UNISAFE PATRAS



PATRASMED

UNISAFE PATRAS USER GUIDE

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PRACTICAL FIELD GUIDE - Patras Medicine iGEM 2026

UniSAFE PATRAS USER GUIDE

An English interface guide to our Accident -Incident Reporting System Prototype, Risk Assessment resources and Safety Assistant Chatbot

Audience	University members exploring the platform and iGEM readers
Format	Illustrated walkthrough with screenshots and instructions
Language	English interface with original Greek risk assessment documents

Guide purpose: This guide explains how to navigate UniSafe Patras, document a safety event, consult the risk assessment resources and use the Safety Assistant. It also introduces the access screen and report management centre for authorised personnel.

Follow the reporting steps in order. At Step 6 use the instructions for the hazard category you selected. Screenshots show the English interface and fictional demonstration details. The linked University risk assessment documents retain their original Greek text.

1. SAFETY AND SECURITY OBJECTIVES

- Document accidents, incidents, near misses and hazardous conditions clearly.
- Recognise the questions associated with different hazards and exposure routes.
- Locate the relevant University risk assessment document and Guide section.
- Distinguish a report review from confirmation of successful saving.

2. BEFORE YOU START

- Use Word's Navigation Pane to move between headings. Each screenshot is accompanied by instructions. Longer screens are shown in consecutive parts, so the questions remain readable.
- An asterisk marks the required field. A circular selector accepts one answer. A square checkbox allows several selections. Scroll down to see all fields and the Continue button. Use Back to correct earlier answers before proceeding.
- Select I do not know or I am not sure were offered if you cannot establish an answer. Record observations accurately and distinguish them from possible explanations. Demo mode is intended for demonstrations. The interface identifies the platform as a prototype and not an official University of Patras service.

3. ACCESS AND NAVIGATION

Open the platform and select English when the language choice appears. On Platform access select the role that describes your University affiliation, enter your institutional email and choose Sign in.

The role list includes faculty, laboratory teaching staff, technical laboratory staff, Safety Officer or Occupational Physician and research or other authorised staff. For an iGEM walkthrough choose Enter demo mode.

Demo entry does not require an institutional email.

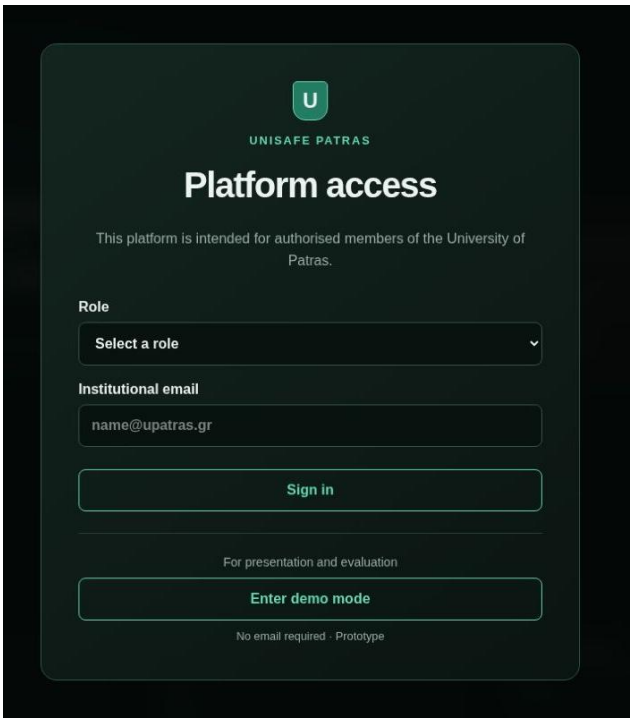

Figure 1. Access and language

Home and Navigation

4. Reporting an Event

REPORTING STEP 1: Assessing the Need for Emergency Assistance

Answer whether the situation requires immediate assistance. Choose Yes, No or I am not sure. Yes displays an Immediate assistance message with a 112 link.

For immediate danger follow the displayed instruction to move away from danger and call 112. Complete a report when it is safe to do so. Continue advances to reporter details.

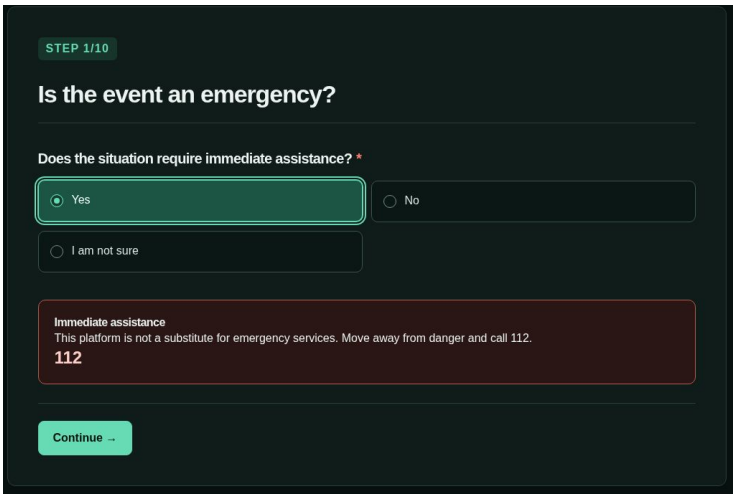

Figure 3. Reporting step 1 Emergency

REPORTING STEP 2: Reporter's details

Enter your full name, University role and University contact email. All three fields are required. Use an email at which designated personnel can contact you about the event.

Choose Continue after checking the entries. The fictional name and email used elsewhere in this guide are demonstration values.

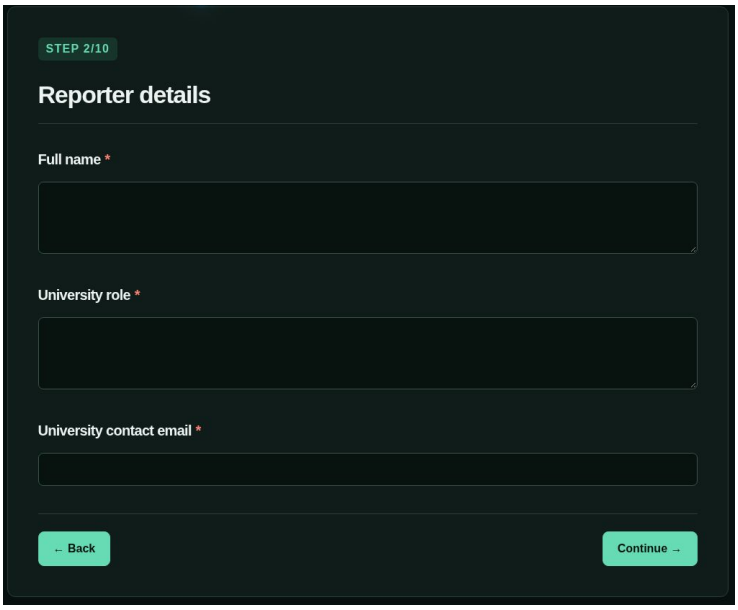

Figure 4. Reporting step 2 Reporter details

REPORTING STEP 3: Date, time and location

Select the date of the event with the date picker. Answer whether you know the exact time. Yes reveals the required Time field. If you do not know the time choose "I do not know the exact time".

Enter the School or Department and the place where the event occurred. Include enough location detail to identify the room or area. Check that the date remains populated before choosing “Continue”.

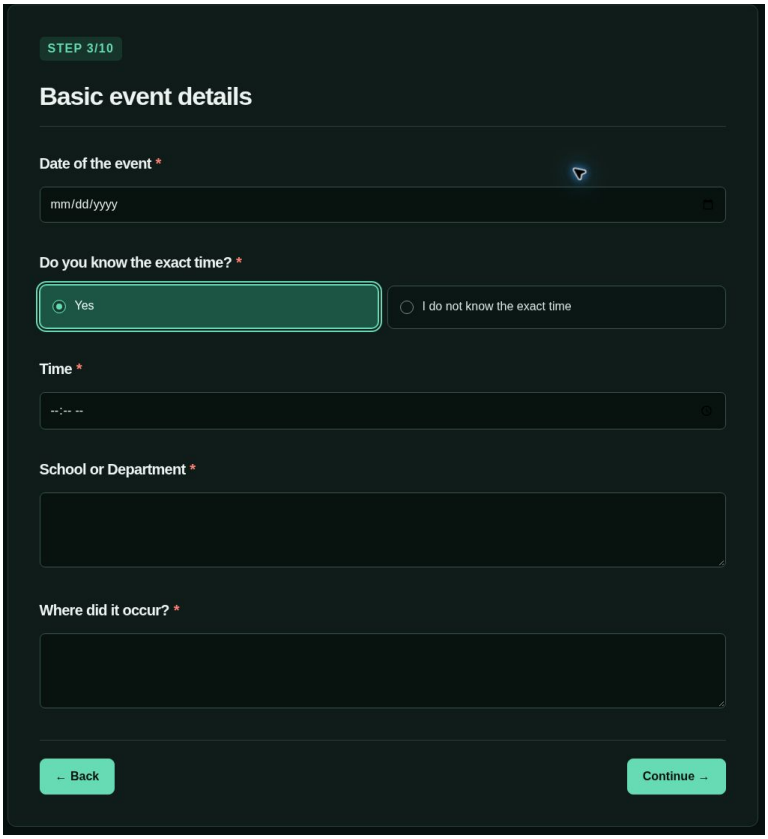

Figure 5. Reporting step 3 Date time and location

REPORTING STEP 4: Event Type

Select the option that best describes the event:

1. “Accident” means an event with injury, exposure or another actual consequence. 2. “Incident” means a safety event requiring recording and assessment. 3. “Near miss” means an event that could have caused an accident but did not. 4. “Hazardous condition” means a hazard observed before an event occurs. 5. “Other safety issue” and “I am not sure” are also available.

Choose Continue.

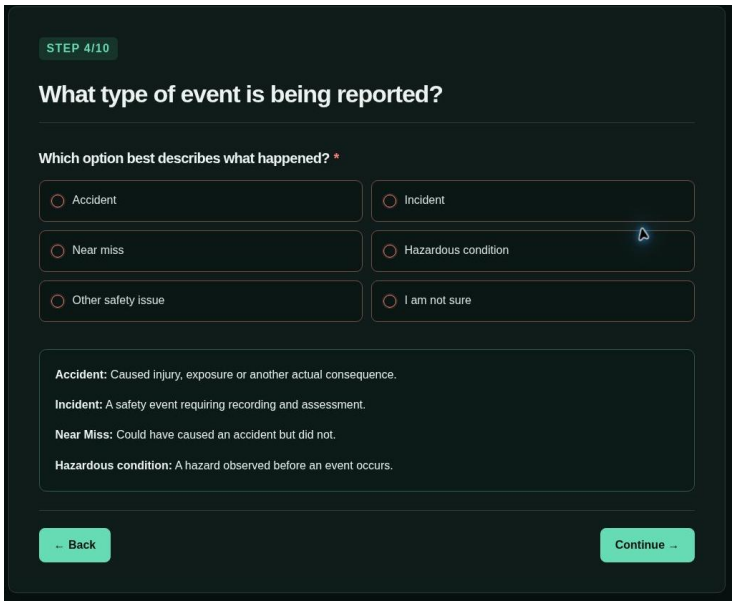

Figure 6. Reporting step 4 Event type

REPORTING STEP 5: Hazard Category

Choose the main hazard or event category. The selection determines the questions shown at **Step 6**. Use “Other” when a known hazard does not fit the listed categories. Use “I do not know” when you cannot identify it.

Describe any additional hazards in the narrative at **Step 9**. Continue opens the relevant category form. The following Event specific questions section shows every category.

