SAFETY AND NONCOMPLIANCE NOTICES

November 2021

This module tracks two types of documents:

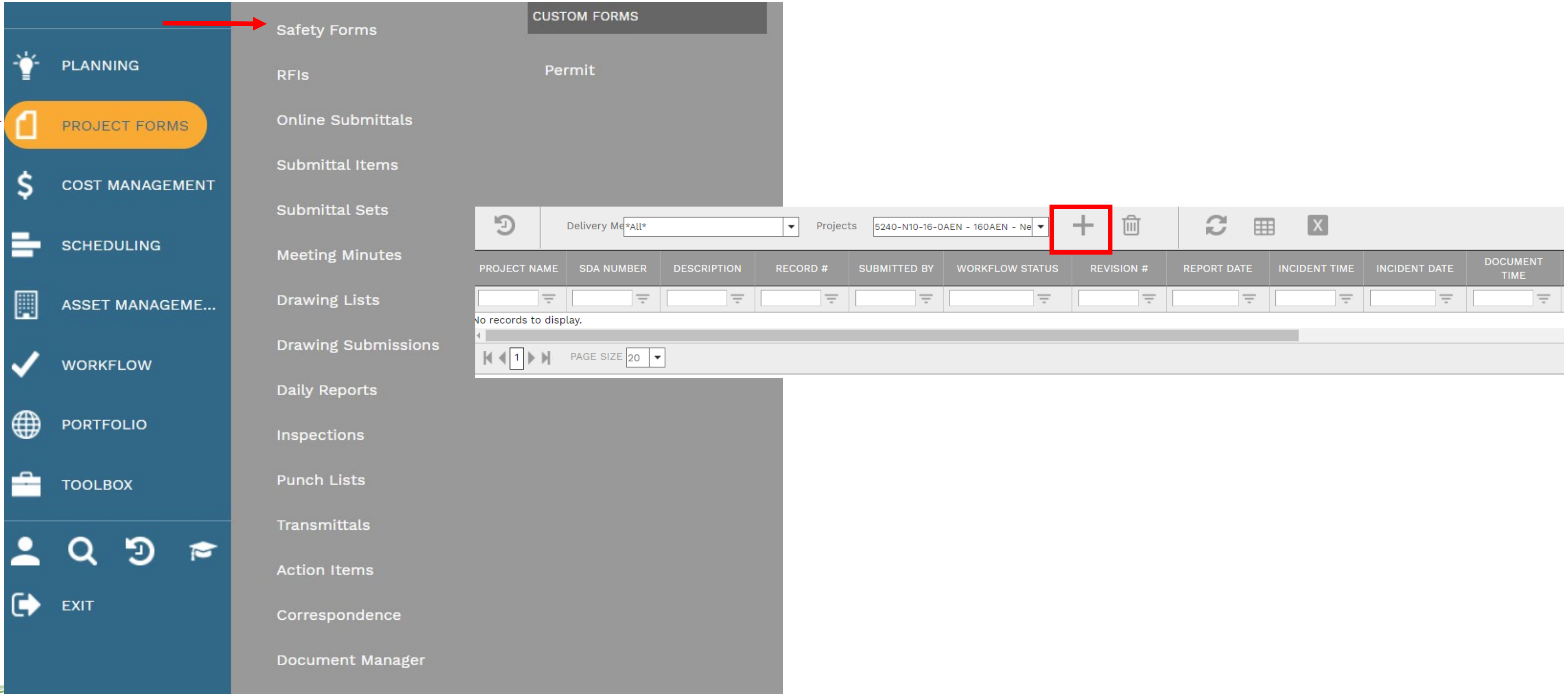
- **Safety** – Recording violations and injuries on the job site is critical for conforming to OSHA regulations. PMWeb will be able to track all required Safety documents for a project, including Injury/Illness reports and daily work observations.

