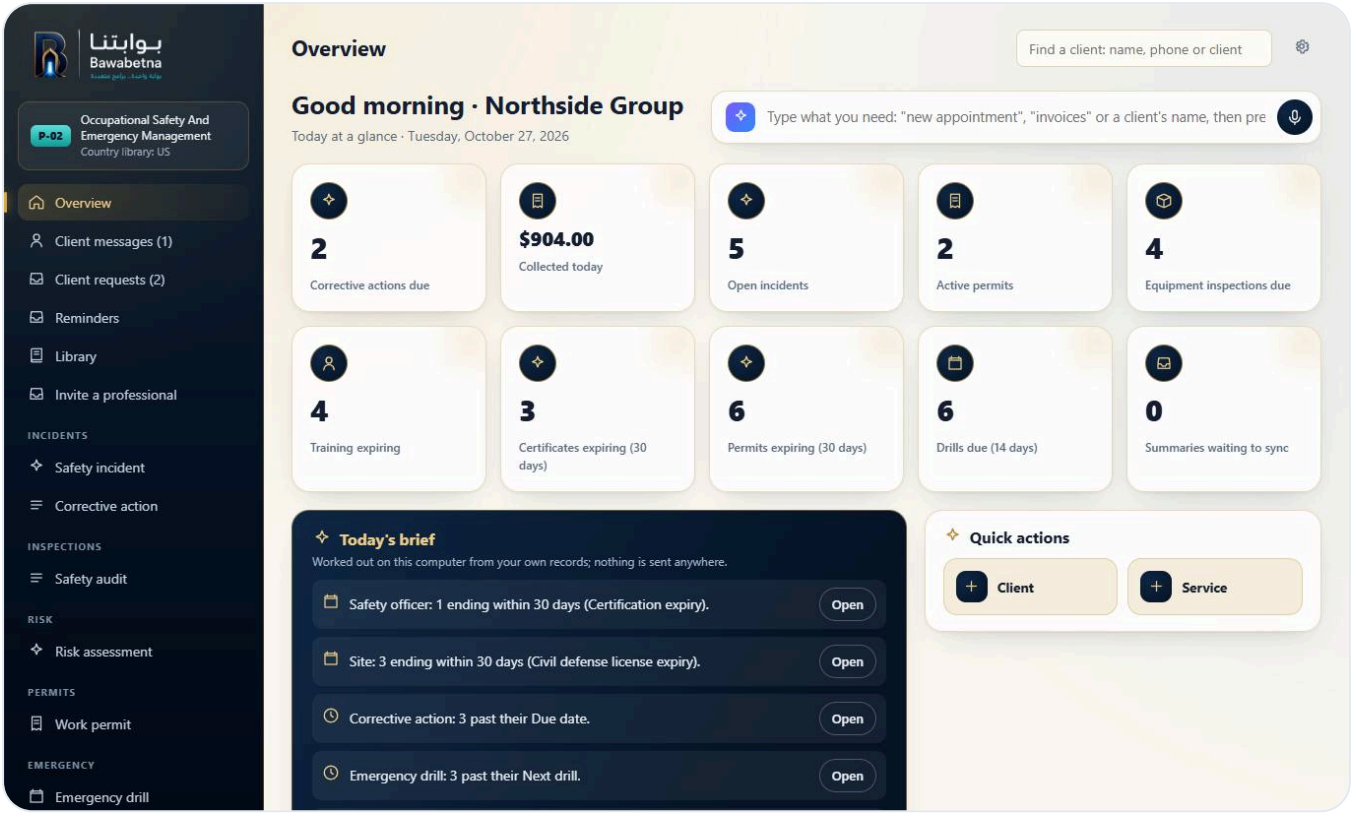
Bawabetna · User guide

Occupational Safety And Emergency Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



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Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