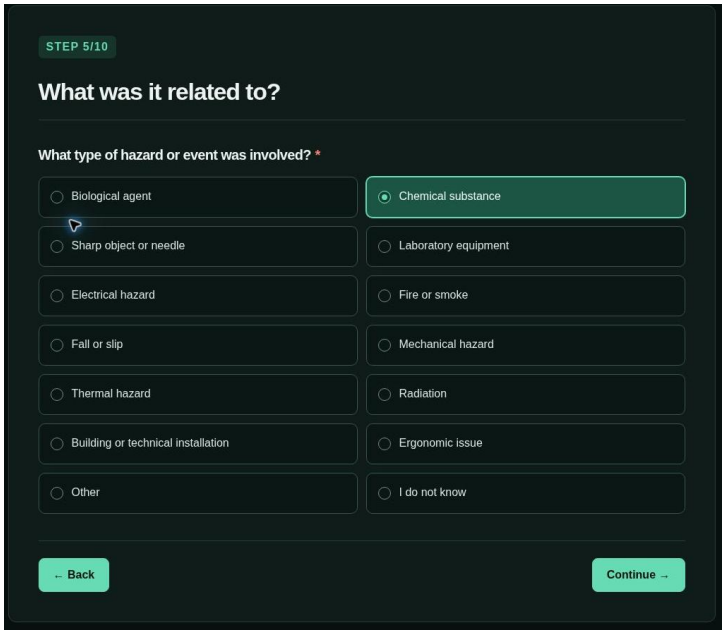

Figure 7. Reporting step 5 Hazard category

REPORTING STEP 6: Event Specific Questions

The form shows one category at a time according to your Step 5 selection. Complete the required questions in that category then Continue to consequences. Back returns to the category selection.

The next pages explain the chemical and biological conditional fields followed by sharps, laboratory equipment, electrical hazards, fire or smoke, falls, mechanical hazards, thermal hazards, radiation, building installations, ergonomics, other hazards and unknown hazards.

Changing a hazard category changes the questions. Recheck the new form before proceeding. Select the event or material option that best describes what you know and add qualifications in the final description.

A) CHEMICAL SUBSTANCE

Record potential chemical exposure and the event type such as a spill, splash, contact, inhalation, ingestion or reaction. State whether the substance is known. “Yes” reveals a required text field for its name.

Answer whether a Safety Data Sheet was available and whether PPE was used. “Yes” to PPE reveals checkboxes for gloves, laboratory coat, respiratory protection, goggles or face shield and “Other”. Select all items actually used then “***Continue***”.

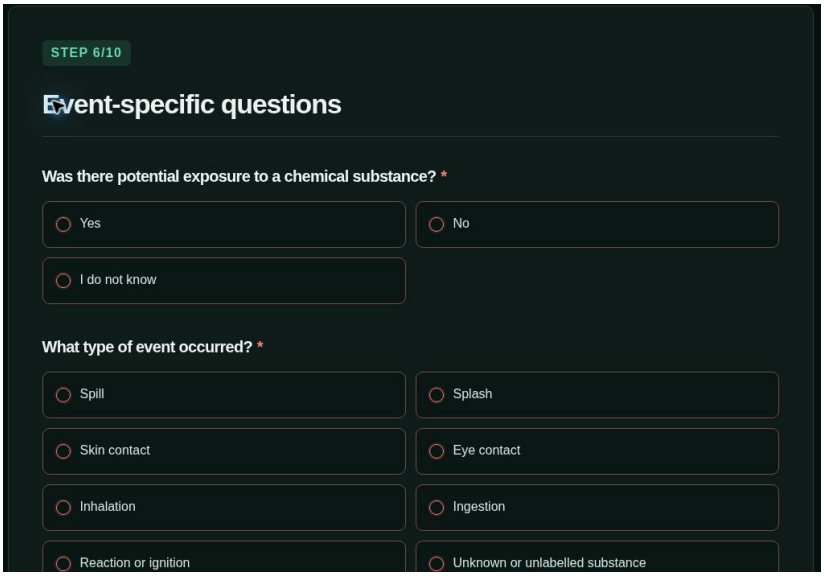

Figure 8. Chemical substance Part 1 of 3

Chemical Substance Continued

Continue reading the same screen below. A small overlap links the two screenshot sections.

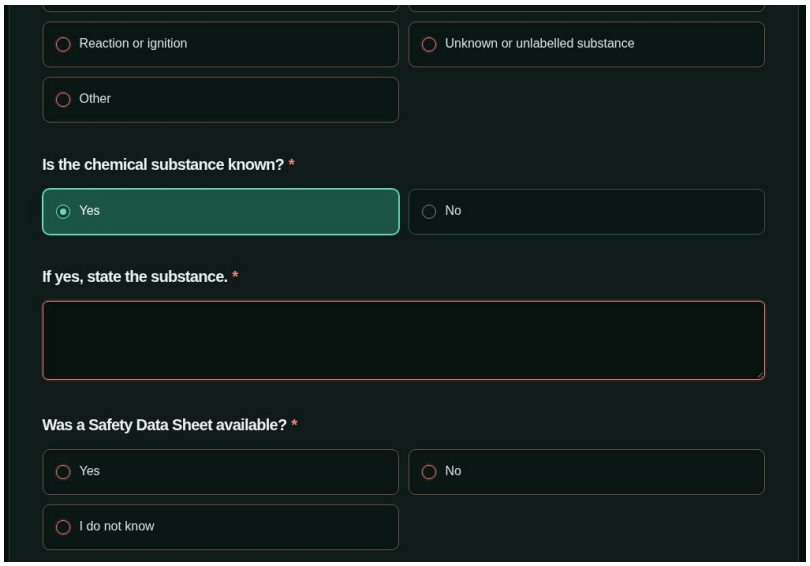

Figure 9. Chemical substance Part 2 of 3

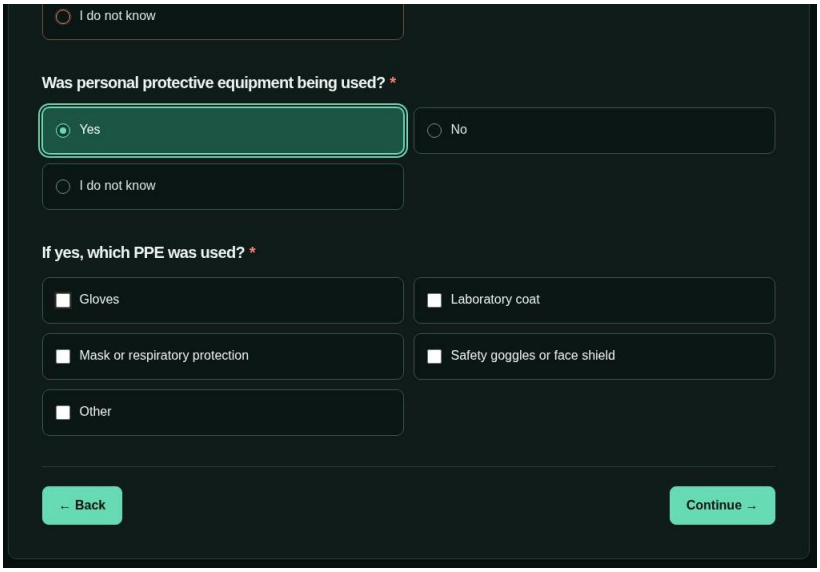

Figure 10. Chemical substance Part 3 of 3

B) BIOLOGICAL AGENT

Answer whether potential exposure occurred. “Yes” reveals the exposure route options including skin contact, eye or mucous membrane contact, inhalation, ingestion and sharps injury.

Record whether biological material was spilled or released and identify the material or agent. Answer whether PPE was used. "***Yes***" reveals the PPE checkboxes. Complete the additional required fields before continuing.

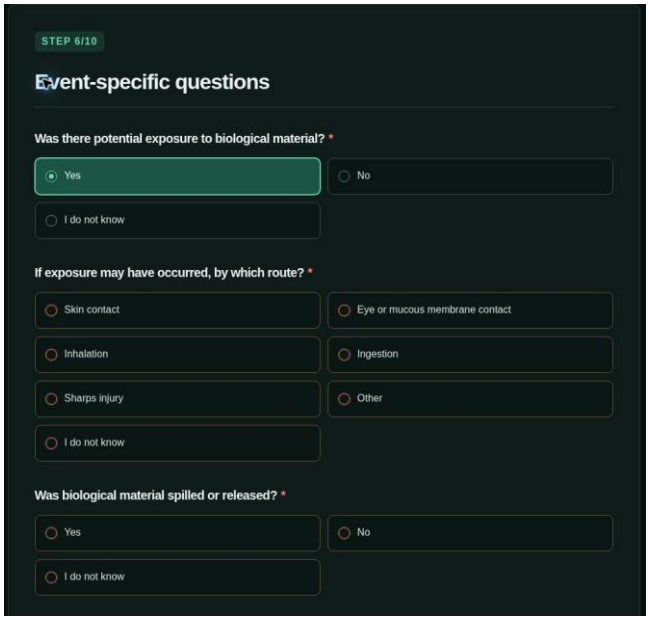

Figure 11. Biological agent Part 1 of 2

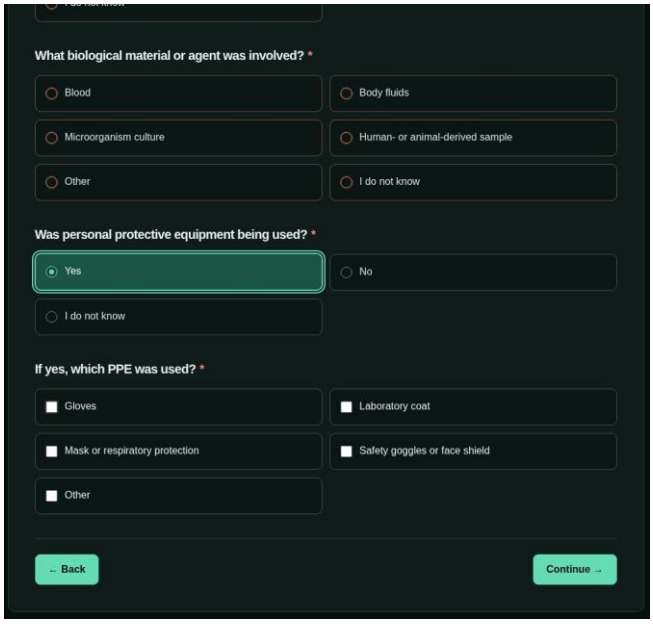

Figure 12. Biological agent Part 2 of 2

C) SHARP OBJECT OR NEEDLE

Record whether an injury occurred and whether the object had contacted biological material. Select the object type such as a needle, scalpel, glass or sharp metal object. Answer whether it was disposed of in an appropriate container and whether it was visibly exposed or abandoned. Complete every required question and choose "***Continue***". Use the uncertainty options where available when a detail cannot be established.

