



# KPA

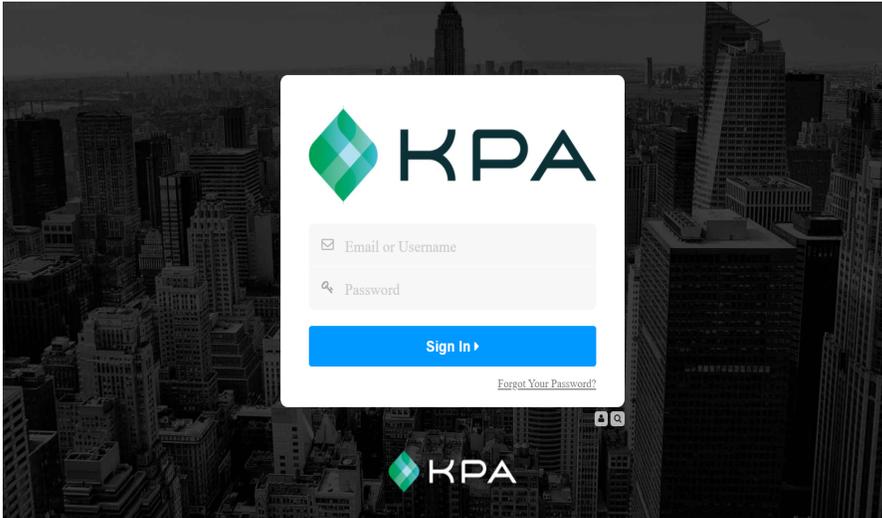
## Getting Started

*You can use KPA EHS from your computer's web browser or from the iPhone/Android app.*

*This guide explains both methods.*

*For additional information,  
checkout the video guides available at [help.kpaehs.com](http://help.kpaehs.com)*

# How To Use KPA EHS From Your Computer



## 1) Go To The Web Site

[yourcompany.kpaehs.com](http://yourcompany.kpaehs.com)

The link for your website will have your company name in it.

Your username and password will be provided by your company.

**Welcome to KPA EHS**

Please choose a password.

REGISTRATION

Choose a Password:

Re-enter the password:

[Continue](#)

## 2) Update Your Password

First off, you need to choose a new password. Decide on a new password and enter it twice. Then press "Continue".

**Open Tasks** Add New Task

- Ladder Safety is Required**  
This training is required, but you have never completed it.
- Fire Extinguisher: Monthly Inspection**  
a year ago EX-0006-DEMO is out of date.

0

Reports Today

6

Last 30 Days

Incident Report (1)

Fire Extinguisher Monthly Inspection (5)

**Latest Responses**

10/7/21, 3:44pm	Fire Extinguisher Monthly Inspection	Derrick Brown
10/7/21, 3:13pm	Incident Report	Derrick Brown
10/4/21, 2:51pm	Fire Extinguisher Monthly Inspection	Derrick Brown

**GPS Location**

### 3) Dashboard

This is your homepage. If you have any open tasks, you will see them listed here.

**KPA**

- Home
- Forms
- Employees
- Training
- Equipment
- Control Panel
- Resources
- Analysis

All **Safety** Inspections Fleet Incidents +

- Cleaning & Personal Hygiene Inspection**  
Cleaning & Personal Hygiene Inspection for workplace environments. Inspections [Fill Out](#)
- Driver Vehicle Inspection Report (DVIR)**  
A Driver Vehicle Inspection Report as required by D.O.T. Federal Motor Carrier Safety Regulations. Fleet [Fill Out](#)
- Fire Extinguisher Monthly Inspection**  
The form for inspecting fire extinguishers monthly. (Hidden) Inspections
- Incident Report**  
Report the details of an injury, spill, fire, failure, down time, etc. Safety [Fill Out](#)
- Jobsite Safety Inspection Checklist**  
A job-site safety inspection checklist form that covers PPE, housekeeping, fire protection, material handling & storage, tools, electrical, ladders, and more. Safety [Fill Out](#)
- Near Miss Report**  
Report events that qualify as a near miss. Safety [Fill Out](#)
- Observation Report**  
Safety observation report to track safe and unsafe observations. Safety [Fill Out](#)

### 4) Choose a Report

You will also see a list of reports that you can fill out. Click the report name to begin filling it out.

