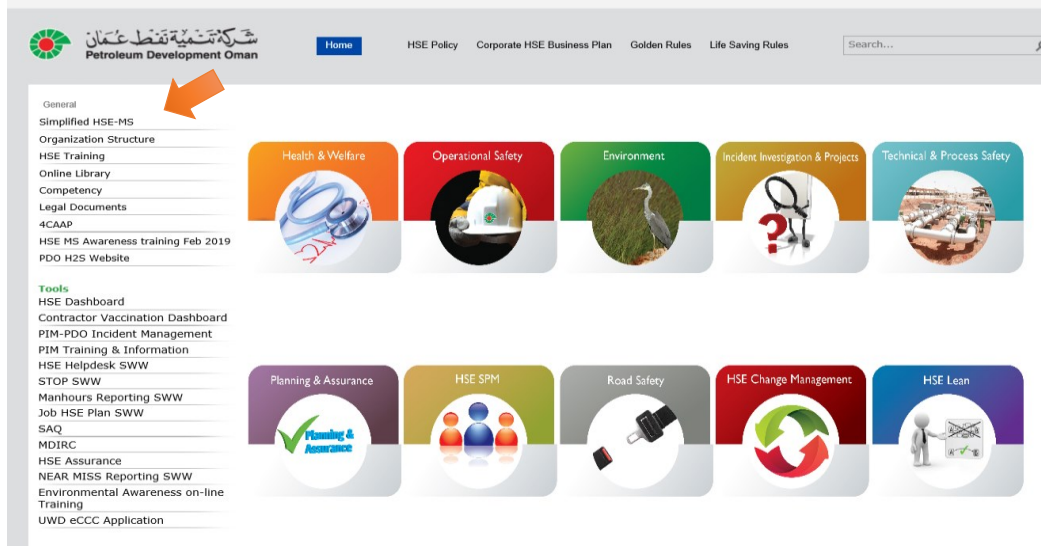
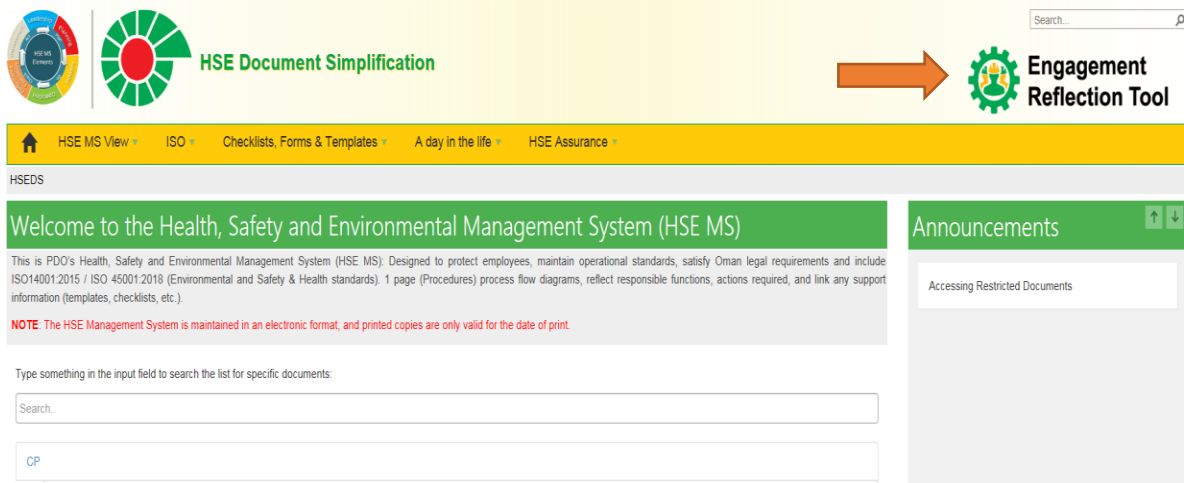


This guide has been created to support Admin Team to access Safety Engagement Tool.

1- Go To HSE homepage see below and click on Simplified HSE-MS see arrow below



2- Simplified HSE-MS will open and then click on “ Engagement Reflection Tool”



- 3- Safety reflection Tool will open, fill in the mandatory fields.
 - a. Enter date and time.
 - b. Mu# is an optional and can be left blank
 - c. Company name is mandatory field and other fields.
 - d. You can list down reflections from engagement session or anything comes to your mind after and you wanted to report it.
 - e. List down possible remedies/mitigations/controls to your reflection.
 - f. For bulk upload use the template attach and fill same fields below and upload it.

- 4- Once you have your admin access you will be able to see the template attached below for bulk upload and you can download all related reflections based on your directorate by export it into excel and use the filter in excel with two options (Please use the Video : [Reflection tool guide](#) ; as tutorial to export the reports with the two options) :



HPITemplate.xlsx

- A) 1st ; Option you may go to “ Admin “ icon ; as the below Red arrow indicates ; then , choose “ ERT Admin View “ ; after than ; go to icon “ Export to Excel “ ; this report will have the latest up to last 5 months.