- **Noncompliance Notices** – These documents notify the Contractor of deviations that can either be field or contract related. A Noncompliance may result in either the corrective action being noted on the document and being closed (if no further action is required) or the initiation of Change Management to track time/cost impact.

To navigate to the Safety Form, click **Project Forms**, then **Safety Forms** from the left hand menu. This displays the overall **Manager View** for the module and shows all records for all projects.

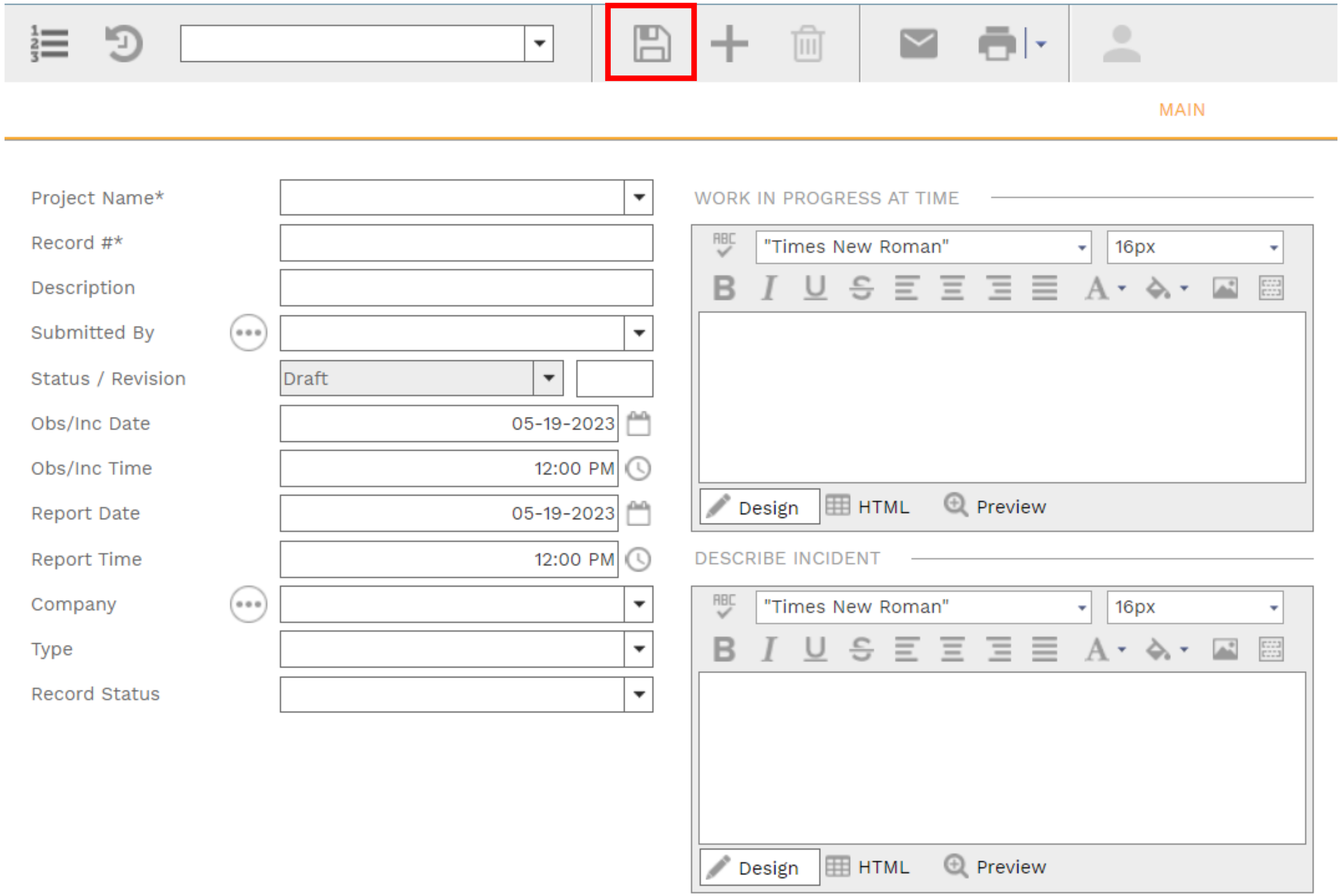
To search for an existing document, use the columns to filter for the data you need. For example, use the Record# column to search for a document. You can also narrow your search by school name by selecting it from the **Projects** drop down menu.

