

Recording an Injury

Login to companycontrols.pro

Go to [Actions > Injury > Report an Injury](#)

Complete the short form to capture the details of the injury or accident. Fields marked with * must be completed. Click Add and the injury will be recorded and a more thorough form, spread over a number of tabs, will be available to capture more detailed information. This can be closed and returned to later by you or an appointed person managing health and safety within your business.

Once completed to your satisfaction, change the status of the injury to Closed or withdrawn/Cancelled to finish.

Accidents where no individual was injured can be captured such as near misses or dangerous occurrences.

[Actions > Injury > Injury Register](#) will show all reported injuries and the Injury Admin (functionality Role) can access all injuries including closed ones.