



User Guide



WELCOME TO FIRS

FIRS is an industry-driven reporting and forms management system that enhances data capture for proactive safety monitoring. Designed with contractors in mind, FIRS simplifies incident reporting to just five easy questions, while offering safety managers a user-friendly platform to streamline safety reporting.

Important: The data you or your team submit on FIRS remains completely confidential and will not be shared with BCFSC or any external organizations unless you choose to do so.

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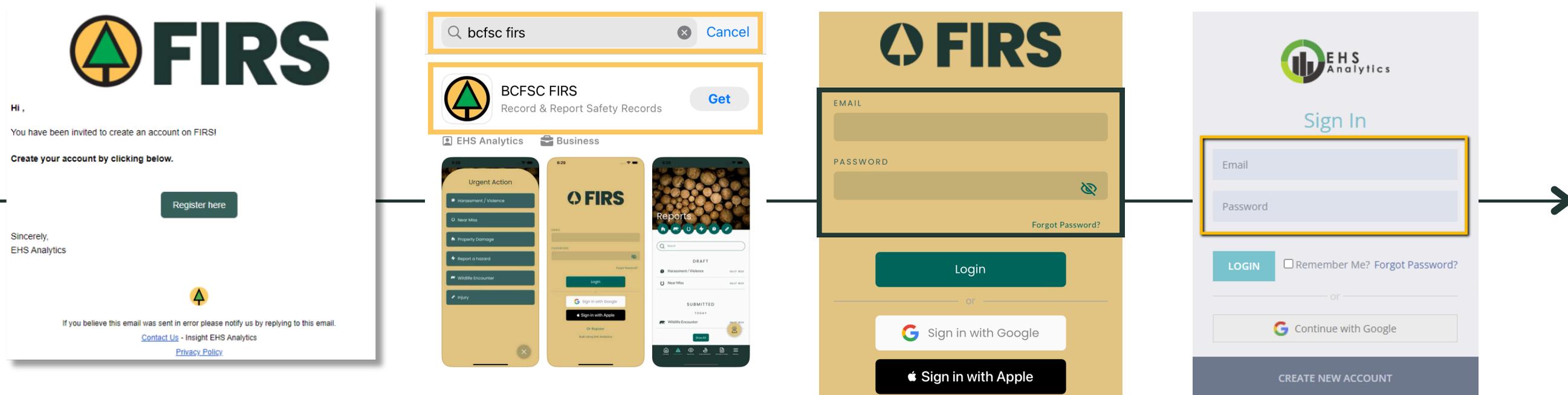
17.3. Adding a Safety Resource/Proj.Manager/
Site Supervisor

17.4.. Adding a Supervisor to a worker

1) Access BCFSC FIRS

02 Search and download "BCFSC FIRS" in your app store on your mobile device.

04 If not completed yet, set up FIRS for your organization in the EHS Dashboard at app.ehsanalytics.com (See steps 2, 3, 4, 5 & 11 of this user guide for a complete set up).

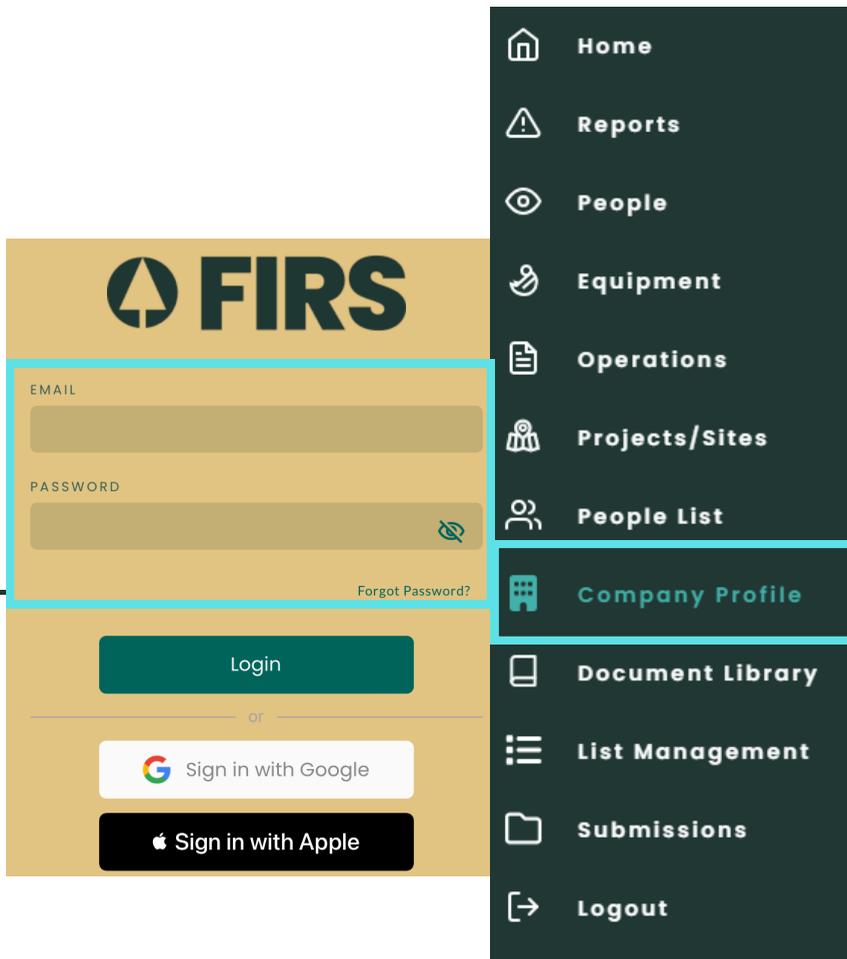


01 Register and create your password by clicking on your "Invitation to FIRS" email.

03 Ensure you can login with your email and password you created in your set up email by going to firs.ehsanalytics.com. This is the FIRS Web App.

Note: Using Google Chrome is recommended. Install it [here](#).

Add your Company Profile (Web)



01 Sign into FIRS on your computer at firs.ehsanalytics.com and click on "Company Profile" on the left.

Note: Using Google Chrome is recommended. Install it [here](#).

02 Fill in your company information such as your WorkSafe BC Number, Classification Units, SAFE Certification Number, COR Certification Number and more. Click "Save" once you are done.

A screenshot of the 'Company Profile' form in the FIRS system. The form is titled 'Company Profile' and is divided into several sections: 'Company Information', 'WSBC Information', and 'Additional Information'. The 'Company Information' section includes fields for 'LEGAL COMPANY NAME*' (Bubba Gump), 'COMPANY TRADE NAME / DBA' (Bubba Gump), and 'COMPANY OWNER(S)' (A/B/A). The 'WSBC Information' section includes a field for 'WSBC ACCOUNT NUMBER' (WSBCNumber123) and a list of 'LIST ALL THE COMPANY'S WSBC CLASSIFICATION UNIT(S)' with options like '701008 Farm Labour Supply or Farm Services', '701009 Feed Lot', '703012 Logging Road Construction or Maintenance', '703006 Ground Skidding, Horse Logging, or Log Loading', and '703003 Cable or HI-Lead Logging'. The 'Additional Information' section includes fields for 'SAFE CERTIFICATION NUMBER' (SAFENumber123) and 'COR CERTIFICATION NUMBER' (COR123). A 'Save' button is located at the bottom right of the form.

03 Your company profile information will automatically populate the "SAFE Companies Audit" header when you submit your SAFE Companies audit evidence through FIRS.

#1 How to reset your FIRS password on the FIRS Mobile App

3 Ways to reset your password on FIRS

02 Enter the email you use to log into FIRS and click "Submit".

04 Enter your email and your new password and click "Reset".

EMAIL

PASSWORD

Forgot Password?

Login

BACK

Please provide your email and a password reset link shall be emailed to you.

EMAIL

Send password reset email

EHS - Reset Password Inbox x

Reset your password



Reset your password.

Enter your e-mail address below to reset your EHS Analytics password.

Email

Password

Re-type Your Password

Reset

01 Go to your BCFSC FIRS mobile app and click on "Forgot Password?".

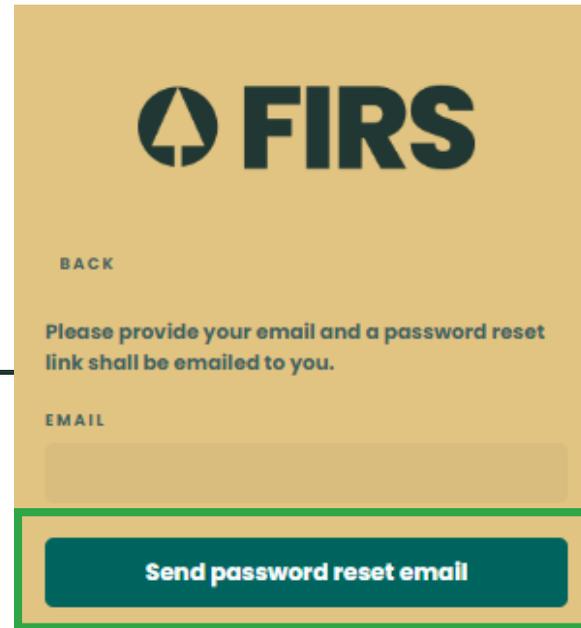
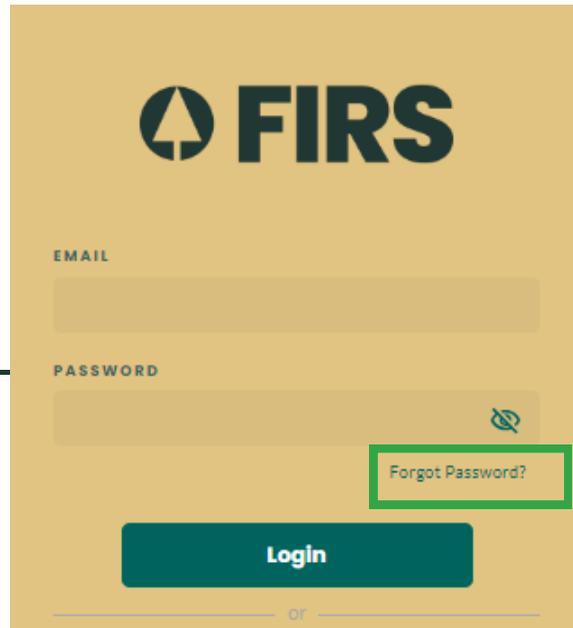
03 A password reset email will be sent to your email inbox. Click on "Reset your password".

#2 How to reset your FIRS password on the FIRS Web App

3 Ways to reset your password on FIRS

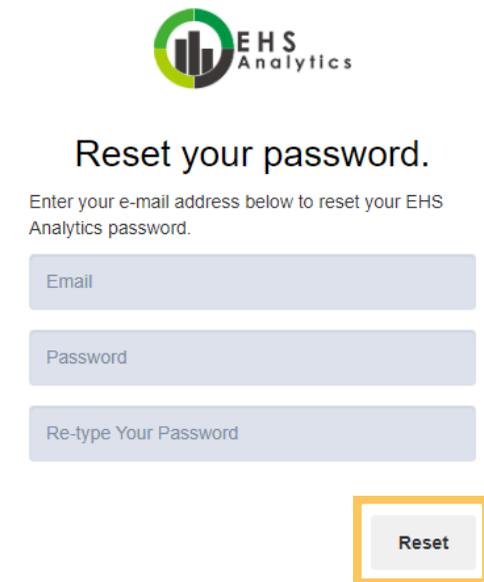
02 Enter the email you use to log into FIRS and click "Send password reset email".

04 Enter your email and your new password and click "Reset".



EHS - Reset Password Inbox x

Reset your password



01 Go to firs.ehsanalytics.com and click on "Forgot Password?".

03 A password reset email will be sent to your email inbox. Click on "Reset your password".

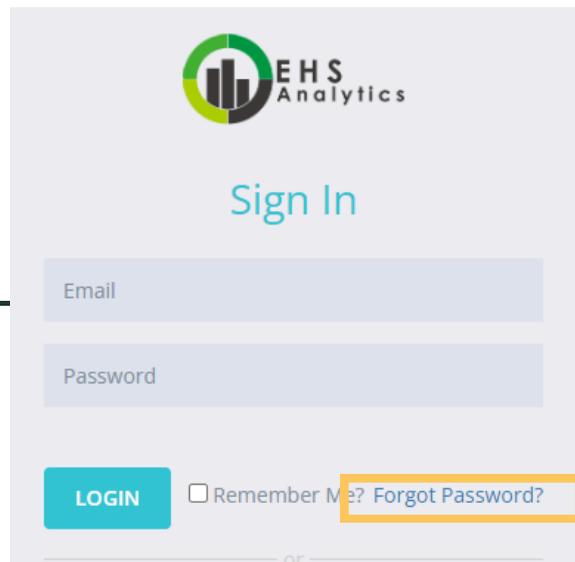
Note: Using Google Chrome is recommended. Install it [here](#).

#3 How to reset your FIRS password in the EHS Dashboard

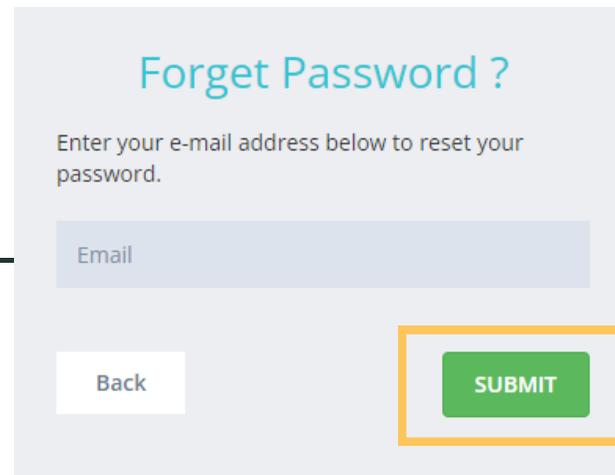
3 Ways to reset your password on FIRS

02 Enter the email you use to log into FIRS and click "Submit".

04 Enter your email and your new password and click "Reset".



The screenshot shows the EHS Analytics Sign In page. It features the EHS Analytics logo at the top left. Below the logo is the text "Sign In". There are two input fields: "Email" and "Password". At the bottom left is a blue "LOGIN" button. To its right is a checkbox labeled "Remember Me?". Further right is a link labeled "Forgot Password?" which is highlighted with an orange box.

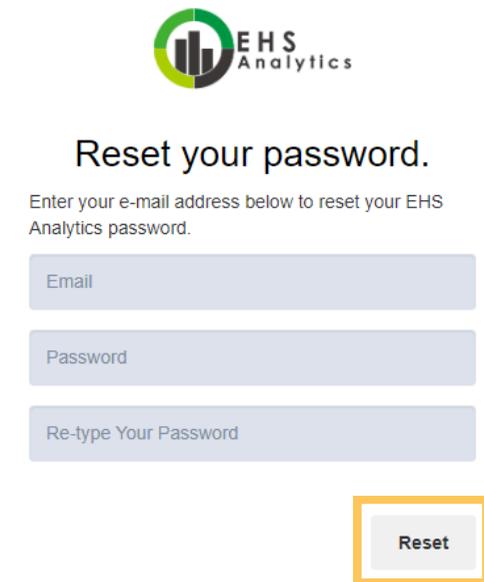


The screenshot shows the "Forget Password?" page. It has the EHS Analytics logo at the top. The main heading is "Forget Password?". Below it is the instruction "Enter your e-mail address below to reset your password." There is an "Email" input field. At the bottom left is a "Back" button. At the bottom right is a green "SUBMIT" button, which is highlighted with an orange box.

EHS - Reset Password Inbox x



The screenshot shows an email inbox entry. The subject is "EHS - Reset Password" with an "Inbox x" indicator. The main content of the email is a large blue button that says "Reset your password", which is highlighted with an orange box.



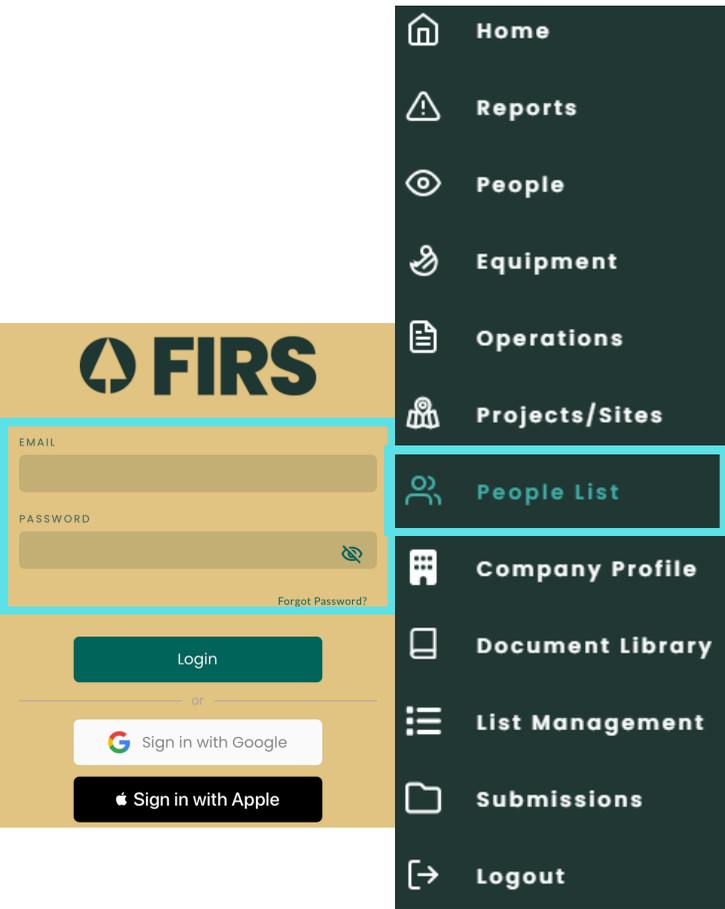
The screenshot shows the "Reset your password." page. It has the EHS Analytics logo at the top. The main heading is "Reset your password.". Below it is the instruction "Enter your e-mail address below to reset your EHS Analytics password." There are three input fields: "Email", "Password", and "Re-type Your Password". At the bottom right is a "Reset" button, which is highlighted with an orange box.

01 Go to app.ehsanalytics.com and click on "Forgot Password?".

03 A password reset email will be sent to your email inbox. Click on "Reset your password".

Note: Using Google Chrome is recommended. Install it [here](#).

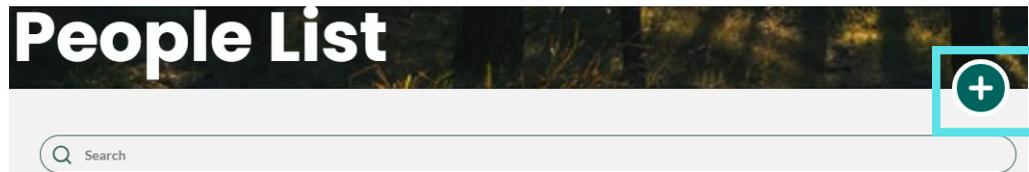
2) Add and Invite Users to FIRS



01 Sign into FIRS on your computer at firs.ehsanalytics.com and click on "People List" on the left.

Note: Using Google Chrome is recommended. Install it [here](#).

02 Search for the person by their name or click on the green circle with the white + sign on the top right to add a new person.



Add a Person

FIRST NAME *

John

LAST NAME *

Smith

EMAIL

john@firs.com

SUPERVISOR

Q

03 Fill out their information, including their "Email" and "Supervisor".

The supervisor will receive an email alert when that person submits a Quick report.

Tip: Before adding FIRS roles to a person, please ensure that their email is entered. - So that they can receive an invitation to join FIRS.

04 Toggle to "Yes" under "Access", to choose an appropriate role. Once assigned, the invited person will receive an invitation to join FIRS via their email.

ACCESS

Yes No

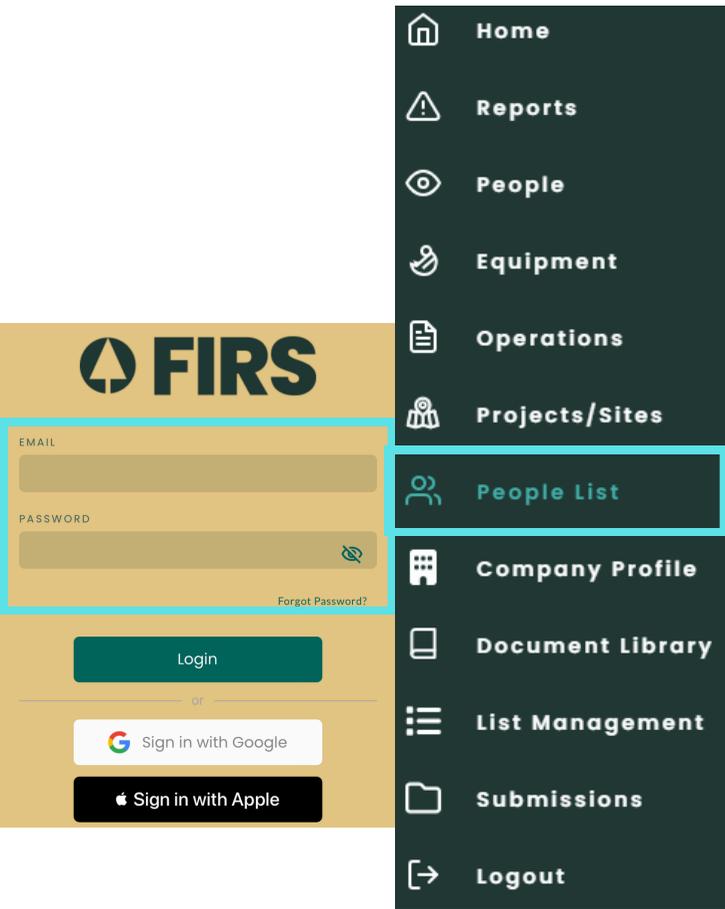
ROLE

BU Manager

FIRS Admin

3) Set Up People Records on your FIRS Web App

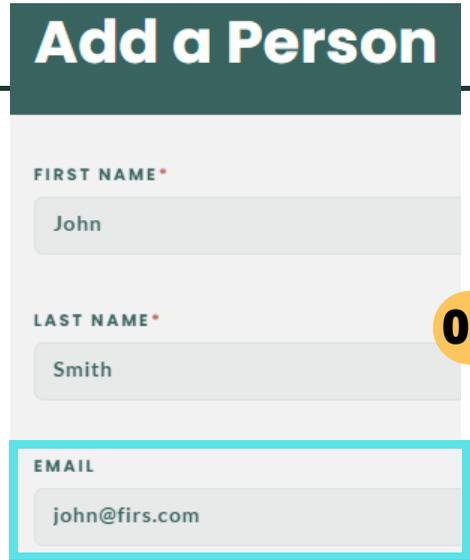
01 Sign into FIRS on your computer at firs.ehsanalytics.com and click on "People List" on the left.



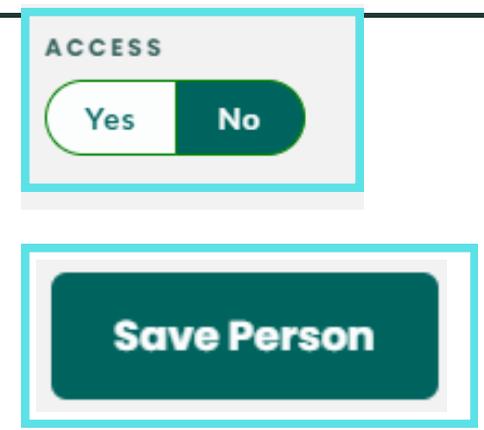
02 Search for the person by their name or click on the green circle with the white + sign on the top right to add a new person.



03 Fill out their information, including their email.

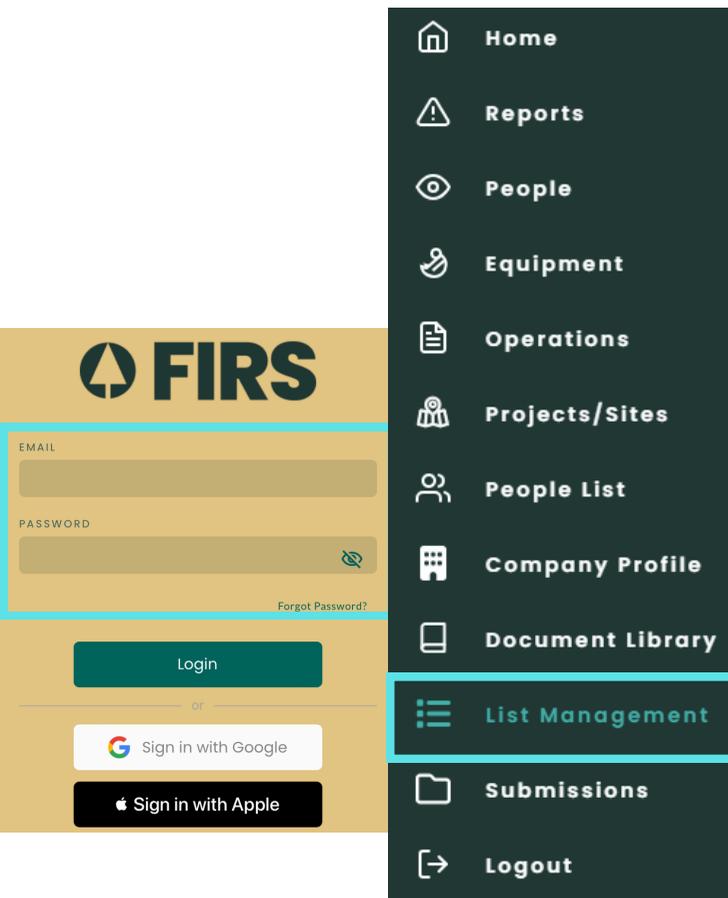


04 Toggle to "No" under "Access" and click "Save Person" to make that person a "People Record". You will be able to select them (as a record) in the forms, but they will not have access to your organization's FIRS account.



Note: Using Google Chrome is recommended. Install it [here](#).