To add a new document, click the **Add** button.



The document screen displays. Enter the following information:

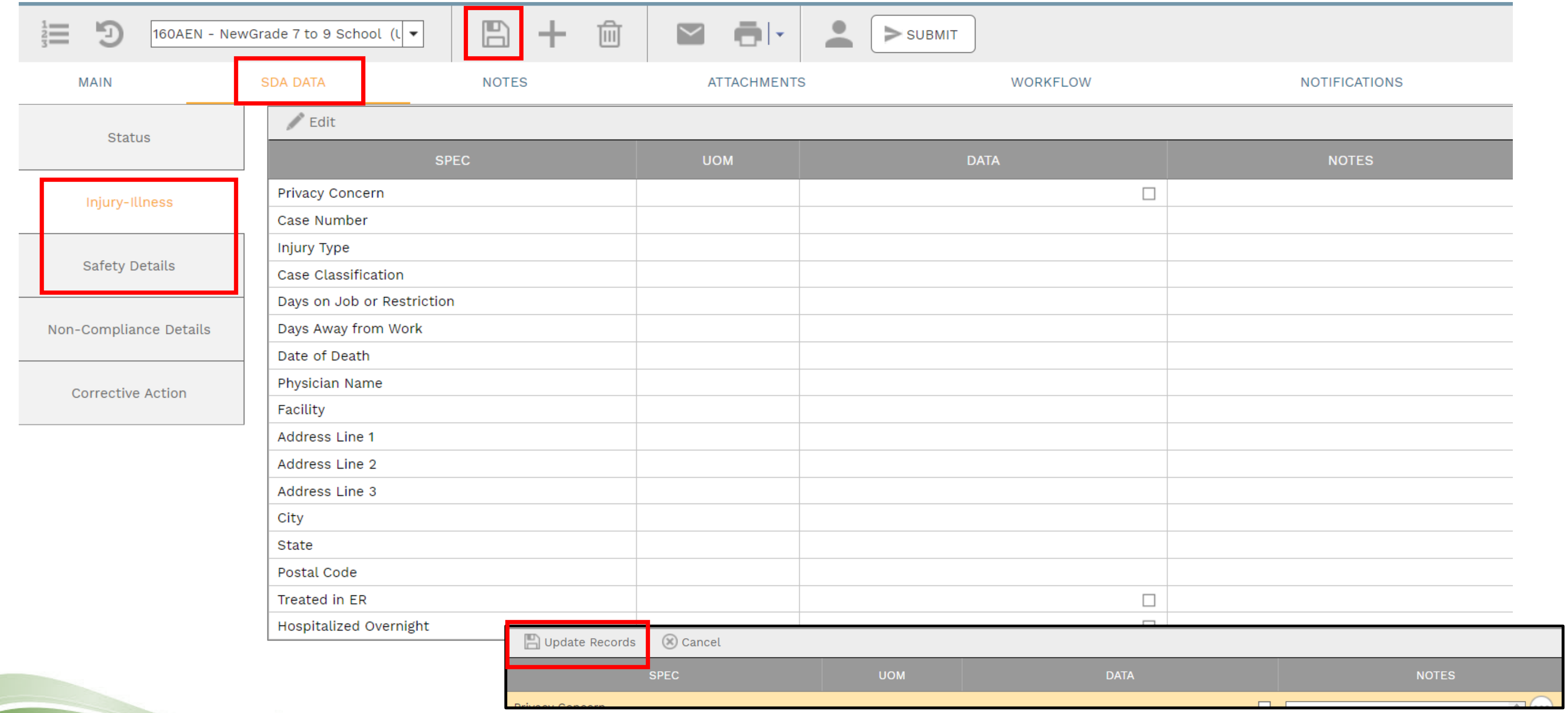
- Project (required)
- Record # (required)
- Description
- Submitted By
- Status/Revision
- Observation Date/Time
- Report Date/Time
- Company
- Type (required)
- Record Status
- Work in Progress at Time
- Describe Incident



Once completed, click the **Save** button to continue.