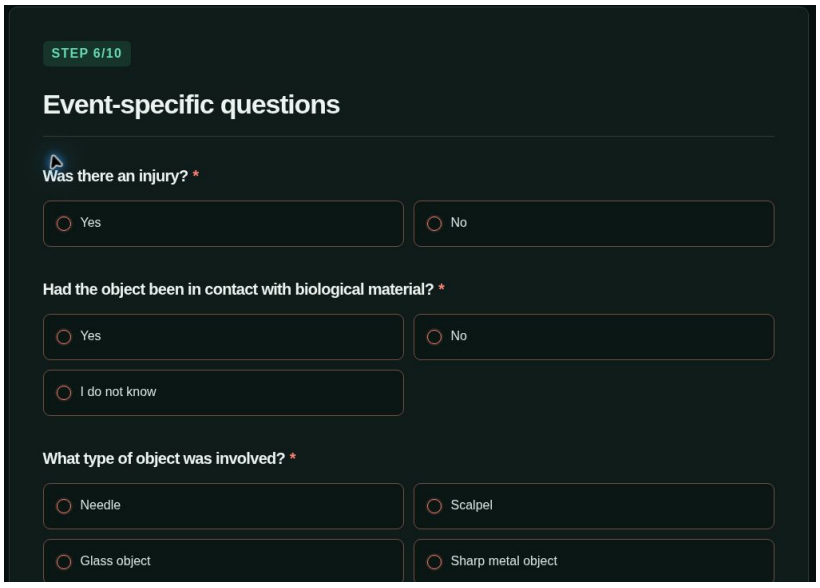

Figure 13. Sharp object or needle Part 1 of 2

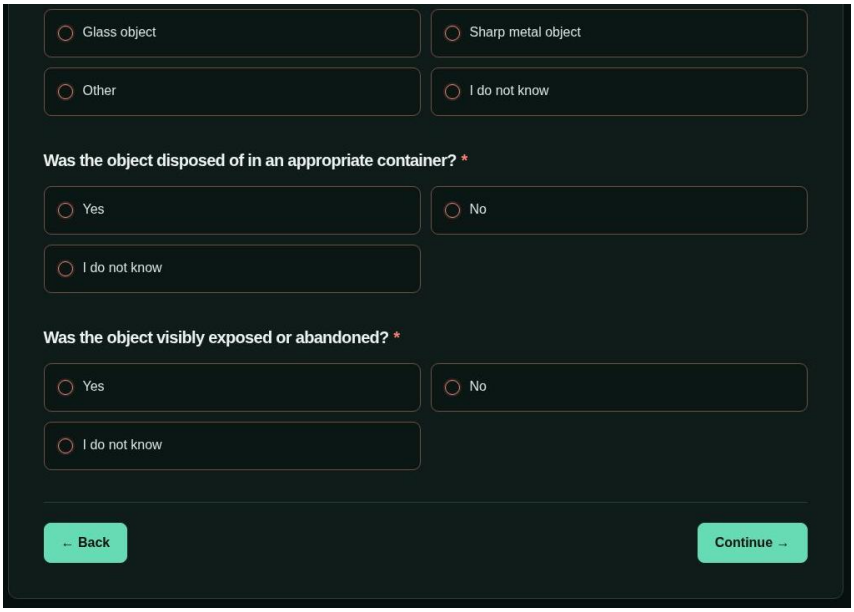

Figure 14. Sharp object or needle Part 2 of 2

D) LABORATORY EQUIPMENT

Select the equipment involved and the problem observed such as malfunction, breakage, leak, overheating, unexpected movement, spark or smoke. Record whether injury or exposure occurred and whether the equipment was taken out of service. Complete every required question and choose "***Continue***". Use the uncertainty options where available when a detail cannot be established.

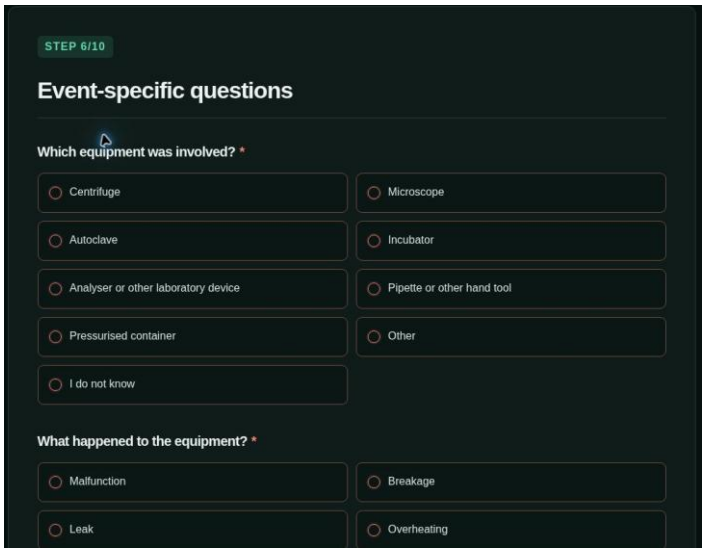

Figure 15. Laboratory equipment Part 1 of 2

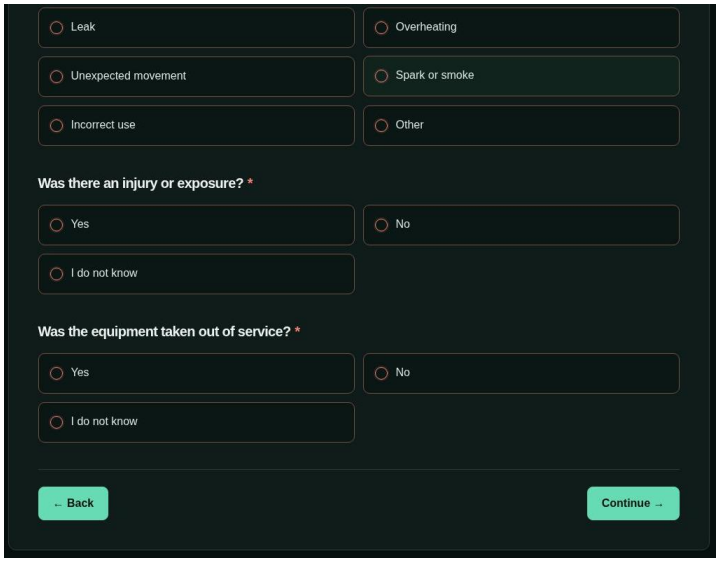

Figure 16. Laboratory equipment Part 2 of 2

E) ELECTRICAL HAZARD

Select the electrical problem observed. Options include electric shock, spark, short circuit, overheating, damaged cable or plug, overloaded power strip and power outage. Record contact with current, smoke or a burning smell and whether the device was disconnected or isolated. Complete every required question and choose "***Continue***". Use the uncertainty options where available when a detail cannot be established.

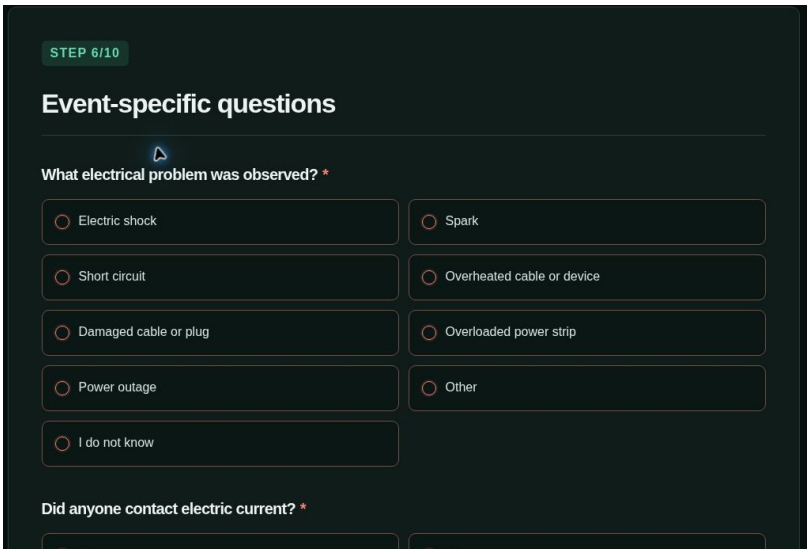

Figure 17. Electrical hazard Part 1 of 2

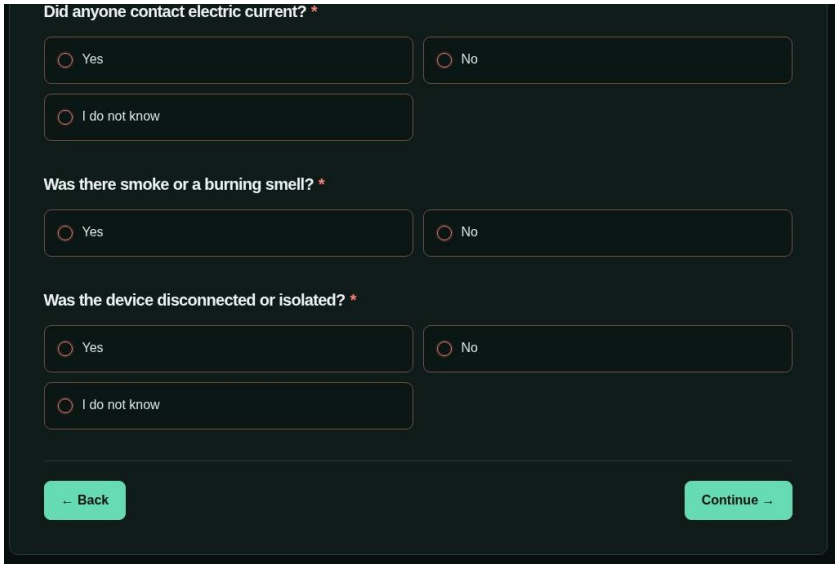

Figure 18. Electrical hazard Part 2 of 2

F) FIRE OR SMOKE

Select what was observed and where it was identified. Answer whether the alarm was activated, firefighting equipment was used, the area was evacuated and anyone was injured or exposed to smoke. State whether the fire was extinguished by someone present, by an emergency service or not extinguished. Complete every required question and choose "***Continue***". Use the uncertainty options where available when a detail cannot be established.

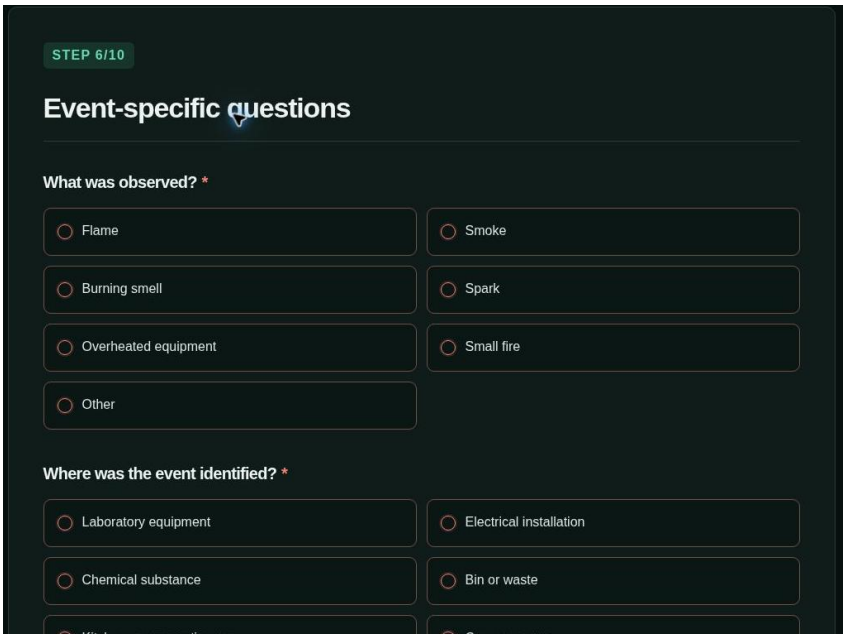

Figure 19. Fire or smoke Part 1 of 3

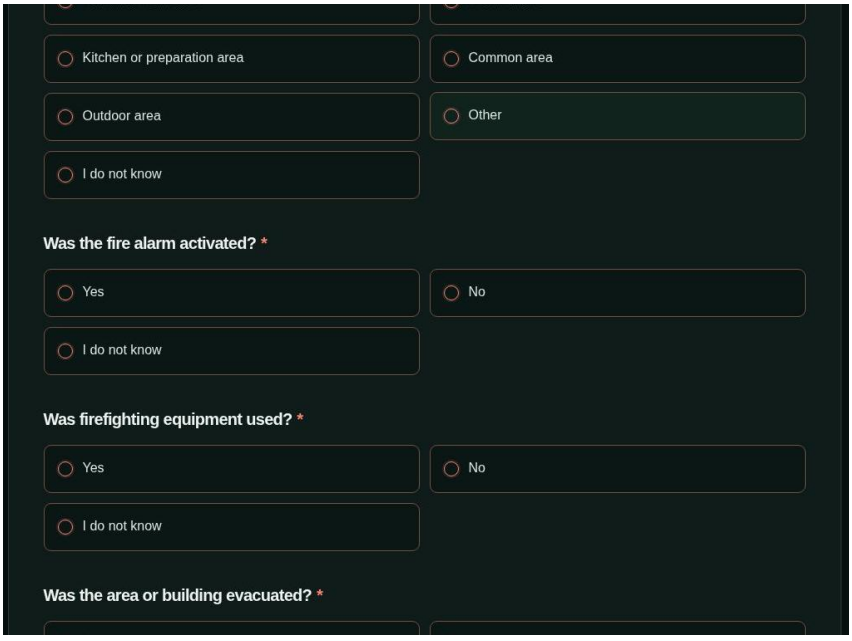

Figure 20. Fire or smoke Part 2 of 3

FIRE OR SMOKE CONTINUED

Continue reading the same screen below. A small overlap links the two screenshot sections.

