

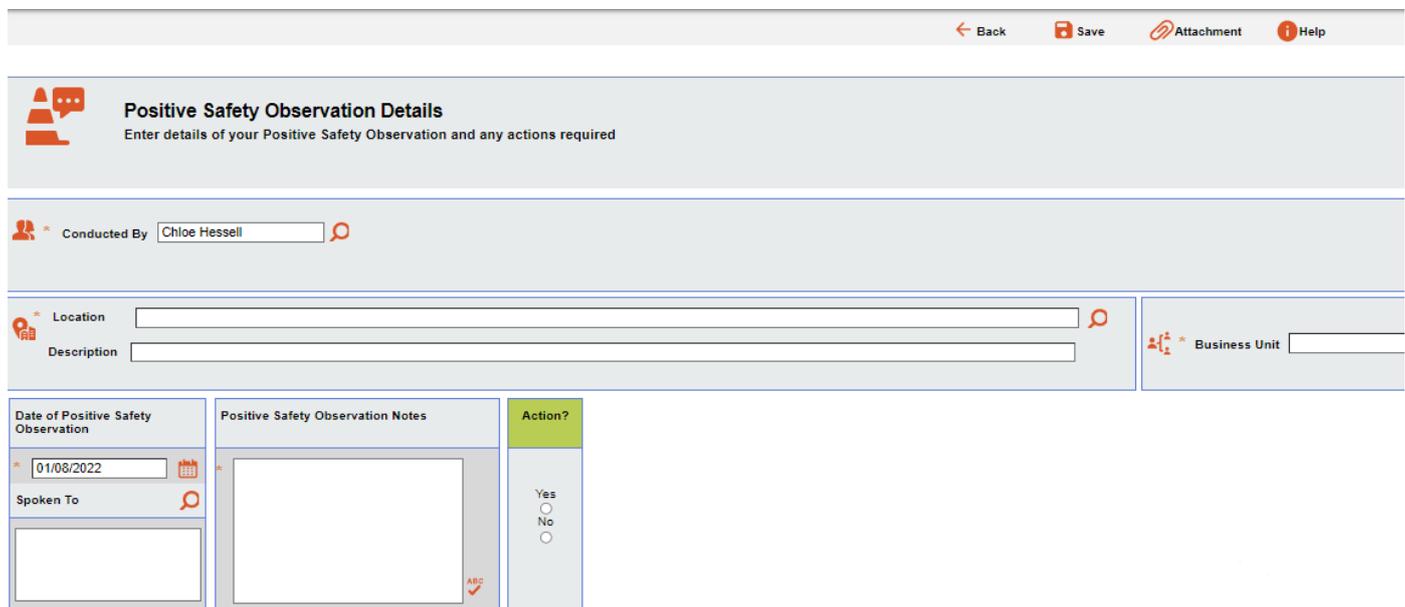
CHARM How to Report a Positive Safety Observation

Positive Safety Observations

Reporting Positive safety Observations help create a safe environment for our workers and students by reinforcing safe behaviours. Positive Safety Observations can be reported online through CHARM or via the PocketSafety app. For more information using the PocketSafety app, refer to the [CHARM PocketSafety Guide](#).

To report a Positive Safety Observation through CHARM:

1. **Staff:** access CHARM by logging in to the [Staff Portal](#), and clicking the CHARM icon located on the application wheel
Students: access CHARM by logging in to [OASIS](#) clicking on the "Campus Life & Guild" tab and clicking on the CHARM icon.
2. Once logged in to CHARM, click on the **Positive Safety Observation** icon from your CHARM dashboard.
3. From the **Positive Safety Observations** page, click on the **New** button
4. Fill in all of the fields located on the form. (See below for detailed descriptions of each field).
5. To add attachments, click on the **Attachment** icon to browse your computer and upload the attachment.
6. Once complete, click on the **Save** button to submit the report.



The screenshot shows the 'Positive Safety Observation Details' form in CHARM. At the top right, there are navigation buttons: Back, Save, Attachment, and Help. The form title is 'Positive Safety Observation Details' with the subtitle 'Enter details of your Positive Safety Observation and any actions required'. The 'Conducted By' field is populated with 'Chloe Hessel'. Below this are fields for 'Location', 'Description', and 'Business Unit'. The bottom section is divided into three columns: 'Date of Positive Safety Observation' (with a date picker set to 01/08/2022), 'Spoken To', 'Positive Safety Observation Notes' (a large text area), and 'Action?' (with radio buttons for Yes and No).

Conducted by: This will default to the user logged in to CHARM filling out the form. To change this person, click on the magnifying glass icon and search for the staff member or student.

Location: Click the magnifying glass icon and select the building location where the positive safety Observation was observed.

Description: Describe the specific location where the positive safety Observation was observed.

Business Unit: Click the magnifying glass icon and select the School or Area of the people observed in the positive safety Observation.

Date: Use the calendar icon to select the date that the positive safety Observation was observed.

Notes: Enter specific details of the positive safety Observation that was observed.

Spoken To: If applicable, enter the name/s or the person/s you spoke to regarding the positive safety Observation.

Action?: To raise an action select Yes and enter the action details and person responsible for the action. If No, no further action is required here.