accidents occur.





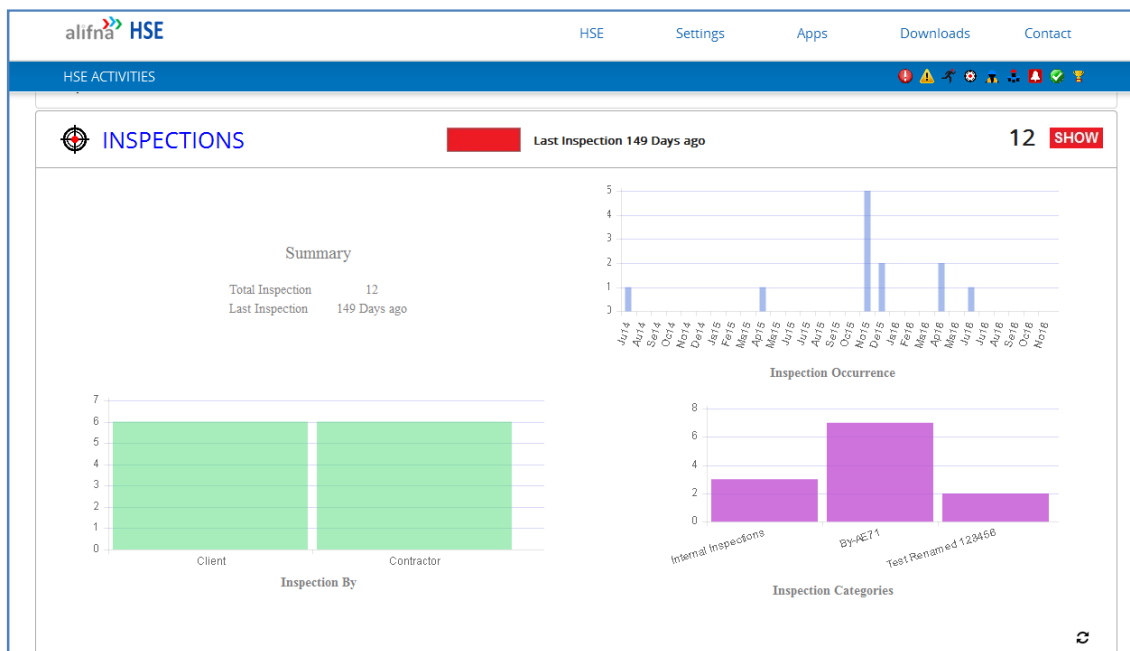
## Report Inspections From The Site

Similar to incident and hazard reporting method, you can also record findings during the inspection using RimpeX site app.



