

ObservNow is a tool in BioRAFT, which allows users to submit safety observations to Laboratory Safety. This tool allows all users to report Near Misses, Hazard Observations/Concerns, and Positive Observations. All submitted reports are private, and are only visible to members of the Laboratory Safety Department. Users also have the option of submitting an observation anonymously.

Importance of Reporting Safety Observations

A Near Miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. While Near Misses result in no immediate harm, they have the potential to lead to events in which a loss or injury could occur. Identifying and reporting these events allows Laboratory Safety to address potential hazards before they can result in actual harm.

A Hazard Observation/Concern is a way to report conditions or behaviors in the laboratory that could potentially put people or property at risk of harm. Even if you address a potential hazard on the spot, it is still important to report it via ObservNow. These reports can help identify potential trends, and allow Laboratory Safety to proactively make safety improvements.

ObservNow can be used to report Positive Observations. You can use it to commend safe behaviors, share best practices, or report any other information that could be used to benefit our campus laboratory community.

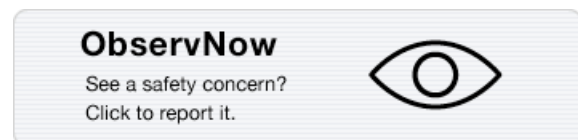
Do Not Use ObservNow to Report Injuries or Emergencies

Never use ObservNow to report injuries or any form of campus emergency. **Always dial 9-1-1 for any serious injury or emergency.** A [Rowan Incident Report Form](#) must be completed for all injuries and hazardous substance exposures. Please refer to the Risk Management website for further information. Submit a [Laboratory Incident Report Form](#) for laboratory incidents that DO NOT involve injuries or hazardous substance exposure. Please visit the [Laboratory Safety Emergencies & Incidents Page](#) for detailed procedures.

Using ObservNow

The ObservNow icon is located on the lower right-hand side of your BioRAFT home screen after you log-in. Clicking the icon will take you to the single page reporting form. Completing the form consists of a few simple steps:

- Step 1:** Select the Type of Observation:
- Near Miss
 - Hazard Observation/Concern
 - Positive Observation



Step 2: If applicable, attach any pictures you may have taken.

Step 3: Provide all relevant details about what you observed.

Step 4: Provide the Building, Room, and Specific Location of where the observation occurred.

Step 5: Select the type of hazard associated with your observation from the dropdown.

Step 6: If you wish to remain anonymous, click the check box at the bottom of the form. When ready, click Submit to send your completed report to Laboratory Safety.