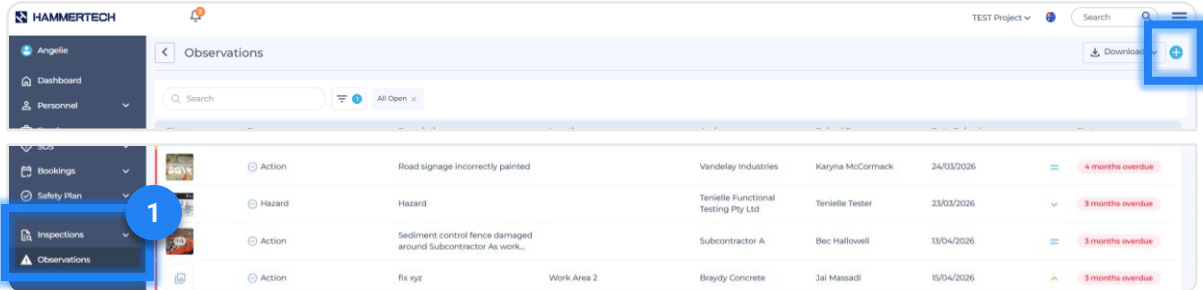


HOW TO ENTER A HAZARD

- 1 Select Observations > Create New by selecting the blue tick.



- 2 Select **Observation Type** > **Hazard** (complete all required fields).

- 3 Add **Photo/s** (click on the photo to mark up the picture).

- 4 Select the **Assignee** > **Internal User** (select BMD User from the list).

- 5 Select **Not Yet Resolved/Already Resolved** as required (required fix photo).

- 6 Select **Create**.