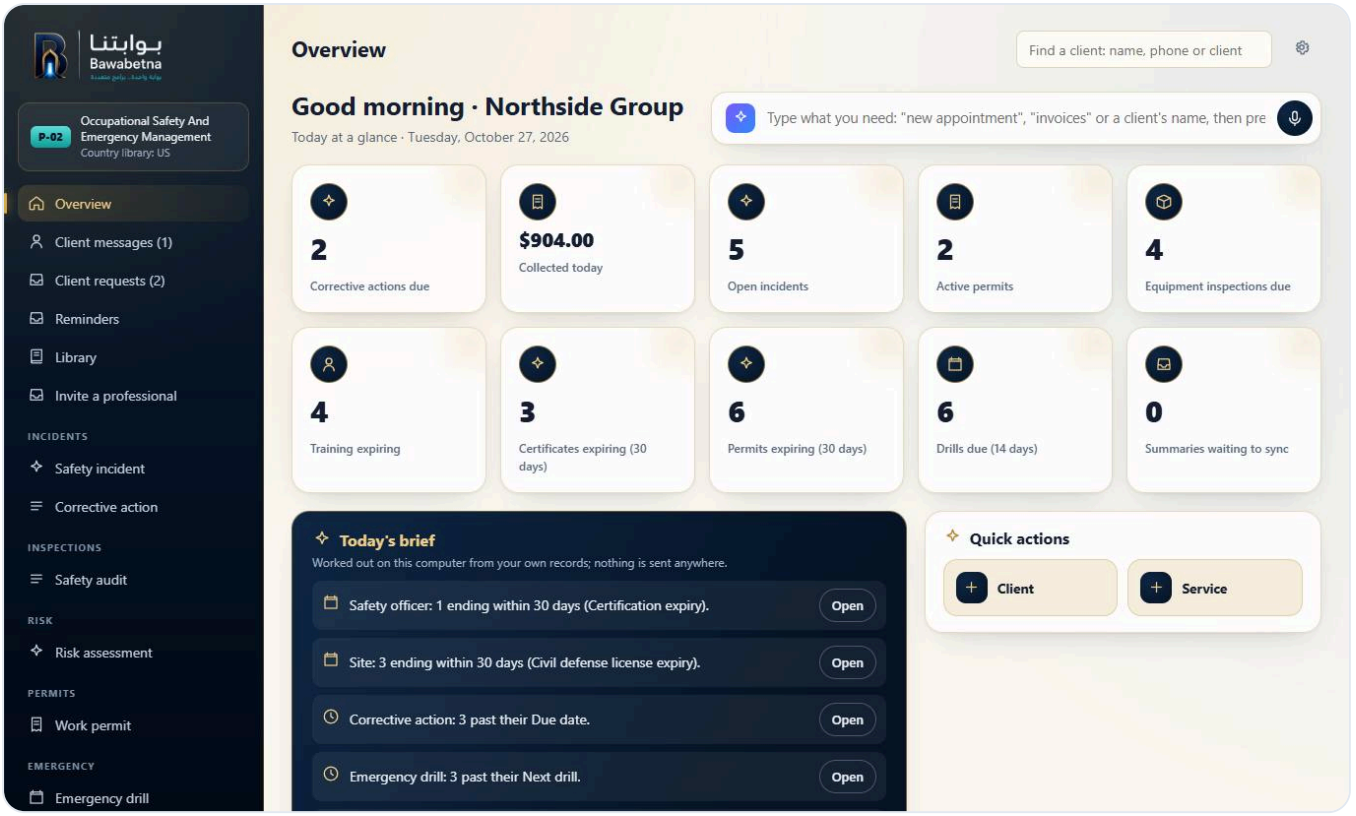
1. **Hse provider**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Safety officer**: Full name, Role

Each person signs in with their own role and sees only the screens of that role:

