

- **Overview**

Exposure Report Form is used to create a data entry to be attached to the Web site to allow the capture of details regarding events for each member and to transfer this data back to the United Firefighters Union membership system and attach the details to the individual members.

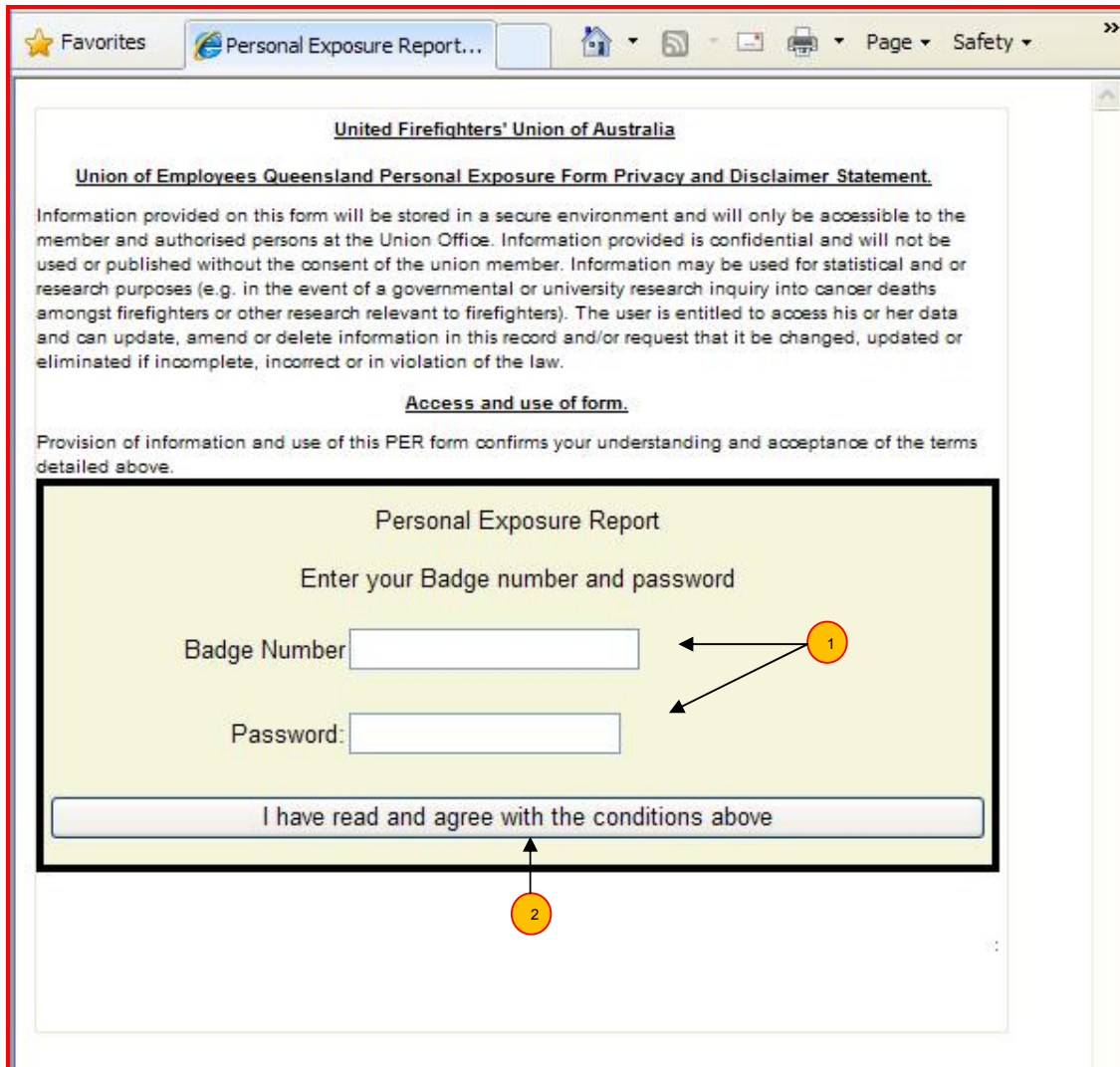
- **Process**

A web form is used to be accessed via current members using their badge number and a password. Initial access to the page forces the member to change their password. A privacy option/statement will be displayed on entry to the system for each member and this must be accepted prior to the member continuing.