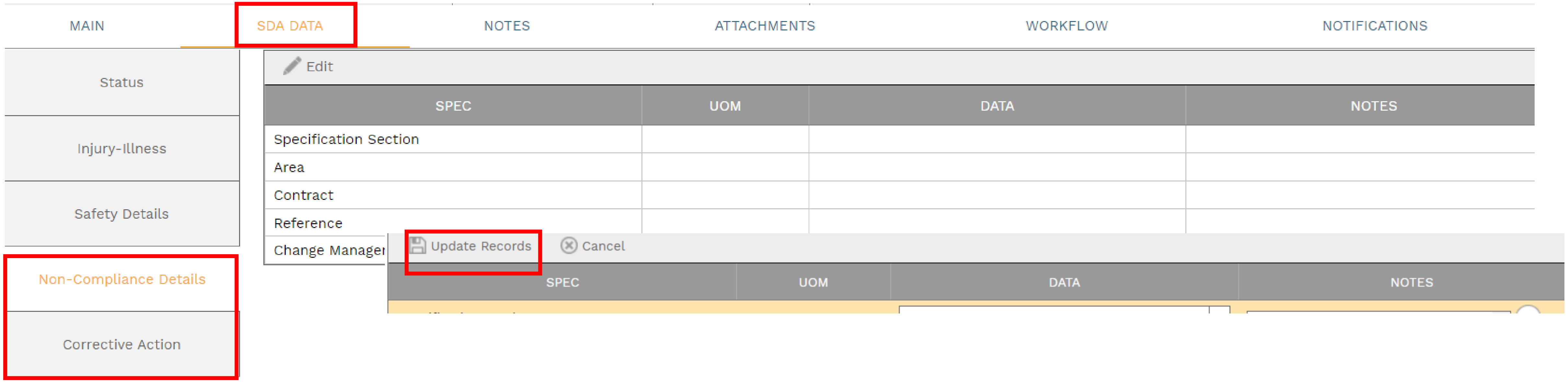
Injury and Illness Report information is entered in the SDA Data tab section. Use the **Status, Injury-Illness and Safety Details** sub-tabs to enter this information. Find your applicable field and double-click the in the Data column, then enter your information on the peach-colored line. Click the **Update Records** button when finished.

Click the **Save** button when finished.