- Accountant
- Hse manager
- Manager
- Provider owner
- Safety officer

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

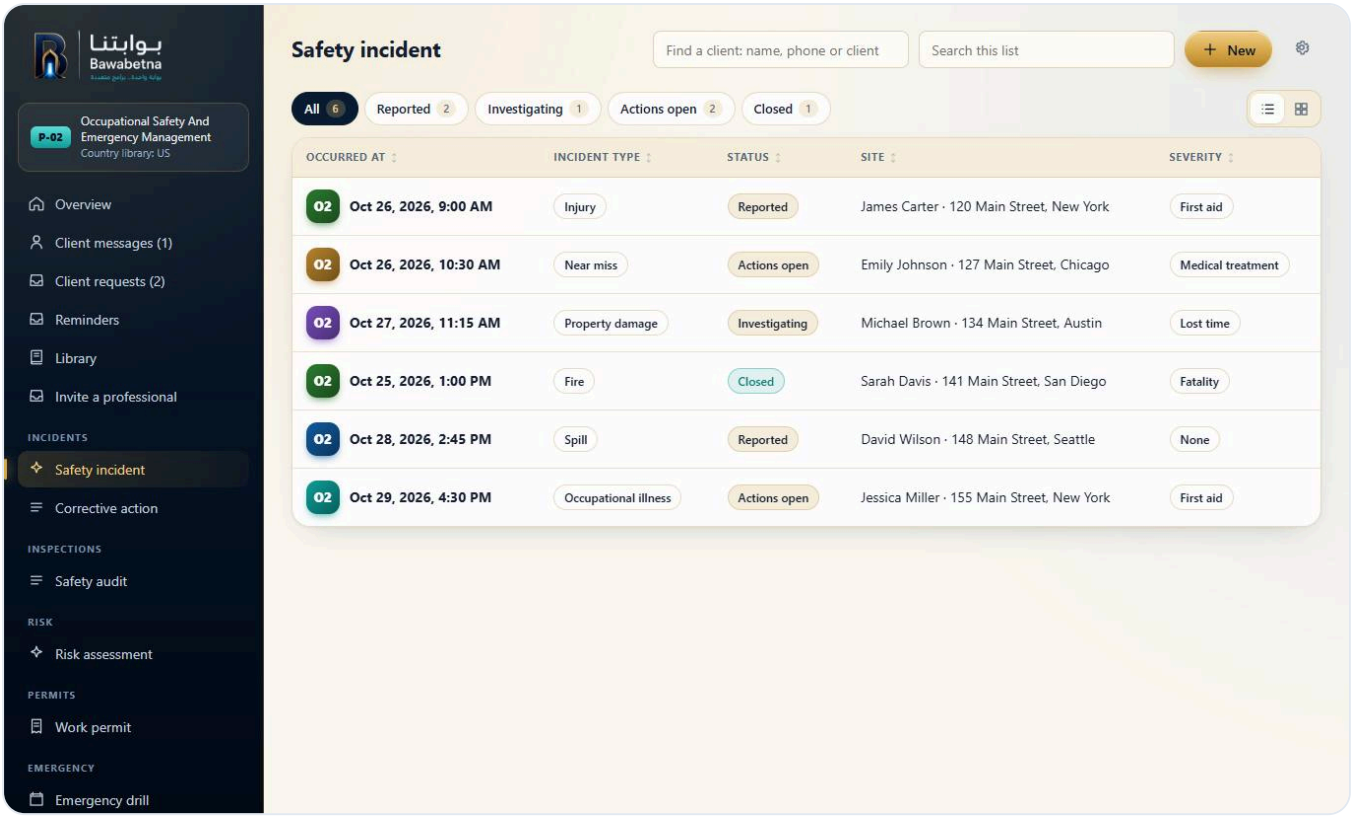


The home screen

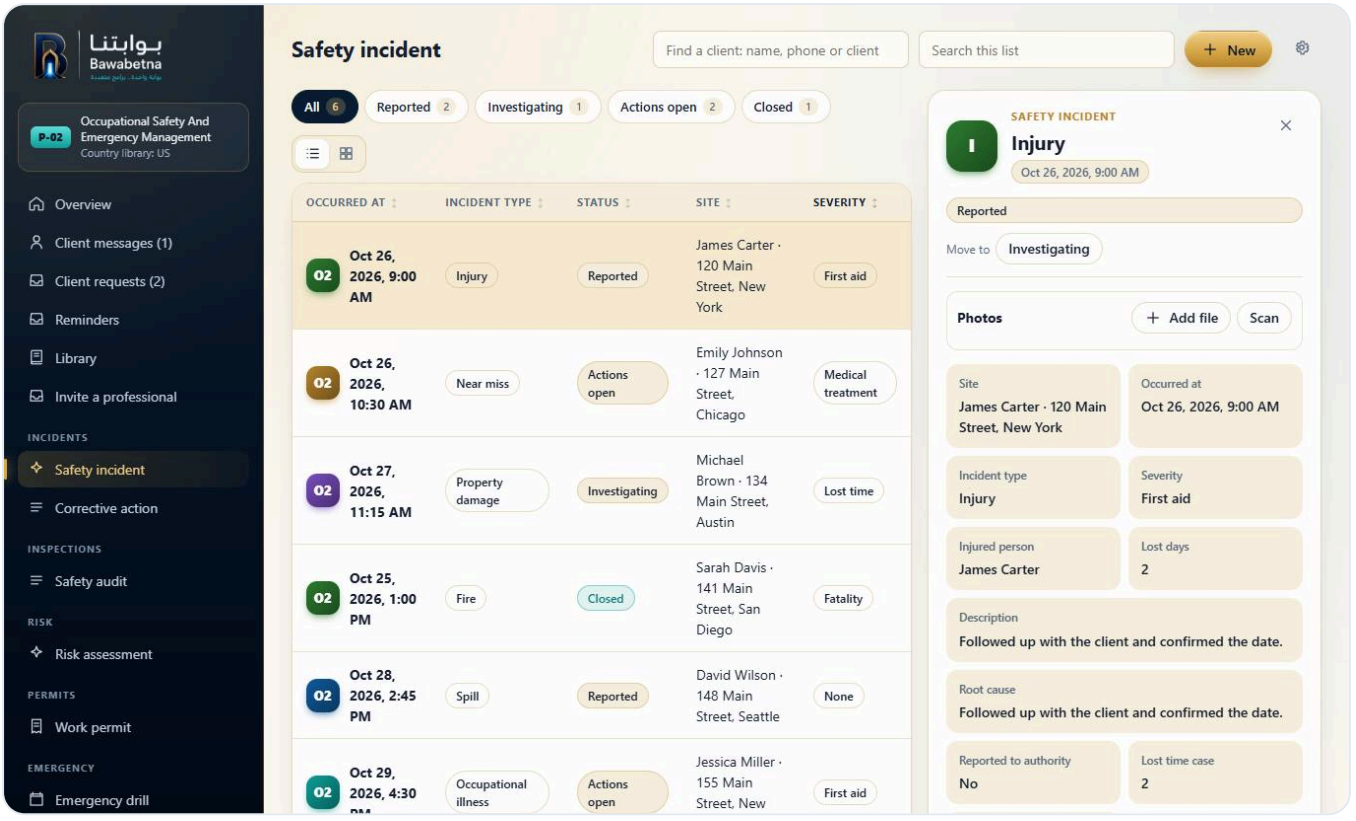
Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Incidents



Safety incident



A record open for editing

Safety incident

What you record: Site (required), Occurred at (required), Incident type (required), Severity (required), Injured person, Lost days, Description (required), Immediate cause, Root cause, Reported to authority, Photos, Status (required), Lost time case (worked out by the program), Recordable case (worked out by the program)

Stages: A new record starts as "Reported".

Actions open → Closed | Investigating → Actions open | Investigating → Closed | Reported → Investigating