SharePoint

HSE Document Simplification

Safety Engagement Tool

HSE MS View - ISO - Checklists, Forms & Templates - A day in the life - HSE Assurance - Admin

HSEDS - HPI Admin View

HSE Performance Improvement - Admin view

Show 10 entries

View Archived **Export to Excel** Search:

Date	Initiator	Company Name	Location	Problem I am experiencing with HSE MS or documents	Suggestions to remedy issue
01/09/2021	Bahwan	South - Greater Birba - Al Noor	pk	from doing my job safety? - Problem I am experiencing with HSE MS or documents	remove it and use Ibtisam
01/09/2021	Younis	Other - MSEM	Test	stand why this link is for ?	Test

Showing 1 to 2 of 2 entries

Previous 1 Next

HSE Performance Improvement - Bulk Upload

Choose File No file chosen

Template

Total No of Items: 0

Map

View Archived **Export to Excel** Search:

themes & reflections from the engagement session

potential remedies to address the above

native session on how PE XD Library is handled. All safety
are in place in the library on how they handle documents and
boxes. my personal reflection on HSE briefing

inform the team members who work in PE XD
Library to provide HSE briefing when they receive
the guests for the work site visit .

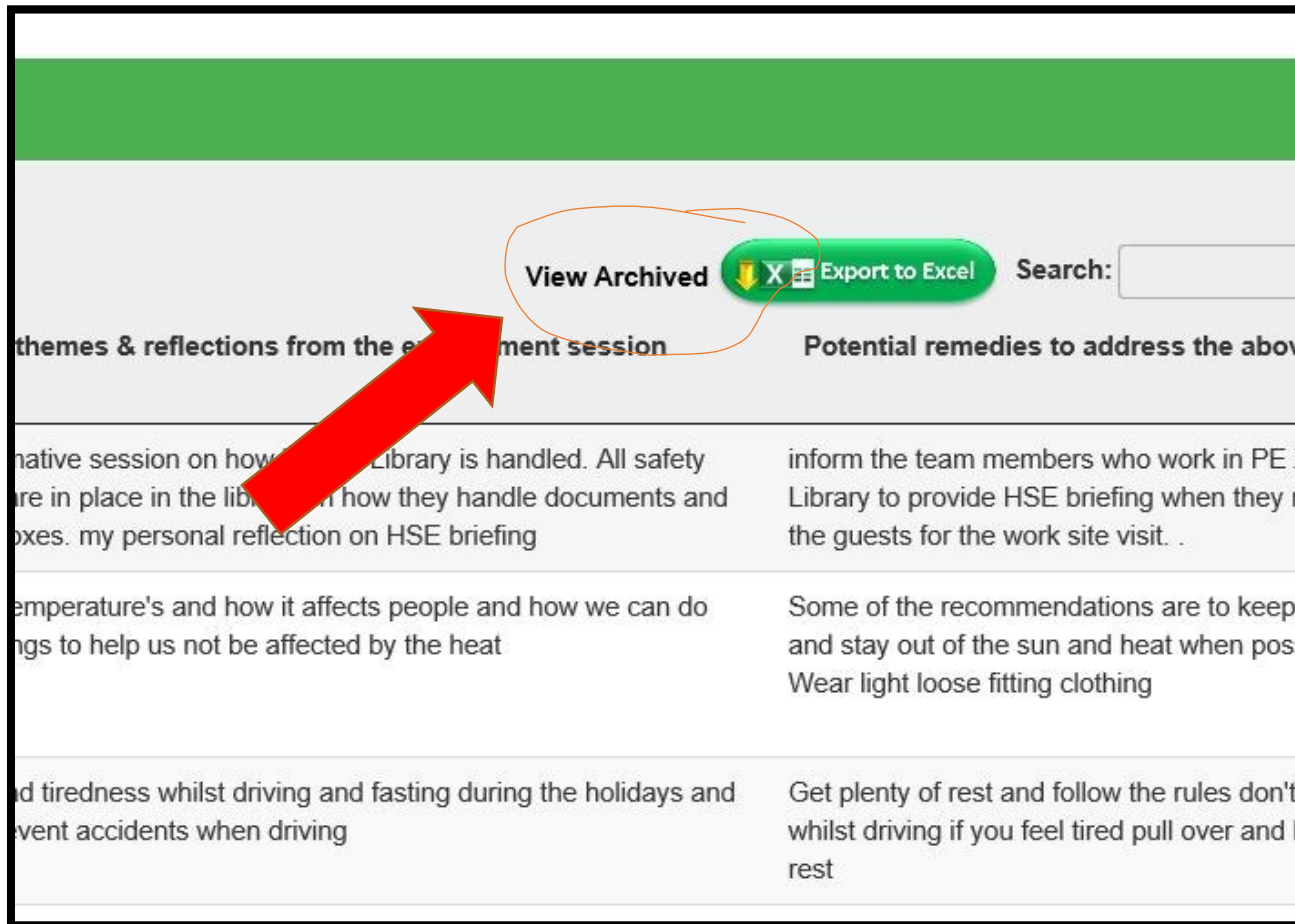
temperature's and how it affects people and how we can do
things to help us not be affected by the heat

Some of the recommendations are to keep hydra
and stay out of the sun and heat when possible.
Wear light loose fitting clothing

and tiredness whilst driving and fasting during the holidays and
prevent accidents when driving

Get plenty of rest and follow the rules don't text
whilst driving if you feel tired pull over and have a
rest

- B) 2nd option, go to “ View Archived “ and export all the inputs from the start date of the tool until the date of the report.



- 5- Use all available information to monitor your HSE performance and update the VMB. Which is also made Available on Engage for excellence website.



Dashboard
Template to Measur