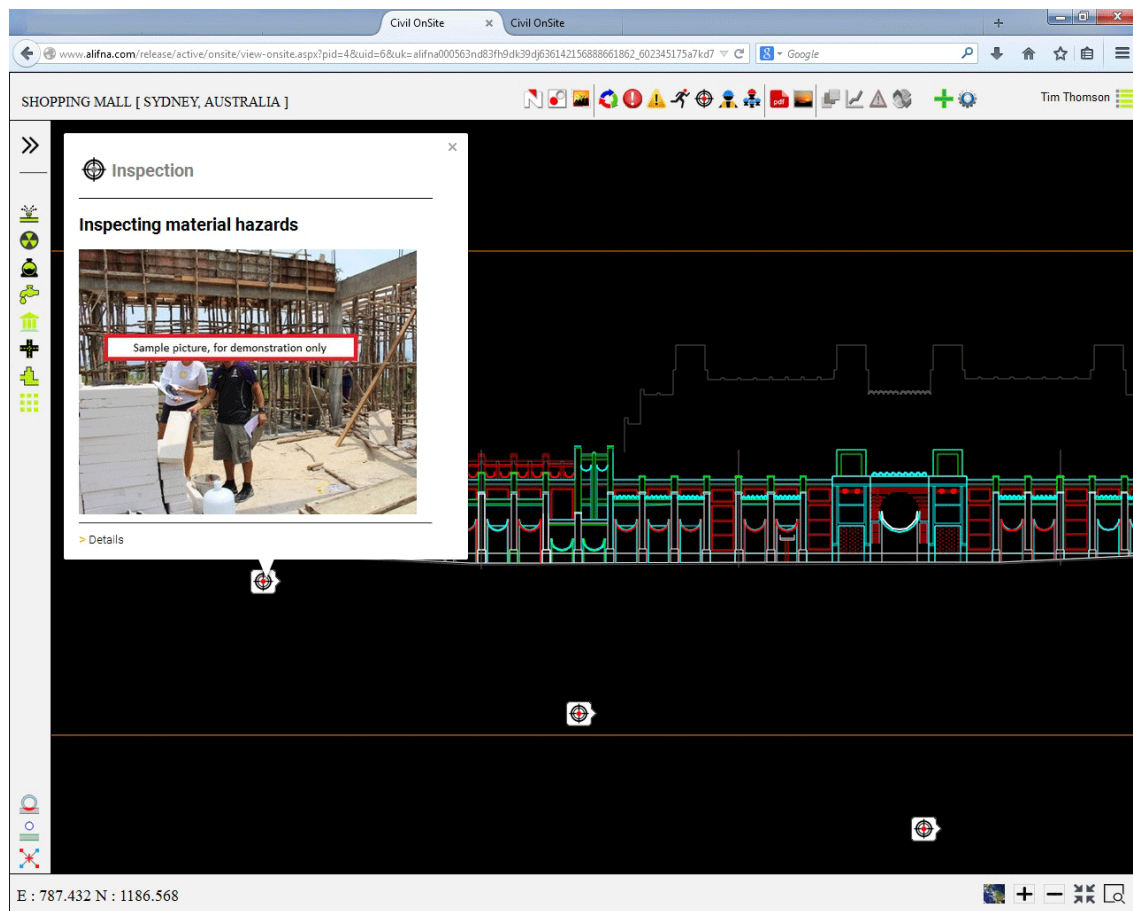
## Desktop Application

Desktop application is also provided to monitor and manage safety inspections from the office.



## Inspections on Civil OnSite

Inspection icons will be displayed on the Civil OnSite drawing.



# Inductions



Workers and other people at the workplace, including visitors should be given workplace specific induction training before work starts or before they enter an operational construction zone. This will inform people about the hazards and risks they may face at the workplace, how the risks are controlled and what to do in an emergency.



Visitors should be accompanied and supervised by fully inducted site personnel at all times while at the workplace. Where visitors to a construction workplace are likely to enter an operational construction zone unescorted they should be provided with a workplace induction on relevant hazards and risks at the workplace.

