

QUICK REFERENCE GUIDE

This guide is for submitting events related to theft, suspected theft or loss of property, for example the theft of hand sanitizer bottles

1. From Icon Wall select the **Security/Safety** Icon



2. Complete all the applicable fields and sections of the form
3. Under **Safety/Security General Info** in the **Specific Event Type**, select the appropriate category (theft/suspected theft; property lost; break, enter and theft, etc.)

▲ Safety/Security General Info

Specific Event Type * Theft/Suspected Theft ▼

Type of Person Affected * Person Not Applicable ▼

Severity Level * 1. No Harm ▼

4. Select the **Type of Person Affected**

Tip – you can hover your cursor over selections to see definitions and select the one that best fits the situation. For example, if the theft occurred from an individual who was accessing or participating in health services, select an option such as Client, Inpatient, or Resident.

5. Select **Severity Level**
 - Indicate **No harm** if there was no injury to a person as a result of the event.
 - If a person was injured, use the definitions to determine the most appropriate **Severity Level** of harm.

QUESTIONS? Contact RL_Support@sharedhealthmb.ca