**NEAR MISS REPORT** Submit for Someone Else +

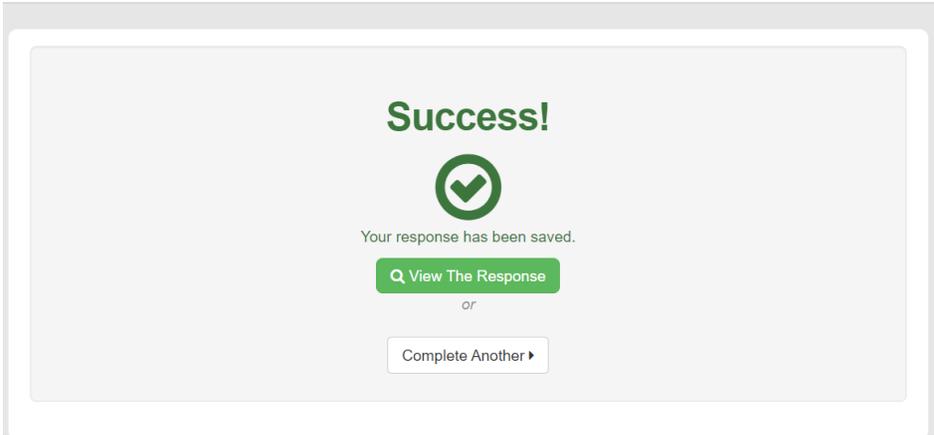
- Field Office**: Dallas
- Line of Business**: Concrete
- Company**: Emerson Finishing
- Category**: Working  Driving  Environmental
- Working Category**: Awareness
- Body Part Potentially Affected**: Shoulder/Arm, Hand/Finger
- Severity**: Low  Medium  High  Critical
- Probability of Recurrence**: Rare  Random  Frequent  Accepted

### 5) Fill Out The Report

Now you can fill out the report.

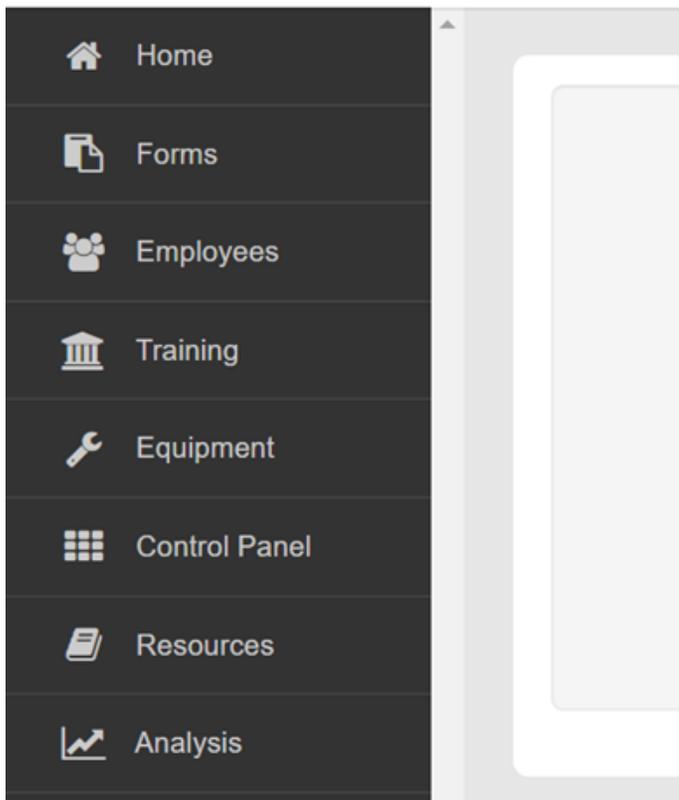
If you are prompted for access to your location, be sure to allow access to your location.