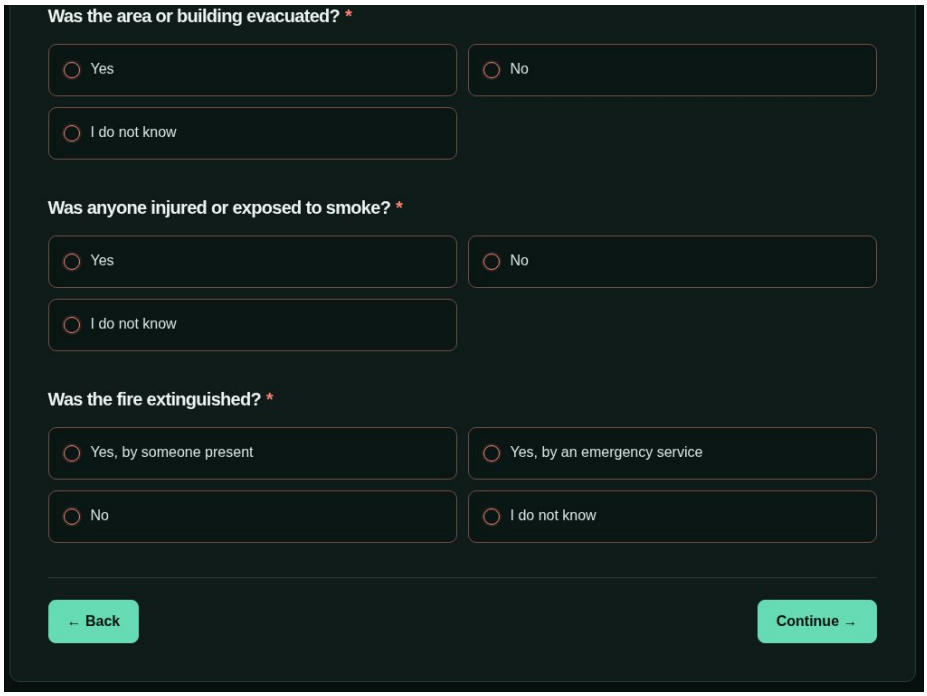

Figure 21. Fire or smoke Part 3 of 3

G) FALL OR SLIP

Record whether an injury occurred. Select the likely cause such as a wet floor, obstacle, damaged floor, inadequate lighting or a stair or handrail issue. Identify the type of fall and state whether warning signage or a barrier was present. Complete every required question and choose “Continue”. Use the uncertainty options where available when a detail cannot be established.

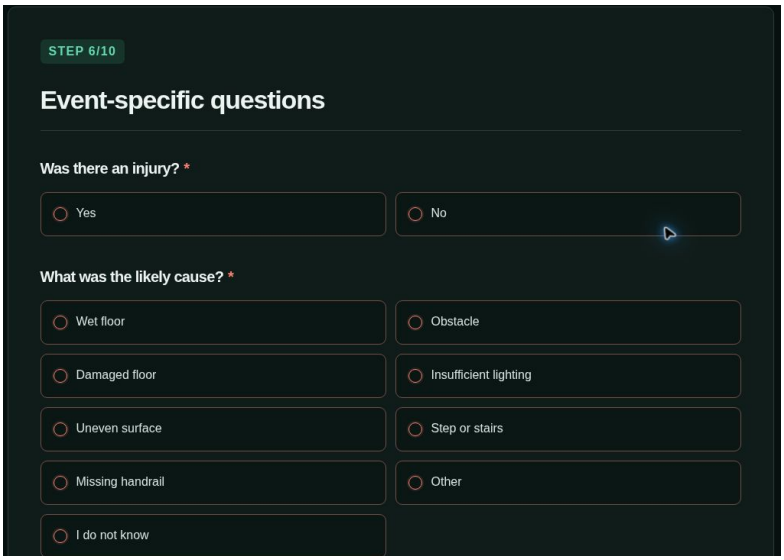

Figure 22. Fall or slip Part 1 of 2

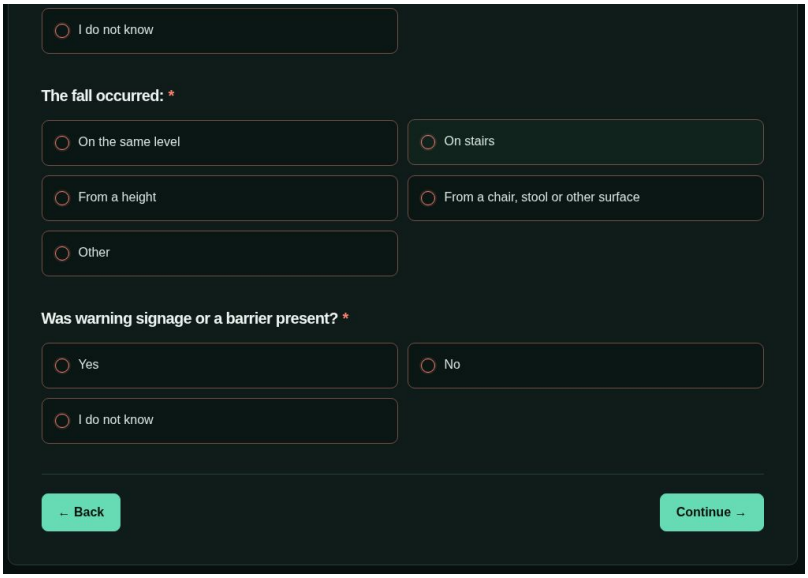

Figure 23. Fall or slip Part 2 of 2

H) MECHANICAL HAZARD

Select the mechanical hazard such as a moving part, crushing, cutting, impact, ejected object, overturning or unexpected start. Record whether an injury occurred and whether guards were present and functioning. Complete every required question and choose “Continue”. Use the uncertainty options where available when a detail cannot be established.

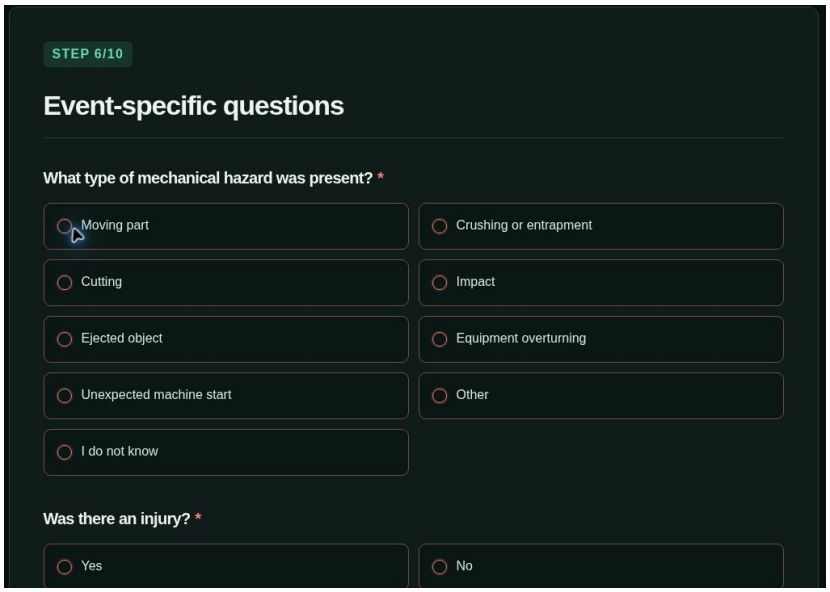

Figure 24. Mechanical hazard Part 1 of 2

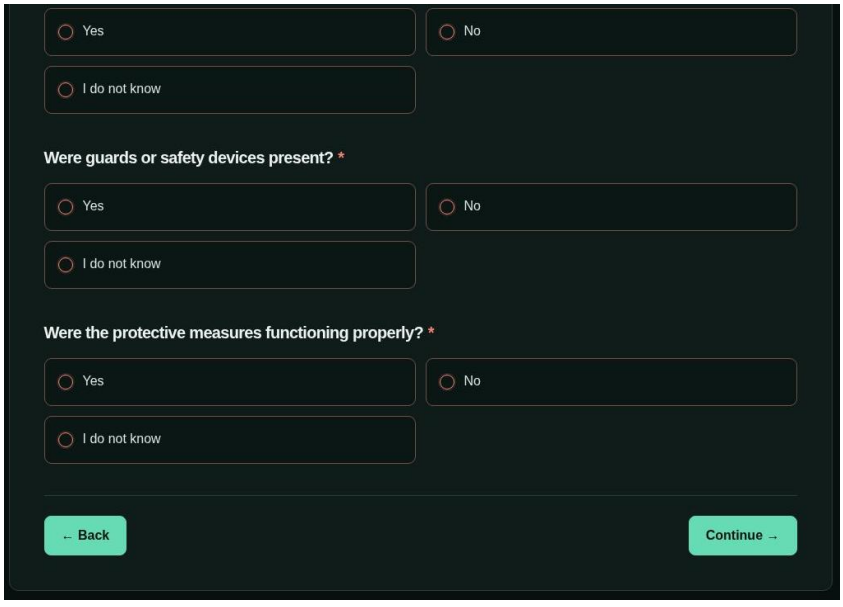

Figure 25. Mechanical hazard Part 2 of 2

I) THERMAL HAZARD

Select the thermal source such as a hot surface, flame, hot liquid or steam, cold or cryogenic material or overheating. Record whether a burn or other injury occurred and whether protective equipment was used. Complete every required question and choose “Continue”. Use the uncertainty options where available when a detail cannot be established.

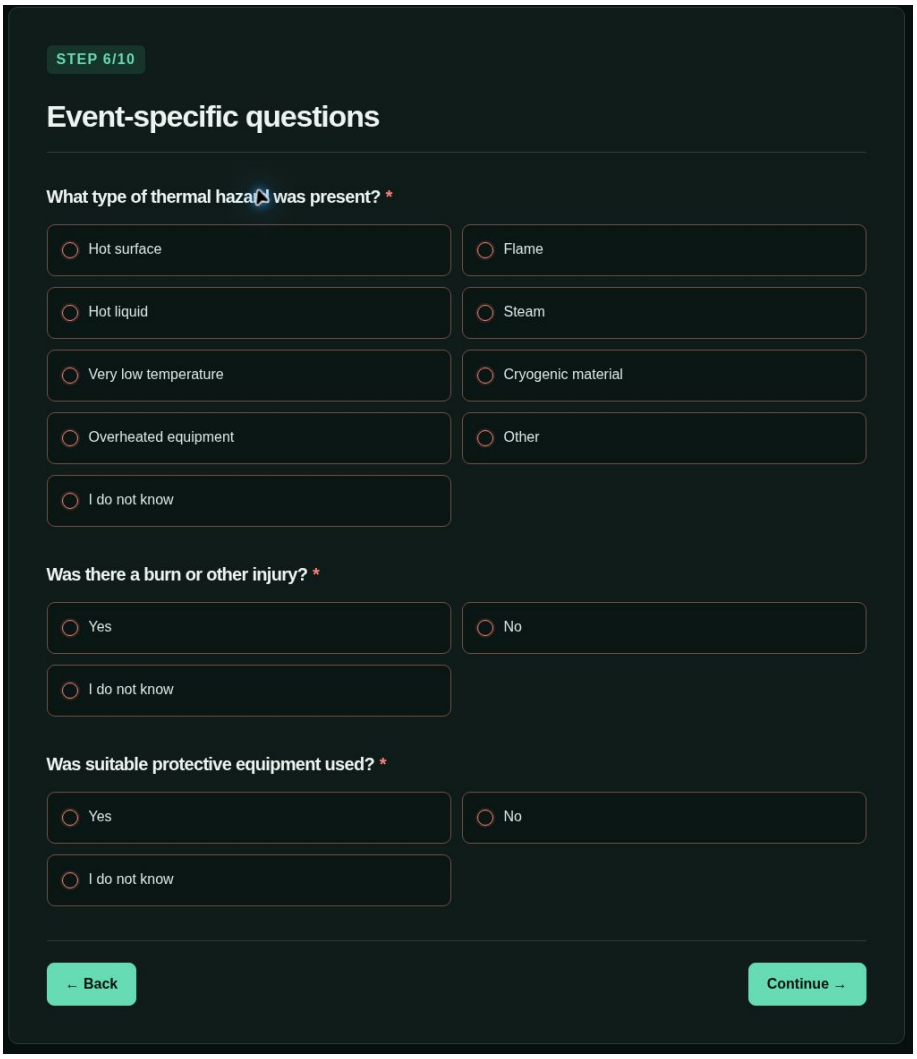

Figure 26. Thermal hazard

RADIATION

Select the radiation type and answer whether potential exposure occurred. Identify the suspected cause and whether protective measures were functioning. State whether a dosimeter was used and whether removal from the area was required. Use Not applicable where the form offers it. Complete every required question and choose “Continue”. Use the uncertainty options where available when a detail cannot be established.

