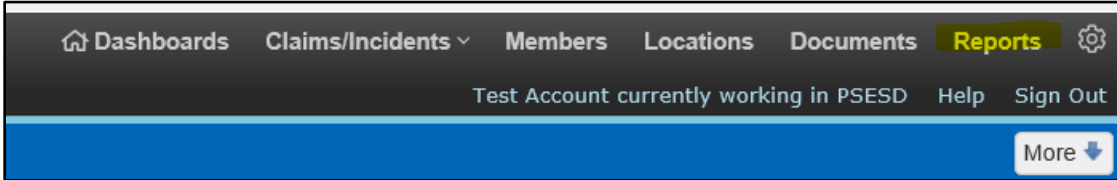# SAFETY COMMITTEE REPORT
Process for producing Safety Committee Reports in Origami
### As of 3/17/2020

OVERVIEW
This procedure encompasses the process of downloading and/or printing safety committee reports in Origami Risk by School Districts. This procedure assumes the user is signed into Origami.

Step 1 – Select Safety Committee Report for Desired Period and Type
- From within Origami Risk, select the **Reports** menu item:

- Across the top of the screen select the S under report name to get to the reports that begin with S:
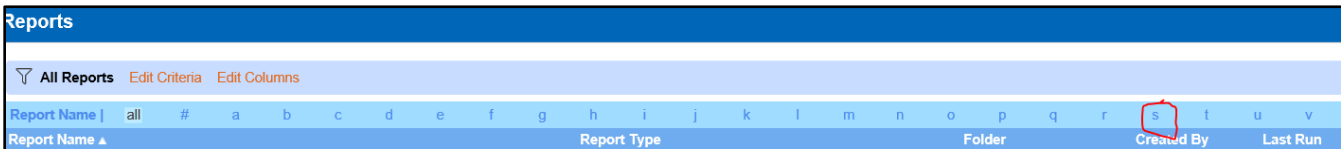
- You will see several reports titled "**Safety Committee Report**"

Safety Committee Report - Last 12 Months
Claim and Incident data including Supervisor input
Safety Committee Report - Last 12 Months (Summary)
Shortened Safety Committee Data -- Prints on Legal
Safety Committee Report - Last 2 Months
Claim and Incident data including Supervisor input
Safety Committee Report - Last 2 Months (Summary)
Shortened Safety Committee Data -- Prints on Legal
Safety Committee Report - Last 3 Months
Claim and Incident data including Supervisor input
Safety Committee Report - Last 3 Months (Summary)
Shortened Safety Committee Data -- Prints on Legal
Safety Committee Report - Last 6 Months
Claim and Incident data including Supervisor input
Safety Committee Report - Last 6 Months (Summary)
Shortened Safety Committee Data -- Prints on Legal
Safety Committee Report - Last Fiscal Year
Claim and Incident data including Supervisor input
Safety Committee Report - Last Fiscal Year Summary
Shortened Safety Committee Data -- Prints on Legal

- The following time periods are available:
  Last Month– includes claims and incidents entered into Origami in the prior month. Does not include the current month.
  Last 2 Months – includes claims and incidents entered into Origami in the prior 2 months. Does not include the current month.

- ▪ <u>Last 3 Months</u> – includes claims and incidents entered into Origami in the prior 3 months. Does not include the current month.
- ▪ <u>Last 6 Months</u>– includes claims and incidents entered into Origami in the prior 6 months. Does not include the current month.
- ▪ <u>Last 12 Months</u> – includes claims and incidents entered into Origami on or after 12 months ago from the date the report is run.
- ▪ <u>Last Fiscal Year</u> – includes claims and incidents entered into Origami in the prior Fiscal Year.
- ▪ <u>Current Fiscal Year</u>– includes claims and incidents entered into Origami in the current fiscal year up until the date the report is run.

For each period there are two types of report, summary and detail. The summary report will print landscape on legal paper as a PDF. The detail report can be downloaded into Excel for further manipulation and then printed.

## Step 2 – Print or Download Reports

- • Any summary report can be downloaded/printed from PDF. To do so, simply click on the Acrobat symbol on the report you wish to print:

- • You can also click on the title of the report, then select **Export to PDF (no cover page)** from the **MORE** menu:
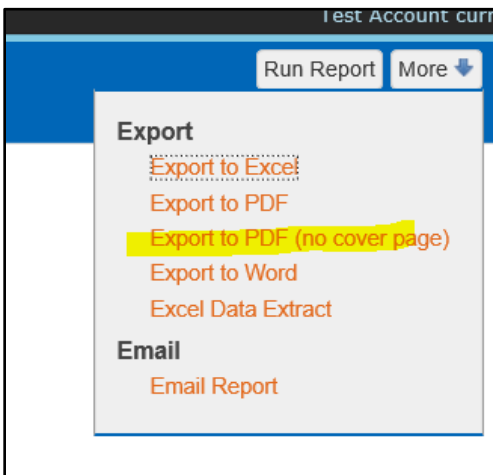
- • If you select a detail report it is recommended that the results be downloaded into Excel. You can do this with any Report in Origami. Simply click on the Excel icon:
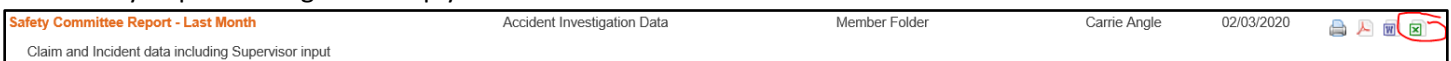
- • You can also click on the title of the report, then select **Export to Excel** from the **MORE** menu.

End of procedures