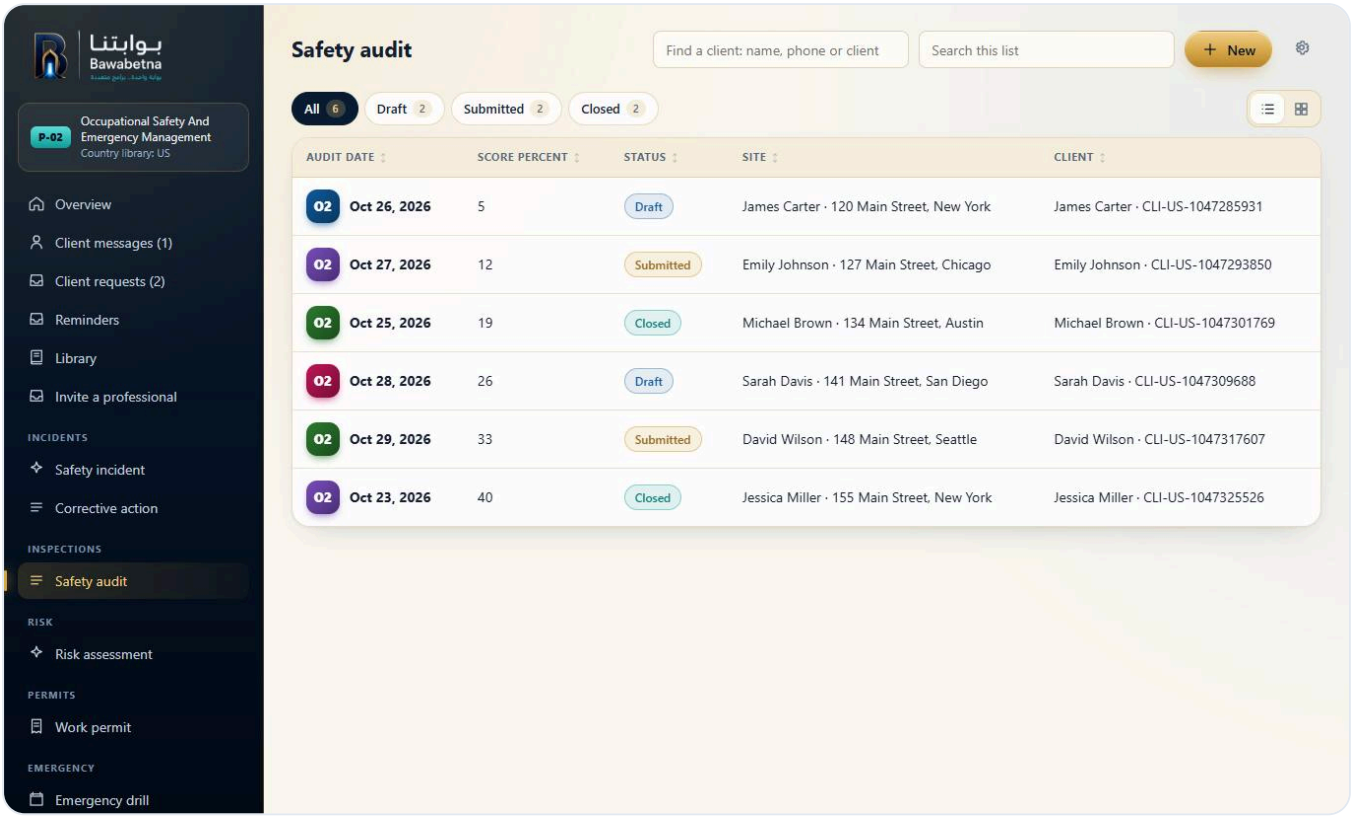
Corrective action

What you record: Site (required), Source (required), Source reference, Action (required), Owner name (required), Due date (required), Priority, Evidence, Status (required)

Stages: A new record starts as "Open".

Done → Verified | Done → In progress | In progress → Done | Open → In progress | Open → Done