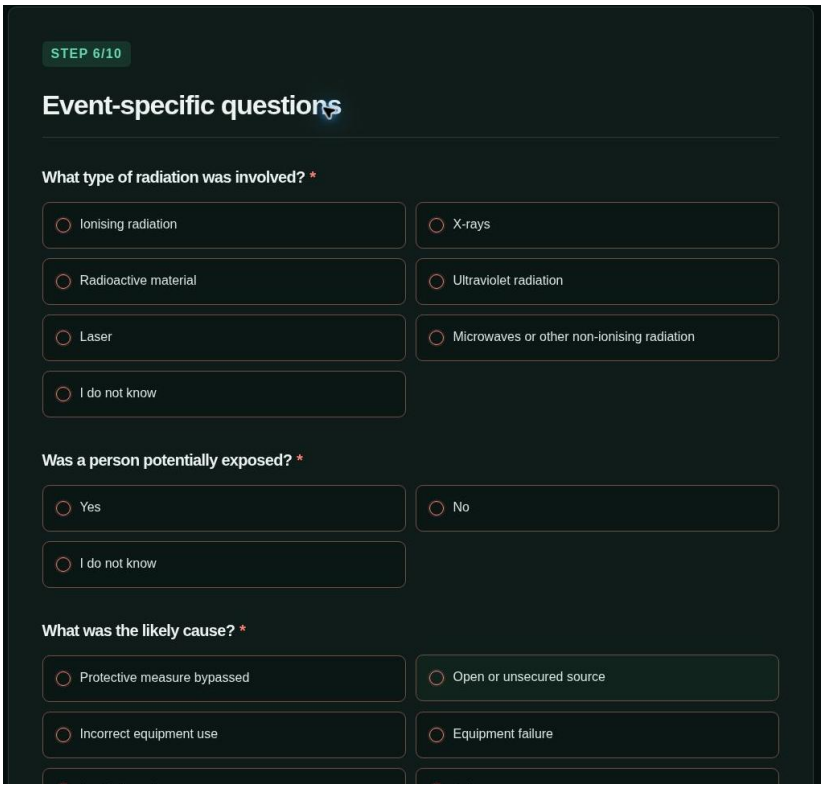

Figure 27. Radiation Part 1 of 2

RADIATION CONTINUED

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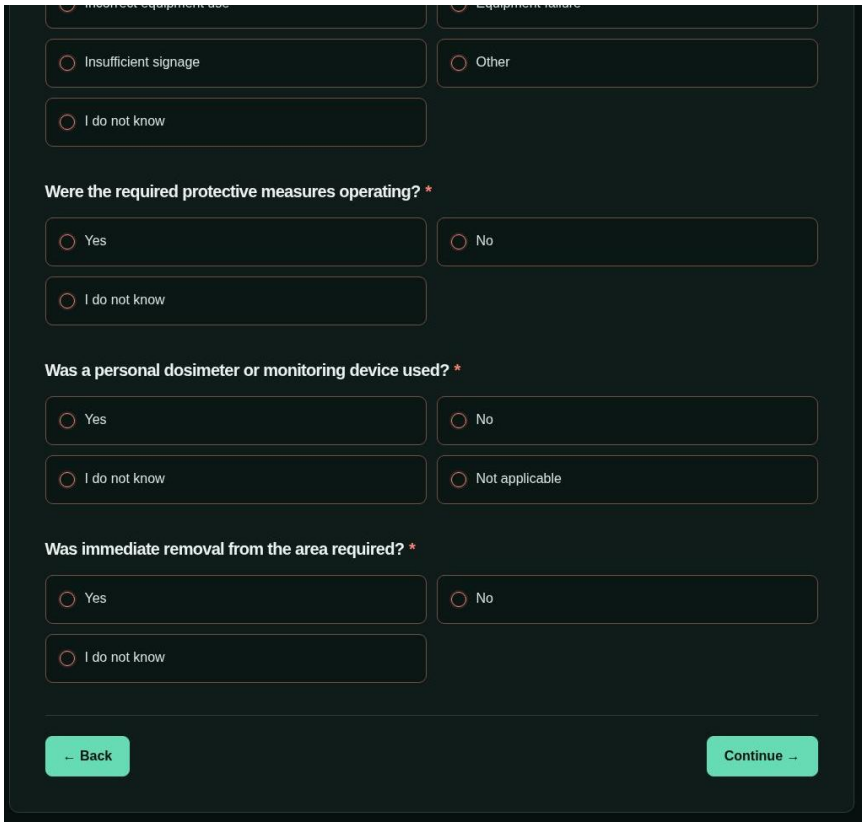

Figure 28. Radiation Part 2 of 2

J) BUILDING OR TECHNICAL INSTALLATION

Select the installation or building problem such as a leak, pipe, drain, door, window, wall, ceiling, floor, lighting, ventilation, air conditioning or lift issue. Record whether there was immediate risk and whether the area was closed off. Complete every required question and choose “Continue”. Use the uncertainty options where available when a detail cannot be established.

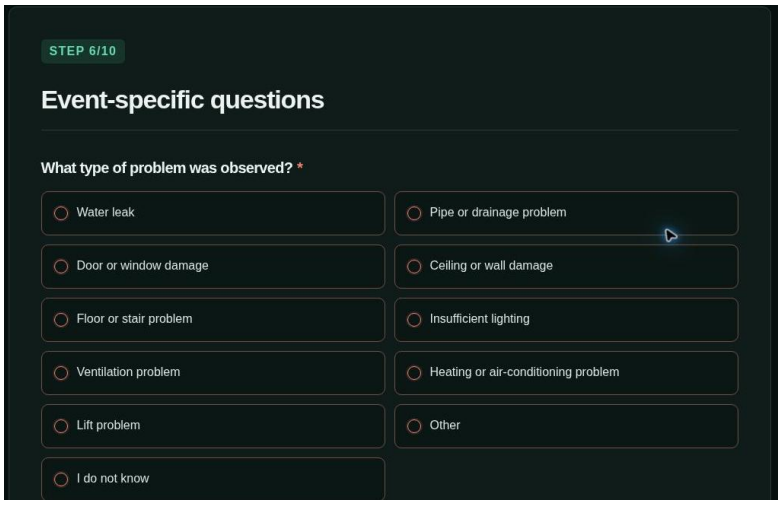

Figure 29. Building or technical installation Part 1 of 2

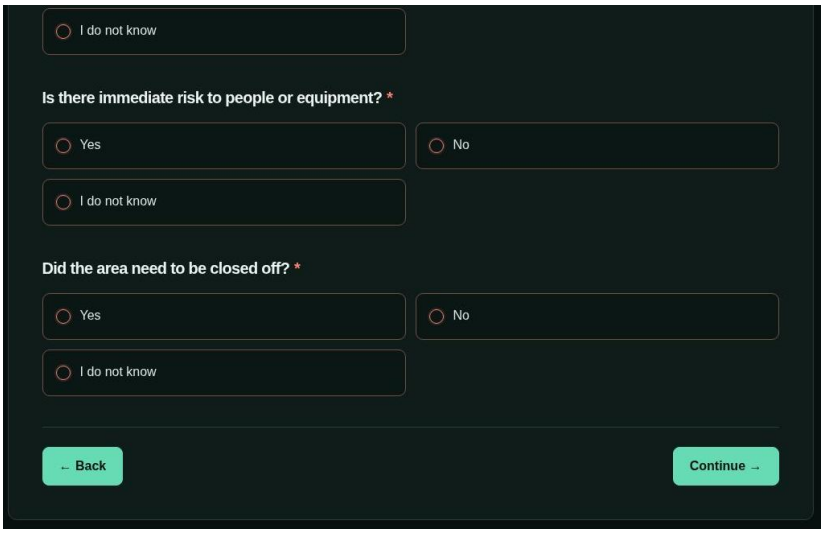

Figure 30. Building or technical installation Part 2 of 2

K) ERGONOMIC ISSUE

Select the workstation or activity issue such as bench height, repetitive movement, handling loads, prolonged standing or sitting or limited space. Record pain or discomfort and whether the problem is recurring. Complete every required question and choose “Continue”. Use the uncertainty options where available when a detail cannot be established.

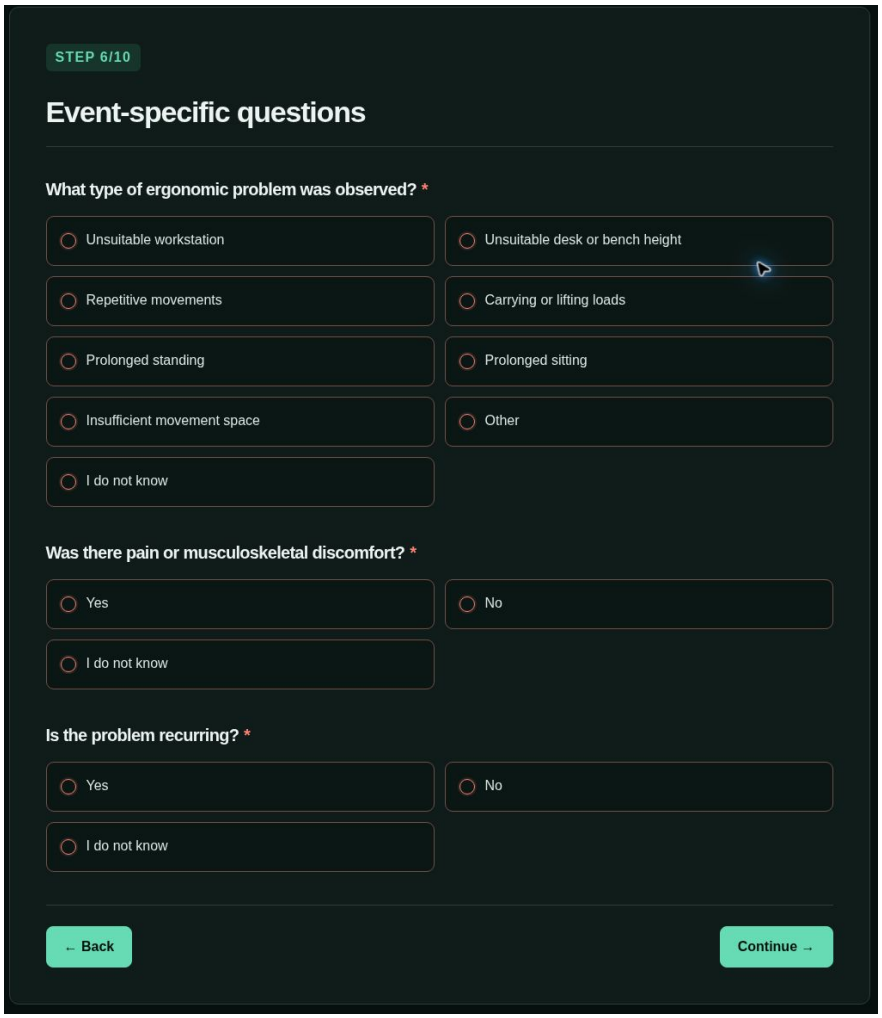

Figure 31. Ergonomic issue

L) OTHER

Specify the hazard in the required text field. State whether there was injury, exposure or damage and provide the requested brief description. Use this category when you can describe a hazard that does not match a named category.