Press "Submit" when finished.



## 6) Success

That's it! You have successfully submitted a report via the website.

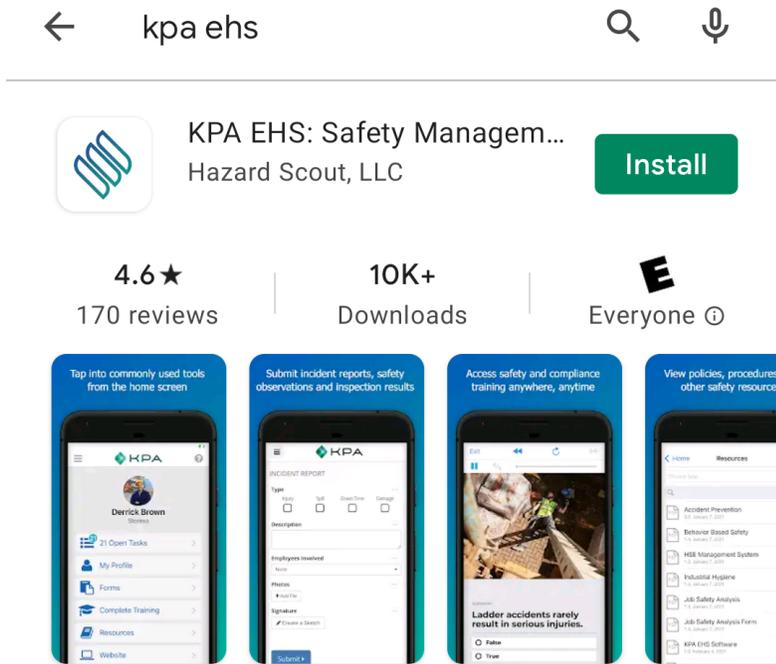


## 7) Menu Options

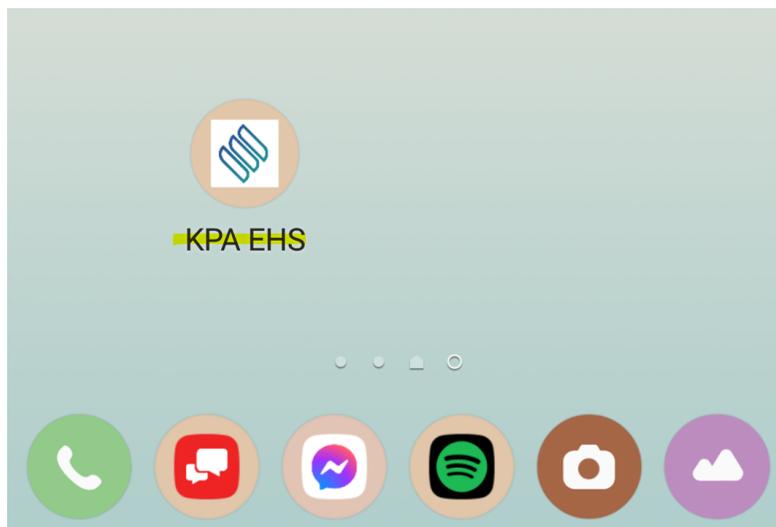
The menu on the left allows you to navigate the website. You can view the home page or you can press "Forms" to submit a report.

# How To Use The KPA EHS App

The KPA EHS App is available for iPhone, iPad, and Android devices. The app allows you to fill out reports without an internet connection, receive notification, and more.



Previously iScout. KPA EHS is a powerful yet flexible safety management app.



