

SafeNet Quickstart

Adding HSE record

Note: HSE refers to Health Safety Environment.

1. To add **HSE** record, first select a **Well** record and a **Day** record from the **Well Operations** and **Day** selectors respectively.
2. Next, mouse-over the **SafeNet** menu tab and select **HSE** from the drop down menu.



Figure 1.0 Accessing the HSE menu

3. This will load the **HSE Incident Data** page as shown in Figure 1.1, showing the existing record associated with the selected **Well** and **Day** records.



Figure 1.1 HSE Incident Data page.

4. To add a **HSE** record, click the **Add New** button at the top or the **Add HSE** button at the bottom of the page.
5. Fill up the **Seq. #**, **Type**, **Num. Events**, **Short Description**, **Detail Description**, **Date/Time** and **Days Lapsed** fields.
 - **Type** field refers to type of event that occurred on the particular day. It includes **Environmental Incident**, **Weekly Camp Inspection** etc.
 - **Num. Events** refers to the number of times the HSE events occurred.
 - The **Short Description** field as well as **Detail Description** field allows the client to key in details of the **HSE Activity**.

- The **Date/Time** field shows when the **HSE Event** occurred.
- **Days Lapsed** shows how many days since the **HSE Event** occurred
- If time is lost during the **HSE Events**, the record can be flagged to denote this under the **Is Lost Time?** field. Note that if the **HSE Event** is flagged as a “**Yes**”, it will be used to calculate the **Last LTI** field found in the **DrillNet > Daily Data** page.

6. To save the record, click the Confirm button.

