

[Vault Notify App – How to Gain Access](#)

Vault Notify is an easy way to add an Injury, Incident or Near Miss into Vault. The app synchronises with the University of Otago Vault Health and Safety Management System and will appear as a pending incident to be reviewed and processed.

Step 1: Generate Your Token

Visit the [Incident and Hazard Reporting Portal](#) page on the University of Otago website and click on [Report an incident](#).

Incident and hazard reporting portal

[Home](#) / [Health and Safety management](#) /

The reporting of all work related incidents and near miss events enables the University of Otago to meet legislative requirements around incident reporting required under the Health and Safety at Work Act 2015. Reporting events is critical for the investigation of incidents and for the development of preventive strategies to minimise future events and their severity.

To report an incident, click on "Report an Incident" below

[Alternatively, contact the Health & Safety Office.](#)

[Employees can contact their Department Health & Safety Officer.](#)

[Report an incident](#)

From there, click on [Generate Token](#).

Health & Safety Web Portal

Report Injury

Have you seen or been involved in an incident that has caused injury to a person.

[➔](#)

Report Incident

Have you seen or been involved in an incident which could have caused harm to a person, or caused damage to property / environment.

[➔](#)

Report Near Miss

Have you seen or been involved in an event that had the potential to cause an injury or an incident.

[➔](#)

Corrective Action

Update a corrective action that you have been assigned.

[➔](#)

Generate Token

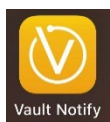
Create a token to enable use of the Vault Notify App

[➔](#)

Follow the instructions in order to create a Token (code) that will allow you to log into the Vault Notify App. You will need to enter your First Name, Last Name and your Employee Number (which can be found on your Staff ID card).

Once you have entered your details, click on [Send to Mobile](#) where you will be prompted to enter your mobile number so your Token can be sent directly to your device.

Step 2: Download the Vault Notify App

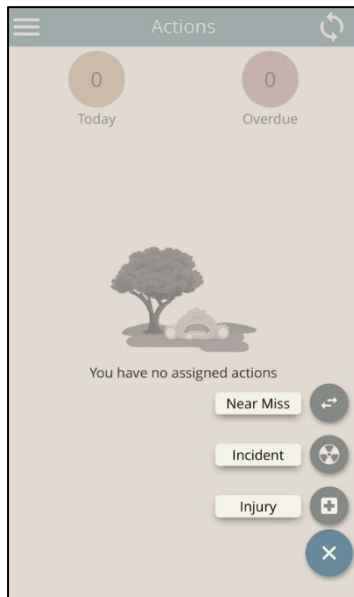



The app is available for download from the App Store or Play Store on your phone. Once downloaded it will ask you to log in.

Please select: [Login with token](#) your token is the number generated from **Step 1**.

Vault Notify App – How to Log an Event

Step 1: Adding an Event



To add an Event, click on the  at the bottom right of your app screen. The Event types will then be displayed.



Near Miss



Incident



Injury

Select the most suitable Event for your situation and proceed to populate the necessary fields.

Step 2: Populating the Fields

For any Event there is a toolbar of icons where you input different information. This information can be loaded in any order and each icon is explained below:



Media: This is where you can upload photo or video evidence. This can be captured directly by the app or selected from the gallery on your device.



Person: Begin typing the name of the person involved and the smart search function will find the internal staff member. If the person involved is a third party, keep typing their name and it will display as "other person".



Location: Use this to pinpoint the location of the Event in order to be as specific as possible. This can be accomplished by adding the Department or GPS data as well as manually placing a pin.




Description: This is where you add a description of the Injury, Incident or Near Miss and how it was sustained using the prompts provided.



Type: This icon is visible only in the Injury Event and is where you would log further details about the type of injury and where on the body it was sustained.

Step 3: Submitting your Event

To submit a report, click on the  to save the Event.

A pop-up notification will advise that the Event has been saved successfully.

Note: If you have missed a mandatory field, a pop-up will indicate that you have fields yet to complete. Simply update and resubmit.

Your event details have then been added to Vault and will be reviewed by the Vault Data Analyst.