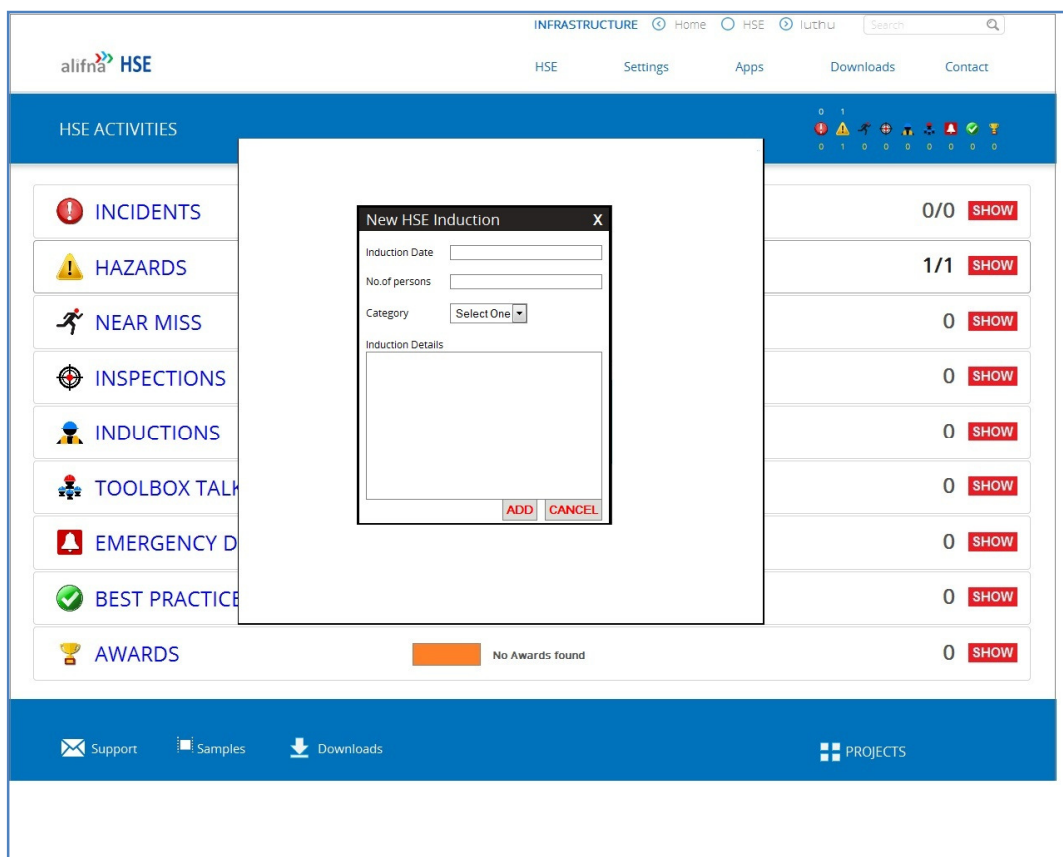


Workplace specific inductions will vary depending on the type of construction work and the construction phase a project is going through at the time a person comes to the workplace



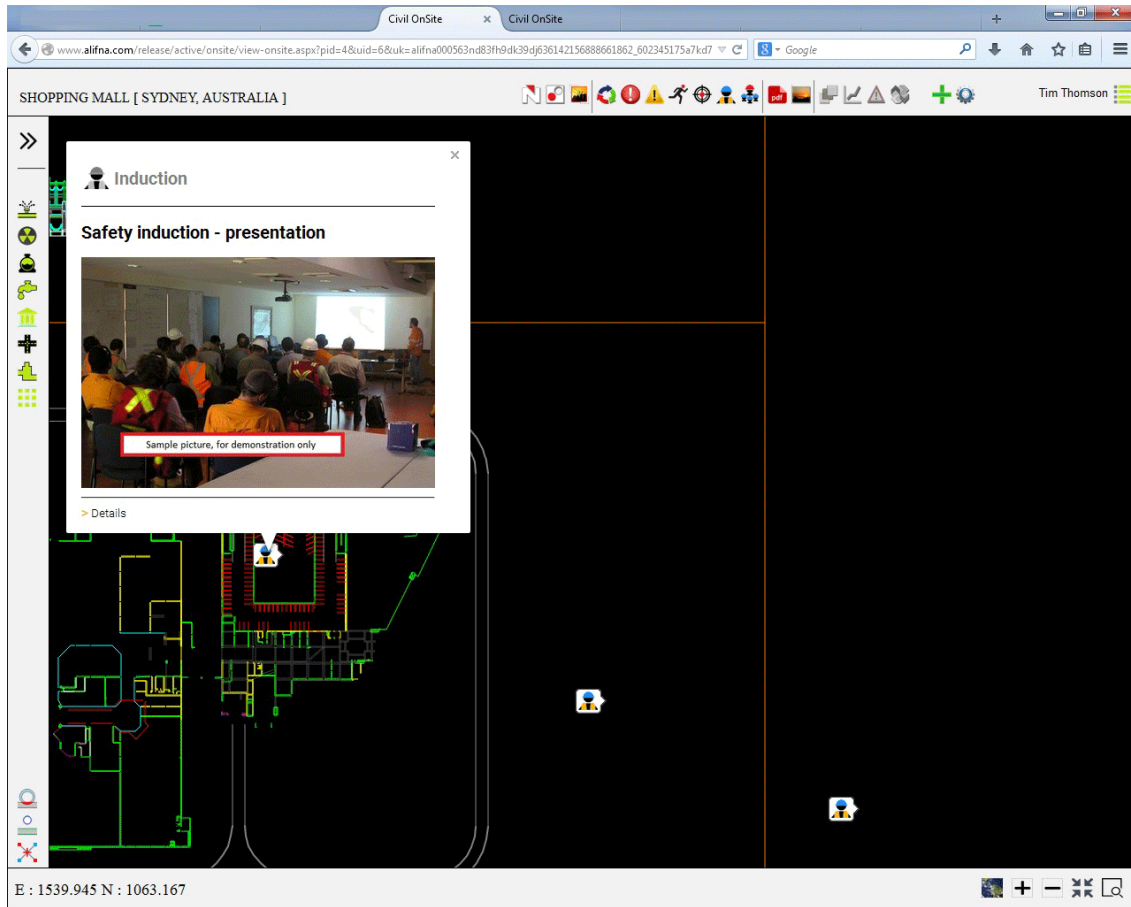
## Record All Safety Inductions

Similar to RimpeX Incident or RimpeX Hazard reporting system, you can create reports on safety inductions using your mobile app or desktop application.



