

McLaren Print System Order

Order No: 69913 Reprint Previous Order No: 43092

Order Date: 2022-05-18 User: Bruce Kumfer Phone: 231-487-7001

Ship Location: MNM Petoskey Campus: Attn: Bruce Kumfer

416 Connable Ave Petoskey, MI 49770

Forms Quantity: 1

Paragon Dept No: 8950 Dept Name: Risk Management Company Number: 410

Order Total Price: 140.00

Item Number: MHCC-1606

Item Description: How to Submit a Safety First Report

Revision Date: 2/2019

Print: Paper: Size: Fold: Finish: Drill:

Misc Info: 1000 per order; ds; color; no bleed; 5x7 card 100# cover

How to Submit a Safety First Report





Login with user ID & password or use 'anonymous' to enter event anonymously





Choose the Event Type you wish to report from the Icon Wall



Fill in mandatory fields (*green asterisk). File status on left tells you how many mandatory fields you have completed.

When you are finished submitting the required Information, click on the Green Submit button.



Once you see the 'submit file' pop up note thanking you for submitting the file, you know that you successfully submitted the report.

Policy MHC_SE001: Safety Event Reporting Policy

Questions? - 810-342-1146