

# Shamrock SAPP Online Tutorial

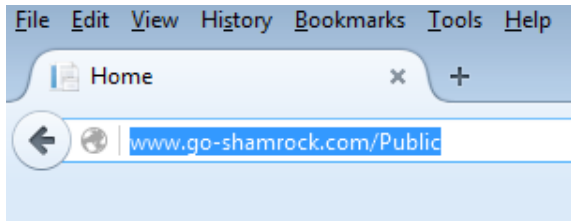
Shamrock Accident Prevention Process

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A guide to walk you through the process of creating an observation for the Shamrock Accident Prevention Process (SAPP).

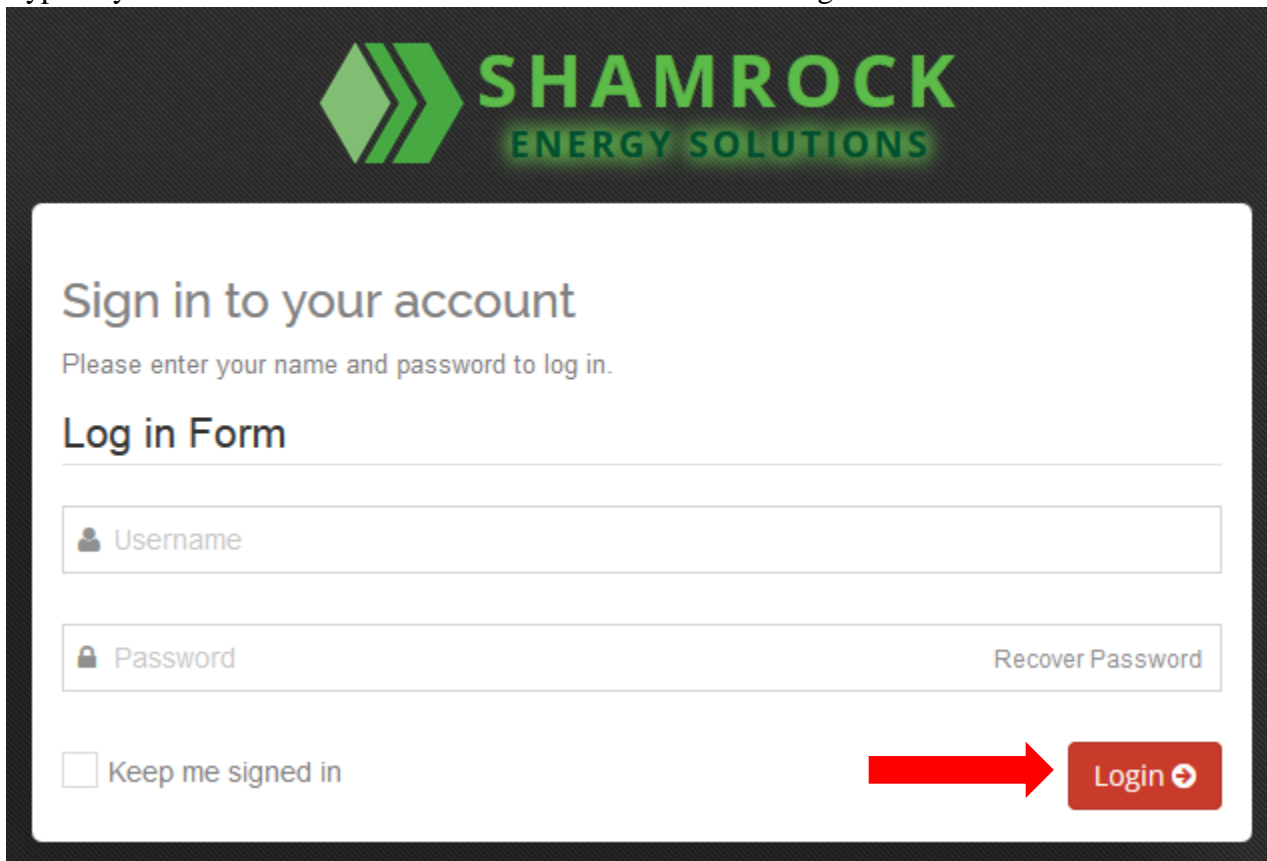
1. Open your web browser (IE, Firefox, Google Chrome, Internet Explorer, or Edge). For best functionality, we recommend Google Chrome when using the Shamrock Intranet.
2. Go to [www.Go-Shamrock.com](http://www.Go-Shamrock.com)



3. Click on the "Employee Login" button, located on the top right of the Go-Shamrock webpage.



4. Type in your Shamrock Intranet credentials and click on the Login button.



SHAMROCK  
ENERGY SOLUTIONS

## Sign in to your account

Please enter your name and password to log in.