## Inductions on Civil OnSite

Safety induction icons will be displayed on Civil OnSite drawing. Details of the safety inductions will be displayed with photos.





# Toolbox Talks



A Toolbox Talk is an informal safety meeting that focuses on safety topics related to the specific job, such as workplace hazards and safe work practices. Meetings are normally short in duration and are generally conducted at the job site prior to the commencement of a job or work shift. It is one of the very effective methods to refresh workers knowledge, cover last minute safety checks, and exchange information with the experienced workers. Toolbox Talks are also intended to facilitate health and safety discussions on the job site and promote your organization's safety culture. Toolbox talks/meetings are sometimes referred to as tailgate meetings or safety briefings.





## Record Toolbox Talks

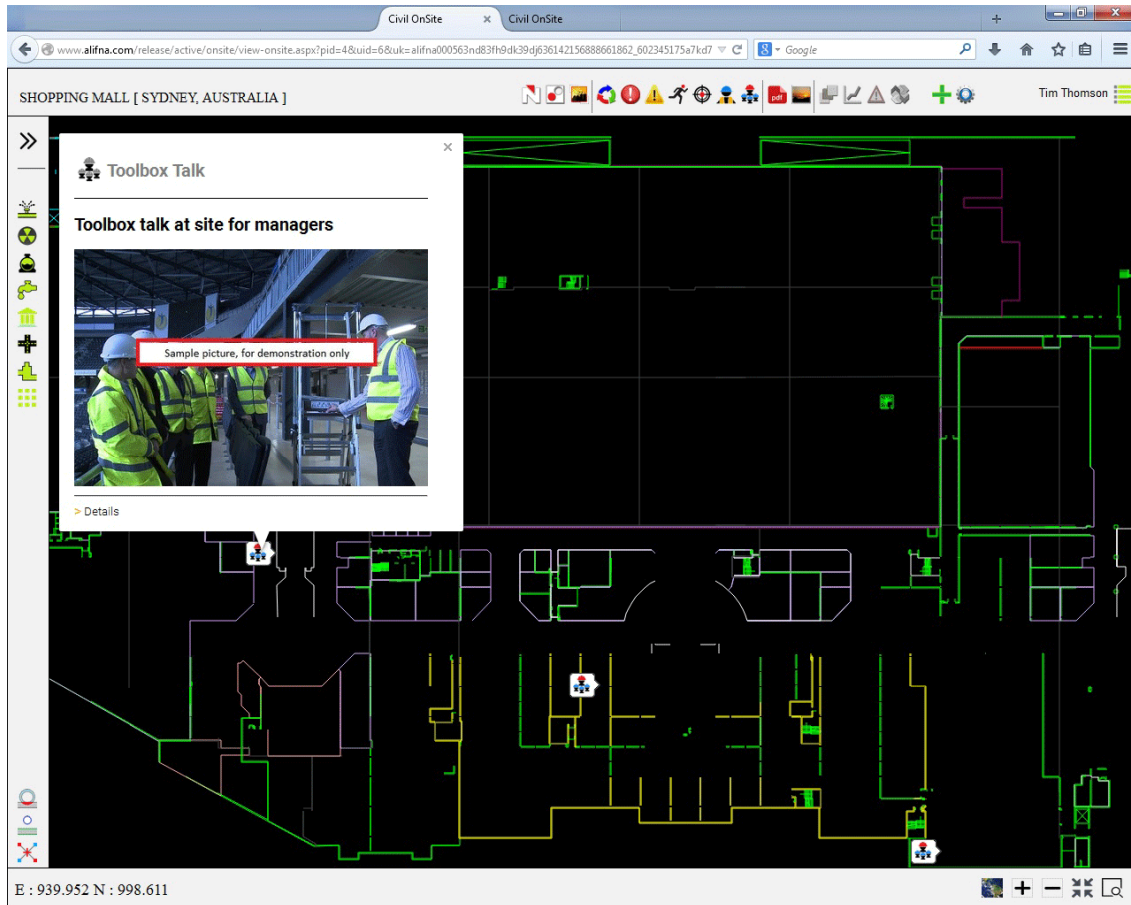
Similar to RimpeX Incident or RimpeX Hazard reporting system, you can create reports on toolbox talks using your mobile app or desktop application.

