

# Incident Logging

## User Guide

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Document jobsite incidents, track injury details, and generate OSHA-ready PDF reports — all from your phone.

### Quick Reference

Command: /incident  
Access: All paid users  
Output: OSHA-compliant PDF incident report  
Storage: All incidents stored in your team's history

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# 1. Getting Started

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When something goes wrong on a jobsite — an injury, property damage, a near miss — you need to document it immediately. The /incident command walks you through a structured form so nothing gets missed.

Type /incident to begin. The bot will guide you through each field step by step.

Tip: Log incidents as soon as possible while details are fresh. Even near misses should be documented — OSHA tracks those too.

## 2. Logging an Incident

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The incident flow collects the key details required for a proper report:

- Date & time — when the incident occurred
- Location — jobsite address or area description
- Incident type — injury, property damage, near miss, equipment failure
- Description — what happened, in your own words
- People involved — names of anyone affected or who witnessed the event
- Immediate actions taken — first aid, area secured, equipment locked out

Each field is prompted individually. You can type your answer or, for some fields, select from predefined options. The bot validates your entries and asks for clarification if needed.

Note: You can cancel at any time by typing /cancel. A partially completed incident is not saved until you confirm the final summary.

### 3. Injury Details

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If the incident involves an injury, the bot collects additional details required for OSHA Form 301:

<b>Body part affected</b>	Head, hand, back, eye, etc.
<b>Nature of injury</b>	Laceration, sprain, burn, electric shock, fall
<b>Treatment given</b>	First aid on site, sent to clinic, hospitalized
<b>Lost work time</b>	Whether the injured person missed any work days
<b>Physician/hospital</b>	Name and address of treating provider if applicable

For non-injury incidents (property damage, near misses), these fields are skipped automatically.

### 4. OSHA Compliance

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OSHA requires employers to record workplace injuries and illnesses that meet certain thresholds. ArklyTech's incident reports capture the data points needed for:

- OSHA Form 300 — Log of Work-Related Injuries and Illnesses
- OSHA Form 301 — Injury and Illness Incident Report
- OSHA Form 300A — Summary of Work-Related Injuries (annual)

While ArklyTech does not file OSHA forms for you, the incident data is structured so your safety officer can transfer it directly to the official forms.

Note: OSHA recordkeeping requirements apply to employers with 11 or more employees. Check OSHA.gov for the latest requirements for your industry classification.

## 5. PDF Generation

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After you confirm the incident details, the bot generates a professional PDF report and sends it directly to your Telegram chat:

- Branded header with your company name and logo
- Complete incident details in a structured layout
- Injury details section (if applicable)
- Date, time, and reporting technician information
- Ready to print, email, or file with your safety records

Tip: Forward the PDF to your project manager or safety officer directly from Telegram. Tap the document, then tap the forward arrow.

## 6. Quick Reference

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<b>Start incident report</b>	Type /incident
<b>Cancel mid-flow</b>	Type /cancel
<b>Incident types</b>	Injury, property damage, near miss, equipment failure
<b>PDF output</b>	Auto-generated after confirmation
<b>History</b>	All incidents stored in your team's database