Inspections



Safety audit

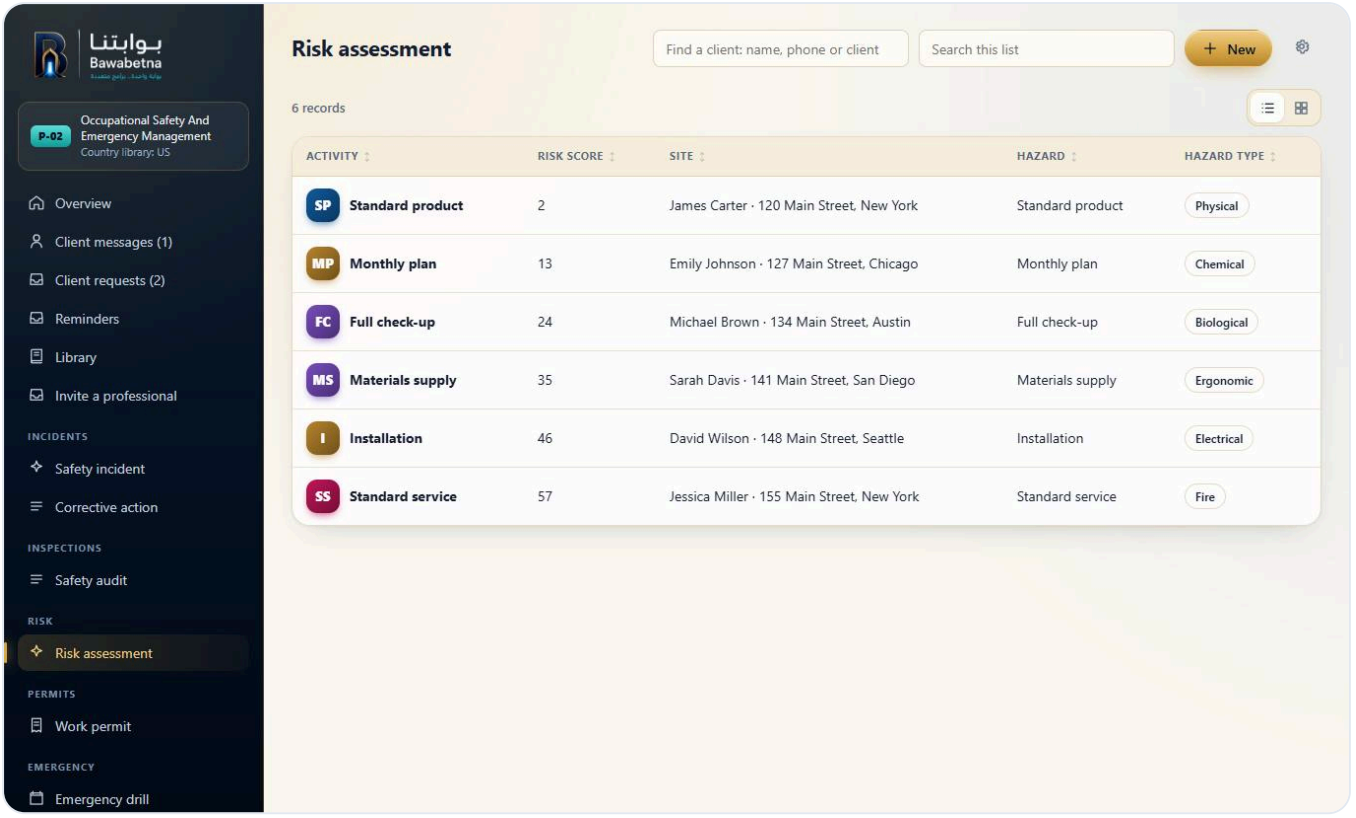
Safety audit

What you record: Site (required), Client (worked out by the program), Audit type (required), Audit date (required), Safety officer, Points earned (required), Points possible (required), Score percent (worked out by the program), Findings, Photos, Status (required), Closed at (worked out by the program)

Stages: A new record starts as "Draft".