4) Set Up Certification and Training Types - FIRS Web App



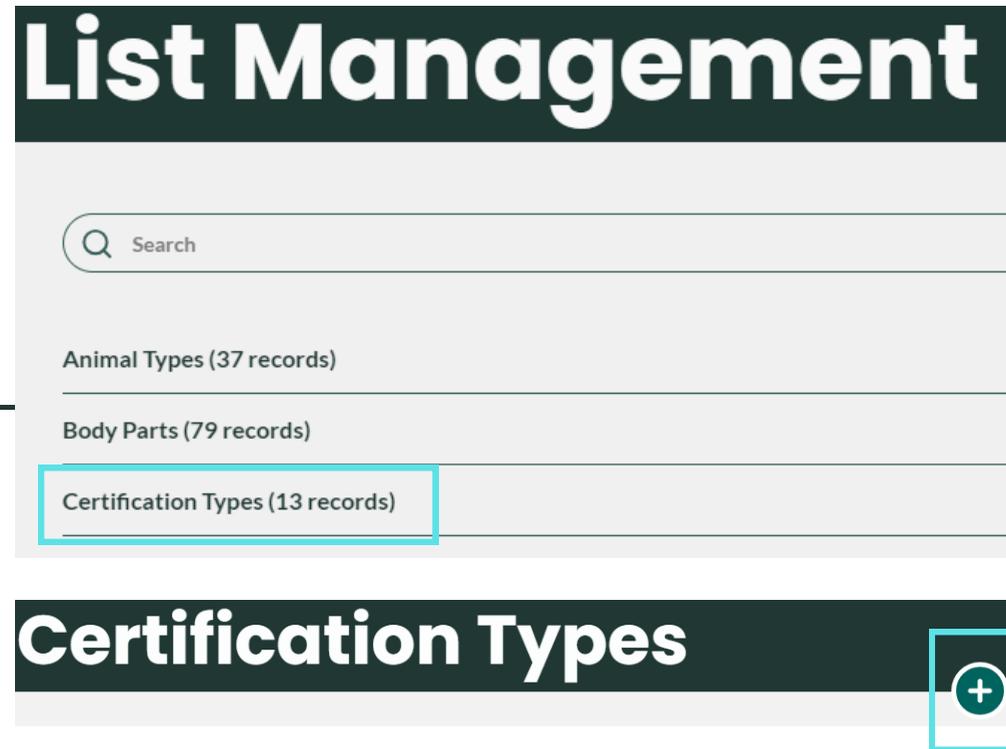
01

Sign into FIRS on your computer at firs.ehsanalytics.com and click on "List Management" on the left.

Note: Using Google Chrome is recommended. Install it [here](#).

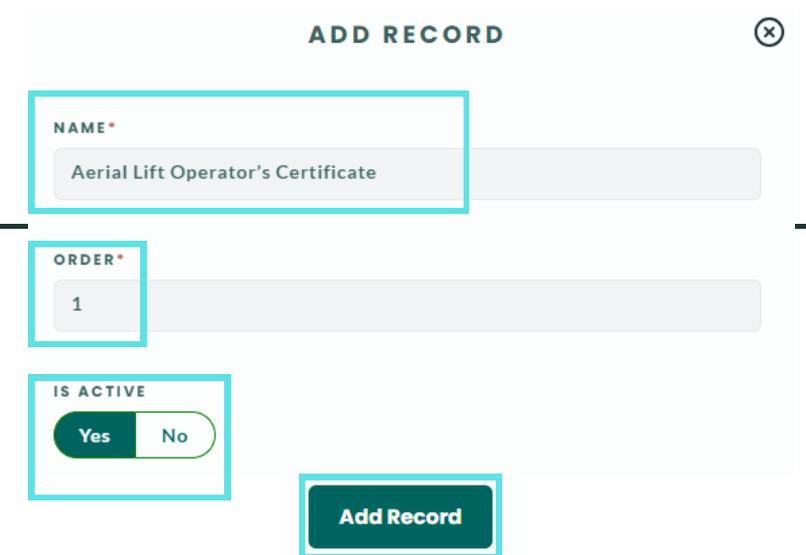
02

Select "Certification Types" and click on the green circle with the white + sign on the top right to add Certifications.



03

Enter the name of the Certificate, the order number represents in what order the certificate will appear in the list and click "Add Record".



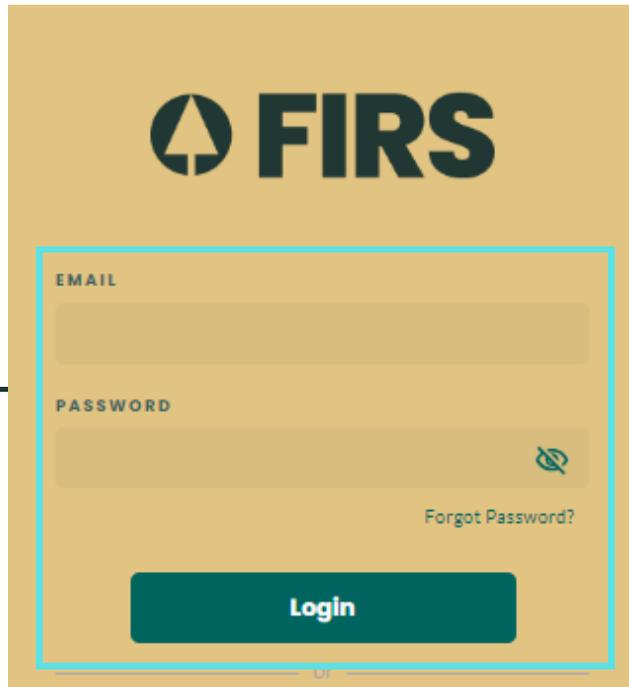
04

To add "Training Types", repeat steps 1-3 on this page but select "Training Types" in step 2.

4.1) Add Certification and Trainings - Mobile

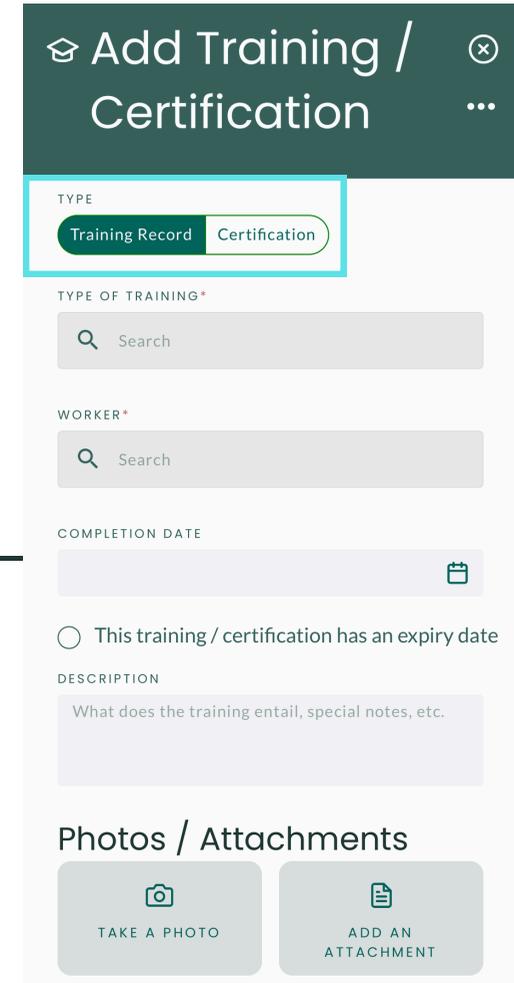
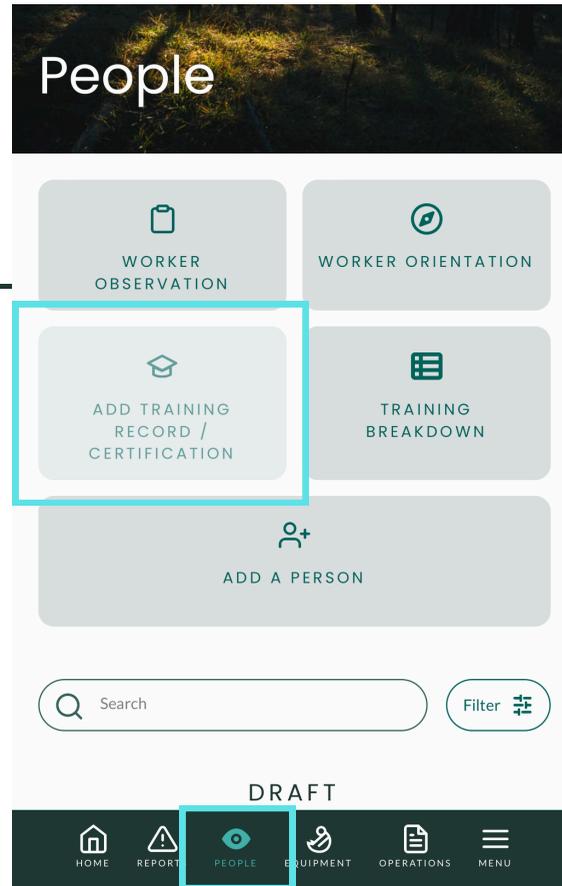
02

Click on the "People" menu on the bottom and select "Add Training/Certification".



01

Log into the BCFSC FIRS app on your mobile device.



03

Toggle between "Training" and "Certification" to select record type. Fill in the details and click "Done" when completed.

4.1 Add Certification and Trainings - Web

02 Click on “Add Training Record/Certifications” and select the type of record you’d like to add.

The image illustrates the process of adding a training record or certification in the FIRS web application. It consists of three sequential screenshots:

- First Screenshot:** The FIRS login page. The left navigation bar is visible, with the 'People' menu item highlighted in red. The login form includes fields for email and password, a 'Login' button, and options for 'Sign in with Google' and 'Continue with Apple'.
- Second Screenshot:** The main dashboard. A grid of options is shown, including 'WORKER OBSERVATION', 'WORKER ORIENTATION', 'ADD TRAINING RECORD / CERTIFICATION', 'TRAINING BREAKDOWN', and 'ADD A PERSON'. The 'ADD TRAINING RECORD / CERTIFICATION' option is highlighted with a red box. Below it, a zoomed-in view of the 'TYPE' selector shows 'Training Record' and 'Certification' buttons, with 'Certification' selected.
- Third Screenshot:** The 'Add Training / Certification' form. The 'TYPE' selector is set to 'Certification'. The form includes fields for 'TYPE OF CERTIFICATION*', 'WORKER*', and 'COMPLETION DATE'. There is a radio button option for 'This training / certification has an expiry date'. Below these fields is a 'Photos / Attachments' section with an 'ADD AN ATTACHMENT' button. A 'Done' button is at the bottom right.

01 Sign into your FIRS account at firs.ehsanalytics.com and click on “People” on the left navigation bar.

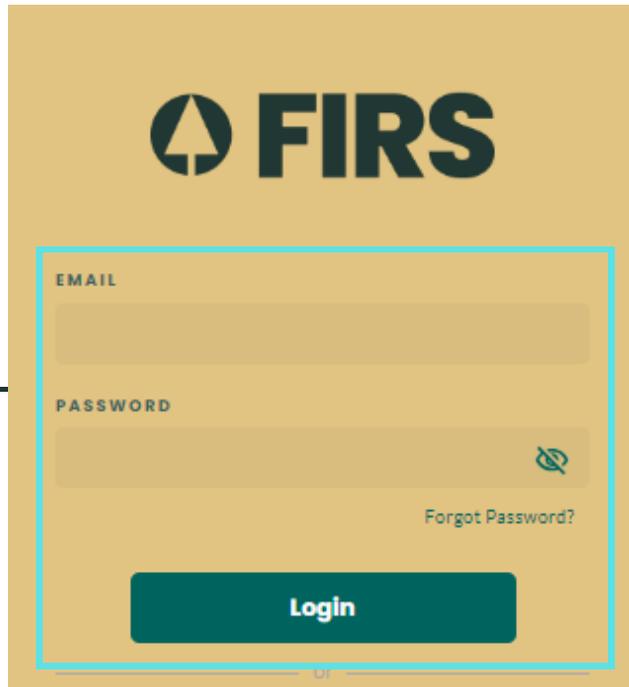
Note: Using Google Chrome is recommended. Install it [here](#).

03 Search and find the training/certification from your list. - If you do not find the record, might have to add it in from your dashboard ([see step 4](#)). Add the worker. Click “Done” to save.

4.2 View Training Breakdown - Mobile

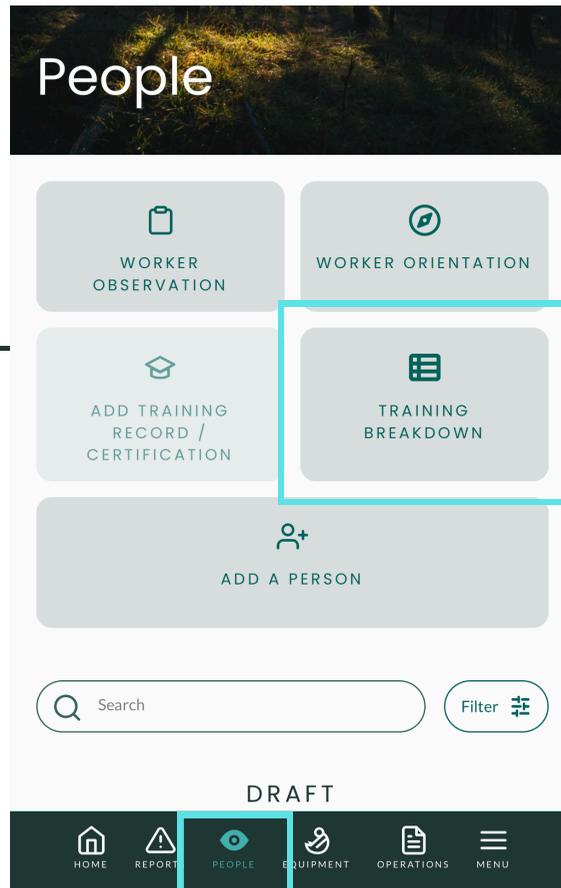
02

Click on the "People" menu on the bottom and select "Training Breakdown".



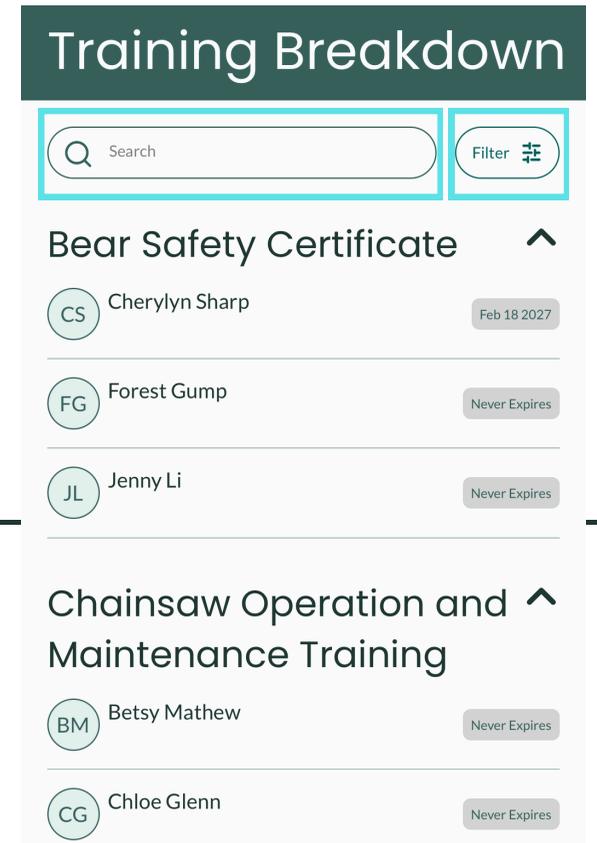
01

Log into the BCFSC FIRS app on your mobile device.



03

You can search trainings and certifications by name of the person (in the search bar) or also use the filter on the top right to narrow down your search.



4.2 View Training Breakdown - Web

02

Here you can see a list of trainings and certifications as well as the associated worker names. You can filter the trainings/breakdown by Person, Expiry Status, and/or Type.



The screenshot shows the 'Training Breakdown' page. At the top is a dark green header with the text 'Training Breakdown'. Below the header is a search bar with a magnifying glass icon and the word 'Search'. The main content area is divided into two sections. The first section is titled 'Bear Safety Certificate' and lists three workers: Cherylyn Sharp (CS), Forest Gump (FG), and Jenny Li (JL). The second section is titled 'Chainsaw Operation and Maintenance Training' and lists two workers: Betsy Mathew (BM) and Chloe Glenn (CG). To the right of the main content is a 'Filter' panel. The 'Filter' panel has a search bar and three sections: 'Person', 'Expiry Status', and 'Type'. The 'Person' section has a search bar. The 'Expiry Status' section has four options, each with a checked checkbox: 'Valid', 'Expiring Soon', 'Expired', and 'Never Expires'. The 'Type' section has two options, each with a checked checkbox: 'Bear Safety Certificate' and 'Chainsaw Operation and Maintenance Training'. An arrow points from the 'TRAINING BREAKDOWN' item in the navigation menu to the 'Filter' panel.

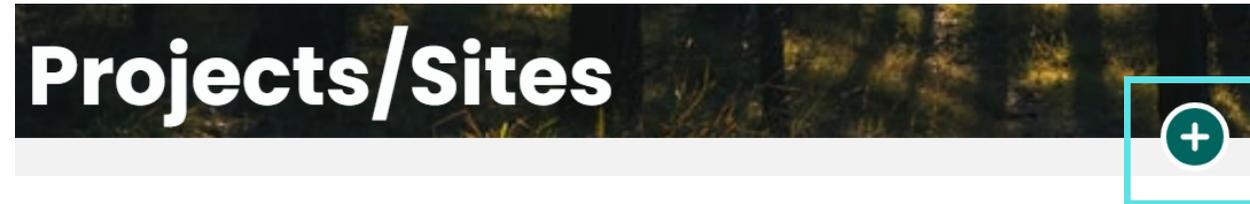
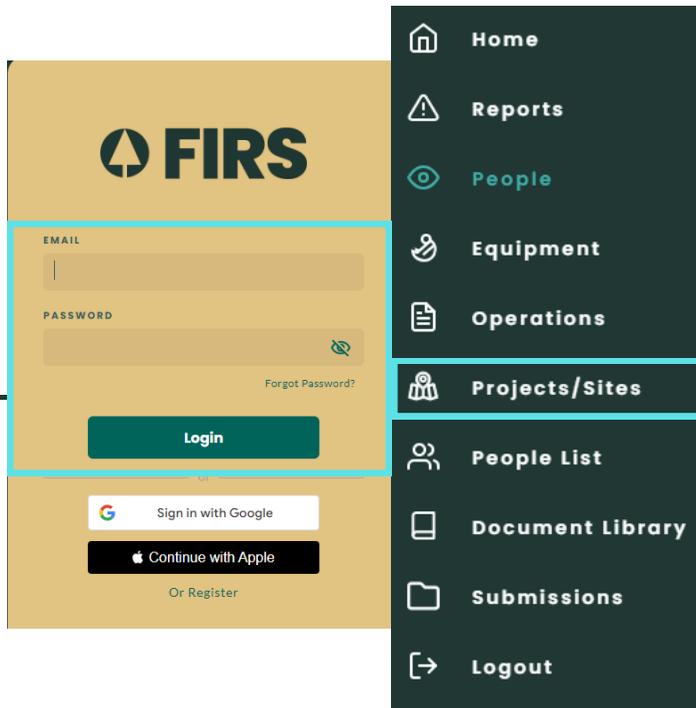
01

To go to "Training Breakdown", click on "People" on the left navigation menu.

Note: Using Google Chrome is recommended. Install it [here](#).

5) Set Up Projects/Sites - pt. 1

02 Click on the green circle with the white “+” plus sign on the top right to add a new project/site.

The form is titled 'Add a Project/Site' and contains the following fields:

- Name**: Acme Forest Products
- ADDRESS**: 111 Acme Warehouse
- PROVINCE**: British Columbia (with a 'CHANGE' button)
- CITY**: Prince George (with a 'CHANGE' button)
- POSTAL CODE**: V3A2P3

Below the form is a map of British Columbia with a red pin and a red box highlighting the location of Prince George.

01 Sign into FIRS on your computer at firs.ehsanalytics.com and click on “Projects/Sites” on the left.

03 Fill out the project/site information and click on the map to select the location of the project/site.

Note: Using Google Chrome is recommended. Install it [here](#).

5) Set Up Projects/Sites - pt. 2

The screenshot shows a form for setting up a project or site. It includes sections for 'Active Dates', 'People', and a 'Create Site' button. Annotations with green arrows point to specific fields: the 'Safety Resource' field, the 'Project Manager' field, and the 'End' date field. A text box explains that the project/site becomes inactive upon reaching its end date.

Active Dates

START
May 01, 2023

People

SITE SUPERVISOR

PROJECT MANAGER

WORKERS

SELECT

Create Site

The "Safety Resource" and the "Project Manager" will receive email alerts when a Quick report is submitted about that project/site.

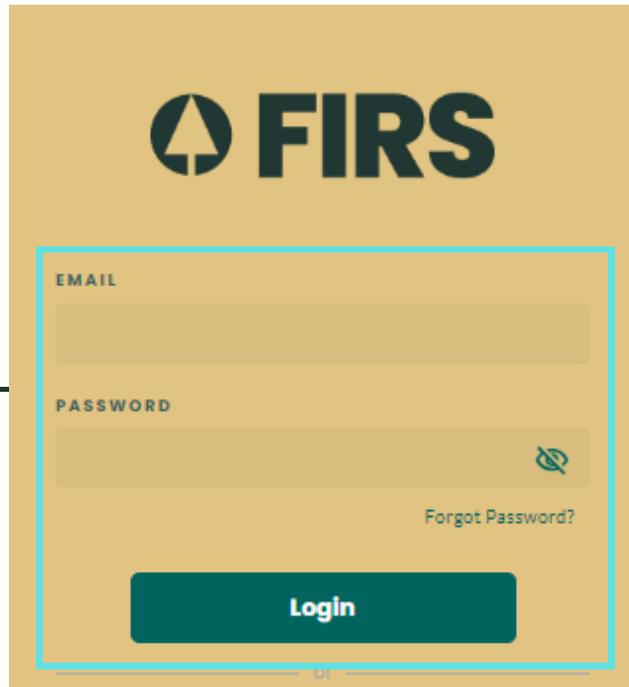
The "Project/Site" will be inactive (becomes "Project/Site - Inactive" in the forms) once it reaches its "End" date.

04 Once you are done, please click "Create Site"

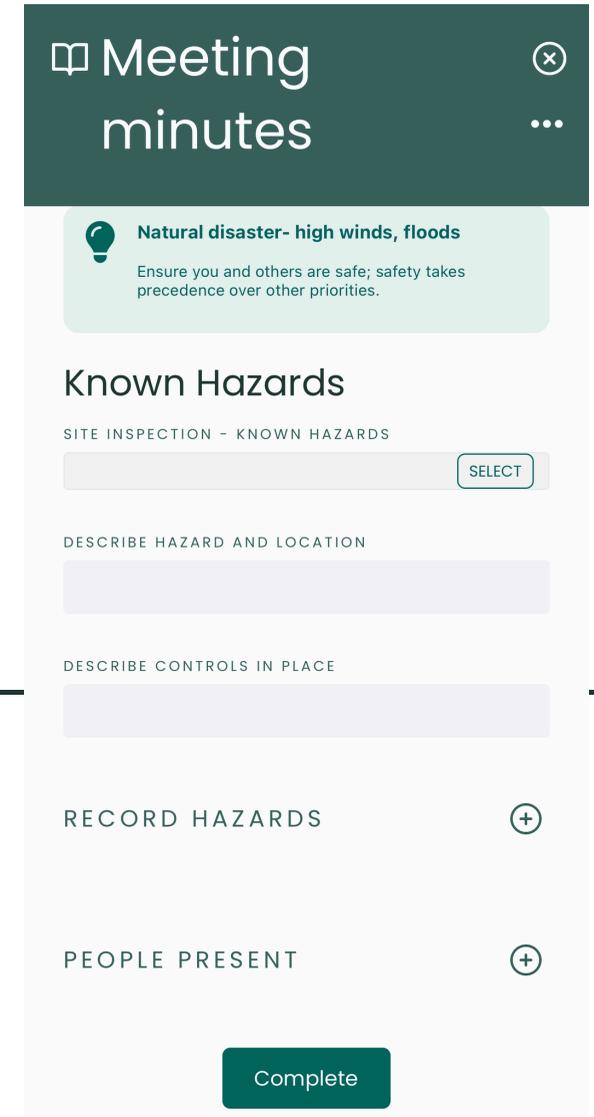
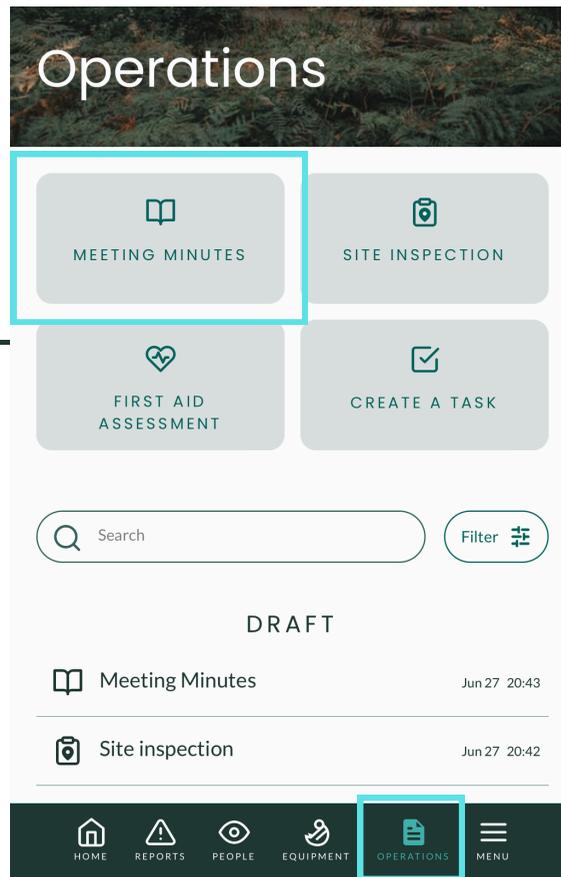
Note: Using Google Chrome is recommended. Install it [here](#).