Complete every required question and choose Continue. Use the uncertainty options where available when a detail cannot be established.

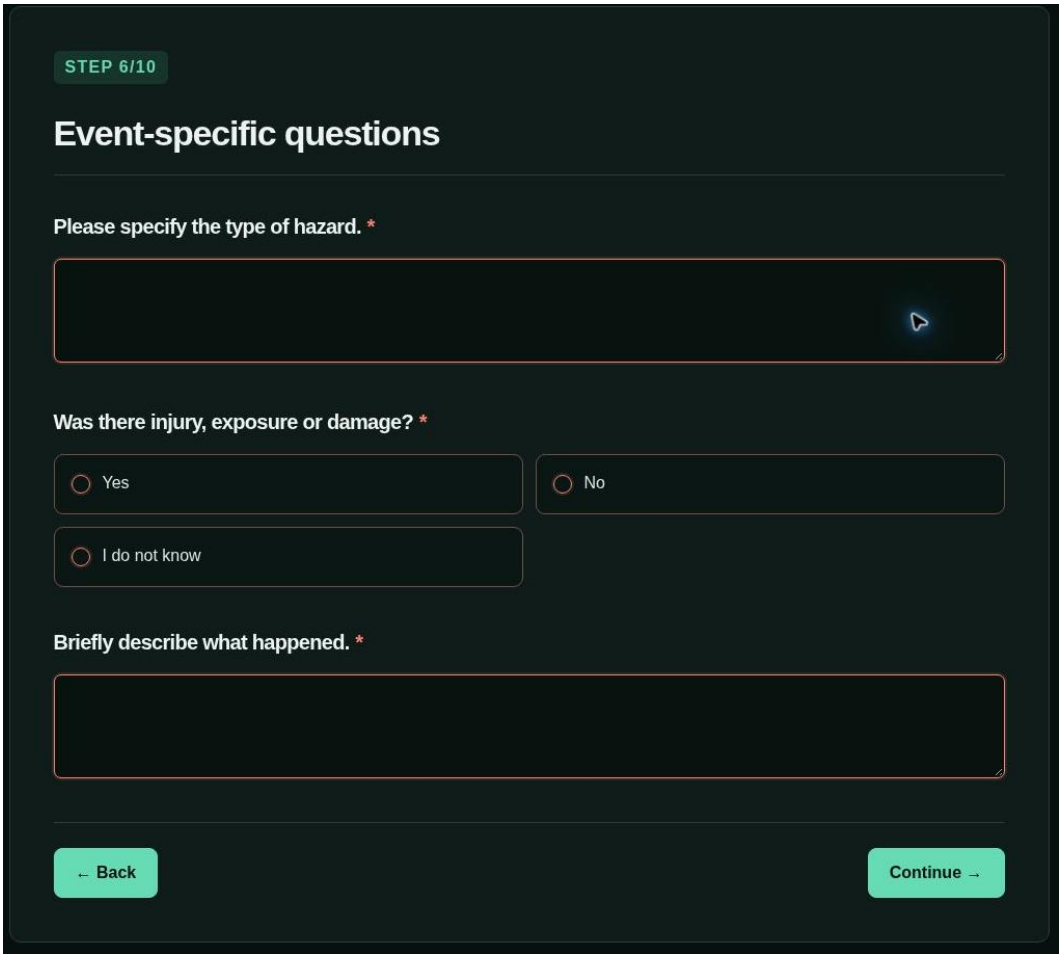

Figure 32. Other

M) I DO NOT KNOW

Describe what you observed in the required text field. Answer whether there was injury or exposure and whether there was immediate danger. Describe the visible event without guessing its technical classification.

Complete every required question and choose Continue. Use the uncertainty options where available when a detail cannot be established.

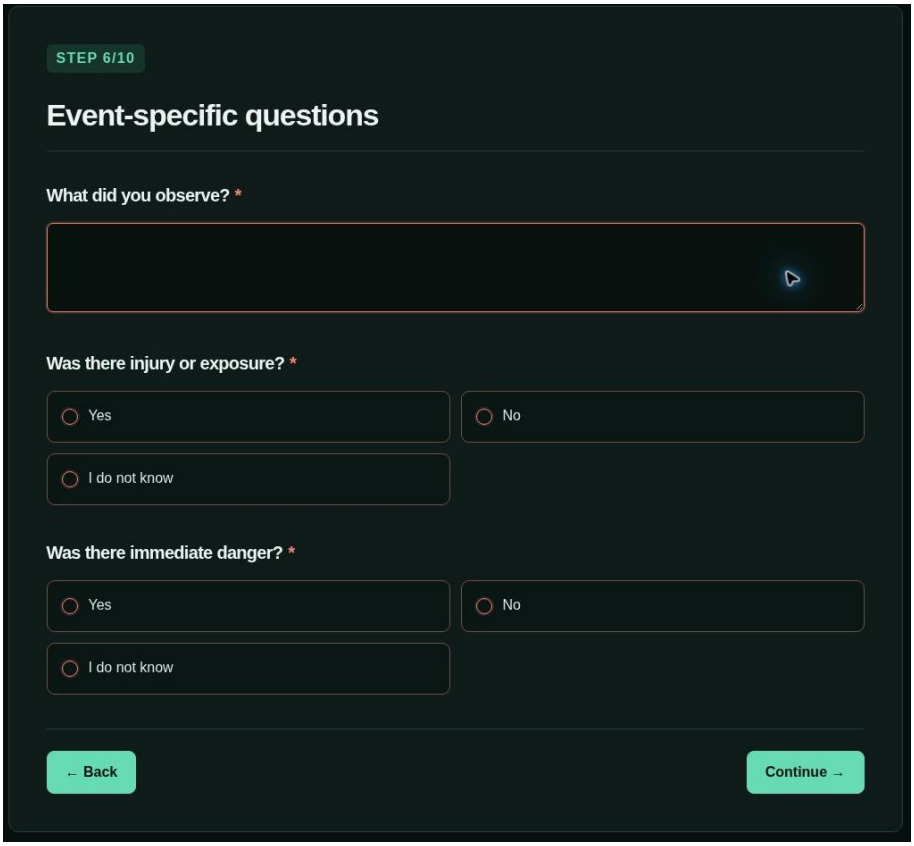

Figure 33. I do not know

REPORTING STEP 7: Consequences

Record whether anyone was injured or exposed and how many people were affected. Also answer whether first aid was provided, medical evaluation was required and removal from the area was required. These questions remain visible even when you select "***No***" for injury or exposure. Complete each required answer. Enter "***0***" when nobody was affected. Use "***I do not know***" where offered if you cannot establish the outcome.

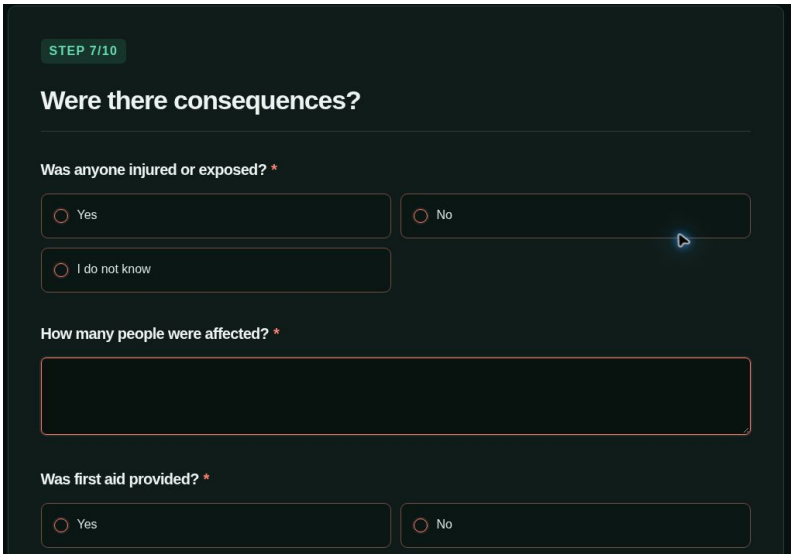

Figure 34. Reporting step 7 Consequences Part 1 of 2

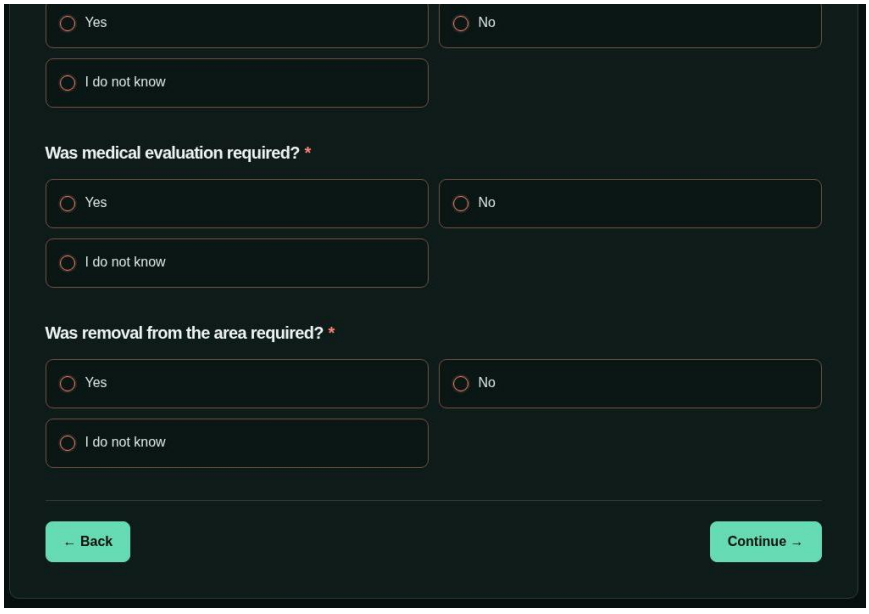

Figure 35. Reporting step 7 Consequences Part 2 of 2

REPORTING STEP 8: Immediate Actions

Answer whether any immediate action was taken. "***Yes***" reveals a required checklist. Select all actions that took place such as informing a responsible person, isolating the area, cleaning or disinfection, evacuation, first aid or use of emergency equipment. Selecting "***Other***" does not open an extra text field. Explain an action not listed in the description at Step 9. Record completed actions rather than actions you intend to take.