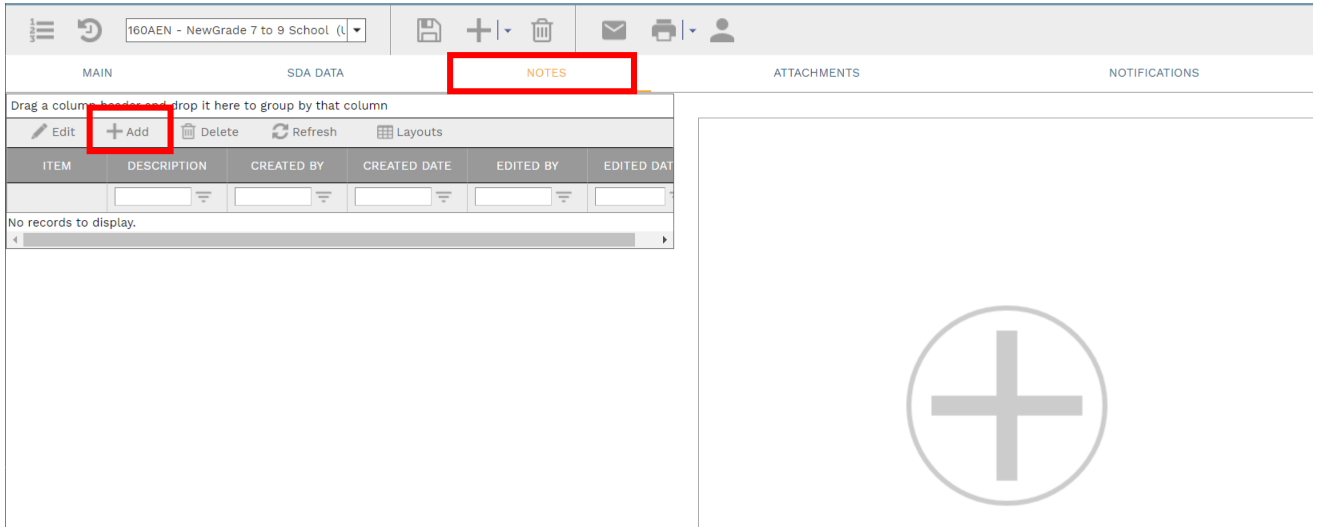


Noncompliance Notice information is entered in the SDA Data tab section. Use the **Non-Compliance Details and Corrective Action** sub-tabs to enter this information. Find your applicable field and double-click the in the Data column, then enter your information on the peach-colored line. Click the **Update Records** button when finished.

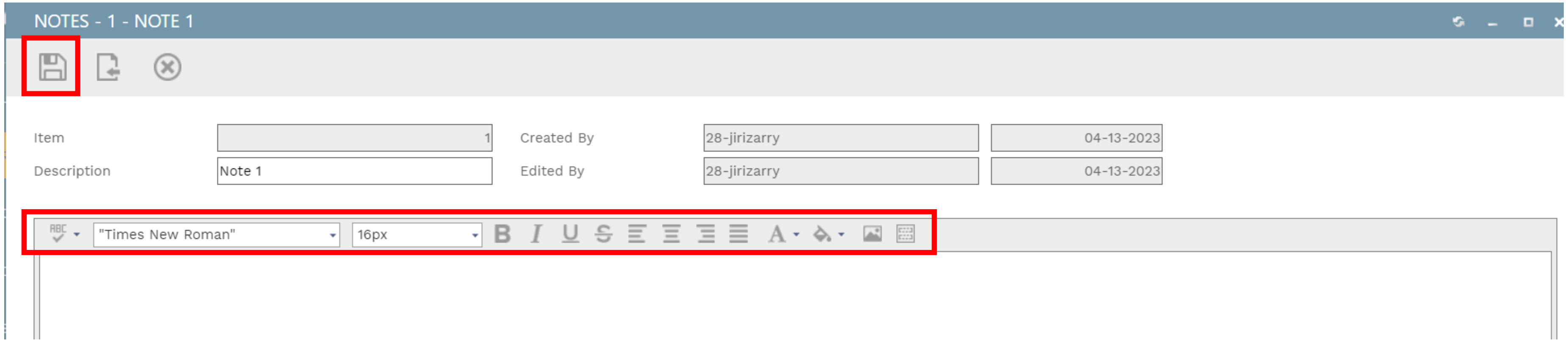
Click the **Save** button when finished.