5.1) Add Meeting Minutes - Mobile

02 Click on the "Operations" menu on the bottom and select "Meeting Minutes".



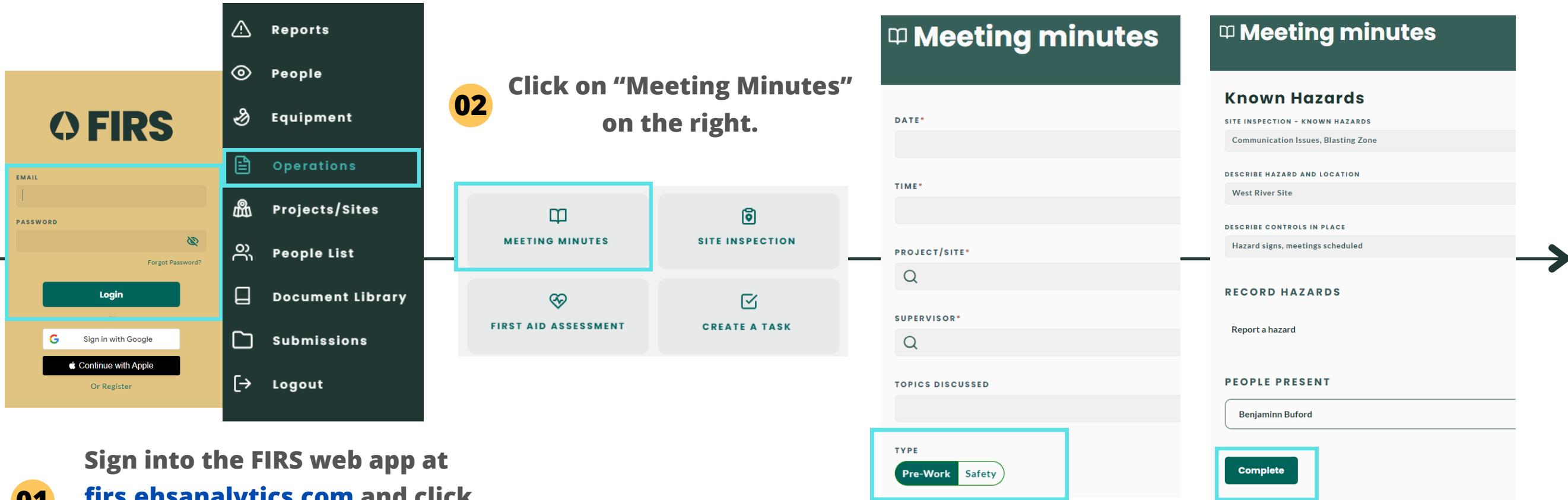
01 Log into the BCFSC FIRS app on your mobile device.



03 Fill in the details and click "Complete" on the bottom when you are done.

5.1) Add Meeting Minutes - Web

04 Remember to click "Complete" when you are done.



Note: Using Google Chrome is recommended. Install it [here](#).

03 Toggle between "Pre-Work" or "Safety" to choose the type of meeting minute you'd like to record.

5.2) Add Site Inspections - Mobile

02 Click on the “Operations” menu on the bottom and select “Site Inspection”.

EMAIL

PASSWORD

Forgot Password?

Login

01 Log into the BCFSC FIRS app on your mobile device.

Operations

MEETING MINUTES

SITE INSPECTION

FIRST AID ASSESSMENT

CREATE A TASK

Search

Filter

DRAFT

Meeting Minutes Jun 27 20:43

Site inspection Jun 27 20:42

HOME REPORTS PEOPLE EQUIPMENT OPERATIONS MENU

Site inspection

RADIO / COMMUNICATION POSTED

Yes No

Radio frequencies, protocols and means of communications are posted and being followed by all workers.

Comments...

TASKS

Photos / Attachments

TAKE A PHOTO

ADD AN ATTACHMENT

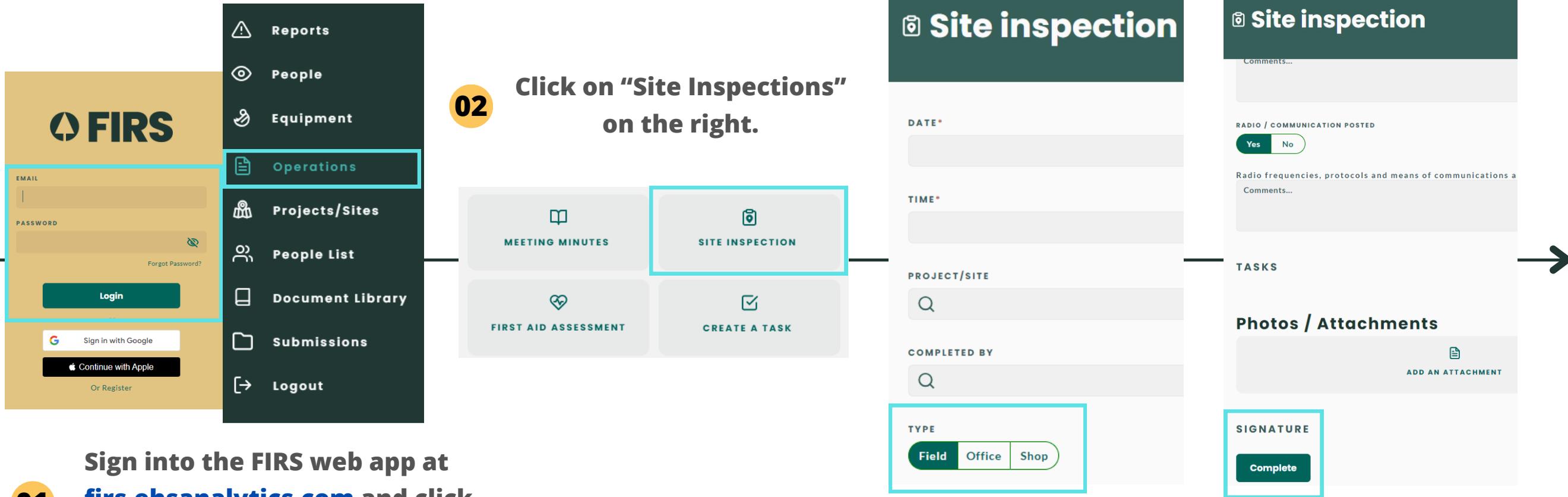
SIGNATURE

Complete

03 Fill in the details and click “Complete” on the bottom when you are done.

5.2) Add Site Inspections - Web

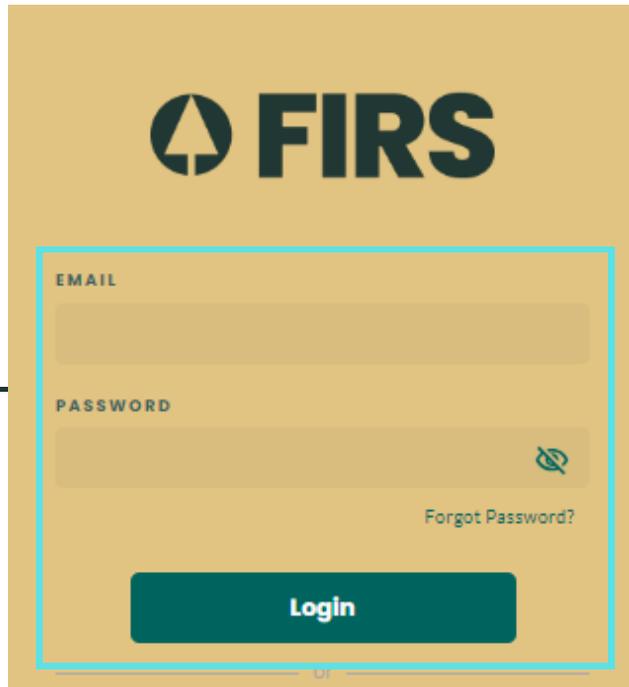
04 Remember to click **“Complete”** when you are done.



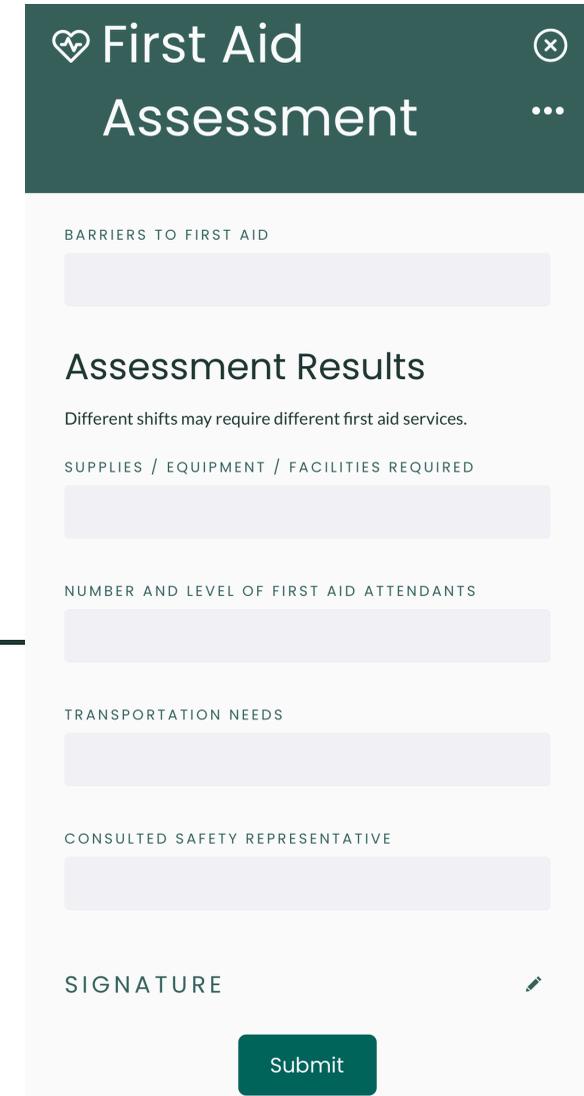
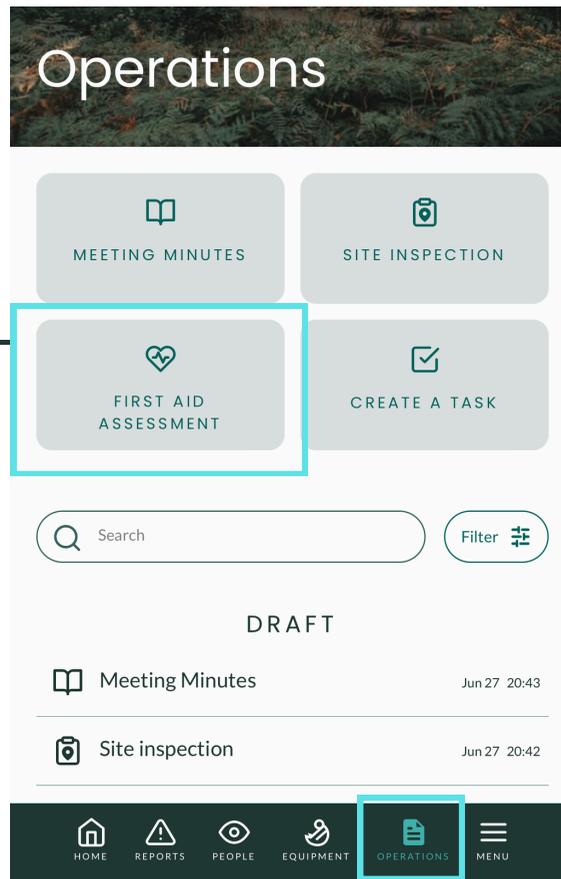
Note: Using Google Chrome is recommended. Install it [here](#).

5.3) Add First Aid Assessments - Mobile

02 Click on the "Operations" menu on the bottom and select "First Aid Assessment".



01 Log into the BCFSC FIRS app on your mobile device.



03 Fill in the details and click "Submit" on the bottom when you are done.

5.3) Add First Aid Assessments - Web

01 Sign into the FIRS web app at firs.ehsanalytics.com and click on "Operations" on the left.

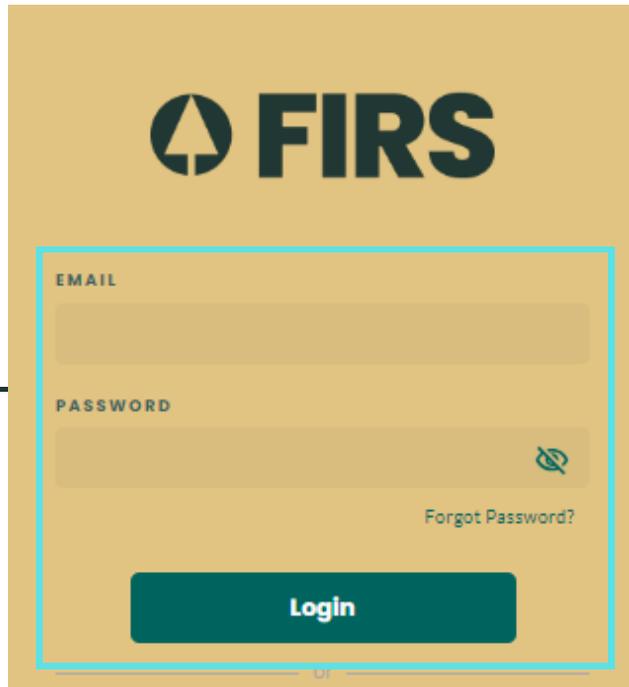
02 Click on "First Aid Assessment" on the right.

03 Follow the instructions on the form to fill out any necessary details. Click "Submit" when you are done.

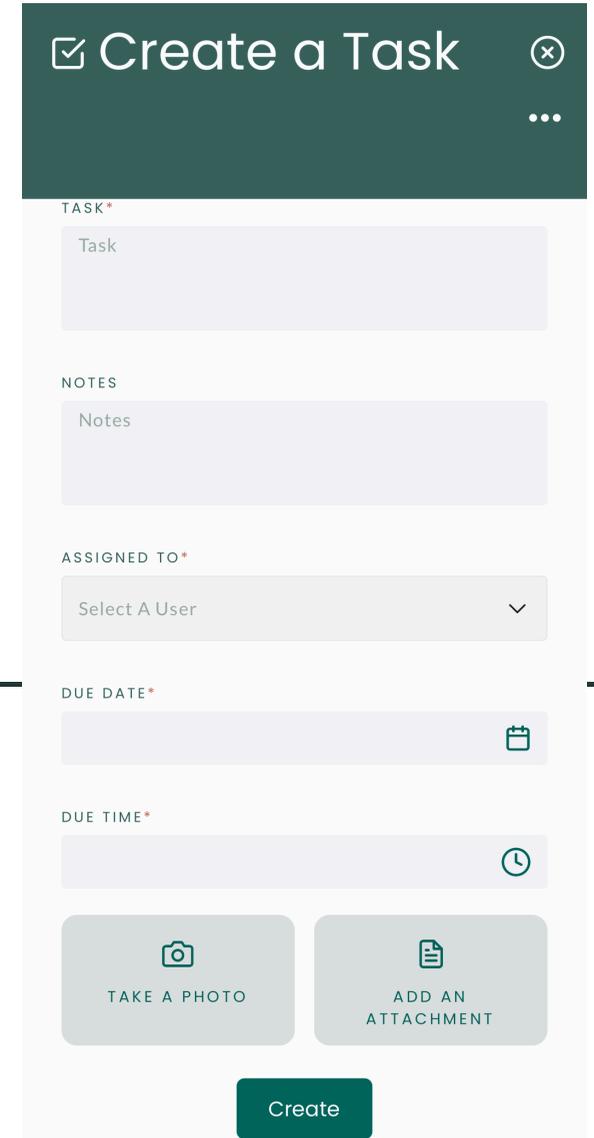
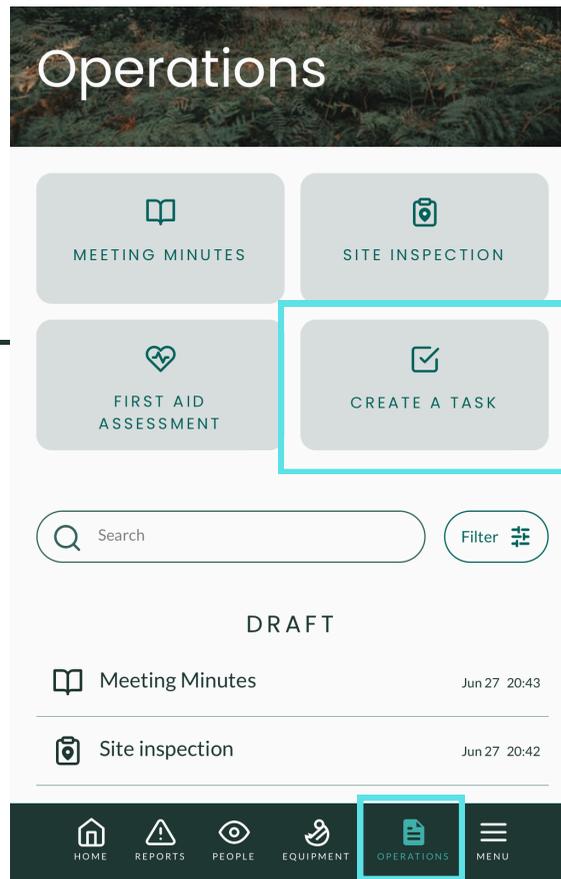
Note: Using Google Chrome is recommended. Install it [here](#).

5.4) Task Management - Mobile

02 Click on the "Operations" menu on the bottom and select "Create a Task".



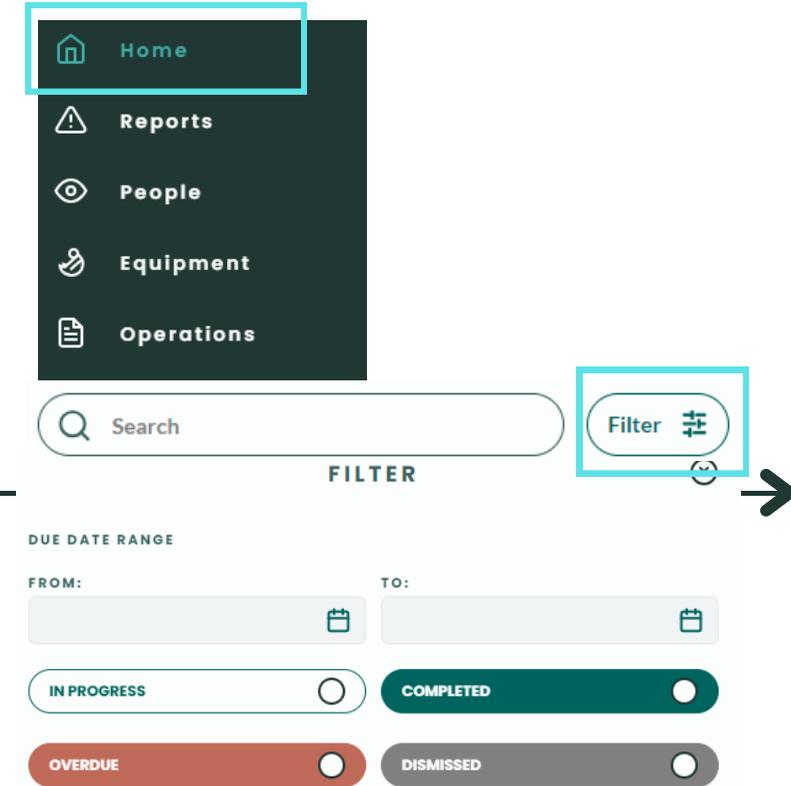
01 Log into the BCFSC FIRS app on your mobile device.



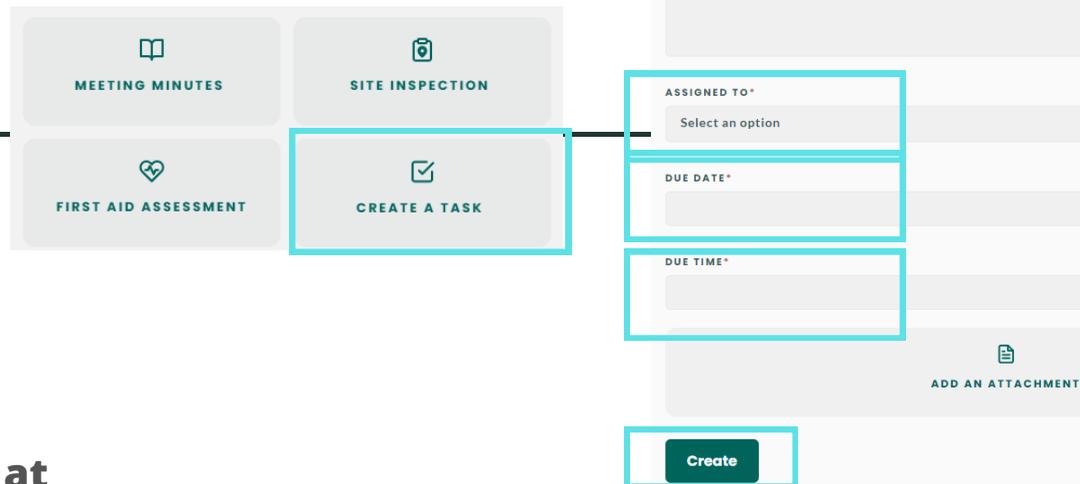
03 Fill in the details and click "Create" on the bottom when you are done.

5.4) Task Management - Web

04 Search and filter through a list of tasks in your "Home" menu.

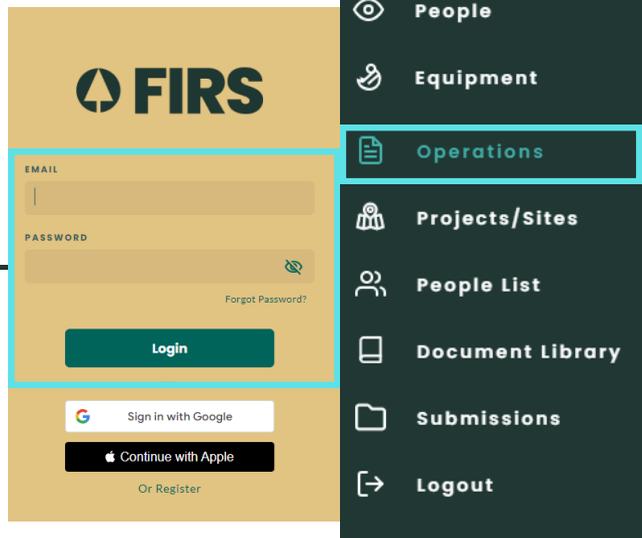


02 Click on "Create a task" on the right.



03 Fill in the details box by box to create a task.

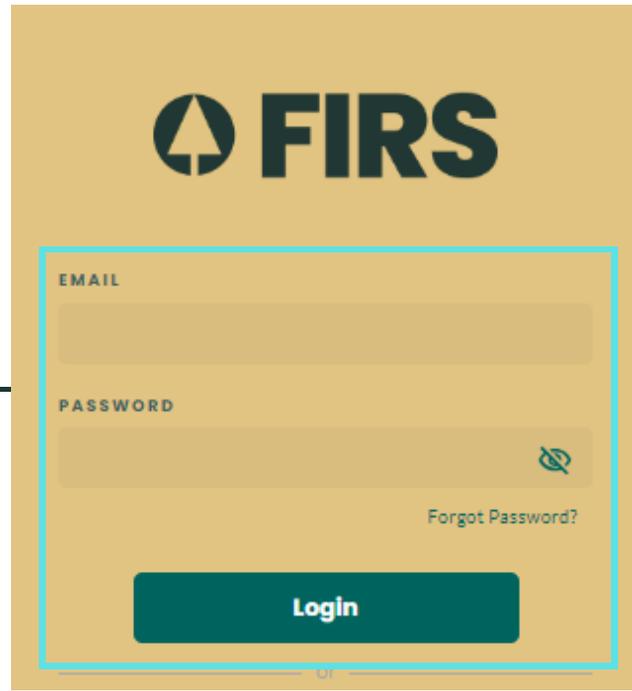
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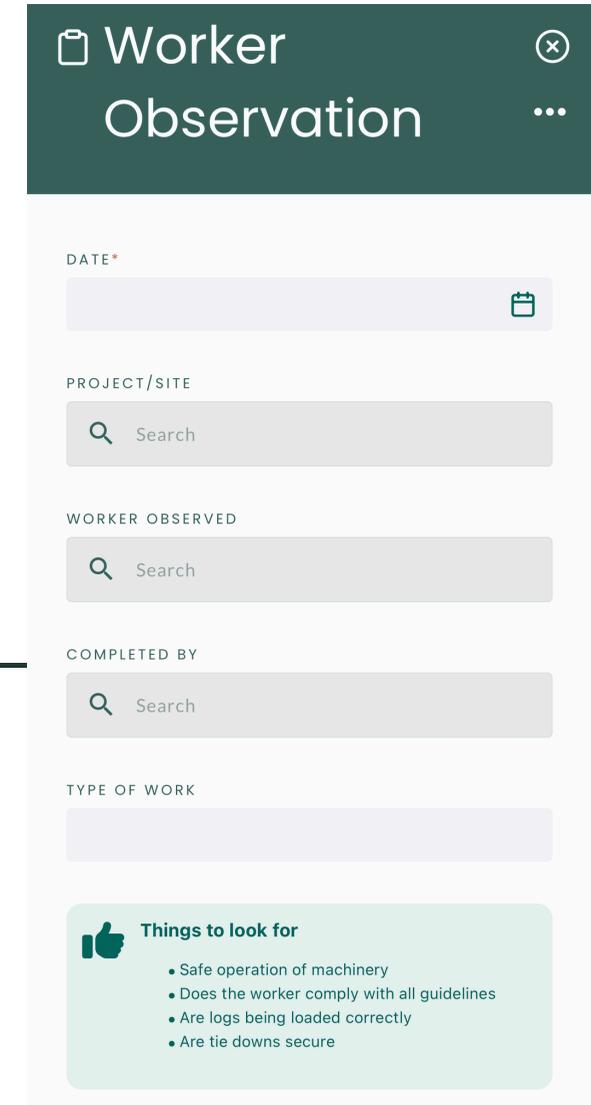
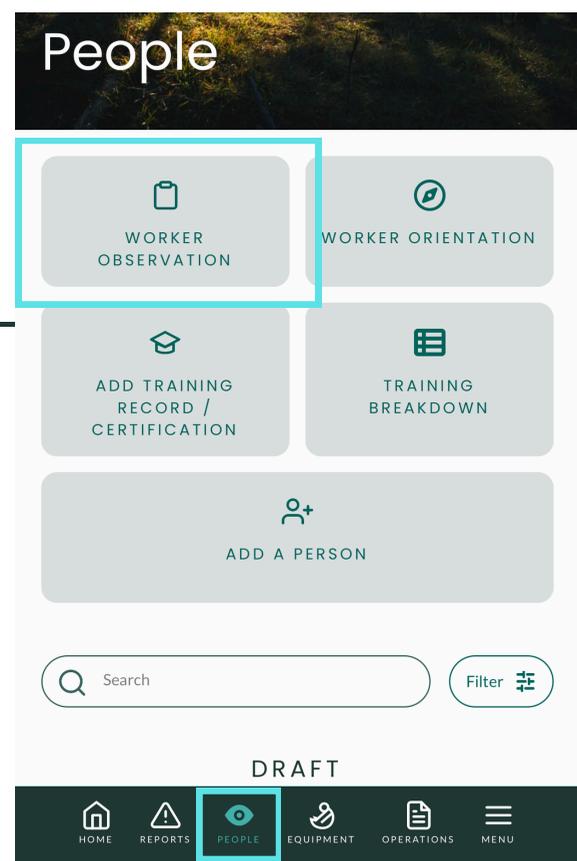
Note: Using Google Chrome is recommended. Install it [here](#).