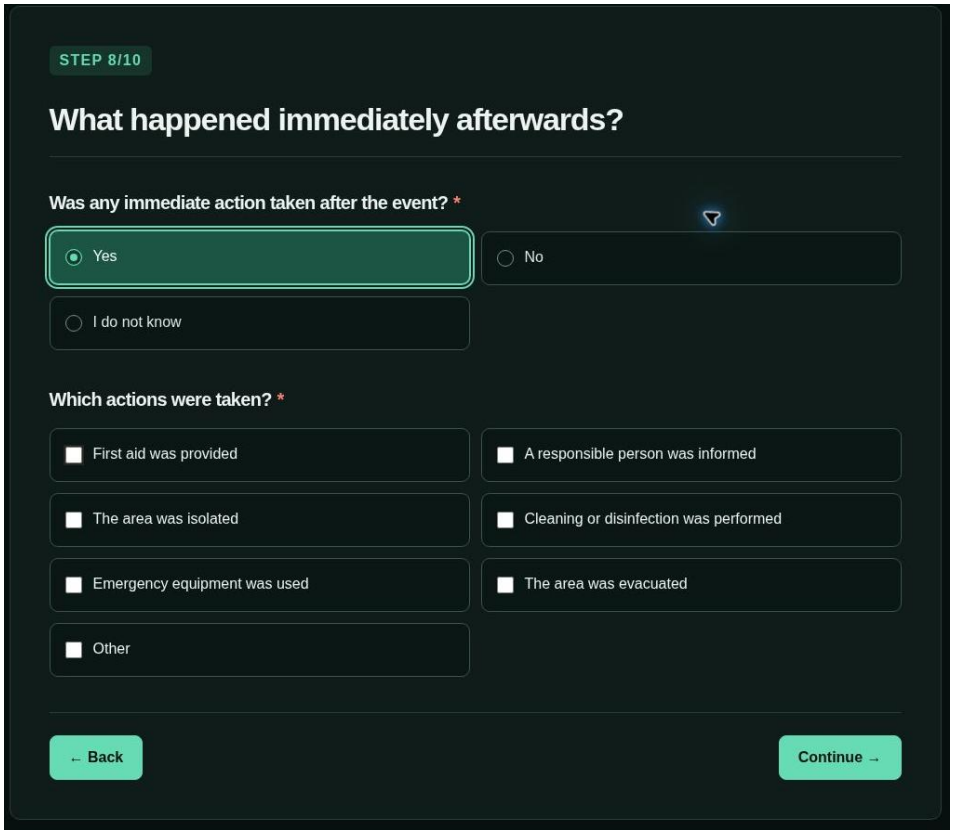

Figure 36. Reporting step 8 Immediate actions

REPORTING STEP 9: Description and additional details

Describe what happened in your own words. Include the sequence of events, relevant materials or equipment, observations and immediate actions. Avoid speculation and unrelated personal information. Select possible contributing factors if known. Several checkboxes may be selected. Answer whether something similar has happened before. The File attachment section currently displays an approval notice and has no upload control. "***Continue***" opens the review.

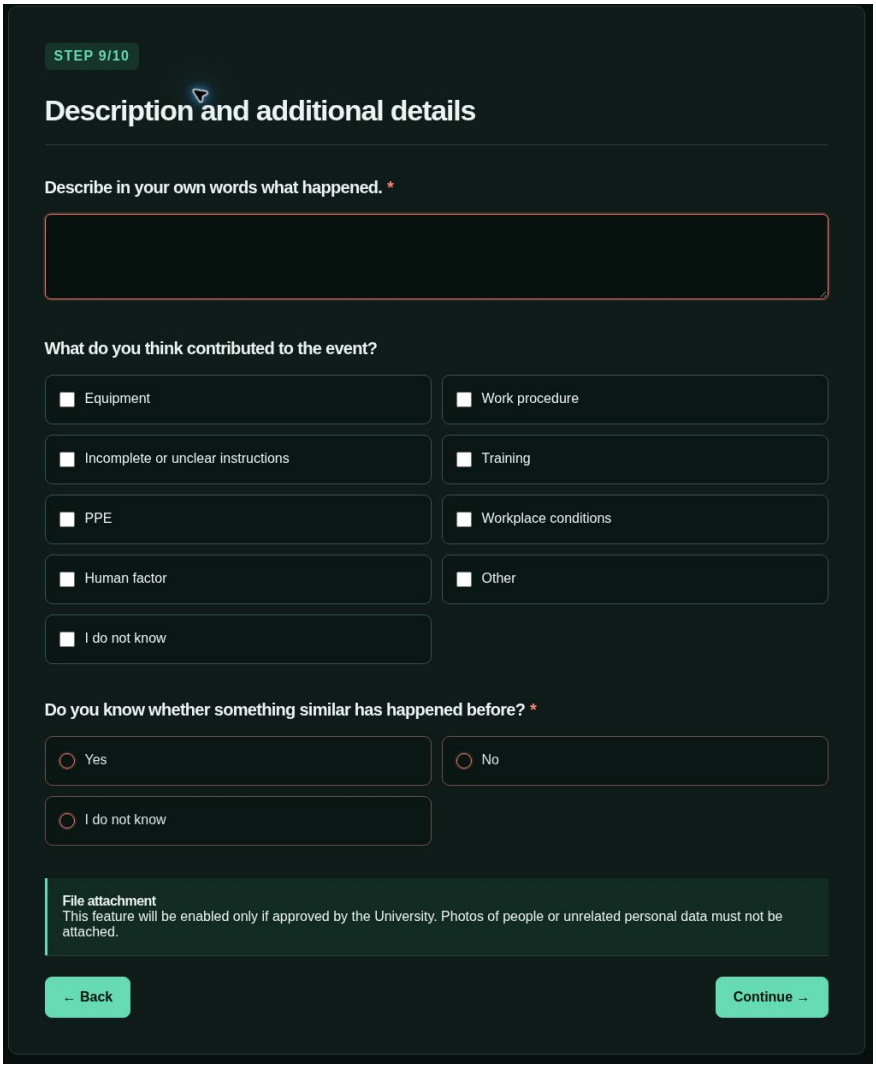

Figure 37. Reporting step 9 Description and additional details

REPORTING STEP 10: Review and submission

Read the complete summary and check the classification, location, exposure, consequences and description. Use “Back” to correct an answer. “Submit report” is the final submission control.

Wait for a clear confirmation that the report was saved. Saving is an intermediate state. If the message says the report could not be saved do not assume submission succeeded. Keep the answers available and seek platform support. The example shows this error state.

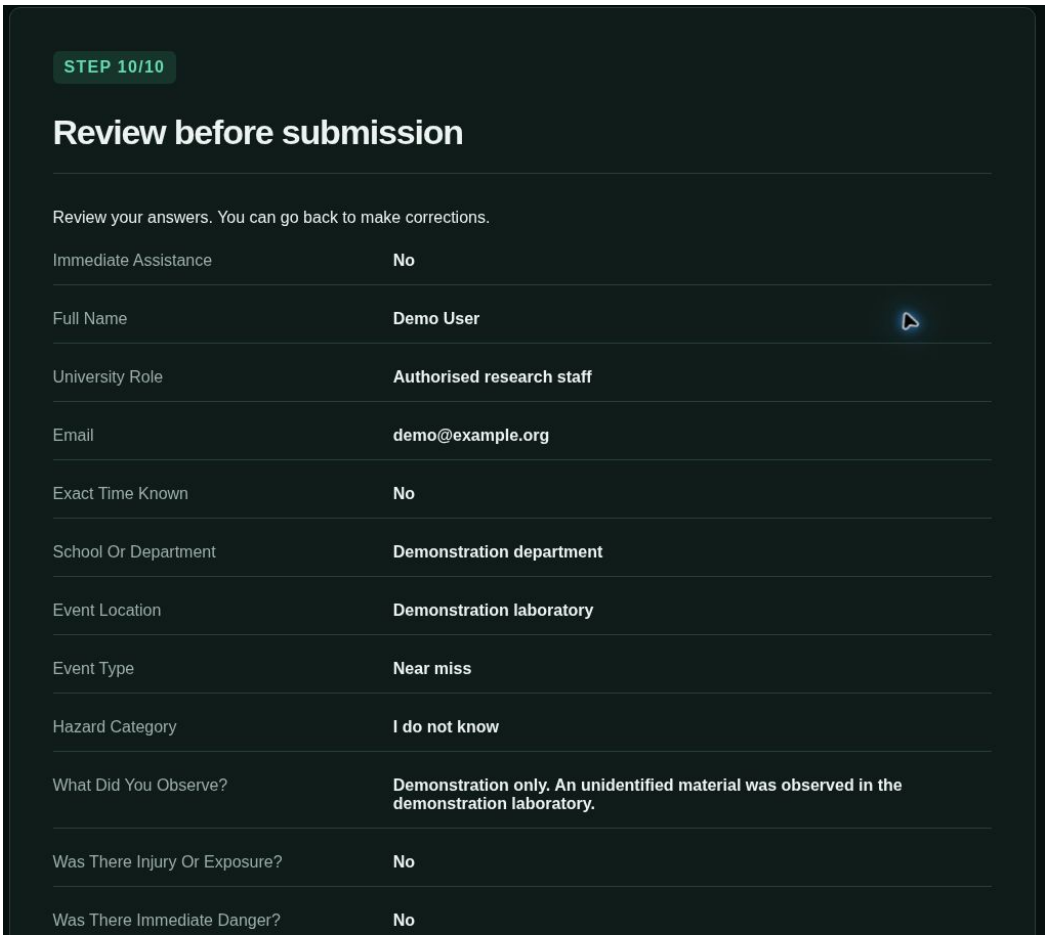

Figure 38. Reporting step 10 Review and submission Part 1 of 2

REPORTING STEP 10: Review and submission continued

Continue reading the same screen below. A small overlap links the two screenshot sections.

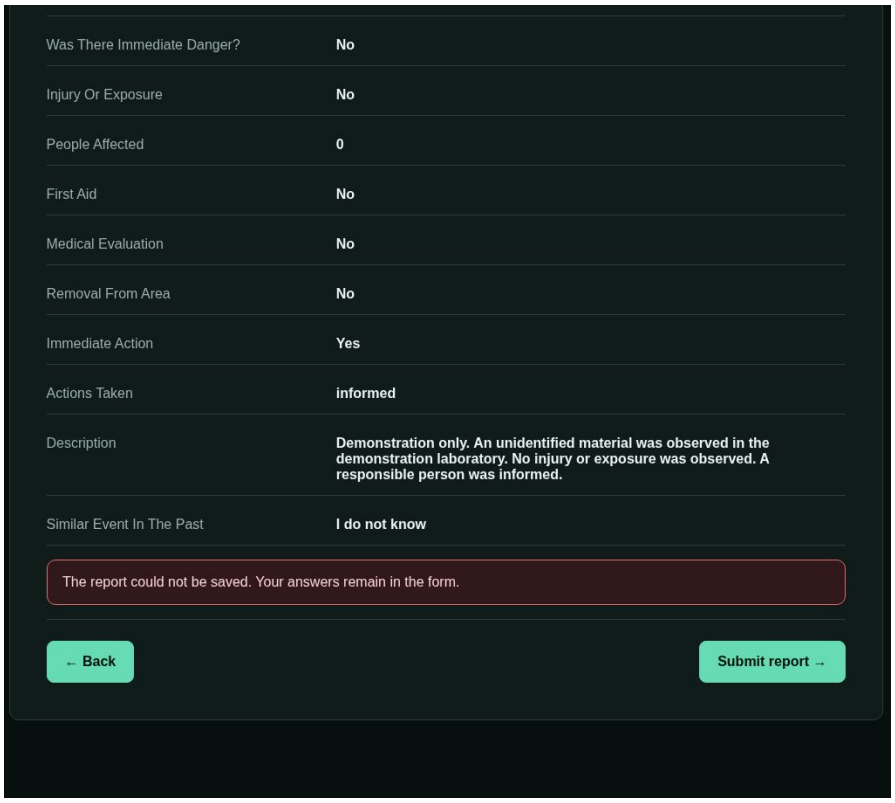

Figure 39. Reporting step 10 Review and submission Part 2 of 2

5. RISK ASSESSMENT RESOURCES

Choose ***Risk Assessment*** from the navigation bar. Select the template that matches the setting. “View PDF” opens the document viewer. “**Download file**” provides a local copy.

The library contains risk assessments for: Computer spaces, Office spaces, Laboratories with radiobiological hazards and General laboratory spaces. The Greek originals are the authoritative versions. English descriptions explain which template to choose.