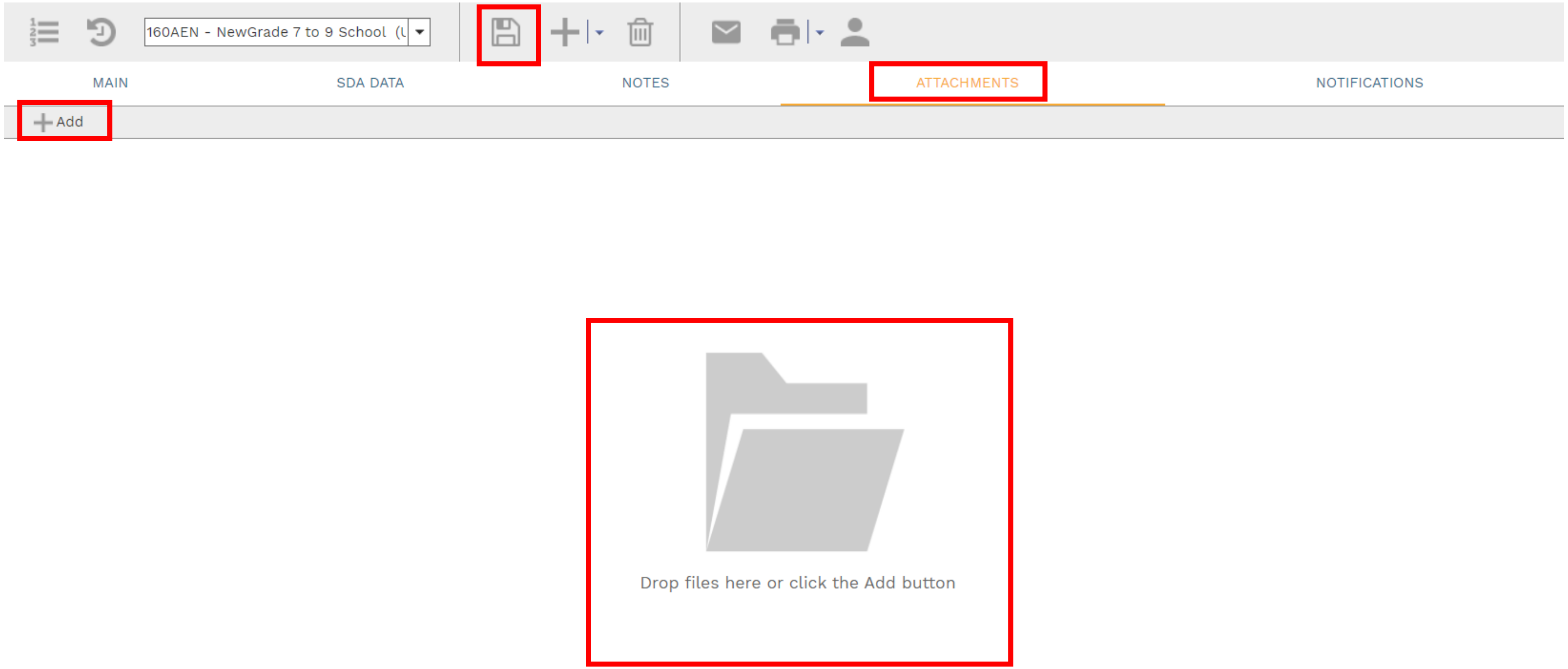
Click **Add** on the **Notes tab** to add additional notes as needed.



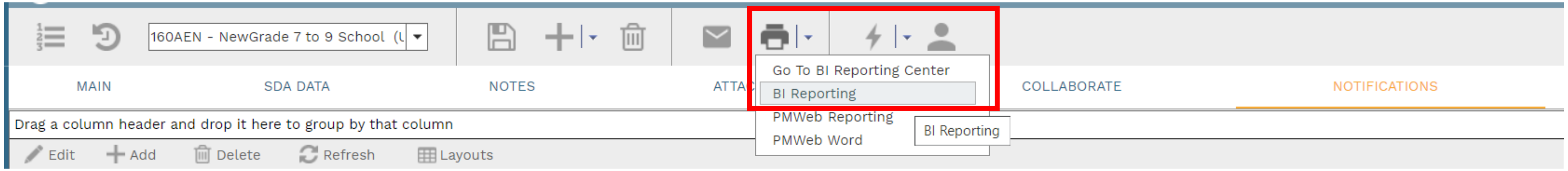
Enter your notes in the field provided. The text can be formatted using the toolbar shown. There is no limit to the amount of text you can enter. Click the **Save** button when completed.