6) Worker Observations - Mobile

02 Click on the "People" menu on the bottom and select "Worker Observations".

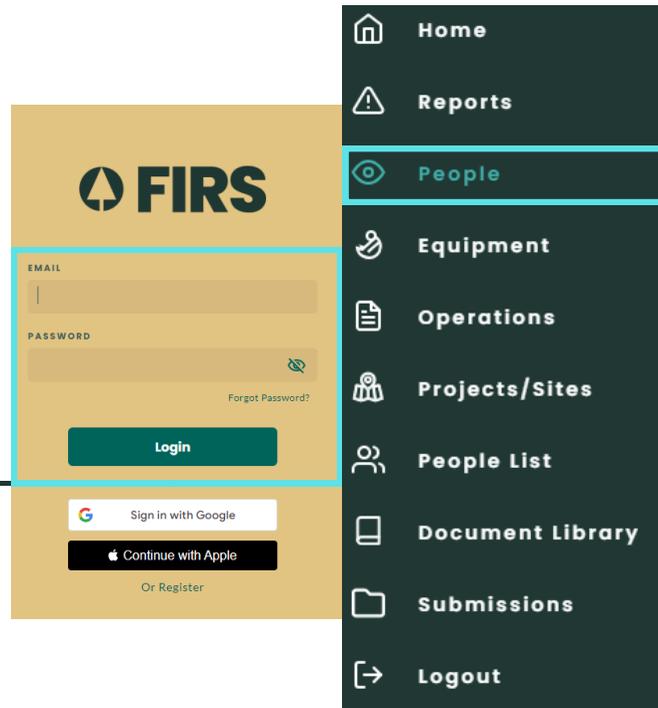


01 Log into the BCFSC FIRS app on your mobile device.



03 Fill in the details and click "Complete" on the bottom when you are done.

6) Worker Observations - Web



02

Click on "Click on "Worker Observation" on the right.



Worker Observation

DATE*

PROJECT/SITE

WORKER OBSERVED

COMPLETED BY

TYPE OF WORK

Complete

01

Sign into the FIRS web app at firs.ehsanalytics.com and click on "People" on the left.

03

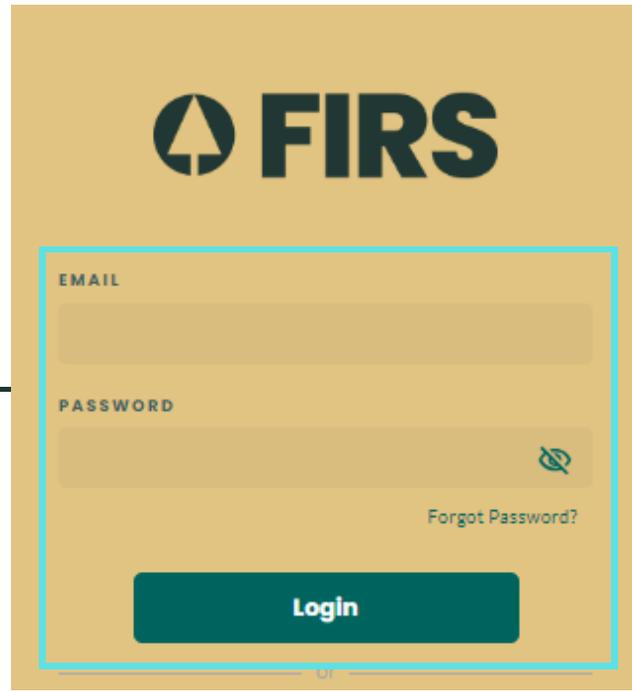
Fill in all the details and click "Complete" when you are done.

Note: Using Google Chrome is recommended. Install it [here](#).

7) Worker Orientations - Mobile

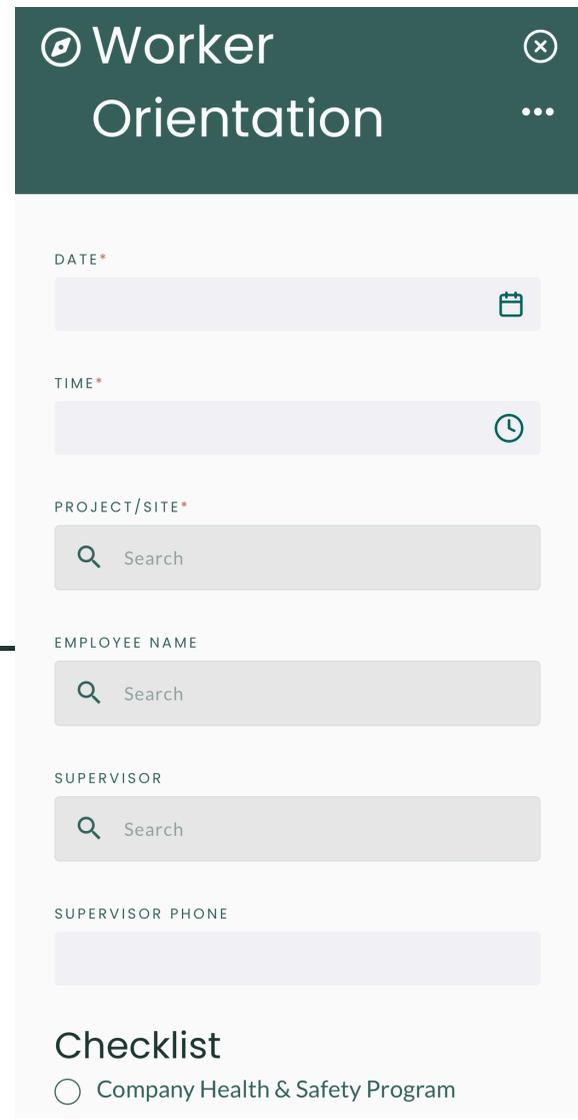
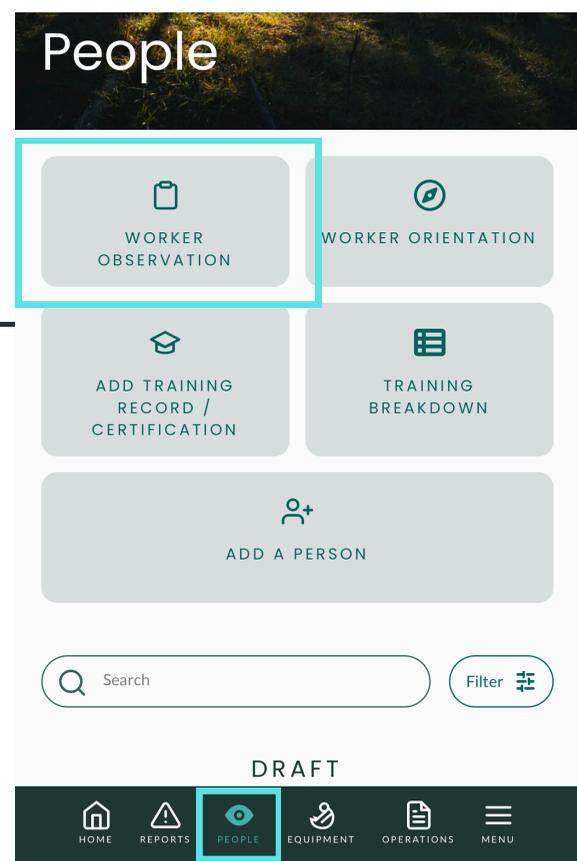
02

Click on the "People" menu on the bottom and select "Worker Orientations".



01

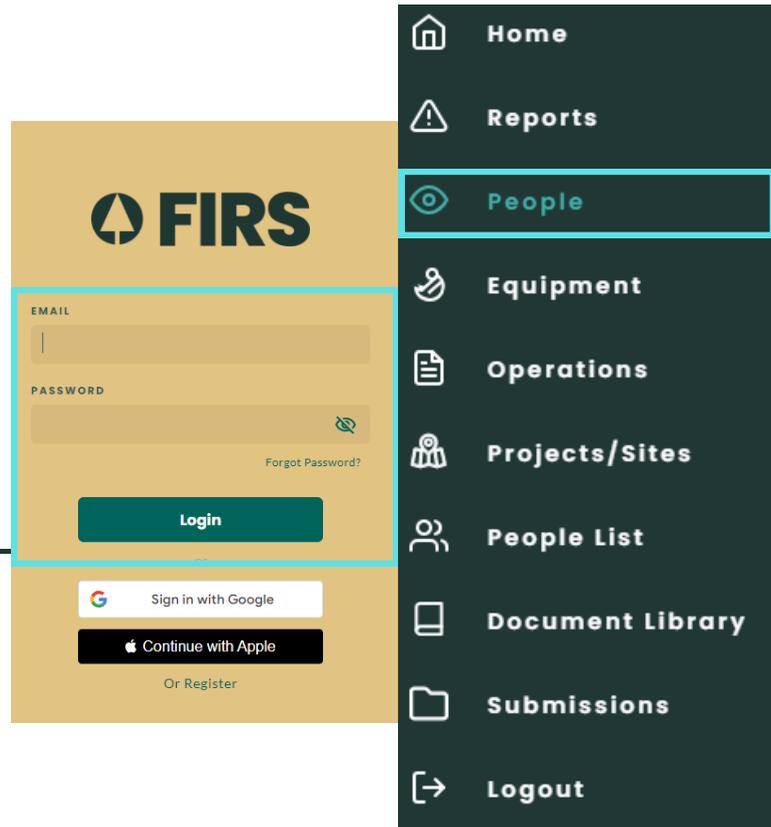
Log into the BCFSC FIRS app on your mobile device.



03

Fill in the details and click "Complete" on the bottom when you are done.

7) Worker Orientations - Web



01

Sign into the FIRS web app at firs.ehsanalytics.com and click on "People" on the left.

02

Click on "Worker Orientation" on the right.



Worker Orientation

Checklist

- Company Health & Safety Program
- Injury Management Program
- Employee's & Worker's Rights
Worker Compensation Act & WorkSafeBC Regulations
 - Reporting of unsafe conditions
 - Right to refuse unsafe work
- WHMIS 2015

MSDS / SDS LOCATION

Location

- Workplace Health & Safety Rules
- Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries
- Emergency Procedures & Numbers
- Violence & Harassment in the Workplace
- Personal Protective Equipment
- Review hazards and process to eliminate, control, or protect the worker

HAZARDS

Eg. Tree down on the road

- Instruction and demonstration of the new workers work task or process

Complete

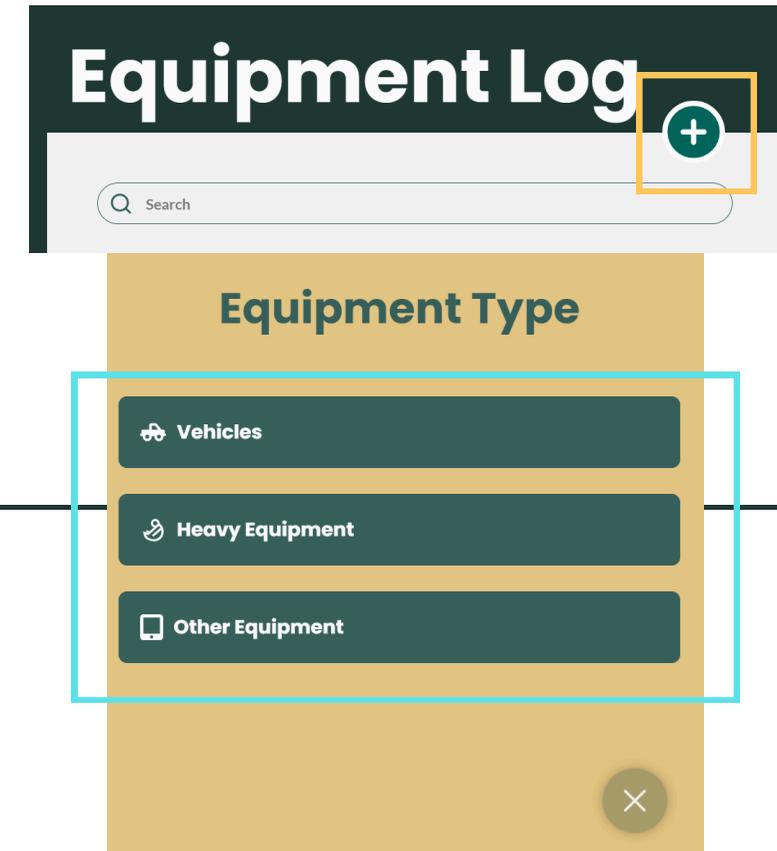
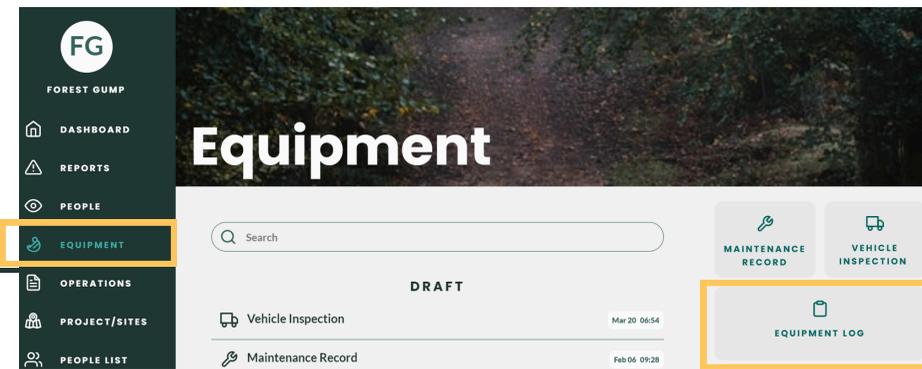
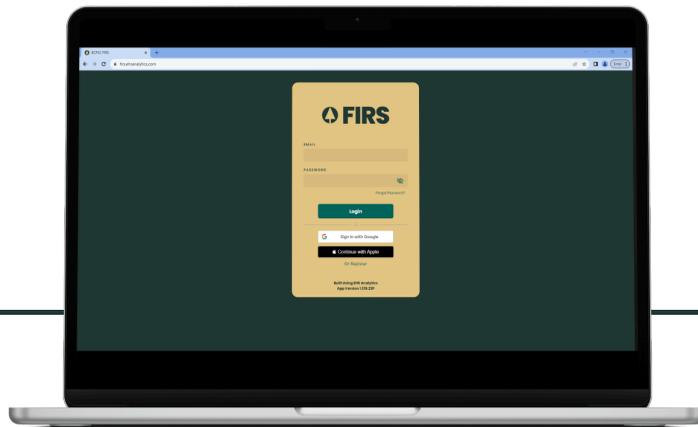
03

Fill in all the details and click "Complete" when you are done.

Note: Using Google Chrome is recommended. Install it [here](#).

8) Set Up Equipment Log

02 Navigate to "Equipment" on the left and click on "Equipment Log".



01 Go to firs.ehsanalytics.com and login with the same credentials as your BCFSC FIRS mobile app/Dashboard.

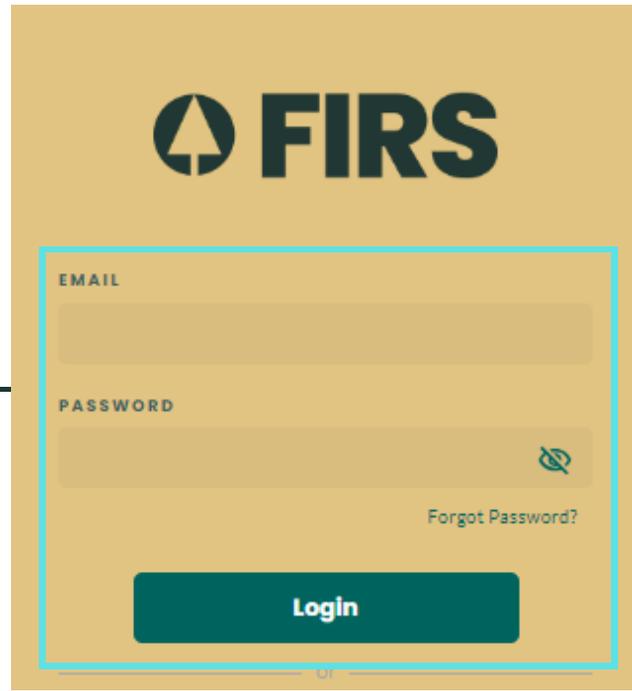
Note: Using Google Chrome is recommended. Install it [here](#).

03 Click on the "+" symbol to add equipment and select the 'Equipment Type' you'd like to add. Fill in details of the equipment and click save.

8.1) Add Maintenance Records - Mobile

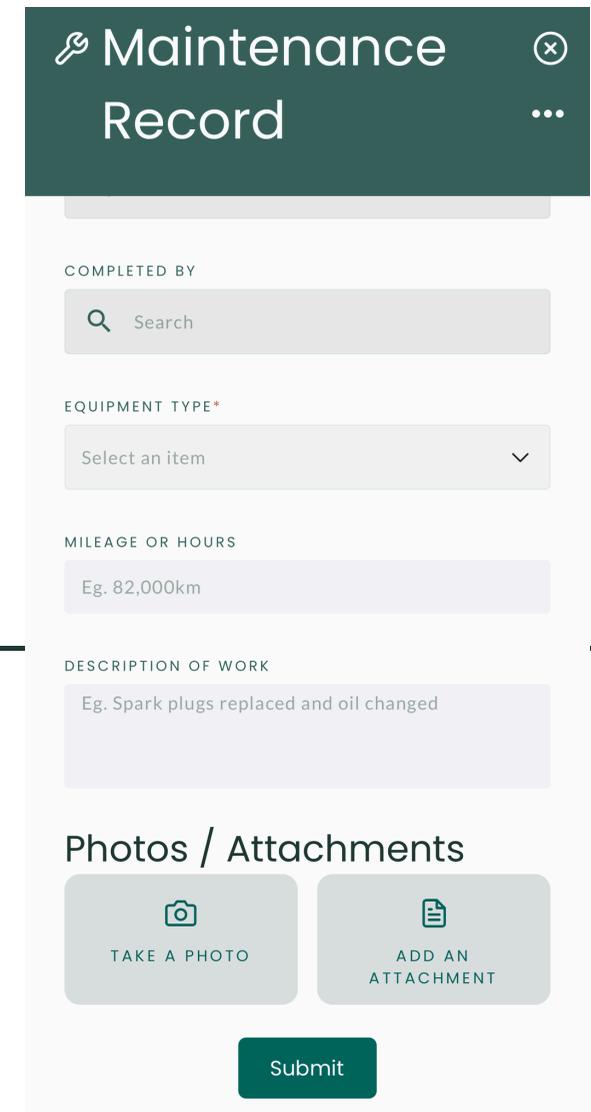
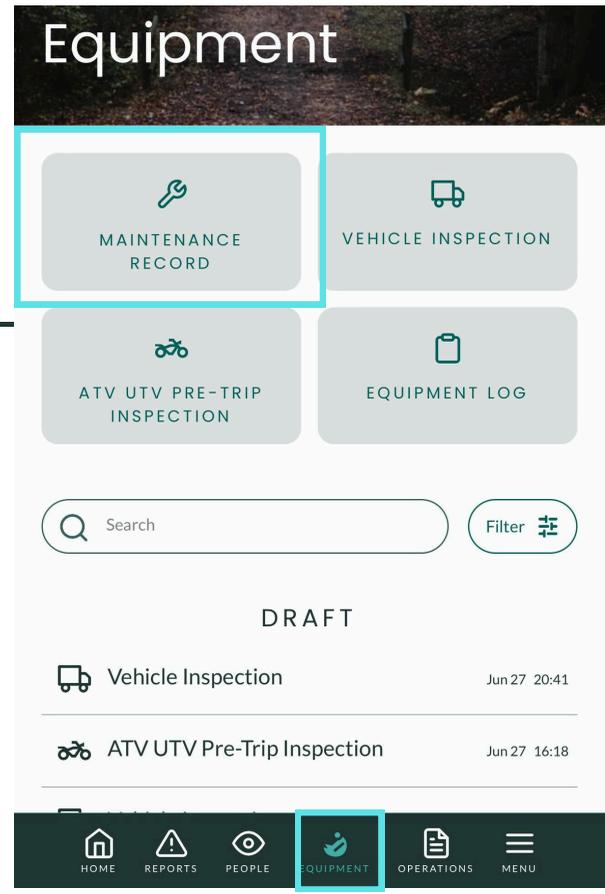
02

Click on the "Equipment" menu on the bottom and select "Maintenance Record".



01

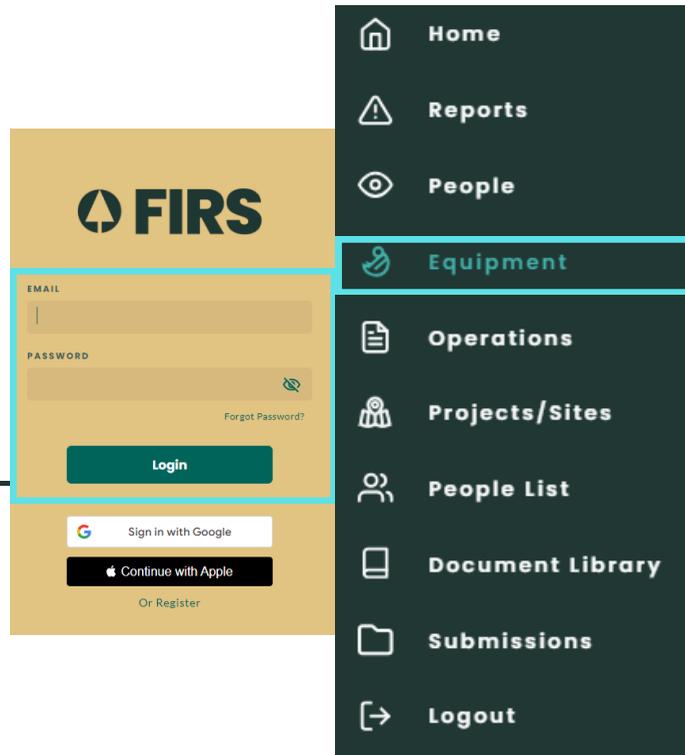
Log into the BCFSC FIRS app on your mobile device.



03

Fill in the details and click "Submit" on the bottom when you are done.

8.1) Add Maintenance Records - Web

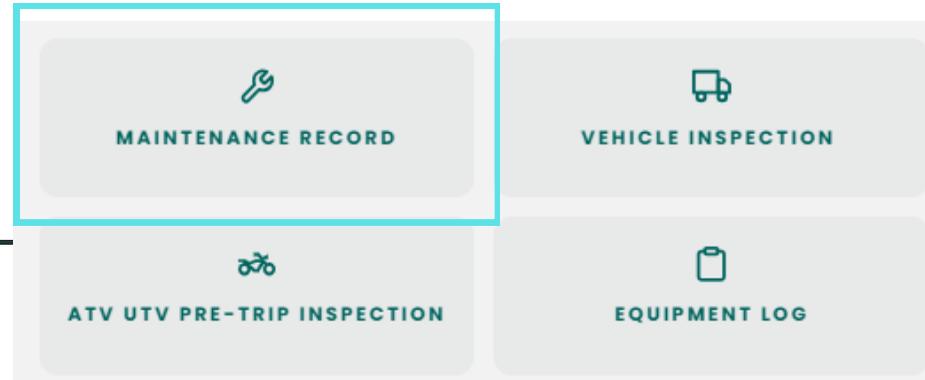


01

Sign into the FIRS web app at firs.ehsanalytics.com and click on "Equipment" on the left.

02

Click on "Maintenance Record" on the right.



03

Fill in all the details and click "Submit" when you are done.

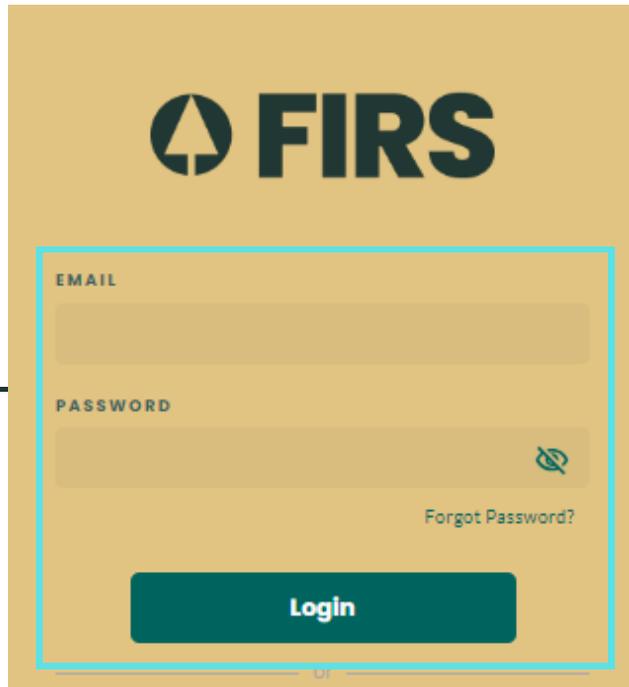
The image shows the 'Maintenance Record' form. It has a dark header with a wrench icon and the title 'Maintenance Record'. The form fields include: 'DATE*' (text input), 'TIME*' (text input), 'PROJECT/SITE*' (text input with a search icon), 'COMPLETED BY' (text input with a search icon), 'EQUIPMENT TYPE*' (dropdown menu with 'Select an option'), 'MILEAGE OR HOURS' (text input with 'Eg. 82,000km'), and 'DESCRIPTION OF WORK' (text input with 'Eg. Spark plugs replaced and oil changed'). Below the form is a 'Photos / Attachments' section with an 'ADD AN ATTACHMENT' button. At the bottom left of the form is a 'Submit' button highlighted with a red box.

Note: Using Google Chrome is recommended. Install it [here](#).