Draft → Submitted | Submitted → Closed | Submitted → Draft

Risk

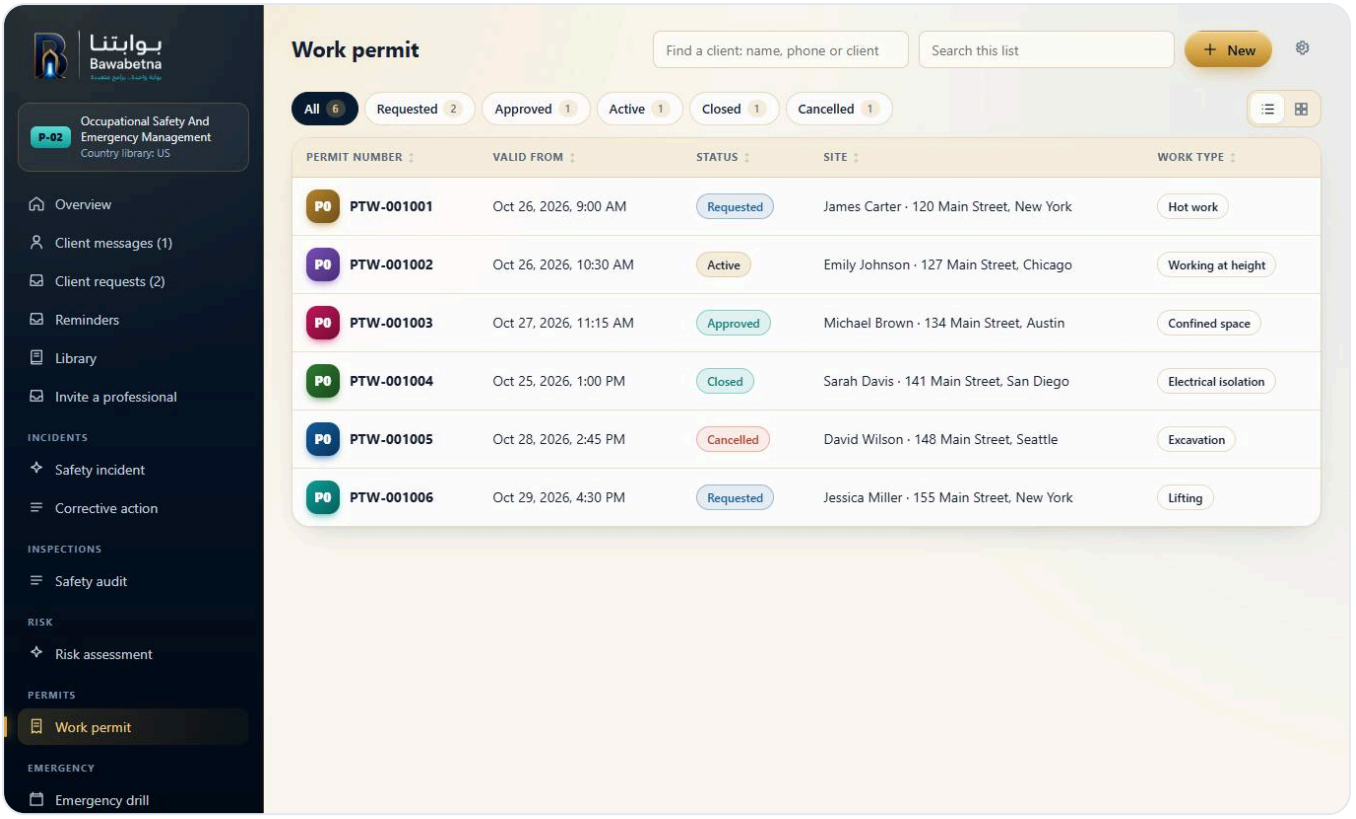


Risk assessment

Risk assessment

What you record: Site (required), Activity (required), Hazard (required), Hazard type (required), Likelihood (required), Severity (required), Risk score (worked out by the program), Existing controls, Additional controls, Residual likelihood, Residual severity, Residual score (worked out by the program), Assessed on (required), Review on, Safety officer