Each entry that a member completes on the Web form will be transferred to the United Firefighters Union server on a periodic basis and these details will be converted and saved.

- **Exposure Form – Getting Started**

- 1 When you first log in, enter your badge number and also enter your badge number in the password. The first login will then force you to change your password.
- 2 To continue the log in process click on the acknowledgement button.



- **Exposure Form – Change Password**

- 1 To change your password on first login, enter the old password then enter the new password and verify by re-entering it.

The screenshot shows a web browser window with the address bar displaying 'Personal Exposure Report...'. The page content includes the following sections:

- United Firefighters' Union of Australia**
- Union of Employees Queensland Personal Exposure Form Privacy and Disclaimer Statement.**
Information provided on this form will be stored in a secure environment and will only be accessible to the member and authorised persons at the Union Office. Information provided is confidential and will not be used or published without the consent of the union member. Information may be used for statistical and or research purposes (e.g. in the event of a governmental or university research inquiry into cancer deaths amongst firefighters or other research relevant to firefighters). The user is entitled to access his or her data and can update, amend or delete information in this record and/or request that it be changed, updated or eliminated if incomplete, incorrect or in violation of the law.
- Access and use of form.**
Provision of information and use of this PER form confirms your understanding and acceptance of the terms detailed above.
- Personal Exposure Report**
You must set your password on first login.
Badge Number:
Password:
 I have read and agree with the conditions above
- Change Password**
Old Password:
New Password: ← 1
Retype New Password:

- **Exposure Form – Changed Password**

- 1 Once you enter and confirm your new password click Change Password.
- 2 You then enter your new password.
- 3 Click the acknowledgment button to start entering report details.

The screenshot shows a web browser window with the address bar displaying 'Personal Exposure Report...'. The page content includes a header for 'United Firefighters' Union of Australia' and a 'Privacy and Disclaimer Statement'. Below this is a 'Personal Exposure Report' section with the instruction 'You must set your password on first login'. It contains a 'Badge Number' field with the value '9998' and a 'Password:' field. A blue button labeled 'I have read and agree with the conditions above' is positioned below the password field. Below this is a 'Change Password' section with three password input fields: 'Old Password', 'New Password', and 'Retype New Password'. A 'Change Password' button is located below the 'New Password' field, and a 'Cancel Change' button is to its right. Three numbered callouts (1, 2, 3) are present: callout 1 points to the 'Change Password' button in the 'Change Password' section; callout 2 points to the 'Password:' input field; callout 3 points to the 'I have read and agree with the conditions above' button.

- **Exposure Report Form**

- 1 Your badge number will be prefilled.
- 2 **Enter the details for this exposure report:**
The Exposure No, Location, Incident No (Fire Cover No), Incident Date and Time are all required information.

The screenshot shows the 'United Firefighters Union Queensland Branch Exposure Report Form'. At the top left is the union logo. The title is 'United Firefighters Union Queensland Branch Exposure Report Form'. Below the title, there are two input fields: 'Your Badge/Membership No:' with the value '9999' and 'To CHANGE an existing incident select the incident number:' with a dropdown arrow. Below these is a button 'Click to Enter New Incidents/Change existing reports' and another dropdown 'Select the Exposure number for this incident:'. A summary bar shows 'Badge Number: 9999', 'Surname: FIGHTER', and 'Given Names: FIRE'. The 'Incident Details' section includes 'Member No: 9999', 'Exposure No:', 'Location:', 'Incident No:', 'Incident Date(DD/MM/YYYY):', and 'Incident Time(HHMM):'. Below this are 'Other Crew/Witnesses:', 'Incident Type:', and 'Extra Details (e.g. Occupancy type):'. The 'Length of Exposure by Fire Stage/Activity' section has 'Fire Stage:' and 'Activity:' dropdowns.