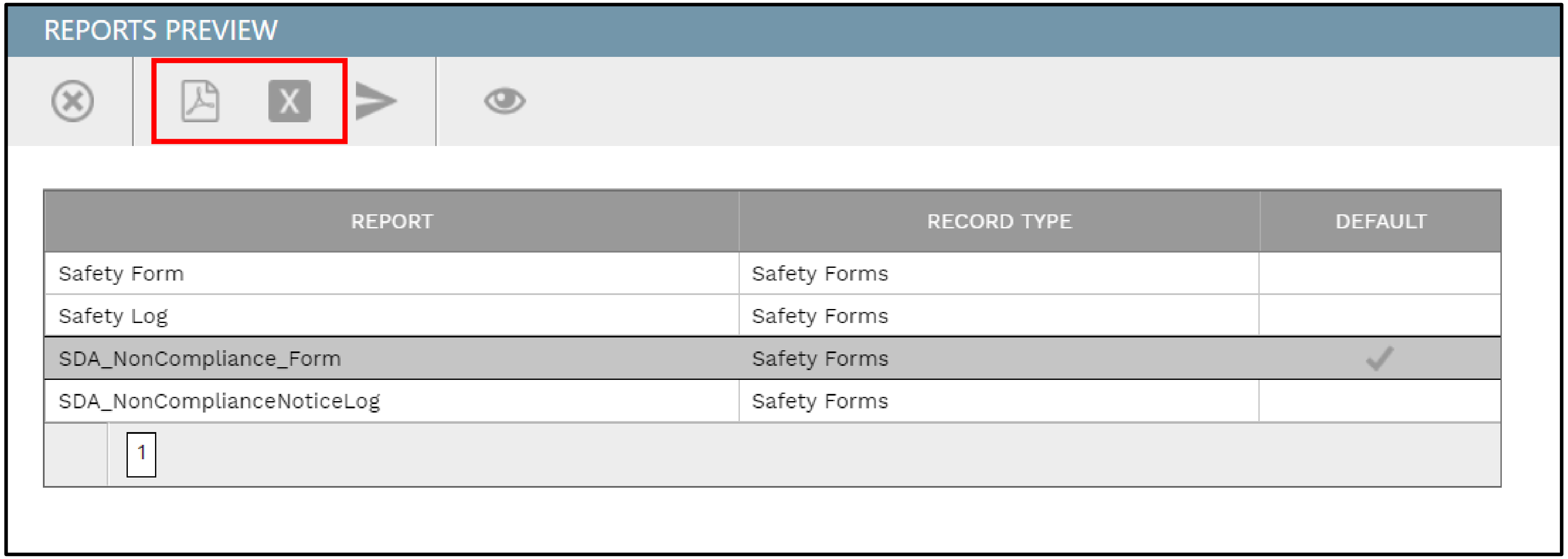
On the **Attachments tab**, you can drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.



To print Safety information, click the **print button** and select **BI Reporting** from the drop down list. Choose an option from the report menu to receive your output (either Adobe or export to Excel) or to cancel the Reports Preview screen.

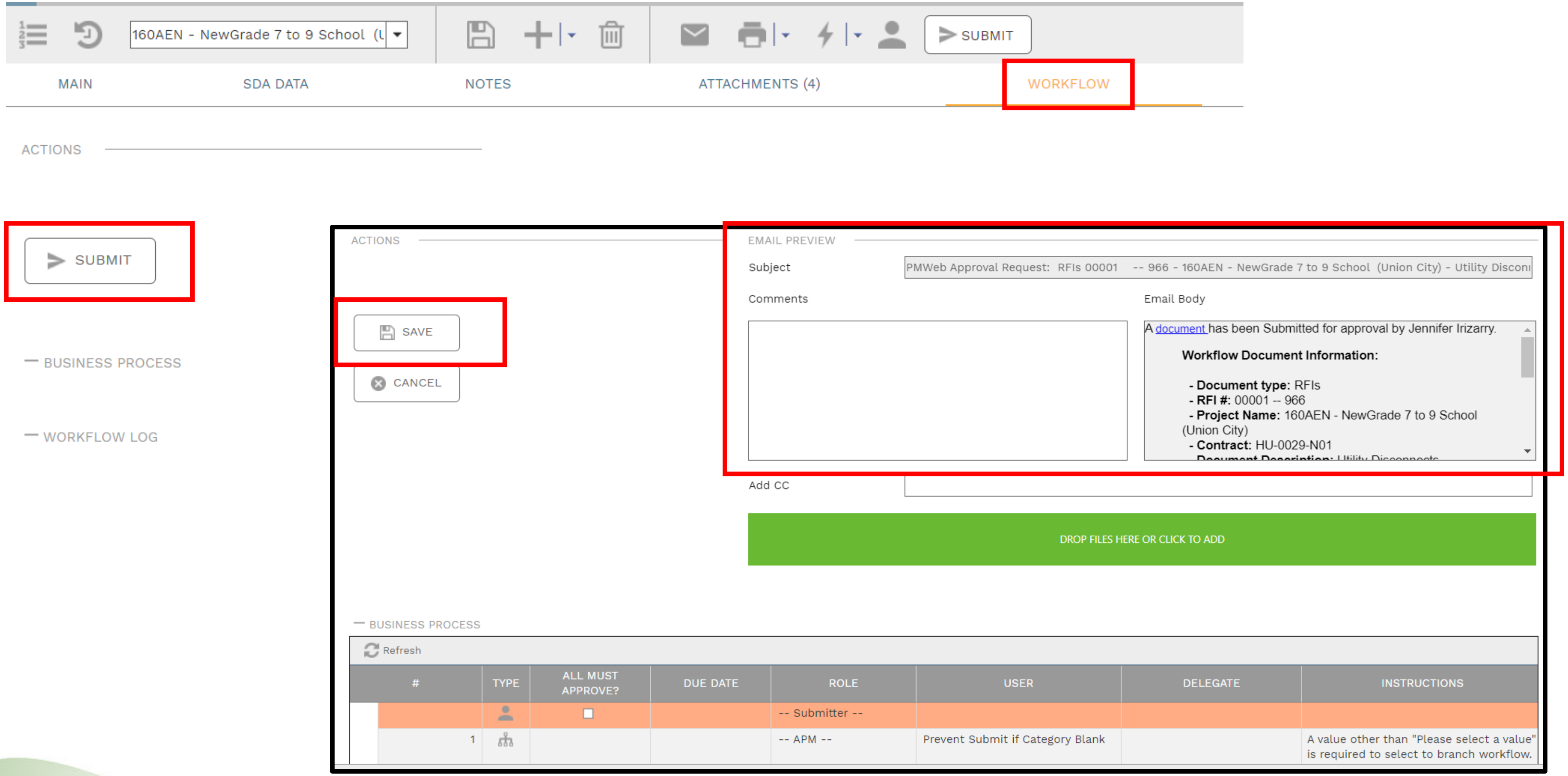


Note: Please be patient when waiting for output from a selected report. It may take a few minutes to load the data.



A **Workflow** is an automatic process initiated for the review of a document. Individuals who are responsible for reviewing, submitting information or approving the document have already been identified for this project and module.

On the **Workflow tab**, click the **Submit** button to begin the workflow process. The information for this workflow is shown, click **Save** to continue and initiate the workflow. Enter comments or additional email addresses if needed. As the document moves through the review/approval process, you will be able to come back to this screen to see the progress.



You will be able to monitor the progress of the workflow process by referring to the Workflow Status field. If the document is returned at any point along the way, you will be able to modify as needed and resubmit the document in the workflow process.