The screenshot displays the 'alifna HSE' web application interface. The top navigation bar includes links for 'INFRASTRUCTURE', 'Home', 'HSE', 'Iuthu', and a search bar. Below this, a secondary navigation bar lists 'HSE', 'Settings', 'Apps', 'Downloads', and 'Contact'. The main content area is titled 'HSE ACTIVITIES' and features a sidebar with icons and labels for 'INCIDENTS', 'HAZARDS', 'NEAR MISS', 'INSPECTIONS', 'INDUCTIONS', 'TOOLBOX TALKS', 'EMERGENCY D', and 'BEST PRACTICE'. The 'TOOLBOX TALKS' section is currently active, showing a 'New HSE Toolbox Talks' form. The form includes fields for 'Toolbox Talks Date', 'No of persons', and a 'Category' dropdown menu. Below these fields is a large text area for 'Toolbox Talks Details'. At the bottom of the form are 'ADD' and 'CANCEL' buttons. To the right of the form, there is a list of activity counts and 'SHOW' buttons, including '0/0', '1/1', and several '0' counts. The bottom of the interface features a blue footer bar with links for 'Support', 'Samples', 'Downloads', and 'PROJECTS'.

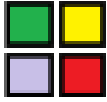


## Toolbox Talks on Civil OnSite

Toolbox talk icons will be displayed on Civil OnSite drawing. Details of the toolbox talks will be displayed with photos.

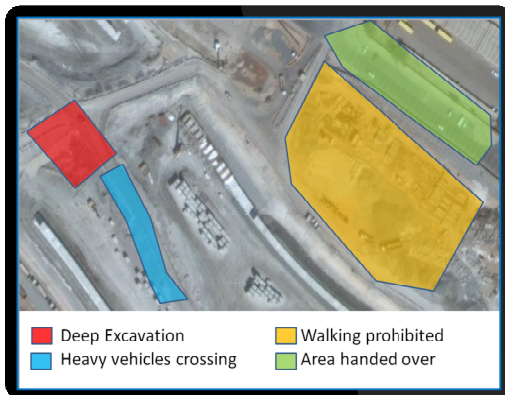


## HSE Site Map



RimpeX HSE also allows HSE officer to create and update the site map with satellite map or CAD drawing to highlight the safety condition of the project site. The recent HSE site map will be available on the dashboard as well as the mobile app. For larger construction sites, HSE site map is very useful for employees, suppliers, sub-contractors and visitors. HSE Site Map on mobile phones and tablets allows anyone working in the project or any visitors to get thorough knowledge on the HSE site condition, so as to take appropriate precautions on the move.

### Tablet / Mobile phone view



Wherever you go in the construction site, you can see the HSE status of the area highlighted in different colours. This method will guide the visitors and workers including engineers to identify walking prohibited area, heavy vehicle crossing, etc. on his mobile phone.

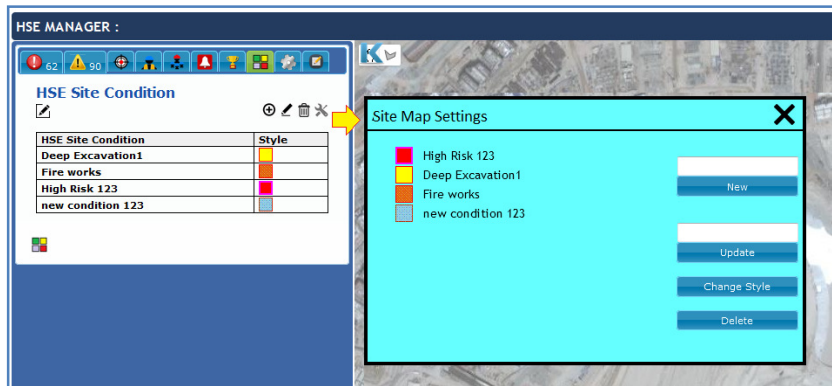
## How to create HSE site map?

Login to RimpeX and open your project.

Open HSE Map View

Select HSE site map section

Click on Settings to display dialog box as shown below:



Type new item and click on New button

Finally zoom the area you want to create this item and continuously click on the boundary using polygon tool as shown below:



You can also create the complete HSE site map as a picture file to view or to print as shown below:

