

# 1 Download pocketSafety from the App Store or Google Play.

Using your Smart Device, go to the App Store or google Play and search for pocketSafety and install on your smart device.

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## 2 Open pocketSafety for the first time

- Open the pocketSafety application
- <sup>2</sup> Tap the riskcloud.NET icon to open the Connection Settings.





## **3** Configure Connection Settings

- Ensure the Production option is ticked
- Enter the Access Code jcu
- Save settings



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## 4 Log into RiskWare

JCU Users will use their JCU log in details to access pocketSafety.

- First you will need to register for Multi-Factor Authentication (MFA).
- Once you have registered for MFA, you can access pocketSafety
- Anyone who has a JC number can access pocketSafety



#### 5 Set Passcode

Enter a Passcode to allow easy access back into pocketSafety.

#### RiskWare Quick Guide pocketSafety App WHS-GUI – 002c



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## 6 Congratulations

- pocketSafety is now ready to use. To navigate between functions tap the menu icon
- Select my group to see notifications. *Note: your menu options will depend on your level of access.*



### 7 Report

- Select either an incident or hazard
- Complete all the fields ensuring the green tick appears
- Save as a draft and when complete submit report
- Email notifications will be sent
- It asks assigned will need to be completed in RiskWare

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≡	Report
	<b>Incident</b> Report an - incident, near miss or injury.
	<b>Hazard</b> Report a - hazard.

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