8.2) Add Vehicle Inspections - Mobile

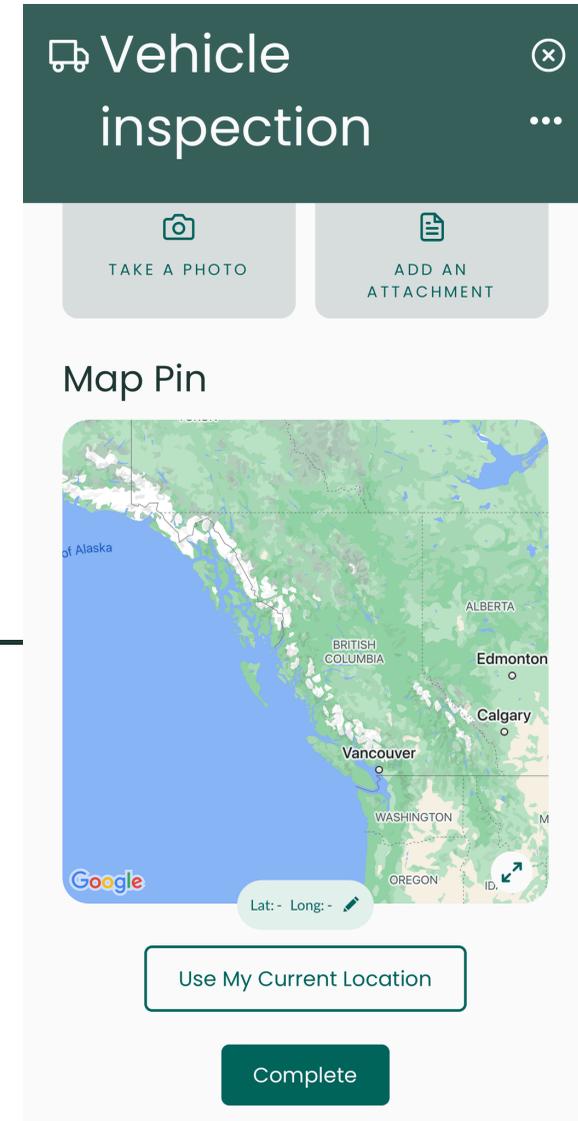
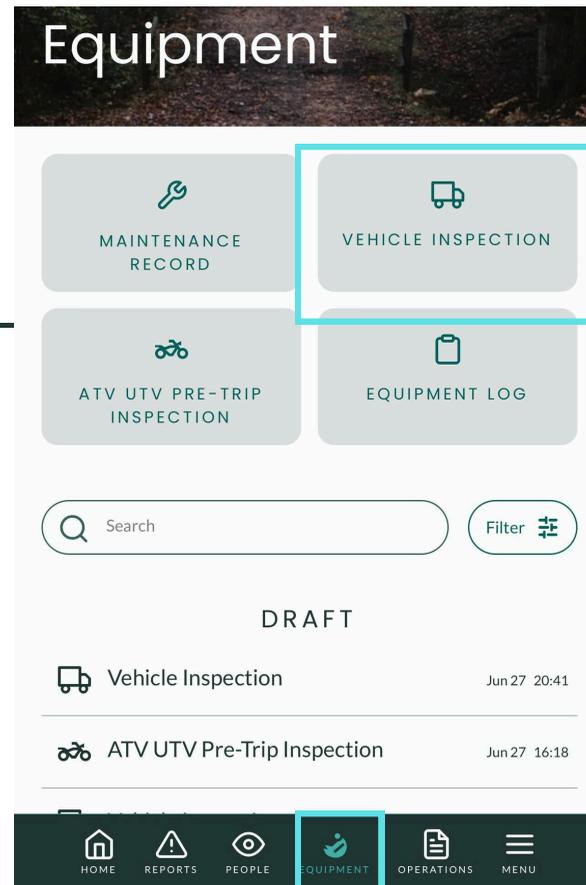
02

Click on the "Equipment" menu on the bottom and select "Vehicle Inspection".



01

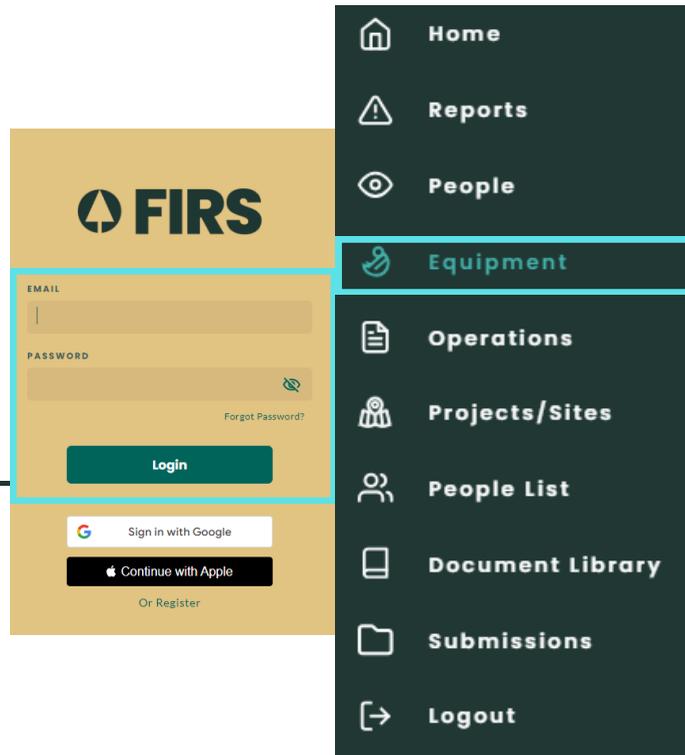
Log into the BCFSC FIRS app on your mobile device.



03

Fill in the details and click "Complete" on the bottom when you are done.

8.2) Add Vehicle Inspections - Web

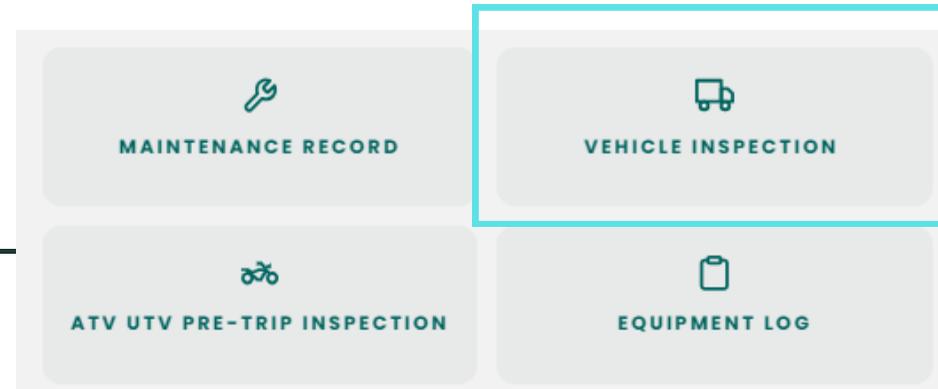


01

Sign into the FIRS web app at firs.ehsanalytics.com and click on "Equipment" on the left.

02

Click on "Vehicle Inspection" on the right.



The image shows the "Vehicle inspection" form. It includes sections for SIGNAL LIGHTS (Ok, Replace), Vehicle Equipment, EMERGENCY RESPONSE NUMBERS POSTED (Good, Fair, Poor), RADIO / CELL / SAT PHONE (Good, Fair, Poor), TOOLS / EQUIPMENT SECURED (Good, Fair, Poor), AXE, SHOVEL, WATER CAN (Good, Fair, Poor), FIRE EXTINGUISHER (Good, Fair, Poor), and FIRST AID, SURVIVAL KITS (Good, Fair, Poor). A red box highlights the Complete button at the bottom.

03

Fill in all the details and click "Complete" when you are done.

Note: Using Google Chrome is recommended. Install it [here](#).

8.3) Add ATV/UTV Pre-Trip Inspections - Mobile

02 Click on the "Equipment" menu on the bottom and select "ATV UTV Pre-Trip Inspection".

EMAIL
PASSWORD
Forgot Password?
Login

01 Log into the BCFSC FIRS app on your mobile device.

Equipment
MAINTENANCE RECORD
VEHICLE INSPECTION
ATV UTV PRE-TRIP INSPECTION
EQUIPMENT LOG
Search
Filter
DRAFT
Vehicle Inspection Jun 27 20:41
ATV UTV Pre-Trip Inspection Jun 27 16:18
HOME REPORTS PEOPLE EQUIPMENT OPERATIONS MENU

ATV UTV Pre-Trip Inspection
Checks
CHECK FOR ANY LEAKING FLUIDS
Yes No
VISUAL CHECK FOR UNDERCARRIAGE AND WHEEL WELLS
Good Fair Poor
Equipment
APPROVED FULL-FACE HELMET
Yes No
FIRE EXTINGUISHER (2.5 LB) ATTACHED AND SECURE
Yes No
KEY
Yes No
RATCHET STRAPS AND OTHER TIE-DOWNS
Yes No
Complete

03 Fill in the details and click "Complete" on the bottom when you are done.

8.3) Add ATV/UTV Pre-Trip Inspections - Web

FIRS

EMAIL

PASSWORD

Forgot Password?

Login

Sign in with Google

Continue with Apple

Or Register

- Home
- Reports
- People
- Equipment**
- Operations
- Projects/Sites
- People List
- Document Library
- Submissions
- Logout

01

Sign into the FIRS web app at firs.ehsanalytics.com and click on "Equipment" on the left.

02

Click on "ATV UTV Pre-Trip Inspection" on the right.

- MAINTENANCE RECORD
- VEHICLE INSPECTION
- ATV UTV PRE-TRIP INSPECTION**
- EQUIPMENT LOG

ATV UTV Pre-Trip Inspection

HANFLES AND FOOTRESTS

Good Fair Poor

FRONT AND REAR RACK SECURED

Good Fair Poor

CV JOINT BOOTS

Good Fair Poor

SPARK ARRESTER

Yes No

Checks

CHECK FOR ANY LEAKING FLUIDS

Yes No

VISUAL CHECK FOR UNDERCARRIAGE AND WHEEL WELLS

Good Fair Poor

Equipment

APPROVED FULL-FACE HELMET

Yes No

FIRE EXTINGUISHER (2.5 LB) ATTACHED AND SECURE

Yes No

KEY

Yes No

RATCHET STRAPS AND OTHER TIE-DOWNS

Yes No

Complete

03

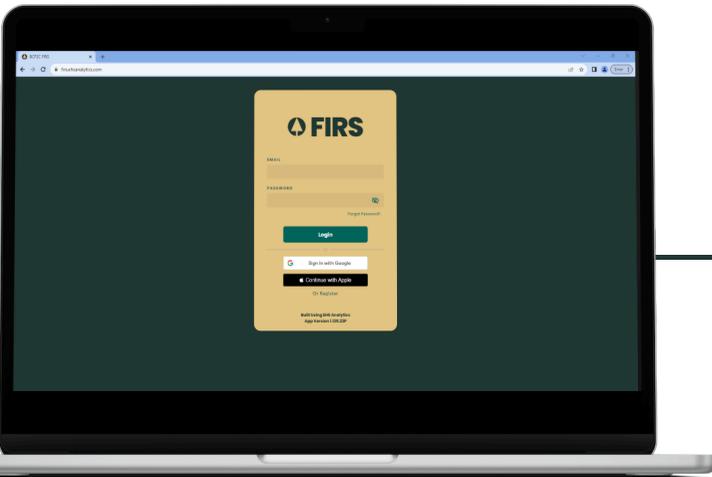
Fill in all the details and click "Complete" when you are done.

Note: Using Google Chrome is recommended. Install it [here](#).

9) How to add documents to the Document Library

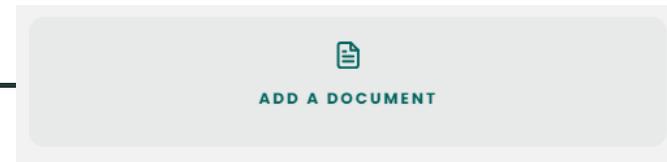
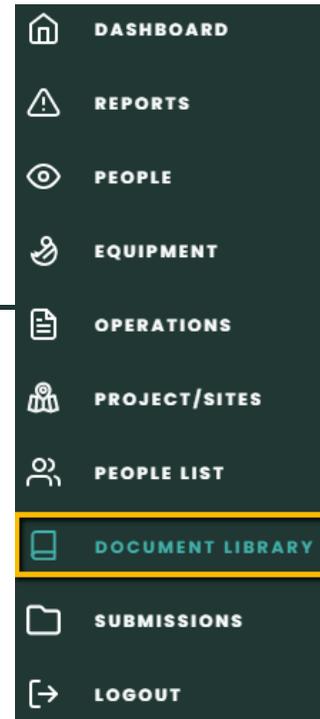
02 Click on "Document Library" on the left hand side of the menu.

04 Fill in the required fields, attach the document, and toggle the switches to select visibility of the document, then click "Add document".



01

Go to firs.ehsanalytics.com and log in with the same email and password you created in your set up email.



03

Click on the "Add a Document" button.

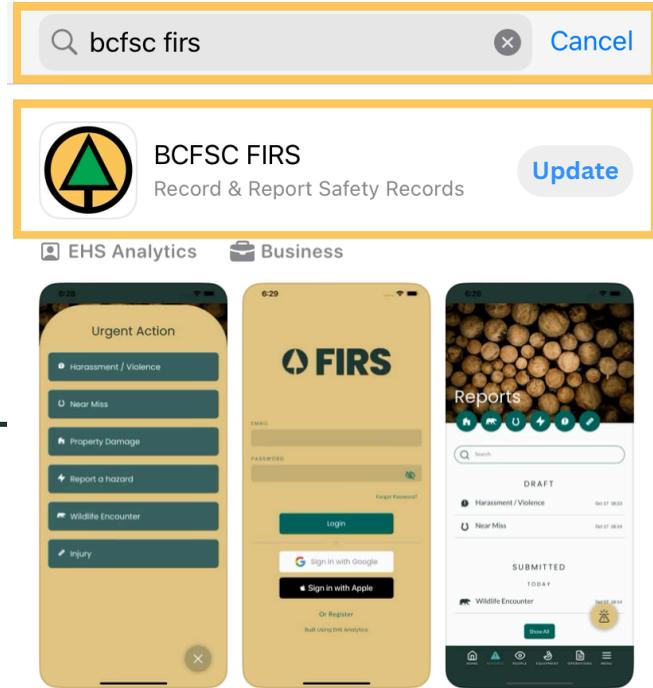
A form titled 'ADD DOCUMENT' with a close button in the top right. The form contains several fields: 'DOCUMENT NAME*' with the example 'Eg. Code Of Conduct', 'CATEGORY*' with a dropdown menu showing 'Select an option', an 'ADD AN ATTACHMENT' button with a document icon, a 'VISIBILITY' section with two toggle switches for 'AVAILABLE OFFLINE' and 'AVAILABLE COMPANY-WIDE', and an 'Add Document' button at the bottom. The 'DOCUMENT NAME', 'CATEGORY', 'ADD AN ATTACHMENT', and 'Add Document' fields are highlighted with yellow boxes.

Note: Using Google Chrome is recommended. Install it [here](#).

10.1) Create and submit incident reports - Part 1

02

Login with the email and password you created in your set up email.

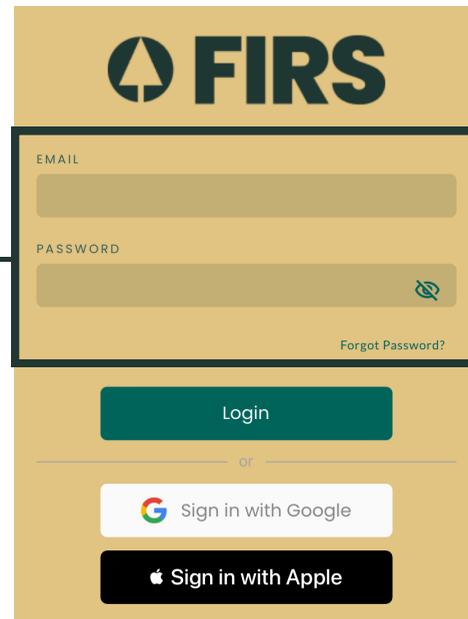


01

Ensure you have the most up-to-date version of the "BCFSC FIRS" app downloaded.

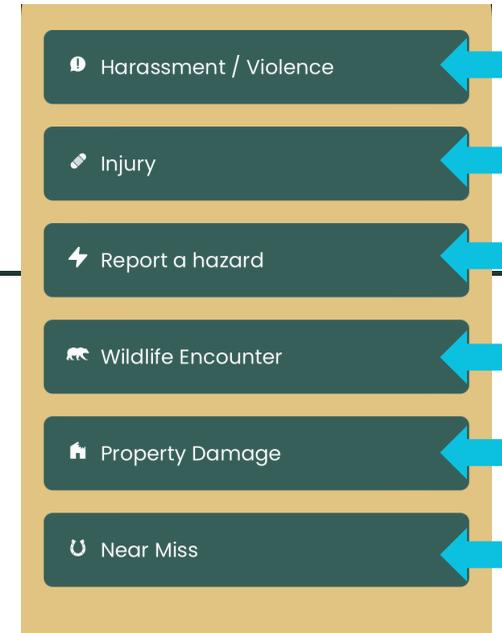
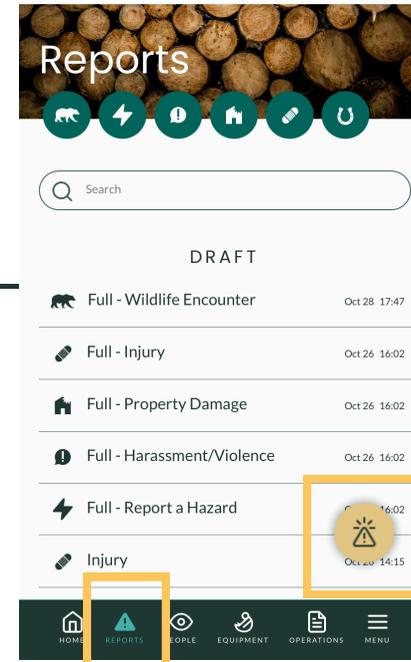
04

Select the type of 'Quick' report you'd like to add (5 questions to document an incident). Once submitted, the 'Quick' report will go to the web app.



03

Click on "Reports" then click on the "yellow button" to add a 'Quick' report.

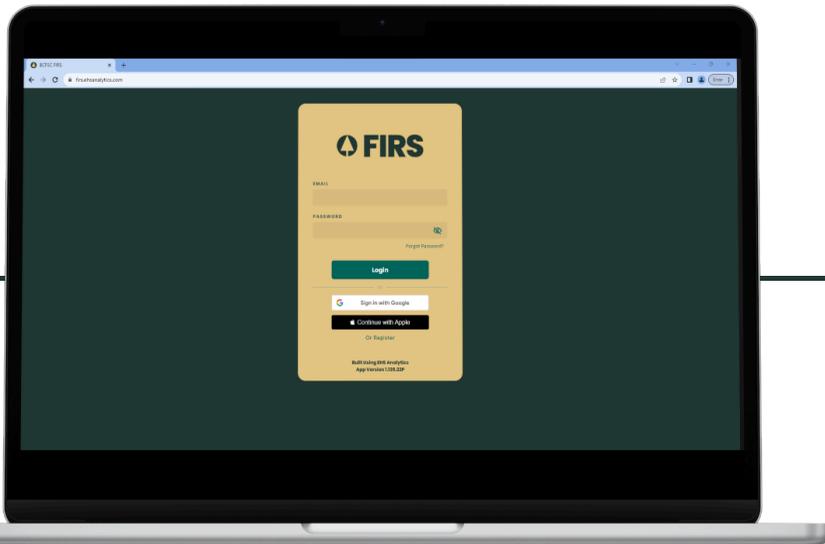


Tip: You can also add "Full" reports on the FIRS mobile app by clicking on the green buttons:



10.1) Create and submit incident reports - Part 2

06 To view or edit draft reports, click on the report once, then click on the “eye” icon on the right of the report.



05 Go to firs.ehsanalytics.com and login with the same credentials as your BCFSC FIRS mobile app/Dashboard.

Note: Using Google Chrome is recommended. Install it [here](#)

A screenshot of the FIRS Reports dashboard. The dashboard has a dark green sidebar with navigation options: DASHBOARD, REPORTS (highlighted with a yellow box), PEOPLE, EQUIPMENT, OPERATIONS, PROJECT/SITES, PEOPLE LIST, and LOGOUT. The main content area has a header with 'Reports' and a search bar. Below the search bar, there are two sections: 'DRAFT' and 'SUBMITTED'. The 'DRAFT' section shows a list of reports, with the first one highlighted by a yellow box. To the right of the 'DRAFT' section, there is a callout box with a light blue background and a white border, containing the text 'Click on these green buttons to create a 'Full' Report.' and five green circular icons: a lightning bolt, a house, a pencil, a magnifying glass, and a person. Below the 'SUBMITTED' section, there is another callout box with a light blue background and a white border, containing the text 'Scroll down on the "Reports" page to review submitted reports. - Reports with a "Q" are "Quick Reports.' and six icons with a 'Q' in a circle: a person, a house, a person with a lightning bolt, a person with a lightning bolt, a person with a lightning bolt, and a person with a lightning bolt. At the bottom of the dashboard, there is a 'Show All' button.

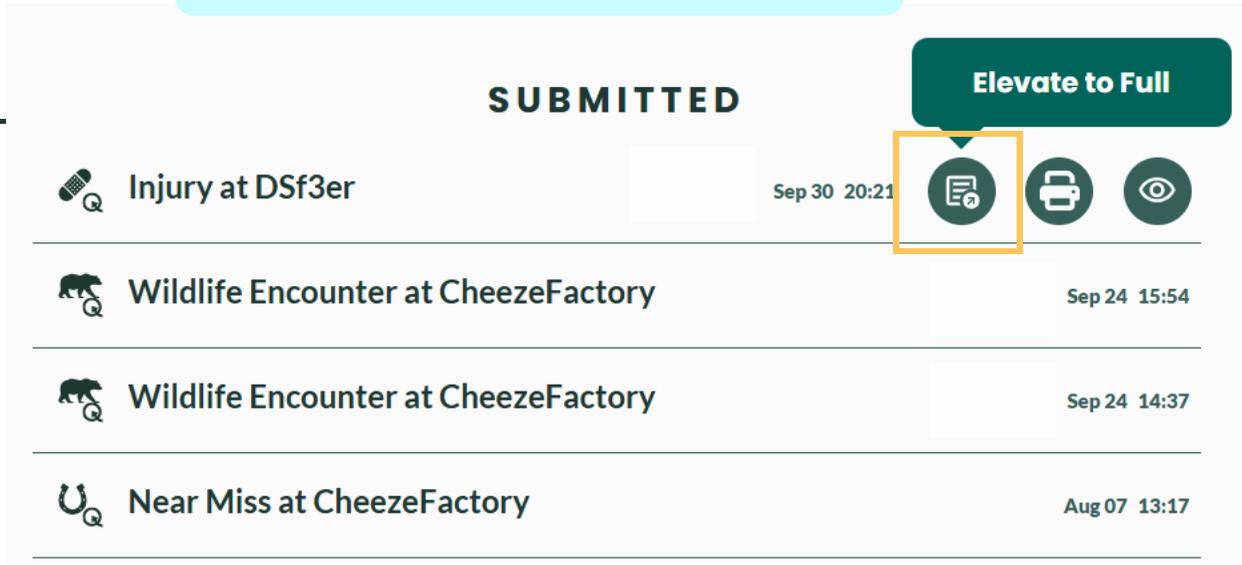


10.1) Create and submit incident reports - Part 3

07

Click on a submitted Quick report and click on the first green button on the right to change the "Quick" report to a "Full" report.

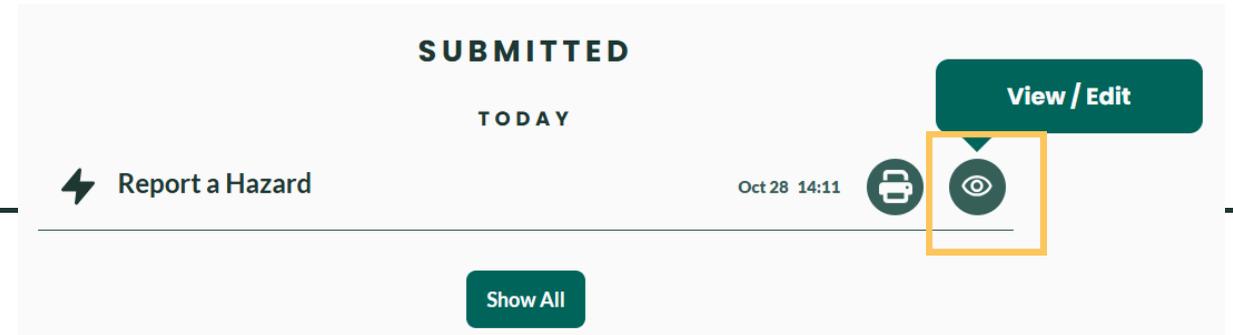
Elevating a Quick report to a Full report will enable you to add and document more details about the incident.



08

Once you are done filling in the details of the elevated report, you can submit the report.

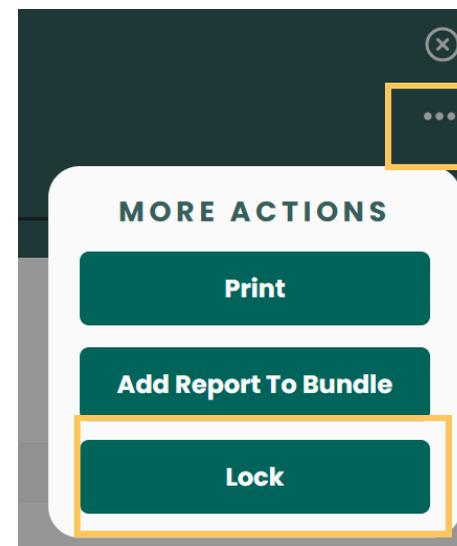
Submitted reports can be locked. Click on the "eye" icon to "View/Edit" the report.



09

Click on the "..." button on the top right and click "Lock".

FIRS reports will become "un-editable" once locked. ONLY the FIRS Admin can unlock the report.