### Log in Form

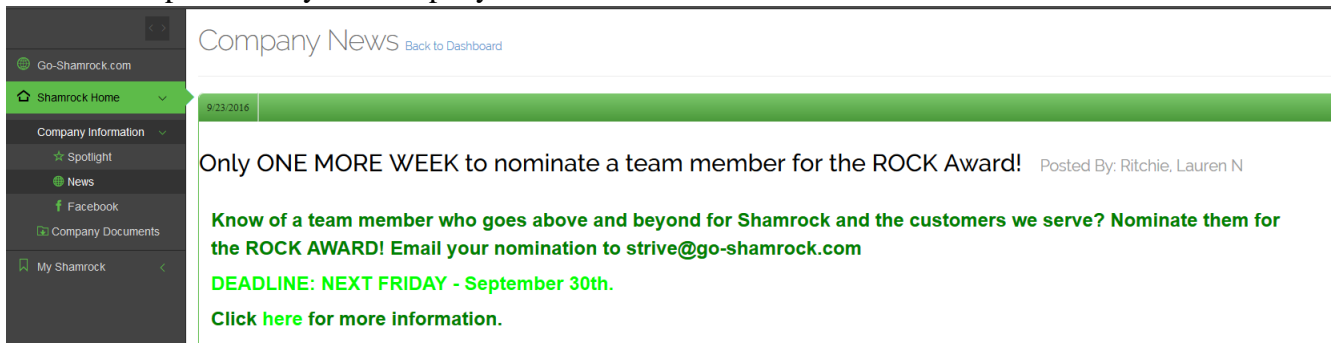
[Recover Password](#)

Keep me signed in

[Login](#)

**NOTE:** At this time, Shamrock Intranet credentials are **NOT** the same as your SES Email credentials. When contacting IT about “login” problems, please specify which account you are having trouble with.

5. Once logged in, you’ll find yourself on the Shamrock Dashboard with all of the latest and greatest information provided by the company.



Go-Shamrock.com

Shamrock Home

Company Information

Spotlight

News

Facebook

Company Documents

My Shamrock

### Company News [Back to Dashboard](#)

9/23/2016

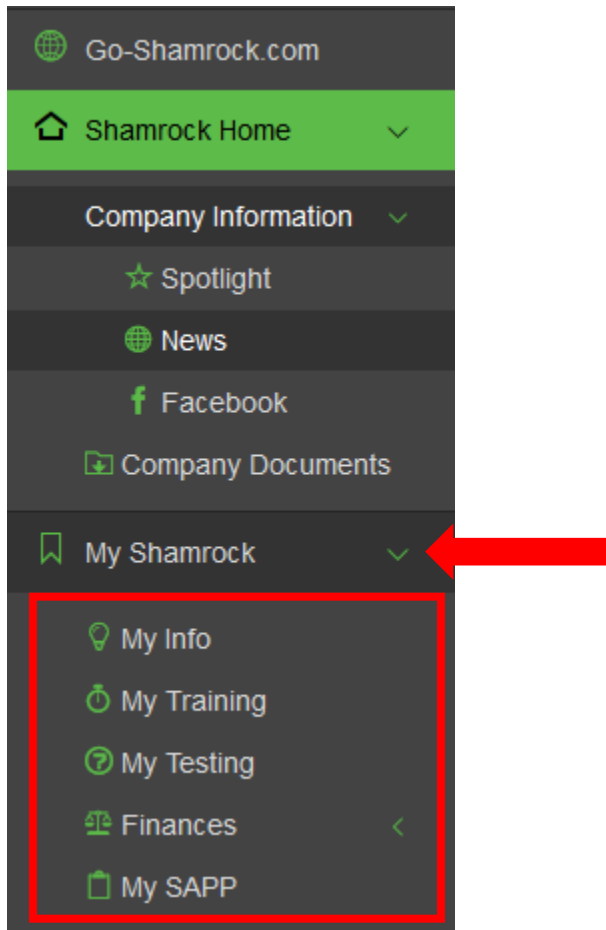
Only ONE MORE WEEK to nominate a team member for the ROCK Award! Posted By: Ritchie, Lauren N