## 1) Go To The App Store

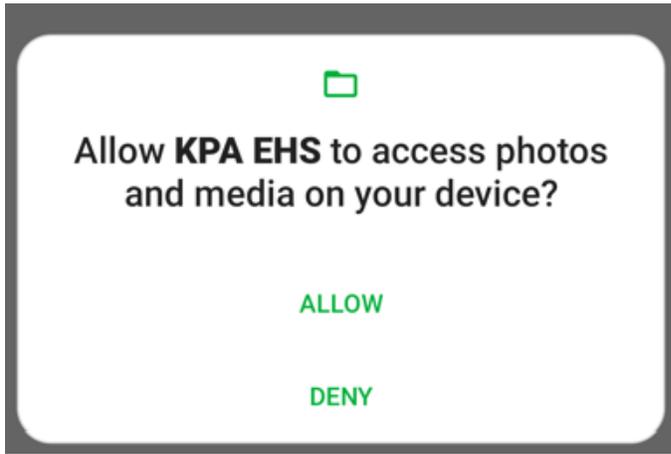
iPhone and iPad users can search “KPA EHS” in the Apple App Store.

Android users can search “KPA EHS” in the Google Play Store.

The KPA EHS app is free.

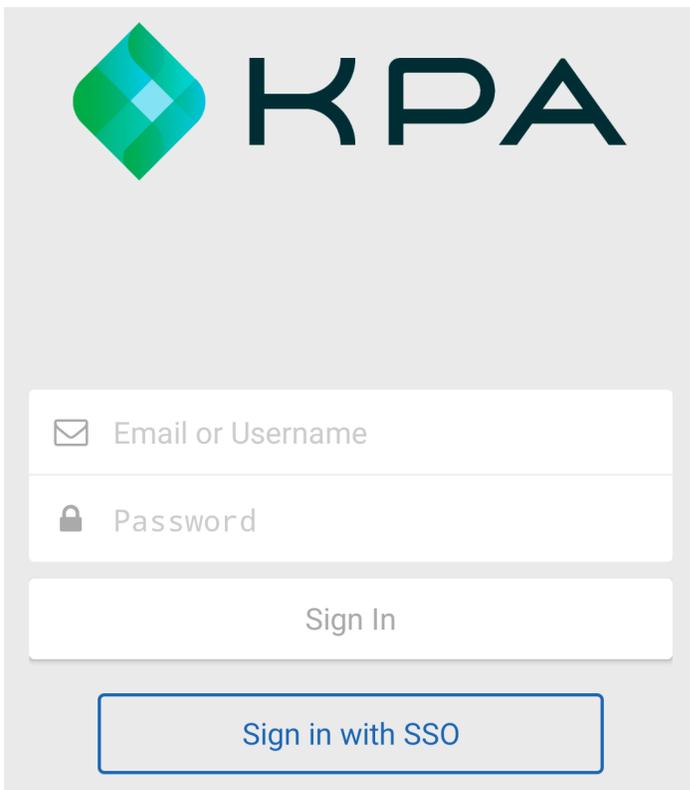
## 2) Open The App

Once you download the app from the App Store, you should see a KPA EHS icon on your home screen. Press it.



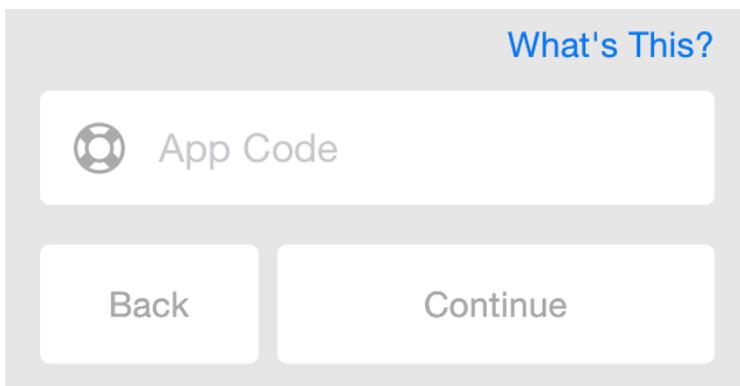
### 3) Allow Access

The app will ask to allow access to your photos and media. Make sure you press ALLOW when you are prompted.