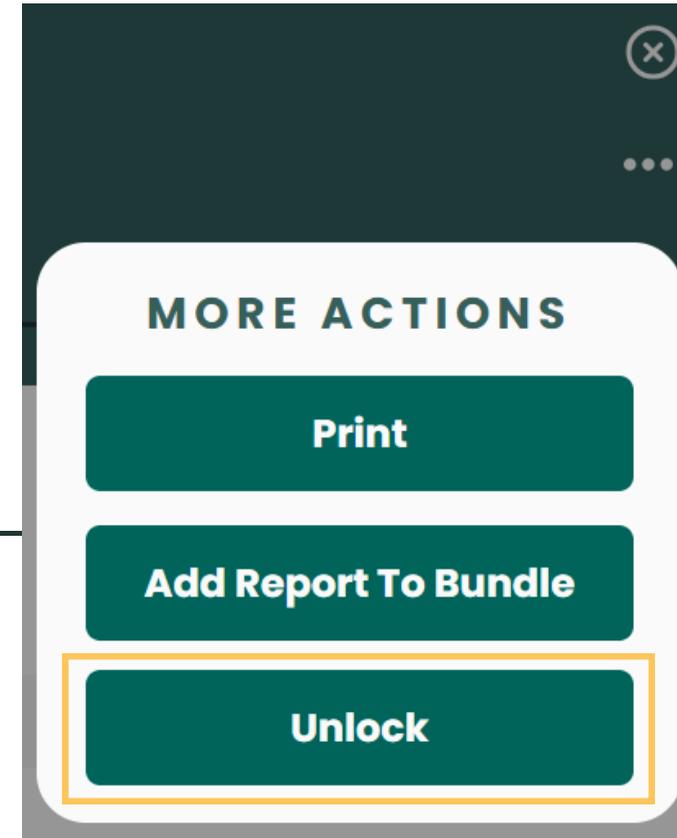
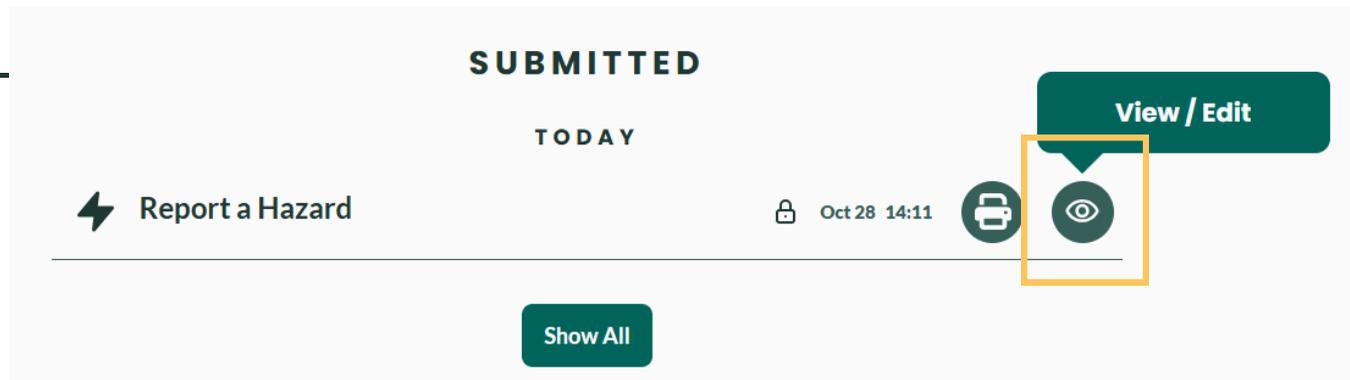
Note: Using Google Chrome is recommended. Install it [here](#).

10.1) Create and submit incident reports - Part 4

10

FIRS Admin can unlock reports by clicking on the “eye” icon of a submitted report, click on the “...” button on the top right of the report and click on “Unlock” to unlock the report.

Once unlocked, the report can be edited.



Note: Reports added to a submission bundle are automatically locked. Anyone can lock a FIRS report, but only the FIRS admin can unlock the report. Tasks, training and certifications can also be locked.

Note: Using Google Chrome is recommended. Install it [here](#).

10.2) Quick report vs Full report: What's the difference?

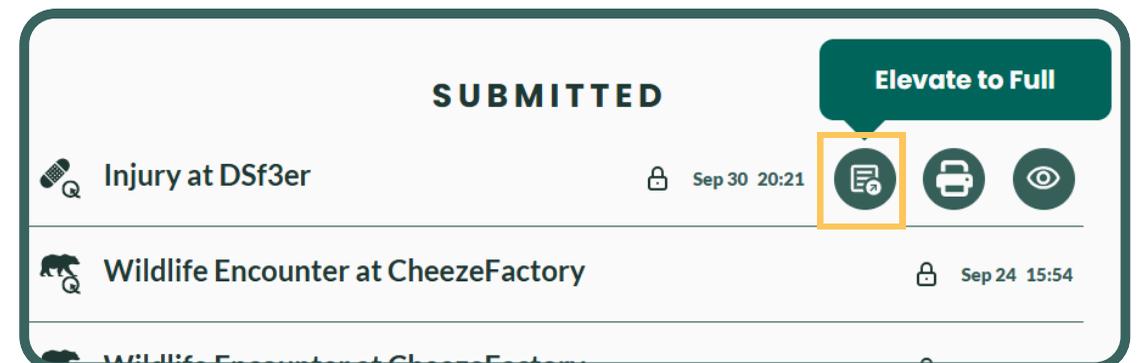
A Quick Report is intended to capture the most crucial, bare minimum information. Created with time-sensitivity in mind, a quick report will contain only 4 sections. A full report will contain 8 sections and allows the user to create a more detailed picture of the incident.

Quick Report Icons



A quick report will always be shown on the dashboard with a "Q" icon under the incident type.

A submitted Quick Report can be elevated to a Full Report at any time.



11) Submitting Investigations - Part 1

While a report details the “whats” at the time of incident, the investigation feature allows you to document complete insight into the “whys” and “hows” of the incident.

01

To start an investigation, you must begin with a full report. On the bottom left of the “Risk Rating” segment, select “yes” under “Investigation Required”

The screenshot shows a risk rating interface with a severity matrix and an 'Investigation Required' toggle. The matrix is a 7x7 grid with values ranging from 1 to 64. The severity levels are defined as follows:

SEVERITY	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7
LEVEL 7	1	2	3	4	5	6	8
LEVEL 6	2	4	6	8	10	12	16
LEVEL 5	3	6	9	12	15	18	24
LEVEL 4	4	8	12	16	20	24	32
LEVEL 3	5	10	15	20	25	30	40
LEVEL 2	6	12	18	24	30	36	48
LEVEL 1	8	16	24	32	40	48	64

Legend for Severity Levels:

- CATASTROPHIC - STOP (Red)
- UNACCEPTABLE - URGENT ACTION (Orange)
- UNDESIRABLE - ACTION (Yellow)
- ACCEPTABLE - MONITOR (Light Green)
- DESIRABLE - NO ACTION (Dark Green)

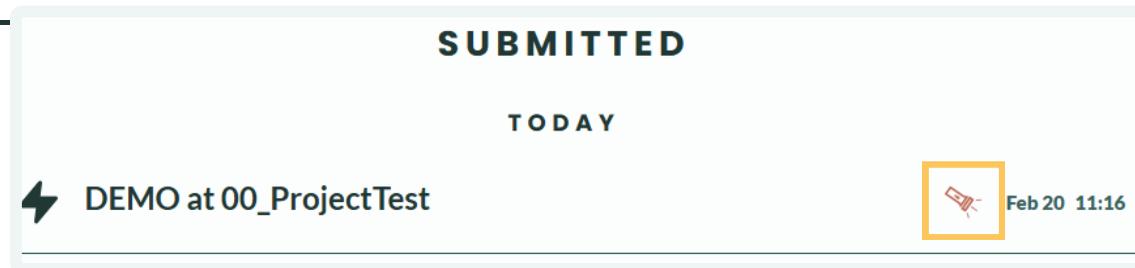
LIKELIHOOD: EXPOSURE INCREASES LIKELIHOOD

INVESTIGATION REQUIRED: Yes (selected) No

Note: The investigation will not launch until the report is submitted.

11) Submitting Investigations - Part 2

- 02** Once a report with "Investigation Required" is submitted, a flashlight icon will appear next to the report.



A red flashlight indicates an investigation is required, but has not been started.



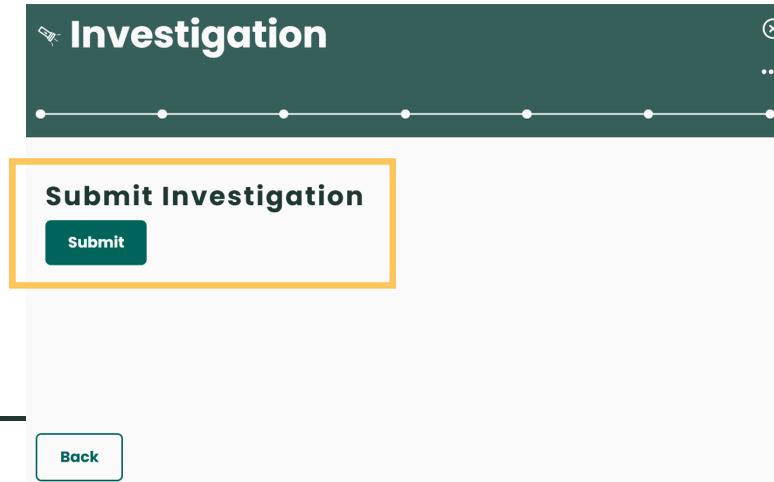
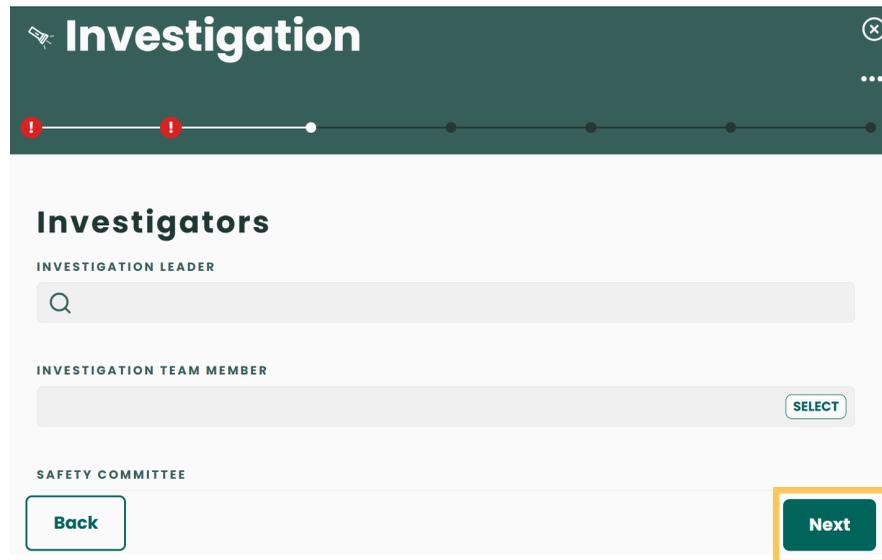
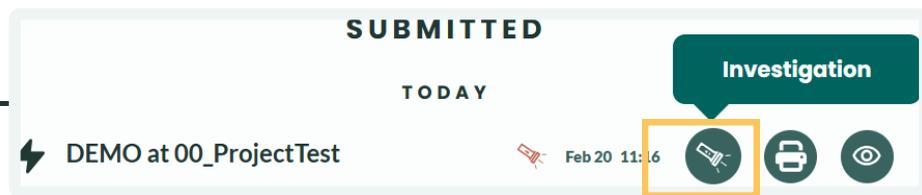
A yellow flashlight indicates an investigation is open and is considered to be in a "draft" state.



A green flashlight indicates the investigation is closed. Only a FIRS Admin can make changes to the investigation at this point.

11) Submitting Investigations - Part 3

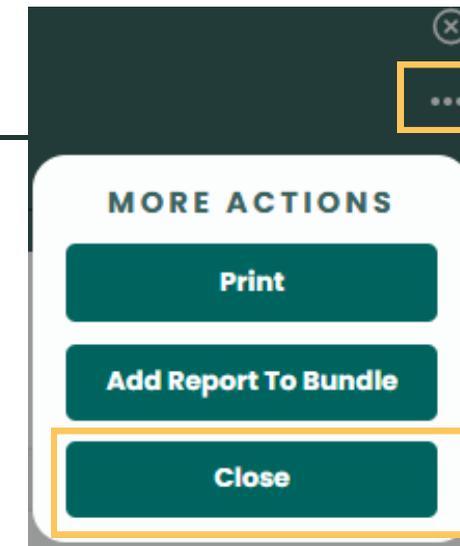
03 To complete an investigation, select the flashlight icon on the right hand side of the report.



04 Once you have filled in the details, click "Submit"

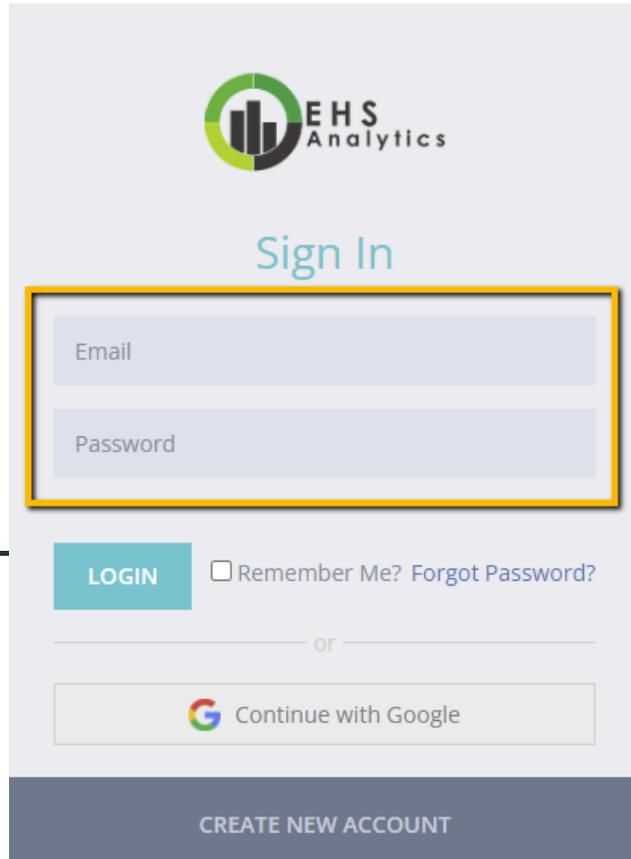
Note: The investigation will still be considered "open" at this point.

05 To close an investigation, select the previously submitted investigation, open the menu in the top right, and select "close".

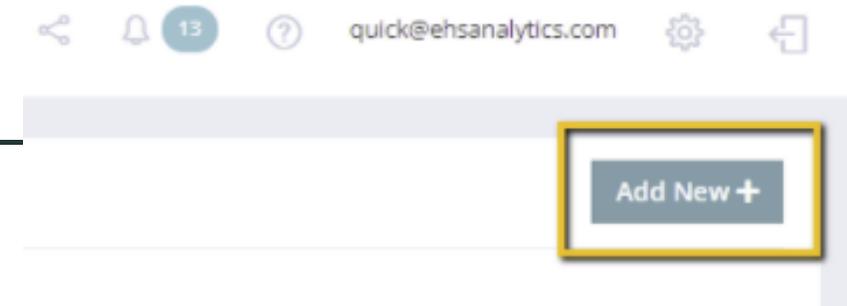
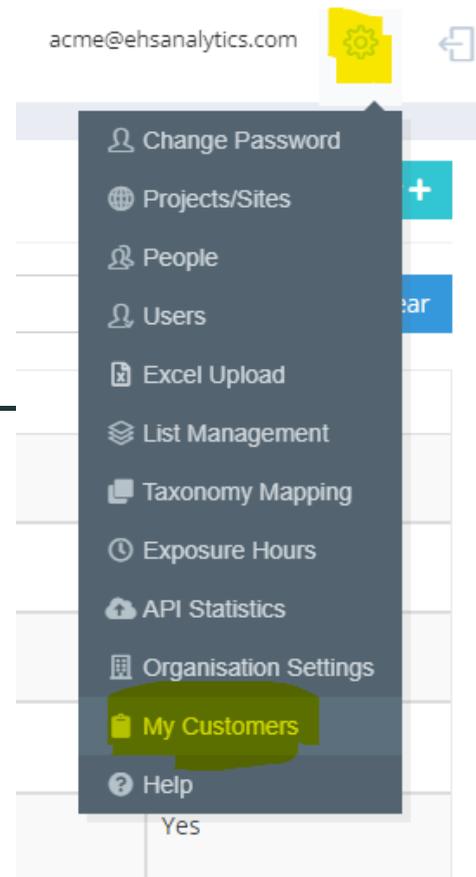


Note: This will also lock the associated report and can only be changed by a FIRS Admin

12) Set up 'Customers' for external report submissions - pt. 1



02 Select "My Customers" in the gear menu.



01 Go to app.ehsanalytics.com and log in (with the same email and password as the BCFSC FIRS app).

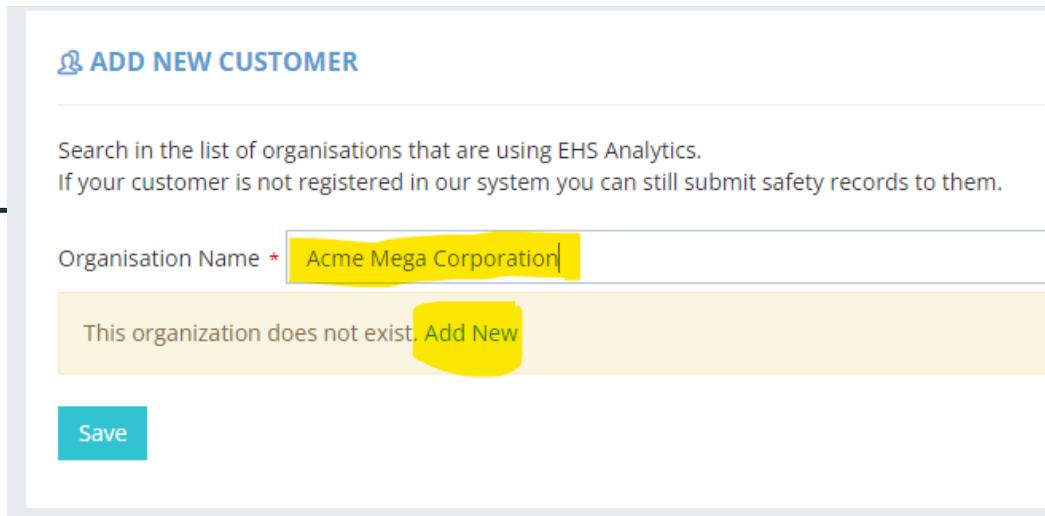
03 Click on the "Add New +" button and continue on the next page.

Note: Using Google Chrome is recommended. Install it [here](#).

12) Set up 'Customers' for external report submissions - pt. 2

04

Enter and search for the name of the organization. If the organization does not exist in the database, you can click "Add New" to add that organization.



ADD NEW CUSTOMER

Search in the list of organisations that are using EHS Analytics.
If your customer is not registered in our system you can still submit safety records to them.

Organisation Name *

This organization does not exist. **Add New**

Save

ADD NEW CUSTOMER

Search in the list of organisations that are using EHS Analytics.
If your customer is not registered in our system you can still submit safety records to them.



Organisation Name *

Country *

State or Province *

Adding an existing organisation? [Click here](#)

Save

05

Fill in the name, country and state/province of the organization you'd like to submit the report to and click "Save".

Note: Using Google Chrome is recommended. Install it [here](#).

12) Set up 'Customers' for external report submissions - pt. 3

06

Add specific recipients to the newly created organization by clicking "Add New +" at the top right.

RECIPIENTS FROM ACME CORPORATION

Add New +

No recipients added yet.

Add new recipient

First Name *

John

Last Name *

Doe

Email address *

johh.doe@greenforest.com

Phone Number

(123) 123-0000

Close

Save

07

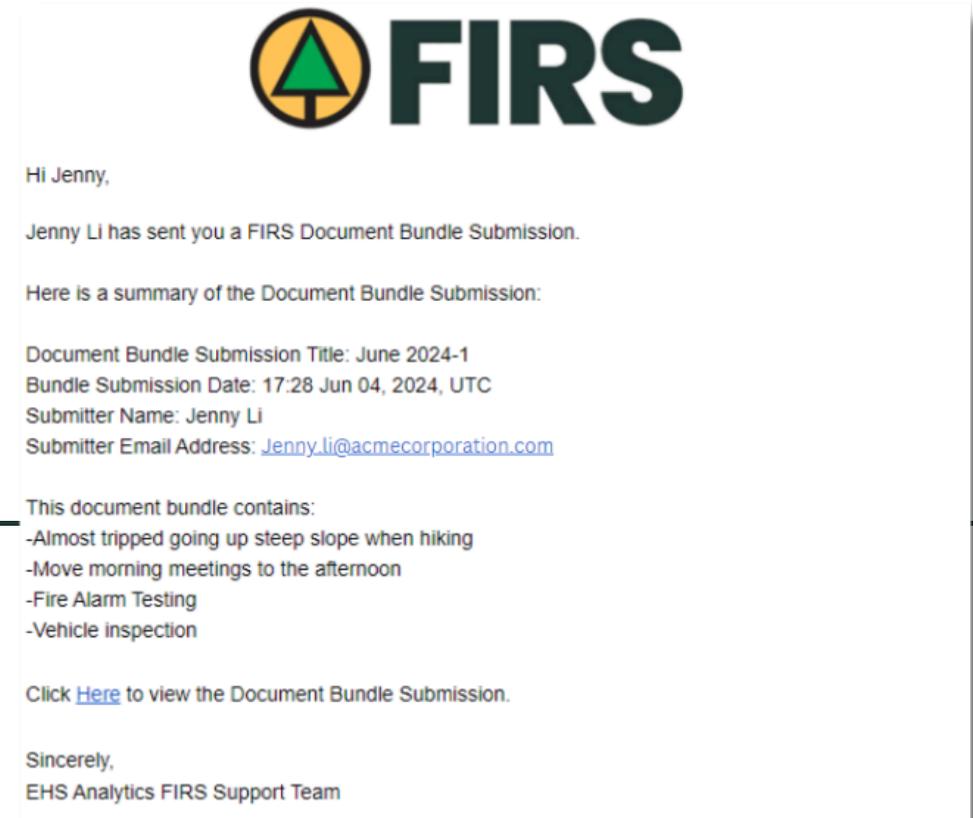
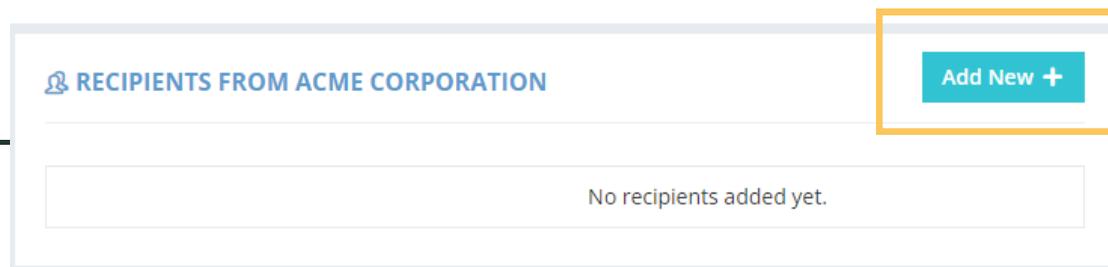
Enter information of the recipients you'd like to submit reports and remember to click "Save".

Note: Using Google Chrome is recommended. Install it [here](#).

12) Set up 'Customers' for external report submissions - pt. 4

06

After creating an organization and adding recipients, you should be able to search and find the organization in the "External Organization" for report submissions.



07

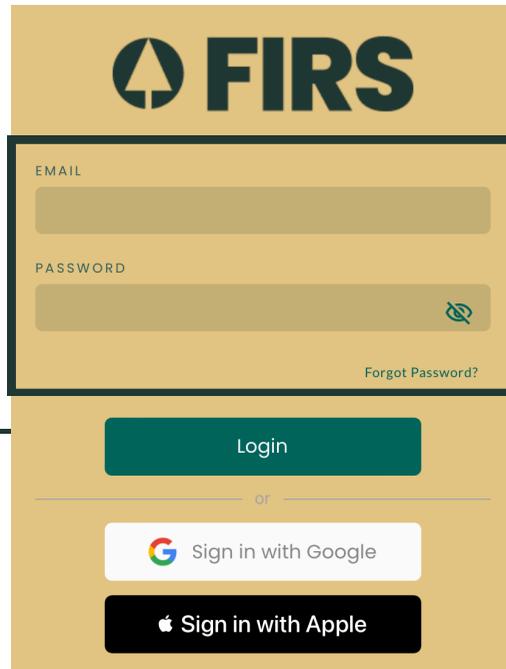
Recipients of your reports will receive an email, notifying the recipient that a report has been submitted to them. The email will have a link where recipients can click on to view, and print out the reports.

Note: Using Google Chrome is recommended. Install it [here](#).

13) How to submit reports to your customers - Mobile

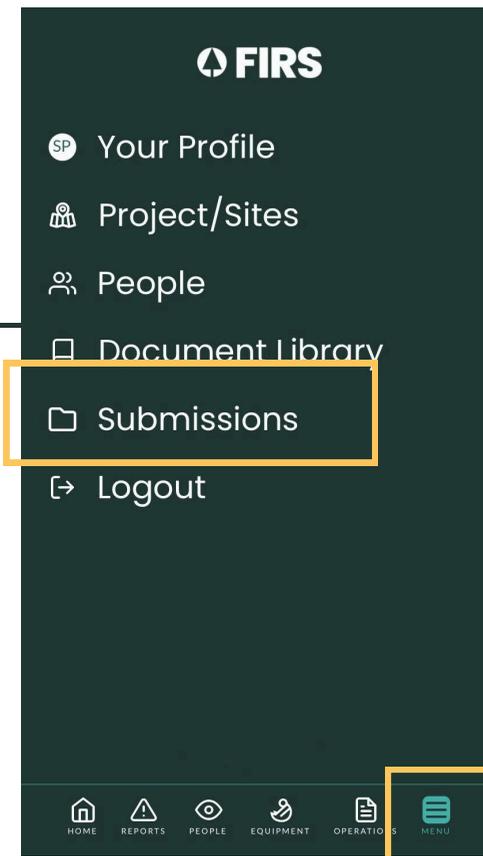
01

Go to the FIRS mobile app and log in with your credentials.



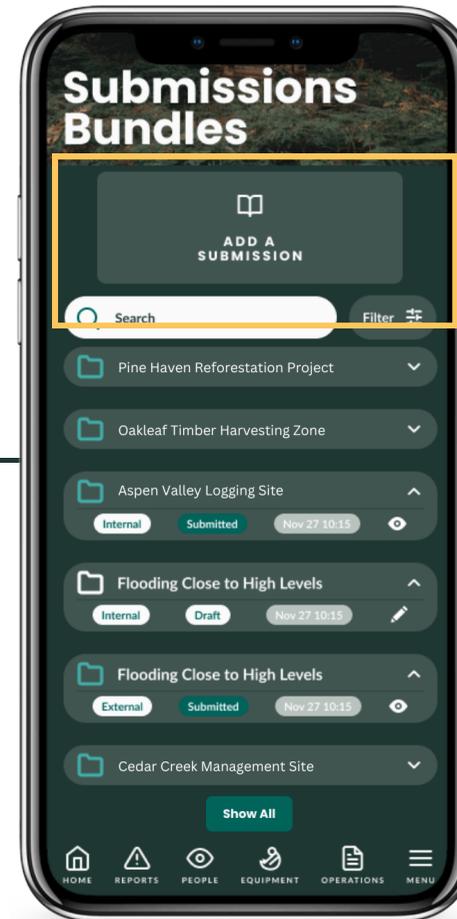
02

Click on the "Menu" icon on the bottom of the screen and select "Submissions".



