



HOW TO USE THE ZONEIN REPORTING SITE:

UPDATING YOUR MONTHLY SAFETY MEETING RECORD



Click the month's 'SAFETY MEETING RECORD' tab.

May Safety Meeting Record

STORE

To complete the Safety Meeting Record copy your hand-written meeting notes onto this electronic form.

ATTENDANCE

MEETING DATE: May 27, 2020 **1**

Certified Store Safety Lead Name: **2**

Dept. Safety Coordinator: Dept: Home Delivery

Dept. Safety Coordinator: **3** Dept: -- Select Dept -- **4**

Dept. Safety Coordinator: Dept: -- Select A Dept --

- Enter meeting date **1**
- Enter Certified Store Safety Lead **2**
- Enter all attendees **3**
- Enter attendees' departments **4**

Click 'MANAGE ISSUES' **5** to enter info gathered from department inspections.

STORE SAFETY ISSUES





Manage Store Safety Issues

LIST OF COMPLETED ISSUES

PRINT BLANK SAFETY RECORD

ADD/UPDATE SAFETY ISSUE

Inspection -- Select Inspection -- 1	Safety Issue -- Select an Issue -- 2
Comment Explain the Issue 3	Action Plan Enter Action Plan 4
Maintenance Ticket # (if available)	Assigned To 5
Date Reported 6	Date to be Completed 7
	8 <input type="button" value="SAVE ISSUE"/> <input type="button" value="CLEAR"/>

Add/update Store Safety Issue:

- Select the Inspection department **1** from the drop-down menu
- Select the Safety Issue **2** that corresponds with the same number on the inspection from the drop-down menu
- Enter further details under Comments **3** and Action Plan **4**
- Assign the Issue **5**, the date the Issue was reported **6** and the Date to be Completed **7**
- Click 'SAVE ISSUE' **8**
- Add the next issue if applicable until all Issues are entered for the month



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INSPECTION	SAFETY ISSUE	COMMENT	ACTION PLAN	ASSIGNED TO	MAINTENANCE #	DATE REPORTED	
Meat / Seafood	SLIPS/TRIPS/FALL S: 1. Walking surfaces	Bent floor drains Bumper on meat case broken Lights in cooler	corrigo for repair	Maria Marinelli	ahd001763682	Jan 11, 2020	

All Open Issues must be acknowledged by using any one of the four available icon buttons on the right-hand side of each Open Issue.

- 1** 'COMPLETE' - Use this icon if the Open Issue has been resolved
- 2** 'EDIT' - Use this icon if any updates are needed to be made to the Open Issue
- 3** 'DELETE' - Use this icon if the Open Issue is outdated or no longer relevant
- 4** 'ACKNOWLEDGE' - Use this icon if the Open Issue is current and more time is needed to resolve the Issue



The icons will be greyed out until clicked. If the icon is green, then the issue has already been marked as acknowledged and does not require further action.



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Open Issues ✕

Please review all Open Issues before submitting your Monthly Safety Meeting Record.

In the Manage Open Issues section, please address/acknowledge all Open Issues by using the icons beside each Open Issue.

OK

If an Open Issue cannot be marked as 'COMPLETE' then it must be marked as 'ACKNOWLEDGE', otherwise the following warning will appear when attempting to save the Safety Meeting Record. You will not be able to save the Safety Meeting Record until all Open Issues have been acknowledged by using one of the four icons.

Certified Store Safety Lead	STRUCK BY: 1. Condition of ladder/secured	rolling ladder needs repair	Will replace part		Apr 9, 2020	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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[BACK TO SAFETY MEETING RECORD](#)

Click 'BACK TO SAFETY MEETING RECORD' to return to the Safety Meeting Record main page

Scroll down and enter this month's safety topic in the 'CURRENT TOPIC' section

MONTHLY POSTER TOPIC REVIEW

CURRENT TOPIC:



INCIDENTS

ADD/UPDATE INCIDENT

Incident Category
-- Select A Category -- **1**

Incident Type
-- Select An Incident -- **2**

Severity
N/A **4**

Dept
-- Select A Dept -- **5**

Contributing Factors
Enter The Contributing Factors **6**

Action Taken
Enter Action Taken **7**

Incident/Injury
Explain The Incident **3**

Date of Incident **8**

CLEAR **SAVE INCIDENT** **9**

Add new Incidents:

- Select the 'Incident Category' **1** and 'Incident Type' **2** from the drop-down menu
- Add specific notes about the incident in the 'Incident/Injury' field **3**
- Choose the 'Severity' **4** of the incident from the drop-down menu
- Select the department the incident occurred in from the 'Dept' drop-down menu **5**
- Enter notes about 'Contributing Factors' **6** and the 'Action Taken' **7** in the provided fields
- Enter the 'Date of the Incident' **8**
- Click 'SAVE INCIDENT' **9** to add to the list
- Add the next incident if applicable until all incidents that have taken place last month are entered



NEXT SCHEDULED MEETING

DATE: **1** TIME: **2**

3 [DOWNLOAD SAFETY RECORD](#) [SUBMIT](#) **4**

Click 'Submit' to save and submit your completed report

- Select the 'DATE' **1** and 'TIME' **2** of your next safety meeting
- Click 'DOWNLOAD SAFETY RECORD' **3** to download a PDF. Print this Safety Meeting Record PDF and hang on your Communication Center for the month
- Click 'SUBMIT' **4** to submit your report

May 2020 Monthly Questions

1. Is current month's Poster displayed on the Communication Center?

- Yes
 No

2. Was last month's Safety Meeting Record posted on the Communication Center and filed in the binder?

- Yes
 No

3. Name of the Safety Champion of the month:

1 [SAVE](#) [RETURN TO SAFETY FORM](#)

Click 'save' to complete and submit your report

- Once the month's Safety Meeting Record has been submitted, the page will automatically refresh to the 'Monthly Questions' page.
- Answer the questions and once complete, click 'SAVE' **1**