**Know of a team member who goes above and beyond for Shamrock and the customers we serve? Nominate them for the ROCK AWARD! Email your nomination to [strove@go-shamrock.com](mailto:strove@go-shamrock.com)**

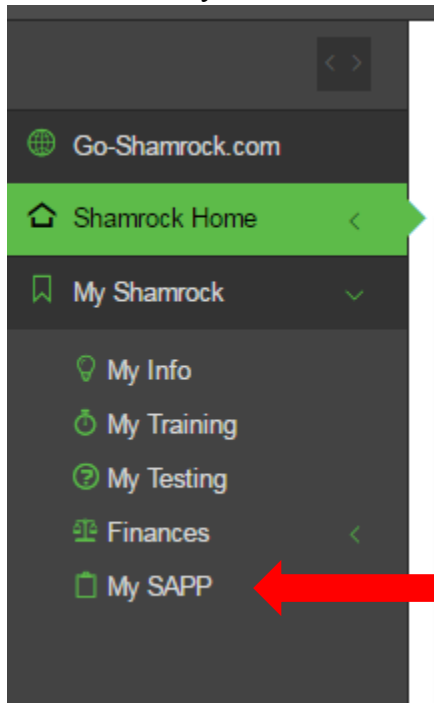
**DEADLINE: NEXT FRIDAY - September 30th.**

[Click here for more information.](#)

6. Here we will want to click on the “My Shamrock” tab located on the left side of the webpage as shown below. Once My Shamrock has been selected the following options will be available.

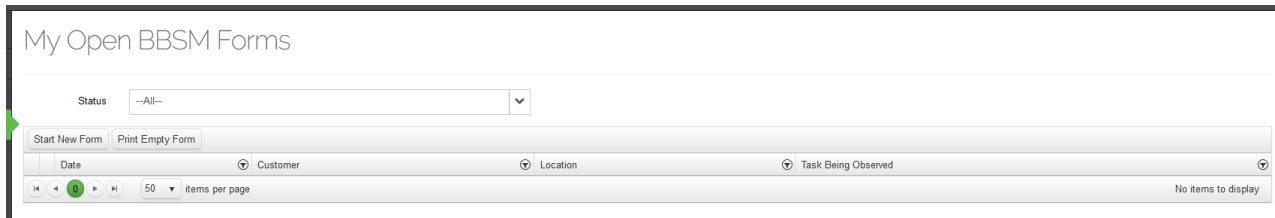


7. Next select “My SAPP” from the My Shamrock Menu options.



8. The My Open BBSM Forms page will open. This page will display all of the SAPP forms that you have filled out. The SAPP form has 2 status options available.

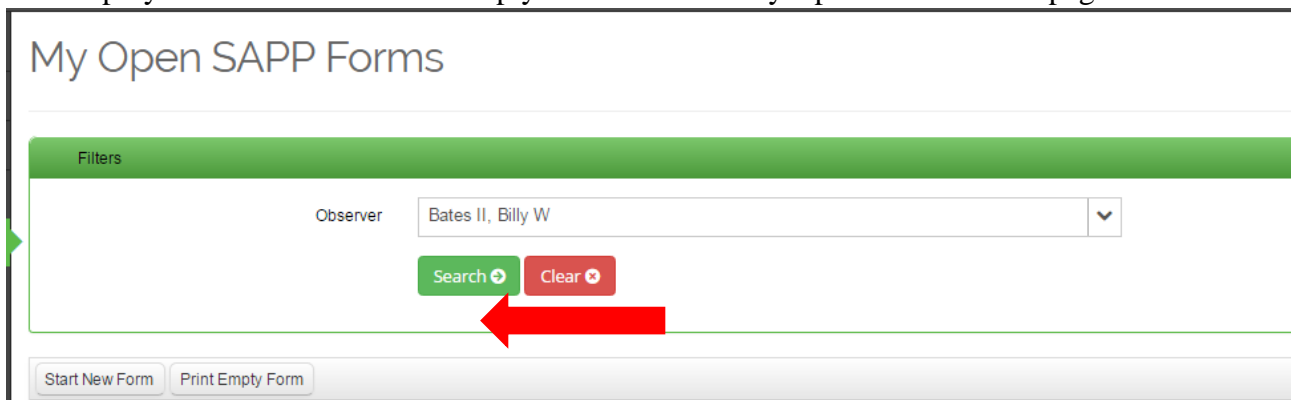
- a. Pending – a pending form is one that the employee has started but has not submitted to the Safety Department
- b. Submitted – a submitted SAPP form is one that has been submitted to the Safety Department for review