- **Exposure Report Form**

- 1 There are numerous drop down boxes that have options for the relevant report details. Fill in as much detail as you have available.
- 2 There are numerous detail boxes where you can also enter extra information not covered by the drop down selections.

This screenshot shows the same form as above but with filled-in data. 'Your Badge/Membership No:' is '9999'. 'To CHANGE an existing incident select the incident number:' has a dropdown arrow. The button 'Click to Enter New Incidents/Change existing reports' is highlighted. The summary bar shows 'Badge Number: 9999', 'Surname: FIGHTER', and 'Given Names: FIRE'. In the 'Incident Details' section, 'Member No:' is '9999', 'Exposure No:' is 'E9999-1', 'Location:' is 'LOCATION OF INCIDENT', 'Incident No:' is 'FC1234', 'Incident Date(DD/MM/YYYY):' is '03/09/2009', and 'Incident Time(HHMM):' is '2212'. In the 'Other Crew/Witnesses:' field, 'POLICE' is entered. In the 'Incident Type:' dropdown, 'Residential Fire' is selected. In the 'Extra Details (e.g. Occupancy type):' field, 'HOUSE' is entered. In the 'Length of Exposure by Fire Stage/Activity' section, 'Fire Stage:' has 'Incipient' selected, '< 1 Hr' is selected, and 'Activity:' has 'Extinguishment' selected, with '1-2 Hr' also visible in the dropdown.

- **Exposure Report Form**

- 1 Some selections are via tick boxes.
- 2 If you tick some options, you then enter more details such as Description of PPE worn.
- 3 Additional Notes are used to cover any extra information you would like to provide.

The screenshot shows the 'Exposure Report Form' interface. At the top, there is a header with 'Nose/Lung Irritation' and two checkboxes. Below this is a 'Symptom Details' text input field. A red box highlights the form area. Callout 1 points to the 'Nose/Lung Irritation' header. Callout 2 points to several checkboxes and text input fields in the 'Medical Diagnosis' section, including 'Medical evaluation or treatment after exposure', 'Medical evaluation details', 'Appropriate PPE Provided', and 'Description of PPE worn'. Callout 3 points to the 'Additional Notes' text input field. At the bottom left, there are 'Submit' and 'Cancel' links.


- **Exposure Report Form - Submit**

- 1 Enter the report details and when complete click on the submit option. If you require a printout of the form, print it using the printer icon on your windows explorer toolbar.
- 2 If you do not want to submit the form click on the cancel option and this will not report the details you have entered.

This screenshot is identical to the one above, showing the 'Exposure Report Form' interface. However, callout 1 points to the 'Submit' link and callout 2 points to the 'Cancel' link at the bottom left of the form.

- **Exposure Report Form**

- 1 If you want to change an existing report you put the web form into Edit mode. This is done by clicking on the toggle button.
- 2 Note that in edit mode the member is greyed out and the internal reference is displayed. Once you complete the changes you must click on Submit to save the changes.
- 3 Select an existing incident number to edit and its associated Exposure Number.
- 4 You can then update any details on this report and submit when the update is completed.



United Firefighters Union Queensland Branch Exposure Report Form

Your Badge/Membership No: To CHANGE an existing incident select the incident number:

Select the Exposure number for this incident:

Badge Number: 9999 Surname: FIGHTER Given Names: FIRE

[Incident Details](#)
Internal Reference: 70

Member No: Exposure No: Location:

Incident No: Incident Date(DD/MM/YYYY): Incident Time(HHMM):

Other Crew/Witnesses:

Incident Type:

Extra Details (e.g. Occupancy type):

[Length of Exposure by Fire Stage/Activity](#)

Fire Stage: < 1 Hr Activity: 1-2 Hr