# Report and investigate safety events

Use the EHS workspace and scoped field or anonymous intake flows to preserve evidence and complete corrective work.

https://docs.qintoravacloud.com/guides/workplace-ehs/

## Select the intake path

Open Environment, health & safety for authorized case work. Use the tenant's published field or anonymous reporting entry when appropriate. For immediate danger, use your organization's emergency procedure first.

## Work the record

1. Record the incident or observation, time, location and immediate actions. Use only the personal information required for the case.
2. Confirm severity and the applicable workflow. Assign investigation and corrective work to the authorized owner. Keep evidence and visibility limited to the approved audience.
3. Collect required verification and complete the applicable review. Confirm task, corrective action and audit history after saving.
4. For offline field entry, check the local queue and confirm the synchronized record number when connectivity returns. Look for an existing receipt before creating a duplicate.

## Troubleshoot

If the route or case is unavailable, check module enablement, the tenant-provided link, role and record scope. For upload or sync problems, check connectivity, queue status, parent record access and scan state. For reporting and required filings, follow the tenant's approved EHS procedure and review the generated record with its owner.