Permits



Work permit

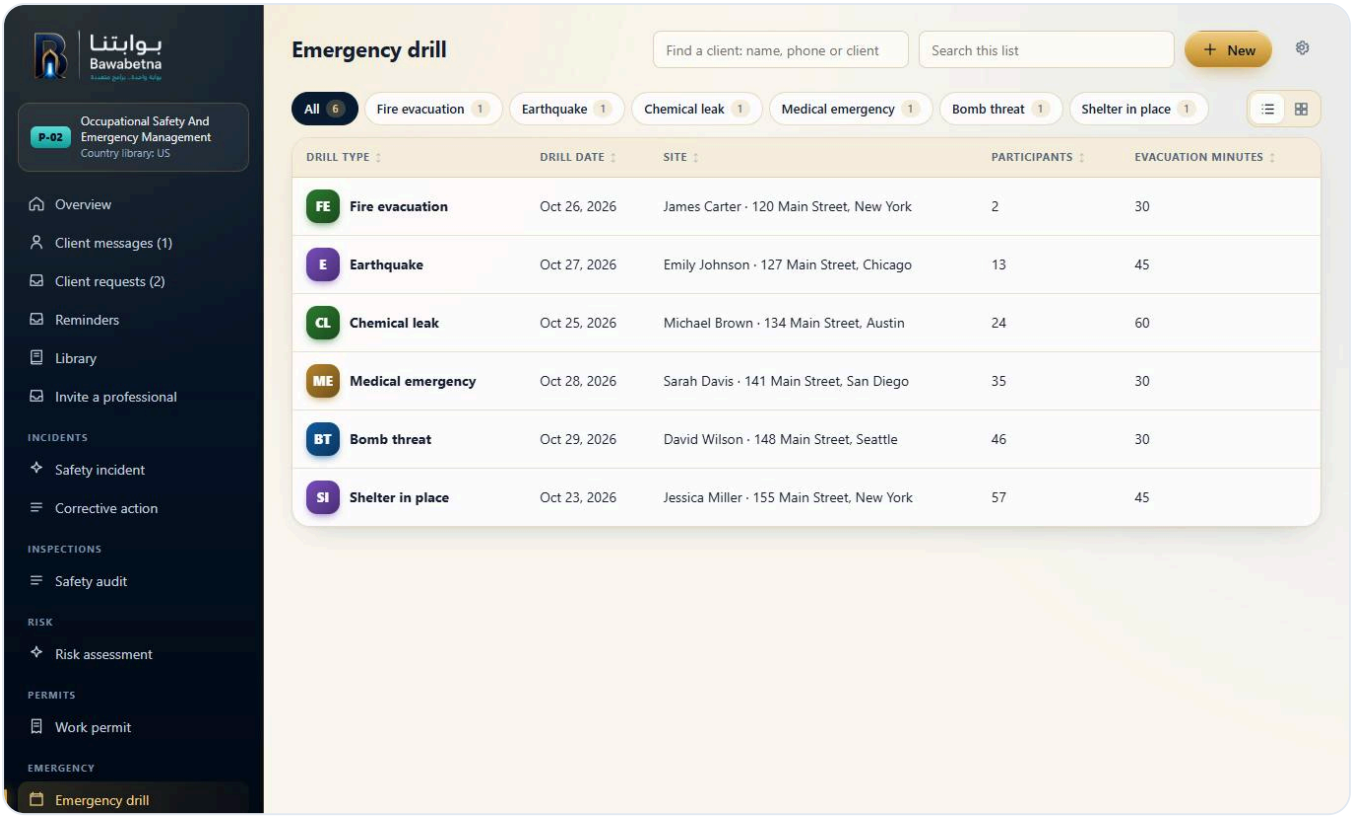
Work permit

What you record: Permit number (worked out by the program), Site (required), Work type (required), Contractor, Work description (required), Valid from (required), Valid to (required), Precautions, Gas test result, Issued by, Status (required)

Stages: A new record starts as "Requested".

Active → Closed | Approved → Active | Approved → Cancelled | Requested → Approved | Requested → Cancelled

Emergency



Emergency drill

Emergency drill

What you record: Site (required), Drill type (required), Drill date (required), Participants, Evacuation minutes, Target minutes, Observations, Result (required), Next drill

Safety equipment

What you record: Site (required), Equipment type (required), Tag number, Location, Last inspection, Next inspection, Condition

Training

Toolbox talk

What you record: Site (required), Topic (required), Held on (required), Safety officer, Attendees count (required), Attendee names, Photos, Notes

Safety training

What you record: Site (required), Worker name (required), Worker id, Course (required), Completed on (required), Expires on, Certificate

Clients

Client

What you record: Full name (required), Industry, Employees count, Email, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Site

What you record: Client (required), Name (required), Address, Site type (required), Workers count, Civil defense license expiry, Hours worked, Lost time injuries (worked out by the program), Recordable injuries (worked out by the program), Ltifr (worked out by the program), Trir (worked out by the program)

Billing

Service

What you record: Code, Name (required), Category, Price (required), Vat rate (required), Active

Invoice

What you record: Invoice number (worked out by the program), Client (required), Safety audit, Currency (required), Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Invoice line

What you record: Invoice (required), Service, Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

Payment

What you record: Receipt number (worked out by the program), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Invoice (worked out by the program), Amount (required), Reason (required), Refunded at (worked out by the program)

Setup

Hse provider

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Hse provider (required), Name (required), Address, Phone

Safety officer

What you record: Branch (required), Full name (required), License number, Phone, Certifications, Certification expiry, Role, Active

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Toolbox talks by site
- Incidents by type
- Incidents by site
- Audit scores by site
- Corrective actions by status
- Risks by hazard type
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.