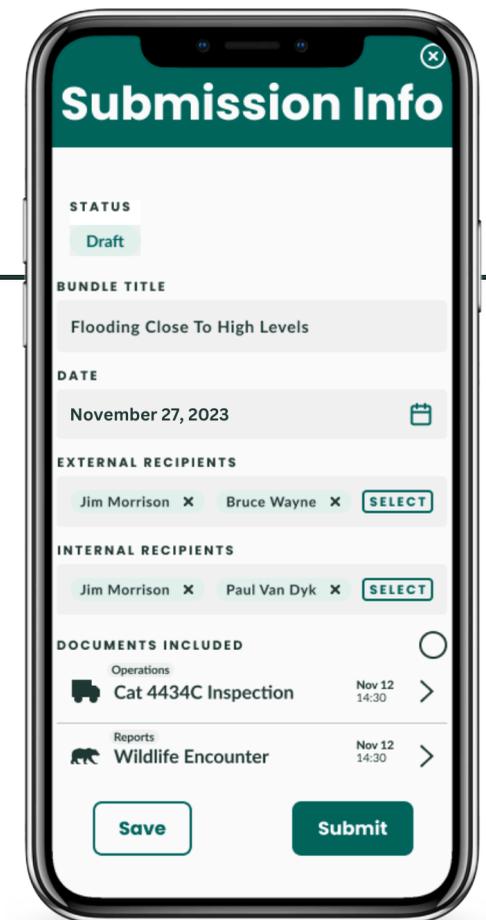
03

Click on "Add a submission" at the top.



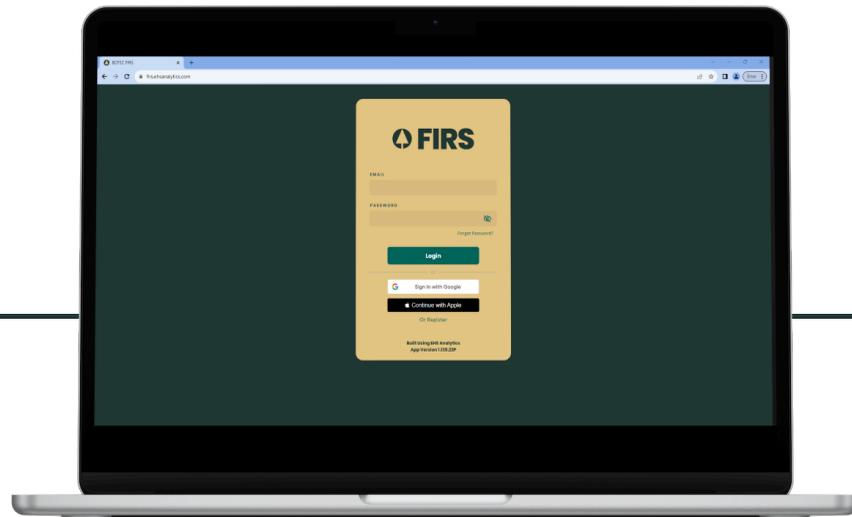
04

Enter all the required fields, select the reports and click "Submit".

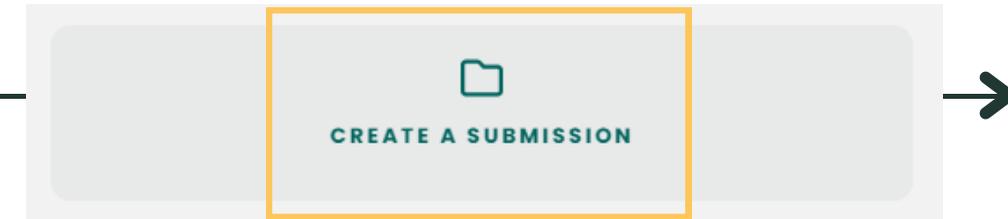
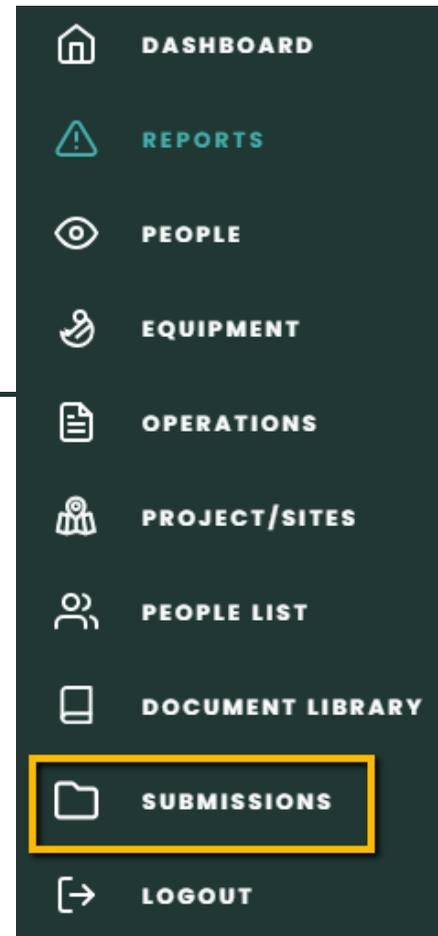


13) How to submit reports to your customers - Web - pt. 1

02 Click on "Submissions" on the left hand side of the screen.



01 Go to firs.ehsanalytics.com and login with the same credentials as your BCFSC FIRS mobile app/Dashboard.



03 Click on "Create a Submission". Go to the next page.

Note: Using Google Chrome is recommended. Install it [here](#).

13) How to submit reports to your customers - Web - pt. 2

04

Fill in the title, select any internal recipients, add external organizations (your customers), attach reports from FIRS by clicking on the "+" across from "Documents Included" and press submit where you're ready to submit.

Submission Bundle

Click the "x" to exit out anytime. The submission will become a draft.

SUBMISSION BUNDLE TITLE*

INTERNAL RECIPIENTS

EXTERNAL ORGANISATION

External Organisations are added in "My Customers" in your Dashboard.

DOCUMENTS INCLUDED*

Click on "+" to find and add documents for the bundle.

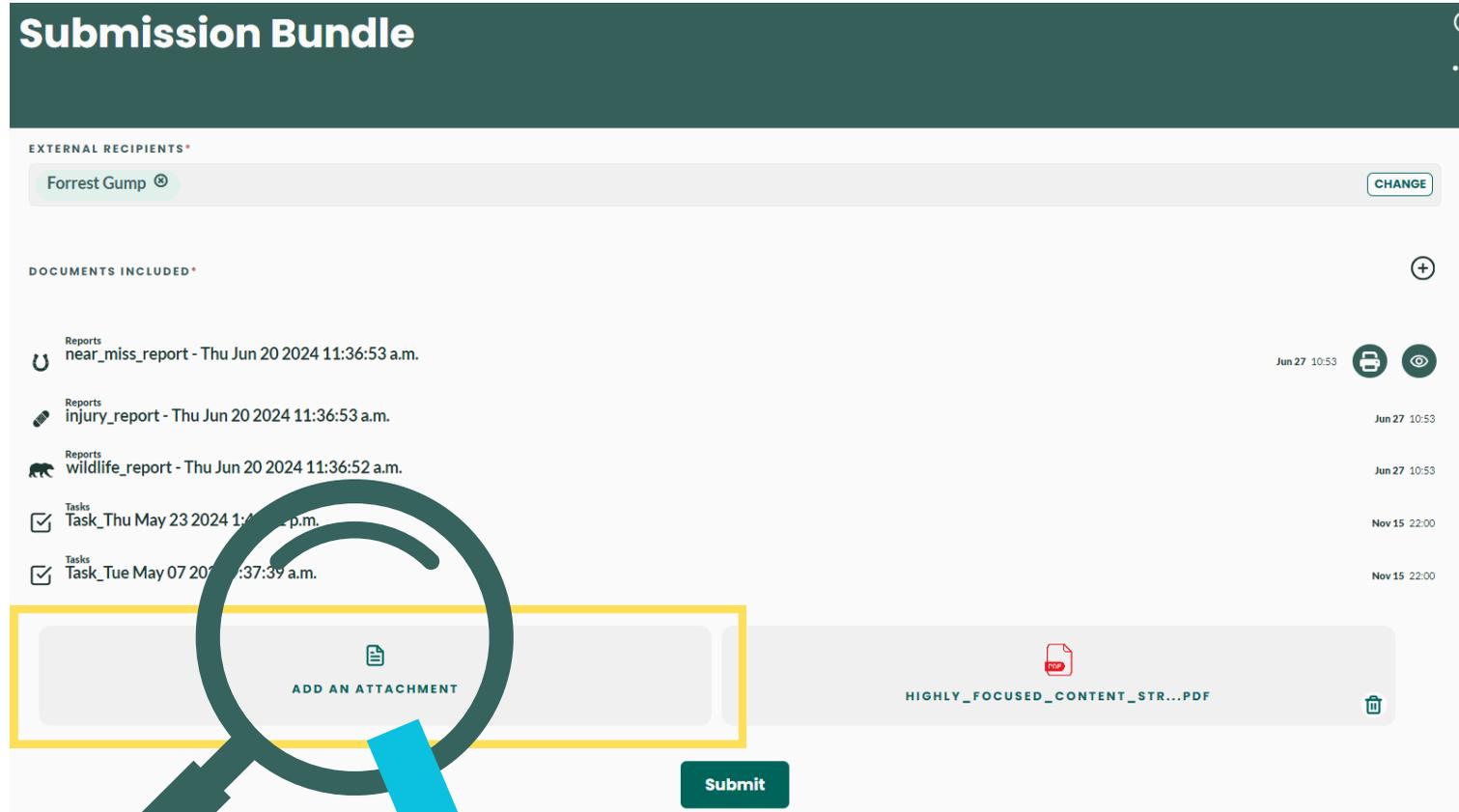
When you're ready to submit the bundle, click "Submit".

Submit

The screenshot shows a web form titled "Submission Bundle". At the top right, a yellow callout box points to a close button (an 'x' in a square) with the text "Click the 'x' to exit out anytime. The submission will become a draft." Below the title, there are four main sections: "SUBMISSION BUNDLE TITLE*" with a text input field; "INTERNAL RECIPIENTS" with a text input field and a "SELECT" button; "EXTERNAL ORGANISATION" with a search input field containing a magnifying glass icon; and "DOCUMENTS INCLUDED*" with a text input field and a "+" button. A yellow callout box points to the search input field with the text "External Organisations are added in 'My Customers' in your Dashboard." Another yellow callout box points to the "+" button with the text "Click on '+' to find and add documents for the bundle." At the bottom, a yellow callout box points to a "Submit" button with the text "When you're ready to submit the bundle, click 'Submit'."

Note: Using Google Chrome is recommended. Install it [here](#).

How to attach PDF files to your Submissions



The screenshot shows a 'Submission Bundle' interface. At the top, there's a dark green header with the title 'Submission Bundle' and a close button. Below the header, there's a section for 'EXTERNAL RECIPIENTS*' with a recipient named 'Forrest Gump' and a 'CHANGE' button. The main section is 'DOCUMENTS INCLUDED*', which lists several documents: 'near_miss_report', 'injury_report', 'wildlife_report', and two 'Task' entries. Each document entry includes a small icon, the document name, a timestamp, and a date. Below the list, there's a large light gray button labeled 'ADD AN ATTACHMENT' with a document icon. A magnifying glass is positioned over this button, and a blue arrow points from it to a larger, zoomed-in view of the same button below. To the right of the 'ADD AN ATTACHMENT' button, there's a 'Submit' button. A PDF file named 'HIGHLY_FOCUSED_CONTENT_STR...PDF' is also visible in the document list.

Scroll down in your “Submission Bundle” and click on “Add an Attachment”. This will enable you to attach any PDF files to your Submission Bundle.

Note: Using Google Chrome is recommended. Install it [here](#).

How to view all Submissions

Tip: You can review all your submissions in detail by signing in to the web app at firs.ehsanalytics.com, and going to the “Submissions” tab on the left menu bar to review all the submissions.

Submissions

Search

Submitted By My Org View saved submission drafts here.

DRAFT

For Acme Corporation - Stardew Valley Project 2024

SUBMITTED

View submitted reports here.

Show More

Submitted To My Org View reports submitted to your organization here.

Note: Using Google Chrome is recommended. Install it [here](#).

How to download and print PDFs from Submissions

Submissions

Search

Submitted By My Org

SAFE Company Maintenance Audit Evidence - Acme Corporation

Internal Recipient(s): stephengroup@ehsanalytics.com

External Org: Bubba Gump Pulp & Paper Co

External Recipient(s): bubba@ehsanalytics.com

Submission Bundle

02

Click on "Print PDF" and click on "Click here to download all documents" to download all the reports all once.

Note: Using Google Chrome is recommended. Install it [here](#).

01

Go to "Submissions" and select the bundle you'd like to print by pressing the "eye" icon. Click on the "..." on the top right corner of the Submission Bundle.

MORE ACTIONS

Print PDF

DOWNLOAD DOCUMENTS

[CLICK HERE TO DOWNLOAD ALL DOCUMENTS](#)

SITE PREP.PDF

JUNE 2024 - ACME CORPORATION - 1.PDF

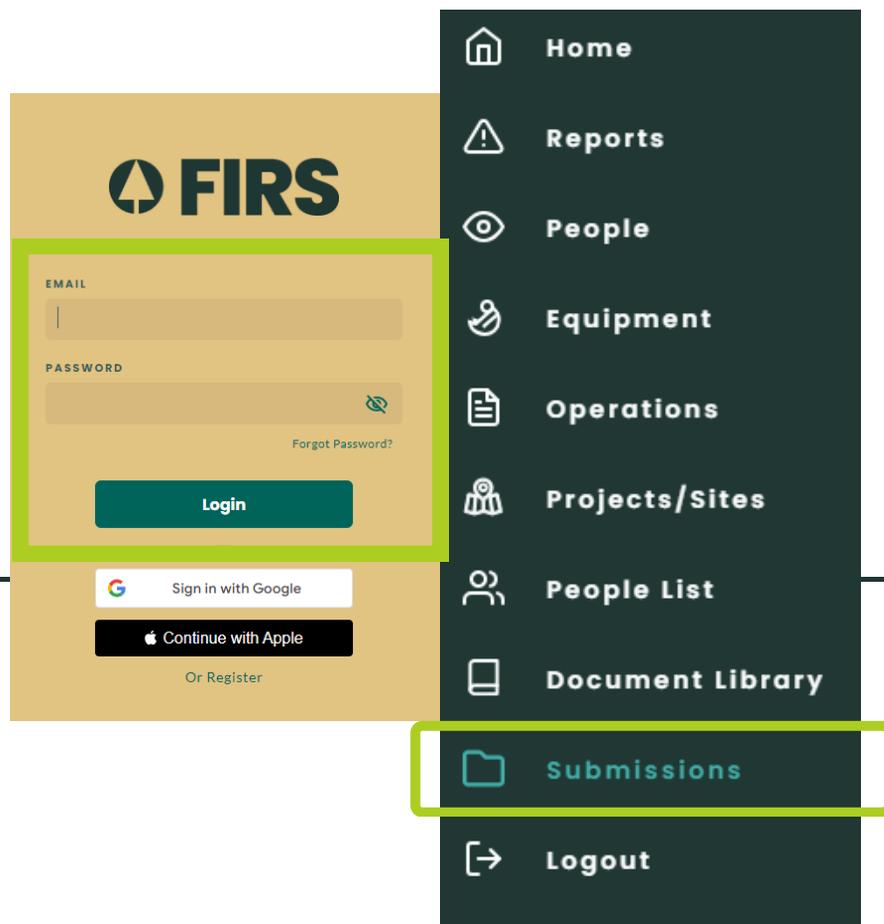
BRING TRUCK TO REPAIR SHOP.PDF

DO SITE INSPECTION.PDF

REPORT_A_HAZARD - THU JUN 20 2024 11:36:53 A.M. AT SG OFFICE.PDF

NEAR_MISS_REPORT - THU JUN 20 2024 11:20:08 A.M. AT SG OFFICE.PDF

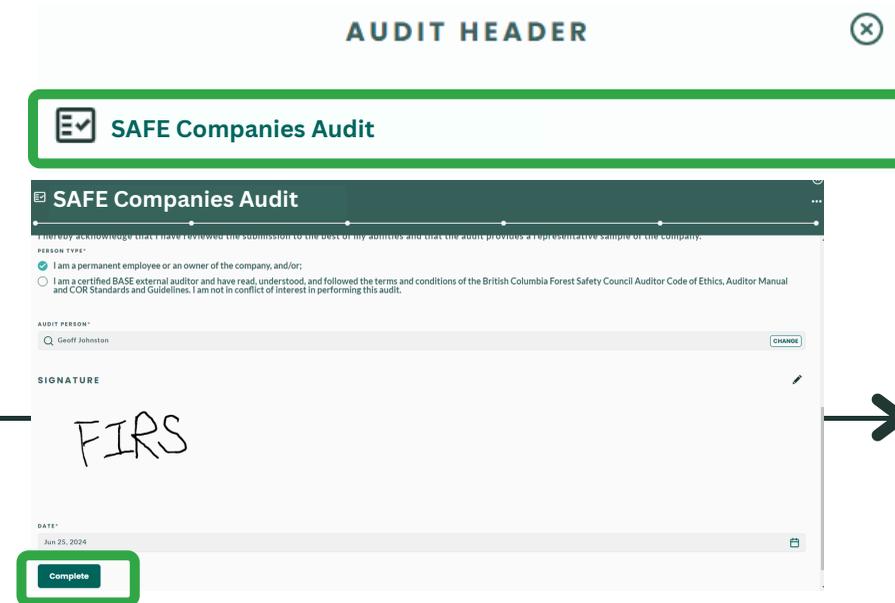
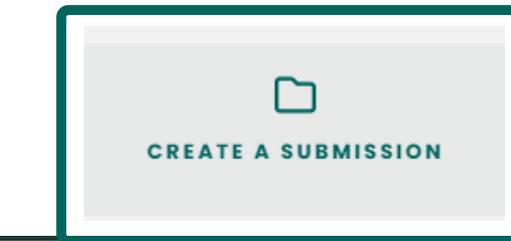
14) Submit SAFE Companies Audit Evidence - **Web - Part 1**



01 Log into your FIRS account at firs.ehsanalytics.com. Click on "Submissions" on the left menu bar.

Note: Using Google Chrome is recommended. Install it [here](#).

02 Start a submission and toggle "Yes" on the audit submission bundle option. Click the + across from "Audit Header".



03 Click on "SAFE Companies Audit" and fill out your audit profile.

14) Submit SAFE Companies Audit Evidence - **Web - Part 2**

05

Attached any FIRS reports in the "Documents Included" section by clicking on the "+". (You must attach at least one FIRS report)

EXTERNAL ORGANISATION

BC Forest Safety Council

EXTERNAL RECIPIENTS*

SafeCo Audit

DOCUMENTS INCLUDED*

+

Tasks
Prevent employees from entering the rafters Jun 30 10:05

Reports
Broke the fridge Oct 24 16:38

ADD AN ATTACHMENT

FALL_2024_SAFETY_CULTURE_S... PDF

Submit

04

Select "BC Forest Safety Council as an "External Organisation" and "SafeCo Audit" as an "External recipient".

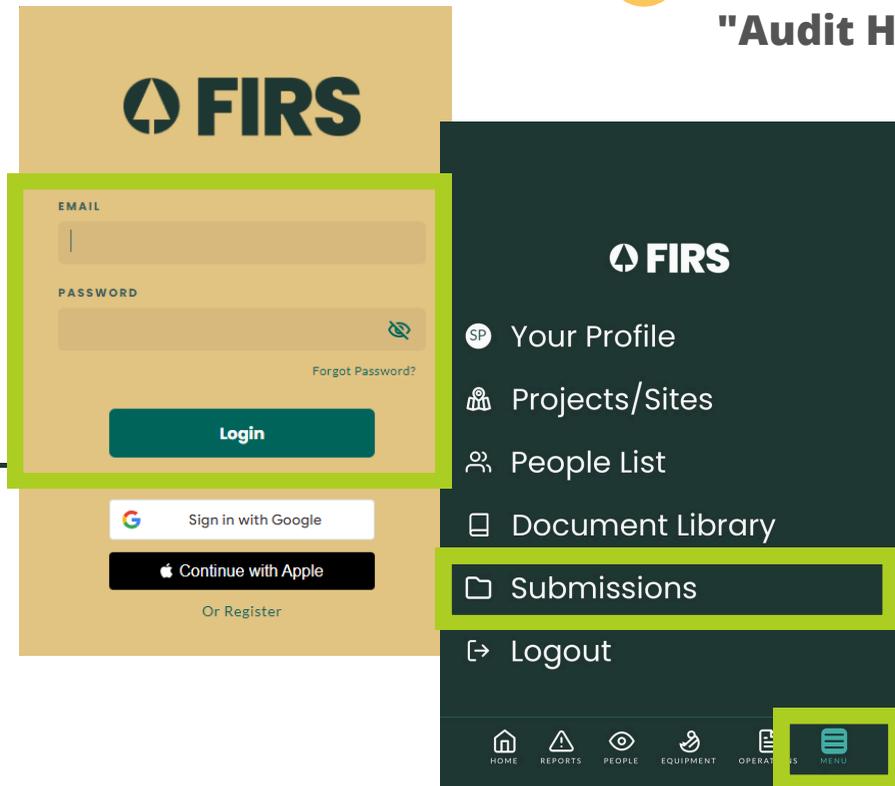
06

Add any additional attachments from your computer and click "Submit".

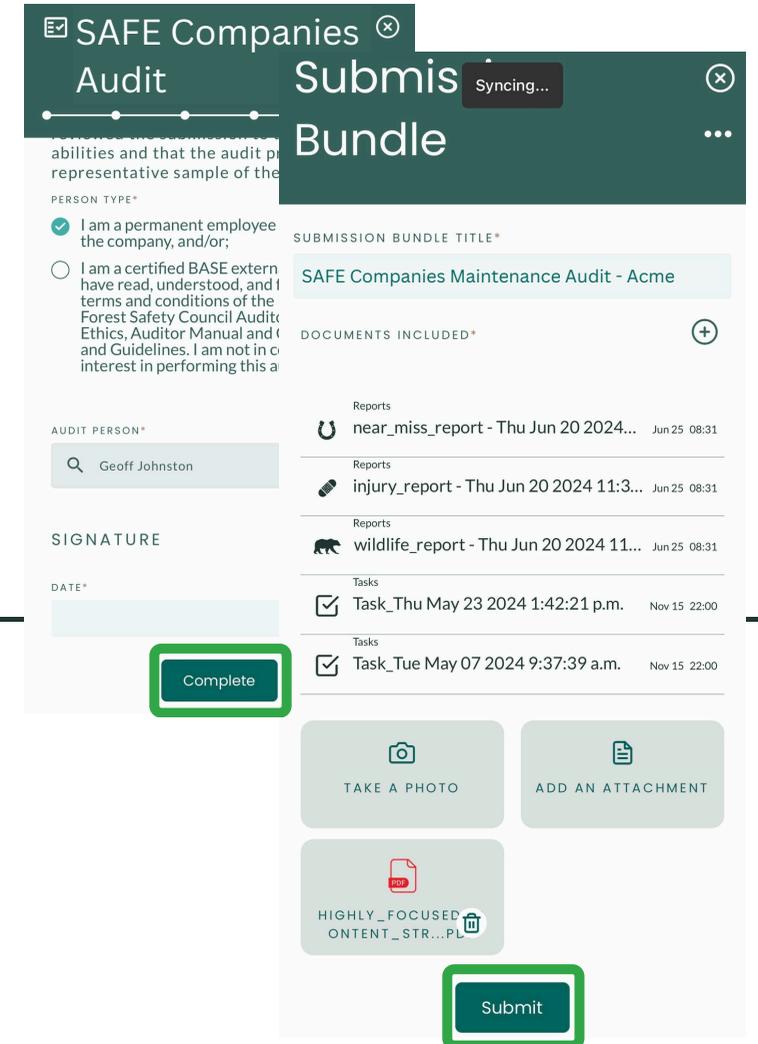
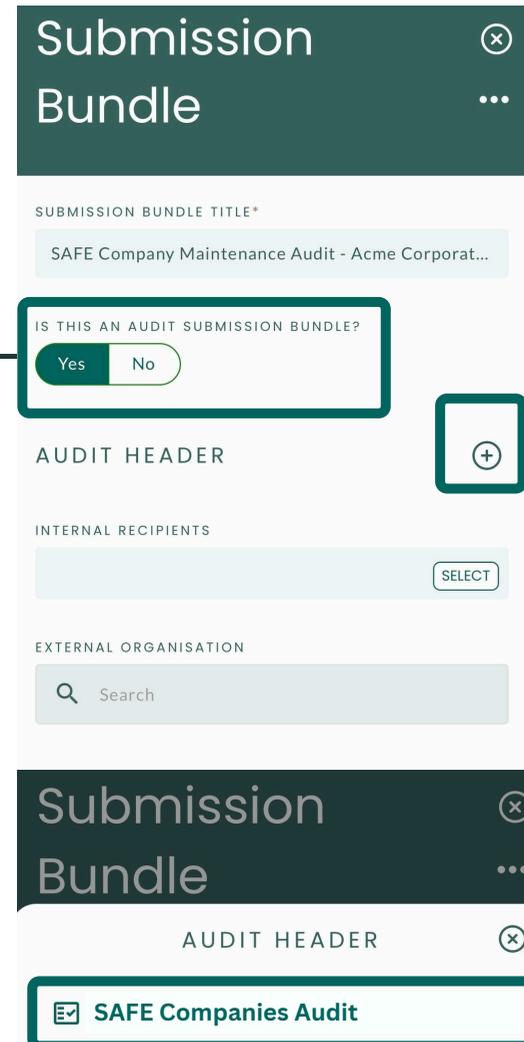
Note: Using Google Chrome is recommended. Install it [here](#).

14) Submit SAFE Companies Audit Evidence - **Mobile**

02 Toggle "Yes" under "Is this an audit submission bundle?" and click on the + icon across from "Audit Header". Click on "SAFE Companies Audit".