### 4) Sign In

Now sign-in using your same username and password that you would use on the website. Your login info was provided by your company. Be sure to use your new password if you changed it.

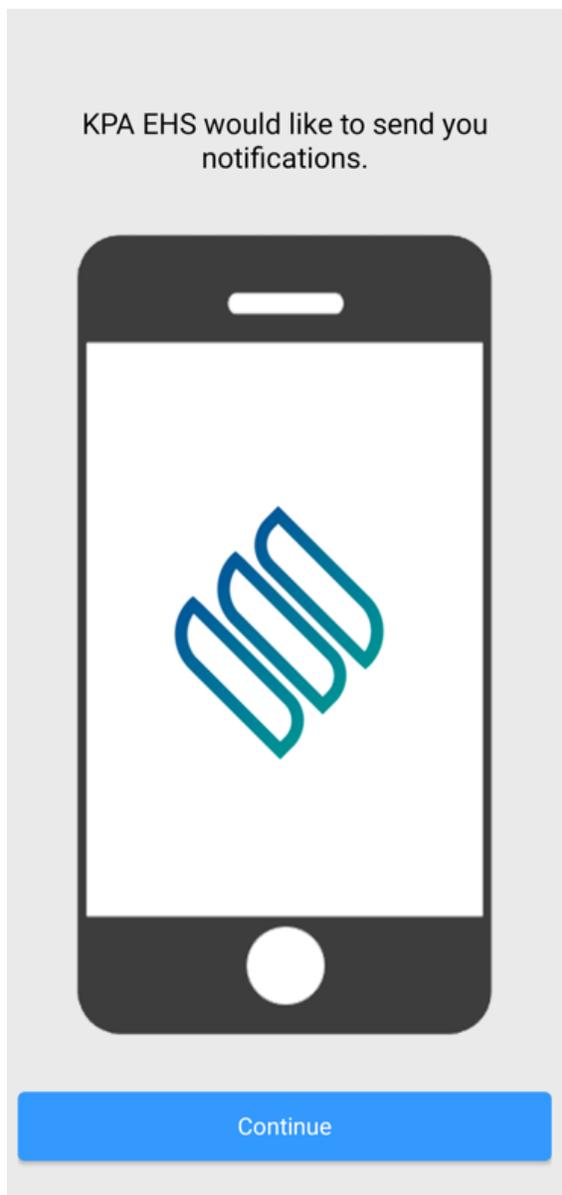


### 5) App Code

This is rare, but in some cases the app may ask for your App Code. You can find this code on your employee profile on the website. Press "What's This" for help.

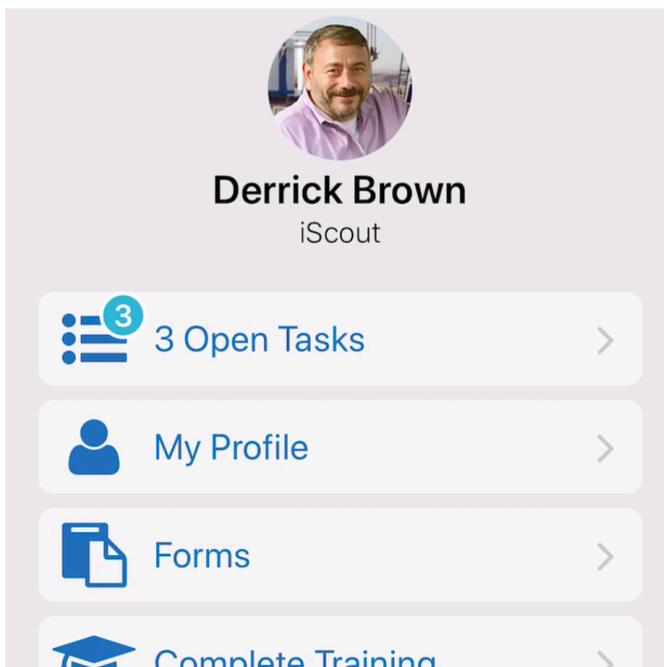
## 6) Enable Notifications

Now you need to confirm that the system can send alerts to this device. Press "Yes" then continue.



