

Working together for safety and quality

How to report HSE and Continuous improvement events –
<http://spotlightreport.valmet.com>

For customers, partners and stakeholders

Rev. 1.0

Working together for safety and quality

- Valmet has an [external reporting portal](#) for its customers, suppliers, contractors and other stakeholders for managing events related to health, safety, environment (HSE) and continuous improvement (CI) in all Valmet operations.
- The reporting portal is used for reporting all incidents, non-conformities, near misses, observations and improvement ideas in Valmet workplaces, including at customer sites. The tool is also used by Valmet's own employees.
- HSE and CI event reporting develops Valmet's safety and continuous improvement culture and prevents similar events in the future.

INTERNAL

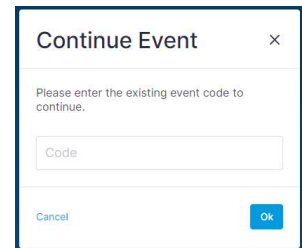
How to use event reporting tool spotlightreport.valmet.com

Go to <https://spotlightreport.valmet.com>

Select the type of event you want to report. Hover over the question mark for guidance



Continue adding details to an existing event you have created and saved on First Report.



Change your language

Valmet definitions to different event types


Event type	Definition
HSE Incident	An event arising out of or in the course of work that does result in injury or illness and/or damage to assets and/or the environment.
Near Miss	An event arising out of or in the course of work that under slightly altered circumstances, could result in an injury, illness and/or damage to assets and/or environment.
HSE Observation	An observation of safe or unsafe behaviors and conditions
Continuous improvement	Incident also known as nonconformity
Continuous improvement	Observation (both positive and negative) is used to inform quality related observations in our products, processes and services.
Continuous improvement	Improvement idea is any idea what is targeted to improve our products, services, processes or work environment. Improvement idea includes always also an action proposal.

How to report?


Report Anonymously: No personal data will be required

How would you like to report?


Provide some basic information.



Report Anonymously



Use SSO (Login)



Enter Info Manually

Report including your personal data manually – recommended way to submit report

Enter Name...

Enter Email...

Enter Phone Number...

Report structure

The left hand panel shows the different pages of the form. Click ✓ back to any completed page if any changes are required.

All mandatory fields are indicated with a red asterisk.

Click to move back to the previous page.

Click on 'Cancel' to cancel the report you have started. Click to 'Save & Exit' to continue the report later. An automatic code will be generated. To re-open the report, insert the code on the First Report login page under 'Or Continue an Existing Event'

Filling in the event report

Please describe in as much detail as possible the reported event to all requested title and description fields.

Please do not include any person names in the title or description fields. Person names are to be entered only to specific fields in section About You and Original observer.

Please write your Valmet contact name and e-mail address to requested field in Original observer section, this directs the report immediately to correct handling process

The screenshot shows a web form titled 'Continuous Improvement'. On the left is a vertical navigation menu with the following items: 'Event Type' (checked), 'About You' (checked), 'Continuous improvement type' (checked), 'Continuous improvement details', 'Location' (checked), 'Original observer' (highlighted with a green box), 'Continuous improvement categories', 'Quick risk rating of the event', 'Immediate action', 'Further action required', 'Related documents', and 'Review & Submit'. The main content area is the 'Original observer' section, which includes a red asterisk indicating a required field. It contains the following fields: 'Title *' (text input), 'Description *' (text area), 'Type of Original observer *' (dropdown menu with 'Non-Valmet person' selected), 'Type of non-Valmet person *' (dropdown menu with 'Supplier/contractor' selected), 'Original observer's company *' (text input), 'Valmet contact name' (text input), and 'Valmet contact email address *' (text input). A green box on the right side of the form contains the text 'Title and description field examples'.

Review & Submit

A final review can be done once all the pages have been completed.

Click to print the report.

Share the report by including email address. Separate email addresses by a comma.

Edit any answer before submitting.

Review & Submit
You have finished the initial report details.

[All Questions](#) Collapse all

Event Type
HSE Observation

About You Edit

Anonymous

Original observer Edit

Type of Original observer	Valmet Employee
Original observer's company	test
Valmet contact name	test
Valmet contact email address	test@test.com

Location Edit

Location Asia Pacific

Place of event Edit

Place of event	Project site
Please add further details	test

[Back: Further action](#) [Submit Initial Report](#)

- Submit the report. Once successfully submitted, an event ID will be populated.
- This event will be sent to the Valmet contact person who begins processing the event according to internal process

Event with ID: 13093930 Submitted
The initial report was submitted. You can continue adding more details in the full report.