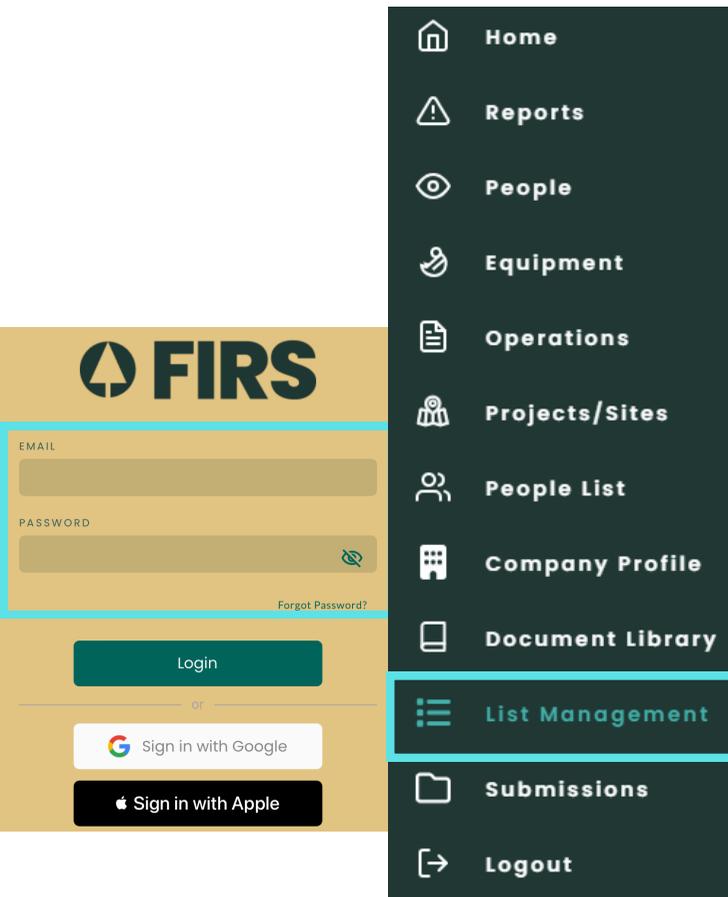


01 Log into your BCFSC FIRS Mobile App. Click on the "Menu" icon on the bottom right and select "Submissions" on the screen.



03 Follow the instructions and to fill out your audit profile, and press "Complete" when you are finished. Upload any reports, attach any PDFs and press "Submit".

15) Customize Record Types with List Management



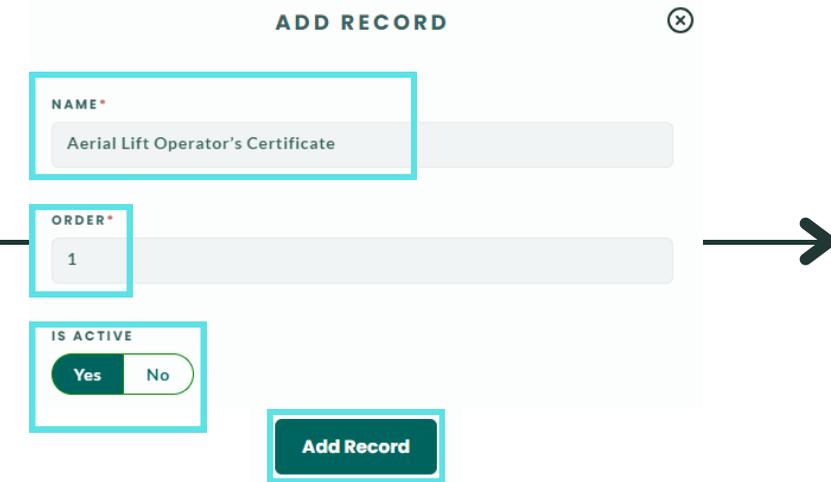
02

Select the record type you'd like to customize on page.



03

Enter the name of the record type, the order number represents in what order the record type will appear in the list and click "Add Record".



01

Sign into FIRS on your computer at firs.ehsanalytics.com and click on "List Management" on the left.

Tip: You can add data to the following record types: Animal, Certification, Crews, Departments, Dispositions, Document Types, Hazard Types, Incident Classifications, Incident Probabilities, Incident Types, Jobs, Locations, Location Types, Mechanisms, Severity Levels, Shifts, Task Types, Tasks, and Training Types.

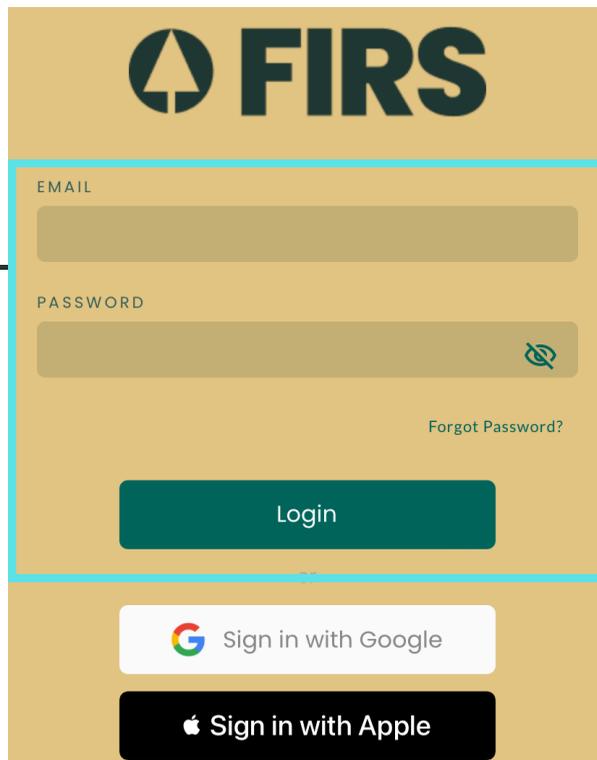
Note: You cannot customize record types for: Body parts, Classification Units, Natures.

Note: Using Google Chrome is recommended. Install it [here](#).

16) Scan a QR Code to see Training Records & Certifications

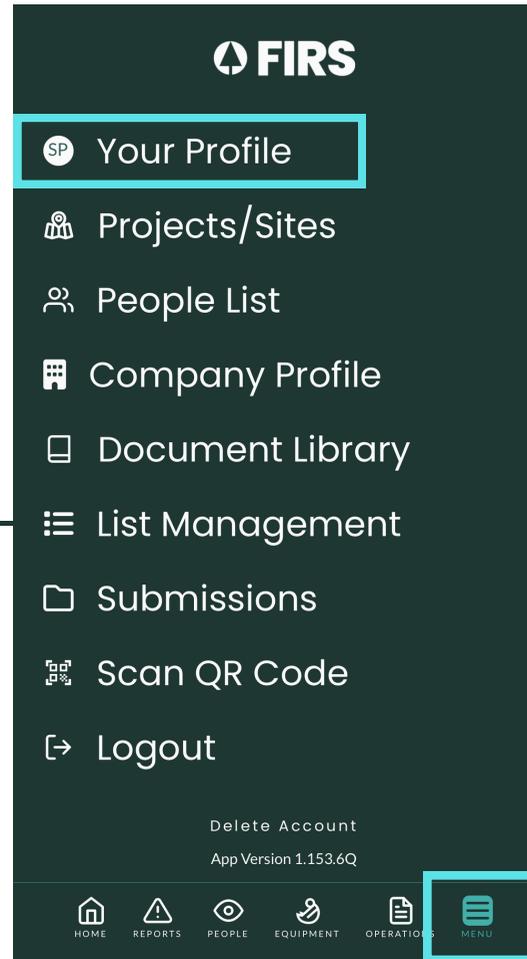
01

Log into your BCFSC FIRS Mobile App.



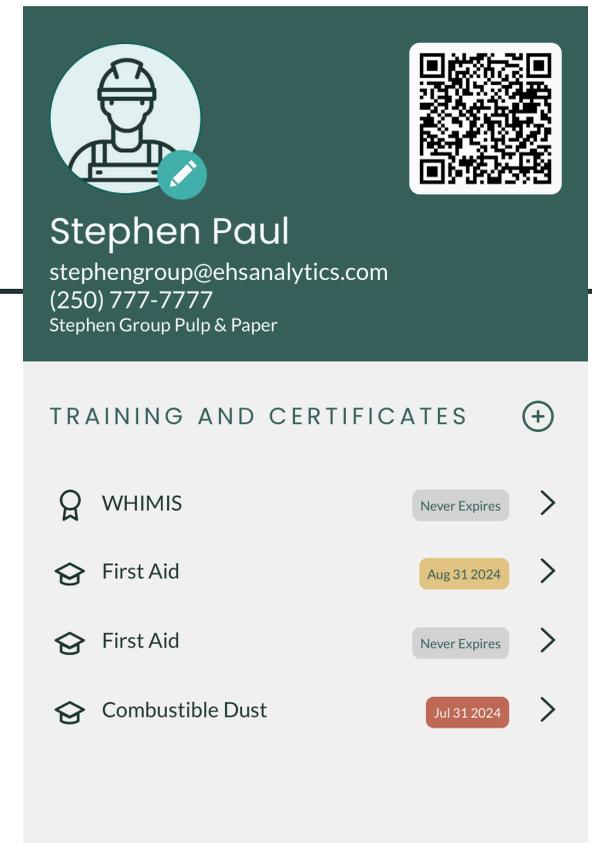
02

Click on the "Menu" icon on the bottom right and select "Your Profile".



03

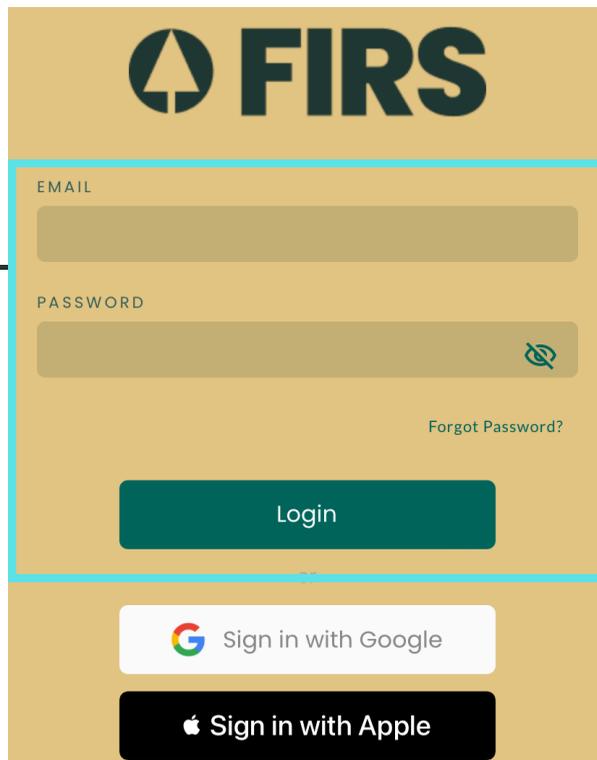
Take a screen shot of your FIRS QR code and keep it handy before going on site. - Your supervisor may ask to see it to check your trainings.



16) Scan a QR Code to see Training Records & Certifications

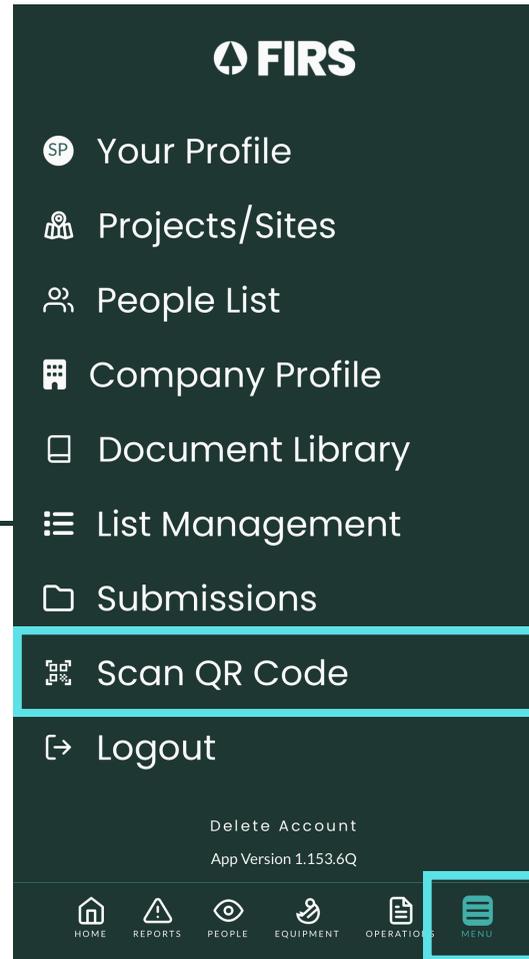
01

Log into your BCFSC FIRS Mobile App.



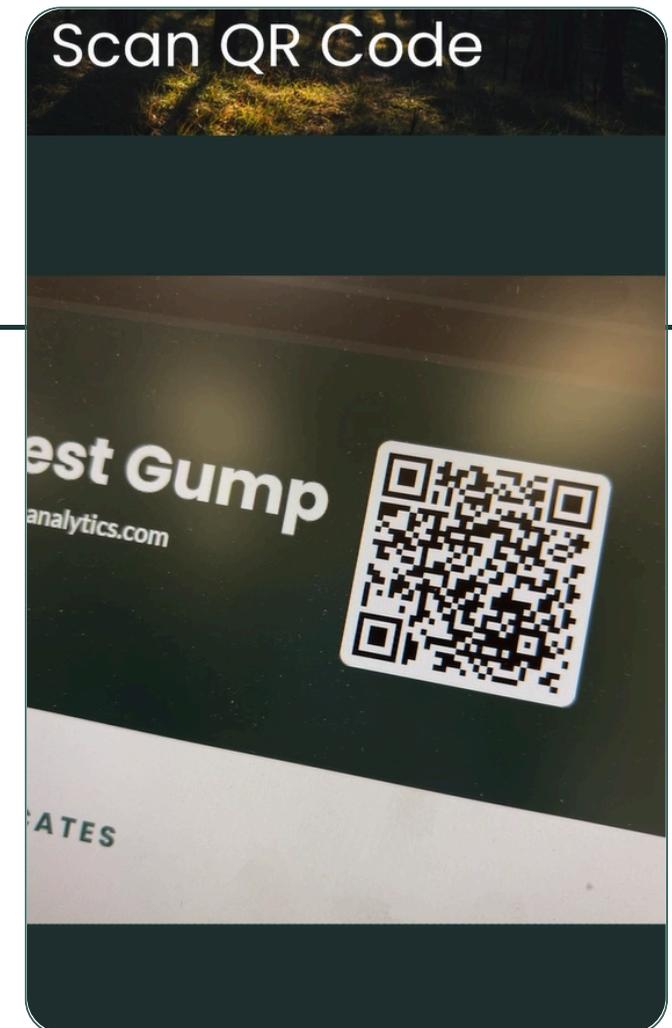
02

Click on the "Menu" icon on the bottom right and select "Scan QR Code".



03

Scan the QR code located in the profile section of the FIRS app.



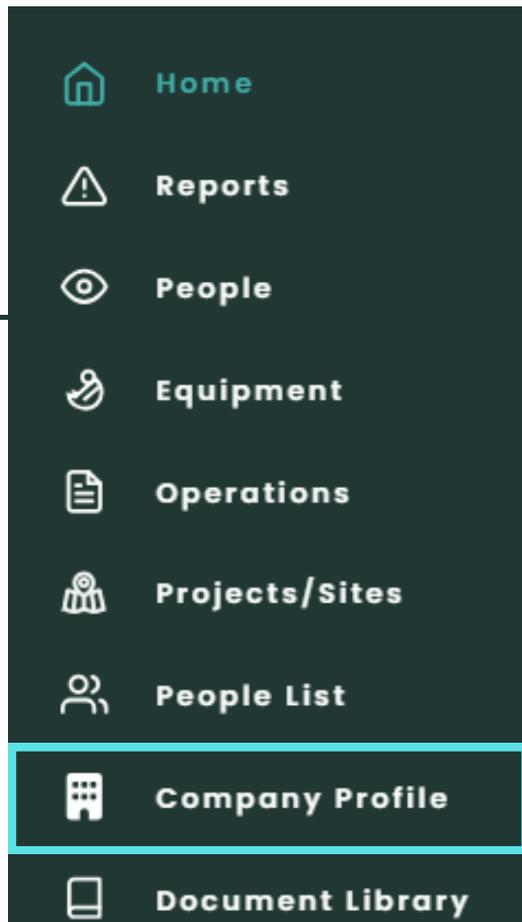
17.1) Report Notifications

When a report is submitted, e-mail notifications are automatically sent to:

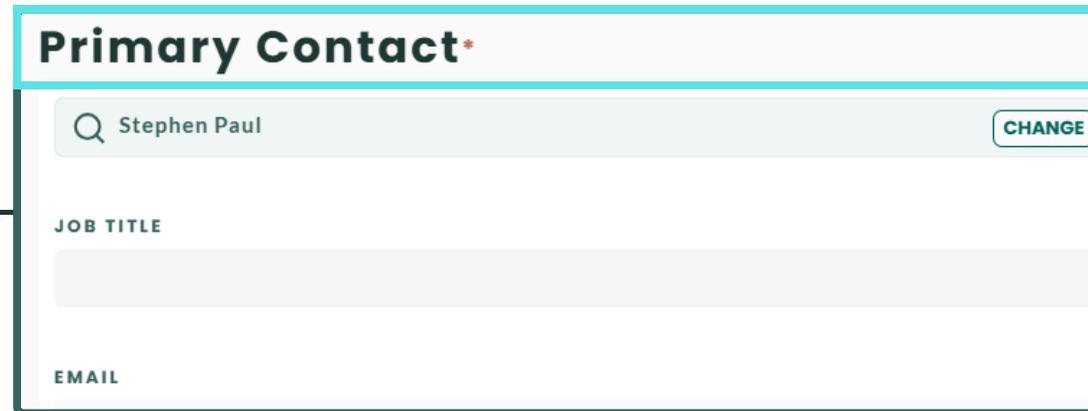
- **Primary contact** of the company
- **Safety resource** associated with the project on the report
- **Project manager** associated with the project on the report
- **Supervisor** of the person involved on the report/site on the report
- **Site Supervisor** associated with the project/site on the report

17.2) Report Notifications - Adding a Primary Contact

01 Click on "Company Profile" on the left side menu

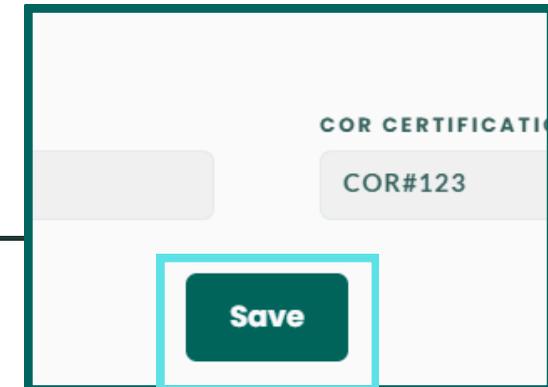


03 Click "Save" at the bottom



A form titled 'Primary Contact*' with a light blue border. It contains a search bar with 'Stephen Paul' and a 'CHANGE' button. Below are fields for 'JOB TITLE' and 'EMAIL', both currently empty.

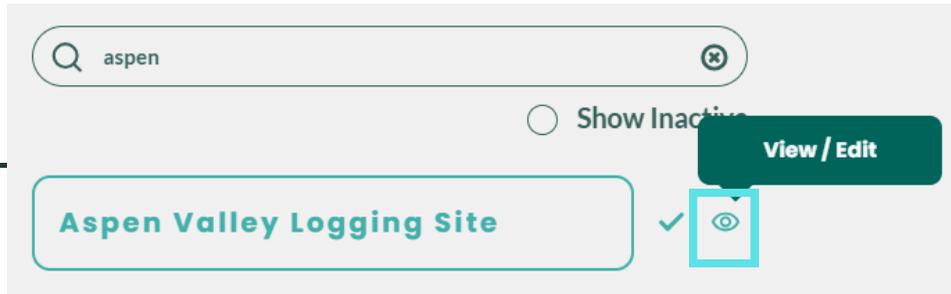
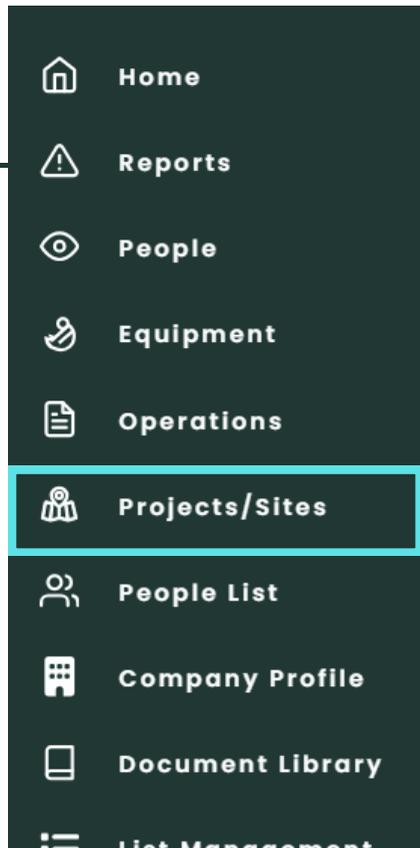
02 Scroll down to Primary Contact and select contact from list of users



A close-up of the bottom of the form, showing a dark green 'Save' button with white text, highlighted with a light blue border. Above it, a 'COR CERTIFICATION' field contains 'COR#123'. An arrow points to the right from the end of the form.

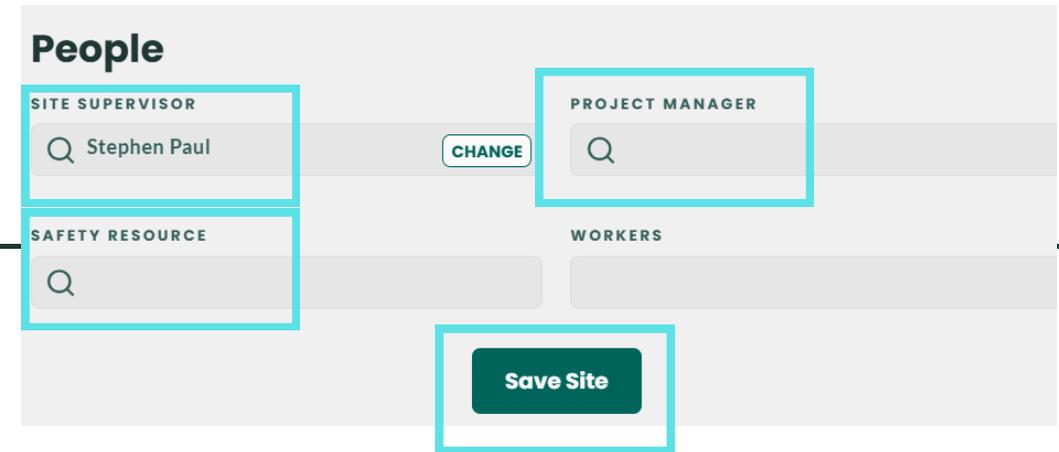
17.3) Report Notifications - Adding a Safety Resource/Project Manager/Site Supervisor

01 Click on "Projects/Site" on the left side menu



02 Select the desired project/site, then click the eye icon on the right

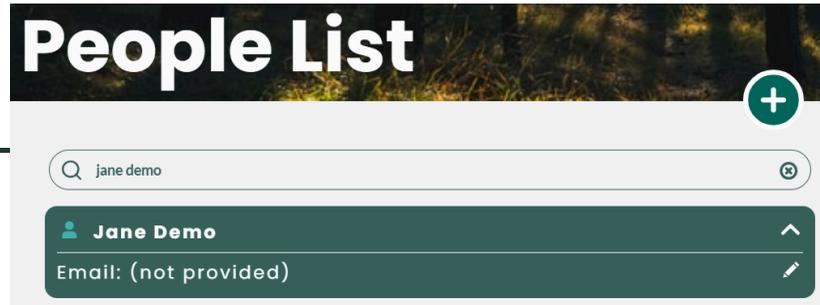
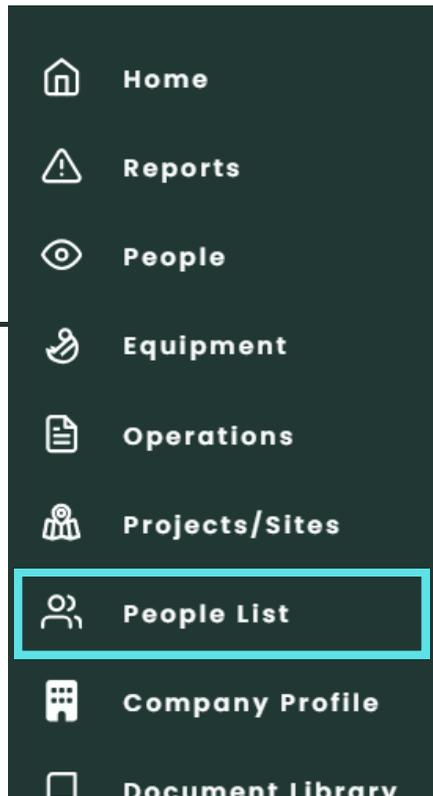
03 Scroll down to "People", select a person from the dropdown menu in each category



04 Click "Save Site"

17.4) Report Notifications - Adding a Supervisor to a Worker

01 Click "People List" on the left side menu

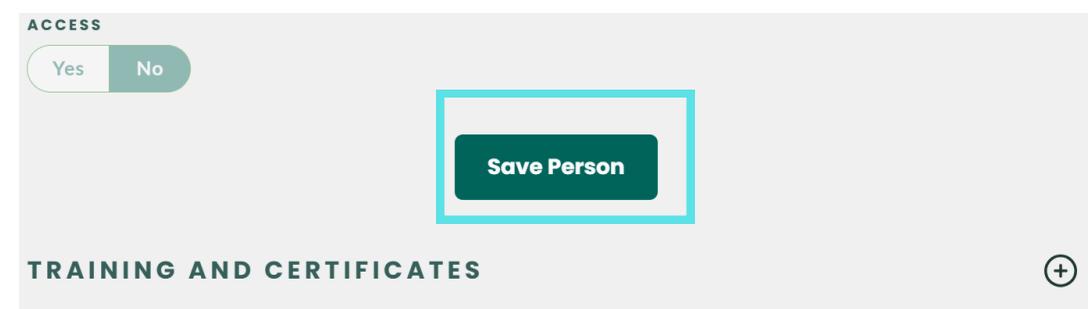


02 Search for the workers name in the search bar, click the dropdown chevron, the pencil icon to edit

03 Scroll down to Supervisor, search for the desired name and select



04 Click "Save Person" at the bottom





Last updated: February 27, 2025

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support@ehsanalytics.com

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