## 7) Home Screen

Congratulations, you're in! You should see your name along with a few different links for reports, resources, etc.



Done



## REPORTS

**Near Miss Report**

**Observation Report**

Number of pending uploads:

0

UP TO DATE

Home

Resources



## Health & Safety



**HSE Management System**

1.5, September 4, 2015



**Workplace Principles and Poli**

## 8) Reports

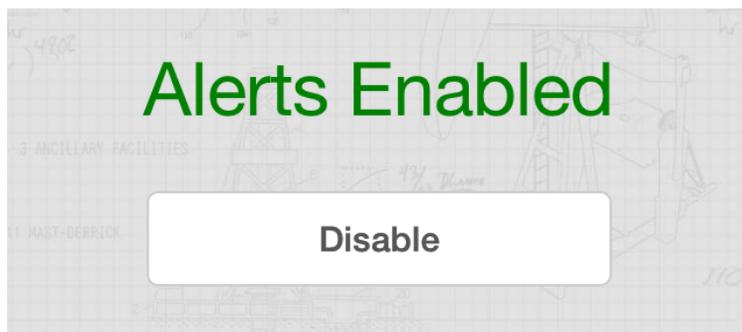
To submit a report, press the “Reports” button then choose your report.

## 9) Pending Reports

Once you submit a report it will be uploaded immediately. If you don't have an internet connection then the report will wait on your “Pending Reports” screen until a connection is established. You can view the “Pending Reports” screen to see if any reports are still on your device.

## 10) Resources

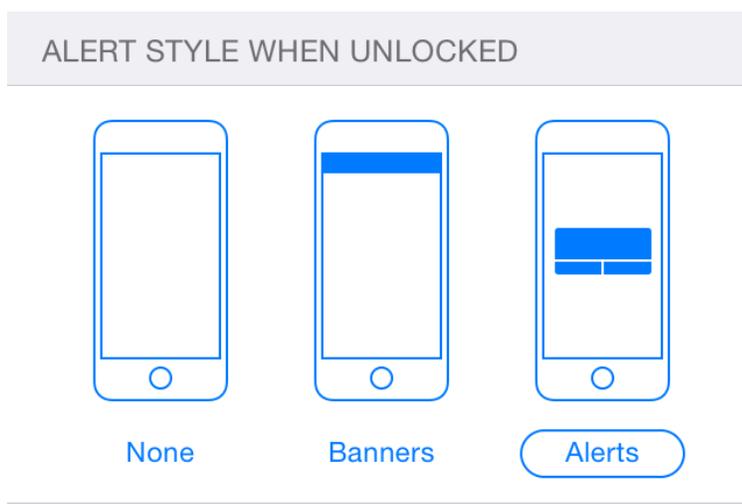
You can view your company's resources (PDFs, etc) by pressing the “Resources” button.



## 11) Alerts

Press the "Alert Settings" button to make sure alerts are enabled for your device.

Your employee profile on the website will let you send yourself a test alert to make sure it is setup properly.



## 12) Alert Style

By default, the iPhone will show alerts at the top of your screen. If you wish to show them in the center of your screen then go to Settings App > Notifications > KPA EHS > Alert Style and choose "Alerts".

**For additional information, checkout the 30+ Video Guides which are available on: [help.kpaehs.com](http://help.kpaehs.com)**