

HOW TO ENTER AN INCIDENT

1 Select **Incidents** > **Create New**.

2 Select the date and time of the Incident.

3 Select **Create**. This will take you to the Enter Incident Details screen.

HAMMERTech

TEST Project

Search

Incidents/Add New

Incident Confirmation

You are about to create a new Incident
Please enter the date and time the Incident occurred and then select 'Create'

Date & Time of Event

29/07/2026 10:14 AM

Submit Details

CANCEL CREATE

4 Enter **Incident Classification Details**.

Incidents / INC-7327 /Edit

Incident Summary

Reference INC-7327

Date Added 29/07/2026 10:18 AM

REPORT COMPLETED BY

Person's Name *

Position / Title *

INCIDENT CLASSIFICATION

Incident Type * Environmental

Category * Environmental

HOW TO ENTER AN INCIDENT

5 | Enter Preliminary Incident Details.

6 | Attach photos.

PRELIMINARY INCIDENT DETAILS

29/07/2026 10:14 AM

Project Manager *

Shift Type

Shift %

Location where event occurred *

Description of Event *

Immediate Action Taken *

High Potential Incident *

Is this a breach? *

☐ Yes ☐ No

☐ Yes ☐ No

PHOTOS

Description / Comments	Action

ATTACHMENTS

Attachment	Description	Action

7 | Change Status from Draft to **Active (Open)**.

Note: Email notification will be sent even if Draft is selected.

8 | Select **Save Changes**.

CORRECTIVE & PREVENTATIVE ACTIONS

Use the BLUE PLUS to raise and assign Observations for corrective and preventative actions. Repeat for each action.

Observations (0)

Additional Attachments

New Attachment

Choose file No file chosen

Save As

☒ Draft

☐ Active (Open)

SAVE CHANGES