

1. Download pocketSafety from the App Store or Google Play

The pocketSafety app is free for both Apple and Android devices. You can download the free app from the iTunes store or Google Play store.

- On your phone, go to the App Store or Google Play.
- Search for pocketSafety, and download to your device.

App Store

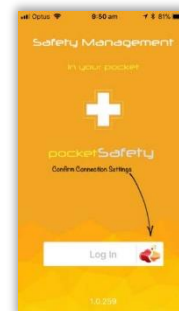


Google Play



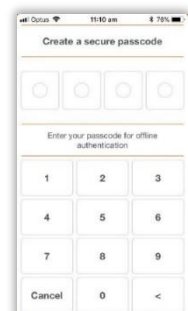
2. Configure Connection Settings

- Open pocketSafety for the first time.
- Tap the red and yellow cloud icon (next to the log in button) to open the Connection Settings.
- Ensure the Riskcloud Production option is selected.
- Enter the UQ Access Code at the bottom of the screen (642). Save settings.
- You will be redirected back to the homepage where you can now log in.



3. Login to UQSafe and set Passcode

- Select the 'Log in' button. UQ uses Single Sign On (SSO) - tap the Single Sign-On Log in button.
- Enter your UQ Username and Password (the same one that you use to Log into UQSafe on your desktop).
- For added security, you will be asked to enter a 4-digit pass code.
- Enter a Passcode to allow easy access back into pocketSafety if you have closed the app without logging out. You will need to do this twice, for verification.
- (If you do logout, you simply need to login again).



4. Congratulations!

- pocketSafety is now ready to use.
- Navigate between functions by tapping the menu icon.
- You can now report hazards and incidents via your mobile device.
- Save as a draft, and submit report once completed.
- Your incident/hazard report will automatically integrate with UQSafe system.