- 9. The employee has two options for filling out a SAPP form. Each option has a button on the form.
  - a. Start New Form – this option allows the user to fill out the SAPP form electronically on their device
  - b. Print Empty Form – this option allows the user to print out a paper SAPP form to fill out the SAPP observation. Note: once the paper form is filled out it still needs to be entered electronically into the Shamrock intranet.

10. Print Empty Form

The employee will select the Print Empty Form from the My Open BBSM forms page.



Once selected, a PDF version of the SAPP observation form is available for printing.  
Note: The SAPP PDF is a two page document.



Observer \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Customer \_\_\_\_\_

Task Being Observed

**PPE**

Eye and Face Protection	ON/A	OSafe	OAt Risk
Ear Protection	ON/A	OSafe	OAt Risk
Hand Protection	ON/A	OSafe	OAt Risk
Body Protection	ON/A	OSafe	OAt Risk
Fall Protection	ON/A	OSafe	OAt Risk
Respirator	ON/A	OSafe	OAt Risk
Head Protection	ON/A	OSafe	OAt Risk

**Tools and Equipment**

Vehicle Safety	ON/A	OSafe	OAt Risk
Restraint Devices	ON/A	OSafe	OAt Risk
Tools and Equipment	ON/A	OSafe	OAt Risk
Pre-job Inspection	ON/A	OSafe	OAt Risk

**Body Use and Position**

Body Position	ON/A	OSafe	OAt Risk
Line of Fire	ON/A	OSafe	OAt Risk
Ascending/Descending	ON/A	OSafe	OAt Risk
Eyes on Path	ON/A	OSafe	OAt Risk
Pinch Points	ON/A	OSafe	OAt Risk
Lifting	ON/A	OSafe	OAt Risk

11. SAPP – Start New Form

The employee will select the Print Empty Form from the My Open BBSM forms page.

My Open SAPP Forms

Filters

Observer: Bates II, Billy W

Search Clear

Start New Form Print Empty Form

12. Once the *Start New Form* button has been selected, the SAPP form will be displayed. The form is broken down into two sections. The top section is the header section with the following information.

SAPP [Download ↓](#)

Observer: Bates II, Billy W Date: 10/05/2016

Location: Customer:

Task Being Observed:

The bottom section contains the details you will be basing your SAPP observation on.

- PPE
- Tools and Equipment
- Body Use and Position
- Procedures
- Other

Each detail section contains different categories you must determine that were either N/A, Safe, or At Risk. If the action was At Risk, you will be required to fill out additional information.

? Eye and Face Protection

N/A Safe At Risk

Additional Comments:

13. On the header section all the information needs to be entered. The Date field will default to the current date.

14. After the header section for the SAPP observation is completed, the user will move on to the categories section.

15. If you place the cursor of the mouse over the question mark the definition will appear to ensure you have marked the correct field.

16. As you complete each category you will be able to move on to the next. If you click **At Risk** additional fields will be required for you to complete. You will not be able to submit the SAPP observation unless the **At Risk** required fields are filled out.

**Eye and Face Protection**

N/A Safe **At Risk**

At Risk Behavior Was:

Why:

Solution was:

Additional Comments:

17. Once you have completed the SAPP observation, the user has the option to save the observation or submit the observation. The Save & Submit buttons are located on the lower left of the page.

PPE

Tools and Equipment

Body Use and Position

Procedures

**Other**

**Other**

N/A Safe At Risk

Additional Comments:

Previous

Save Submit



18. If the user chooses to save the observation, the Safety Department will not be notified.

19. Once the user chooses to Submit the observation, the data will be validated to make sure all required information has been entered. If any required data is not entered, the system will prompt the user to complete the missing data before submittal.



? Eye and Face Protection

N/A

Safe

At Risk

At Risk Behavior Was:

This field is required.

Why:

This field is required.

Solution was:

This field is required.

Additional Comments:

20. After your successful submission of your observation, the Safety Department will be notified and your observation will be reviewed.