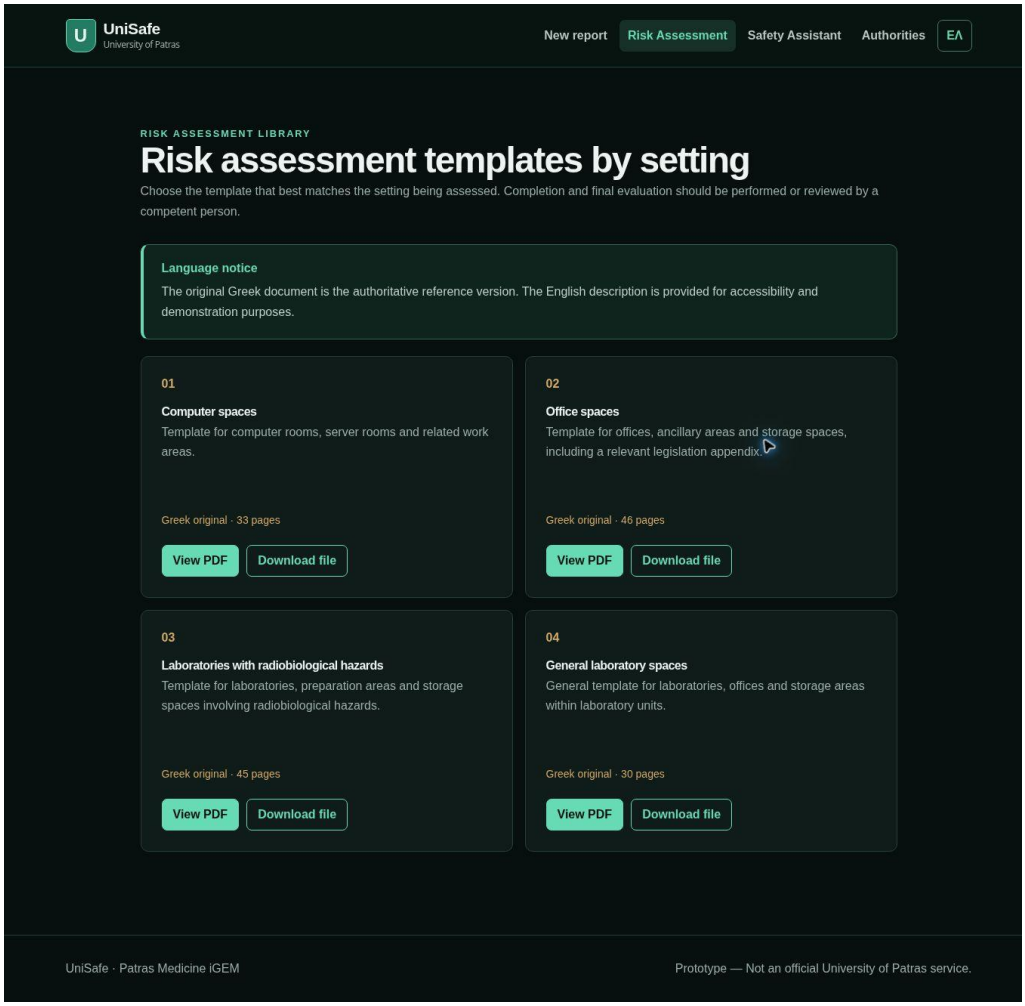

Figure 40. Risk assessment resources

A) COMPUTER SPACES RISK ASSESSMENT PDF

Use this template for computer rooms, server rooms and related work areas.

In the PDF viewer use the page number field or thumbnails to navigate and the zoom controls to adjust readability. The browser viewer also provides download and print controls. Return to the platform tab to select another document.

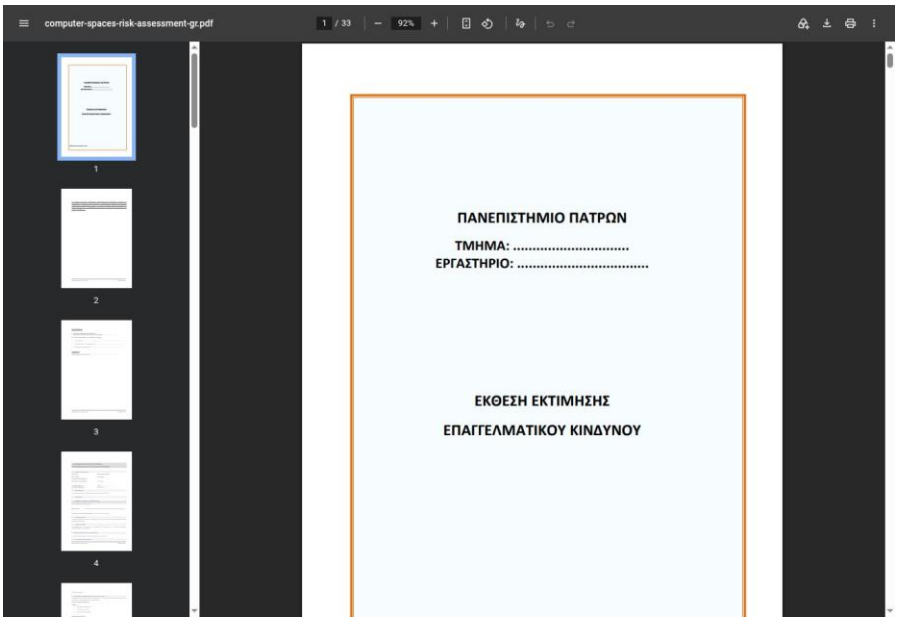

Figure 41. Computer spaces PDF

B) OFFICE SPACES RISK ASSESSMENT PDF

Use this template for offices, ancillary areas and storage spaces. It includes a relevant legislation appendix.

In the PDF viewer use the page number field or thumbnails to navigate and the zoom controls to adjust readability. The browser viewer also provides download and print controls. Return to the platform tab to select another document.

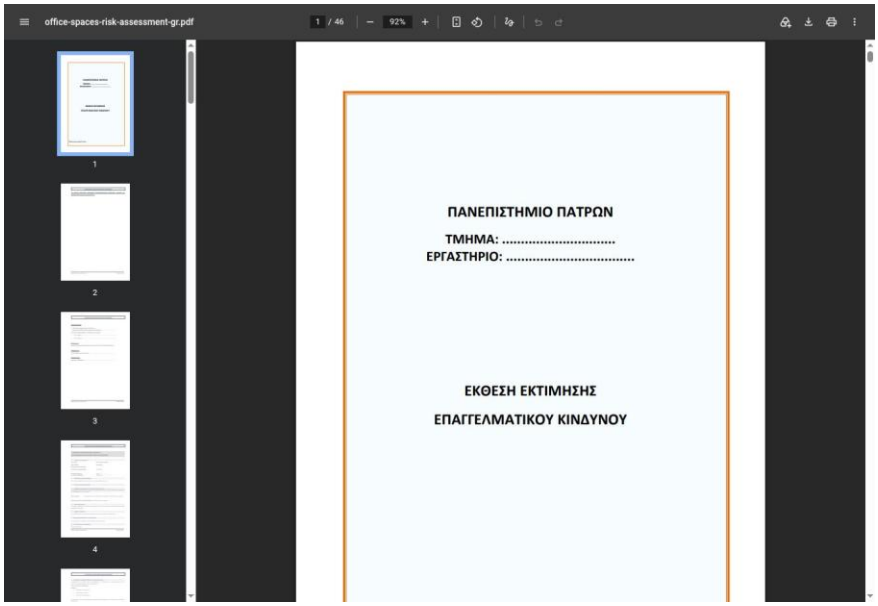

Figure 42. Office spaces PDF

C) RADIOBIOLOGICAL LABORATORY RISK ASSESSMENT PDF

Use this template for laboratories, preparation areas and storage spaces involving radiobiological hazards.

In the PDF viewer use the page number field or thumbnails to navigate and the zoom controls to adjust readability. The browser viewer also provides download and print controls. Return to the platform tab to select another document.

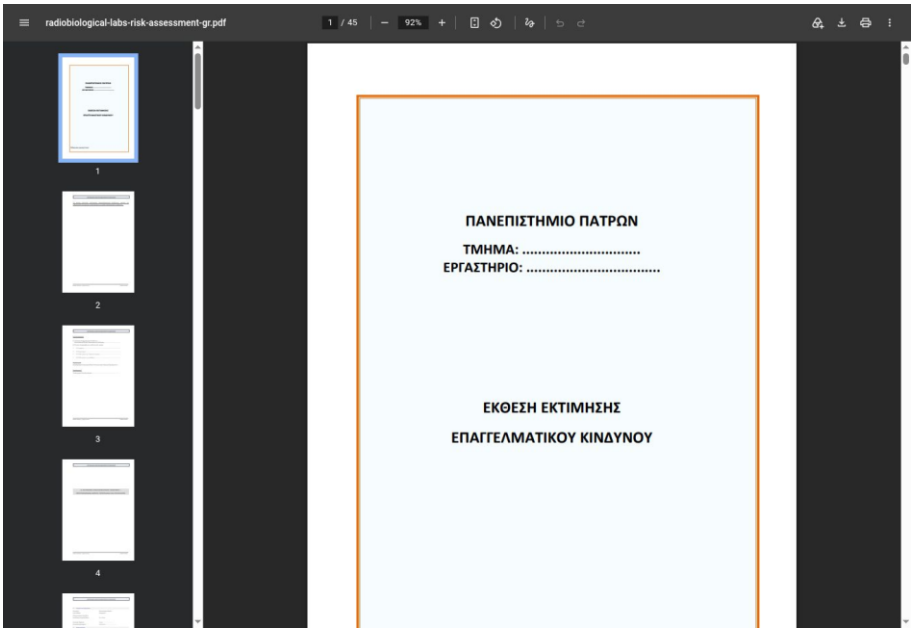

Figure 43. Radiobiological laboratory PDF

D) GENERAL LABORATORY PDF

Use this template for laboratories, offices and storage areas within laboratory units.

In the PDF viewer use the page number field or thumbnails to navigate and the zoom controls to adjust readability. The browser viewer also provides download and print controls. Return to the platform tab to select another document.

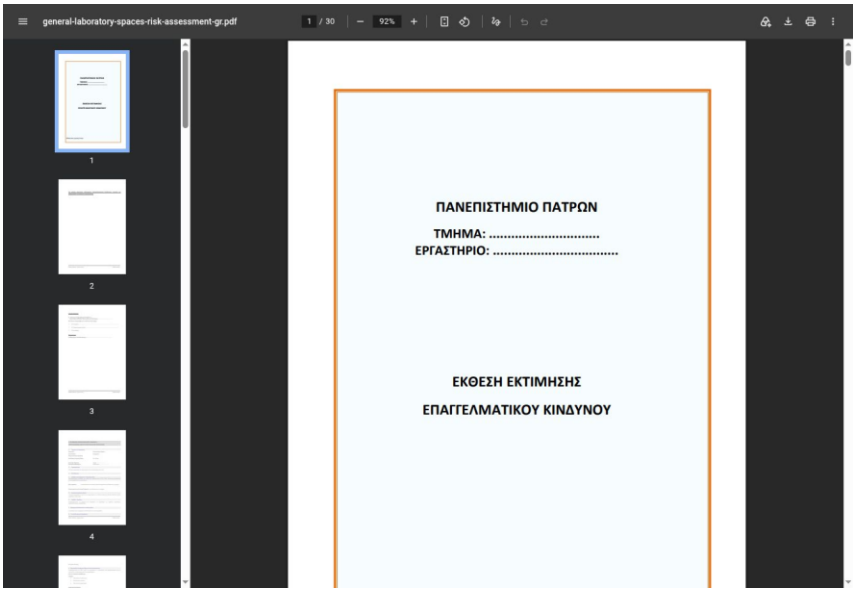

Figure 44. General laboratory PDF

Using the Risk Assessment Documents

Open or download the document appropriate to the space. Read its scope and assessment sections before using it. Completion and final evaluation should be performed or reviewed by a competent person as stated on the platform.

The Risk Assessment page is a document library. It does not provide an interactive scoring form or an automatically generated analysis result. Work with the selected document and the responsible University personnel for assessment and review.

The original Greek text remains unchanged when the English interface is selected. The platform descriptions help identify the relevant document.

6. SAFETY ASSISTANT

Open Safety Assistant. Type a specific question in the input at the bottom of the chat and choose the upward arrow to send it. Include the relevant material, equipment or activity so the assistant can identify the topic.

For example, ask “***What should I check before using laboratory equipment***”. The assistant is configured to search the University Health and Safety Guide knowledge base and display the section used.

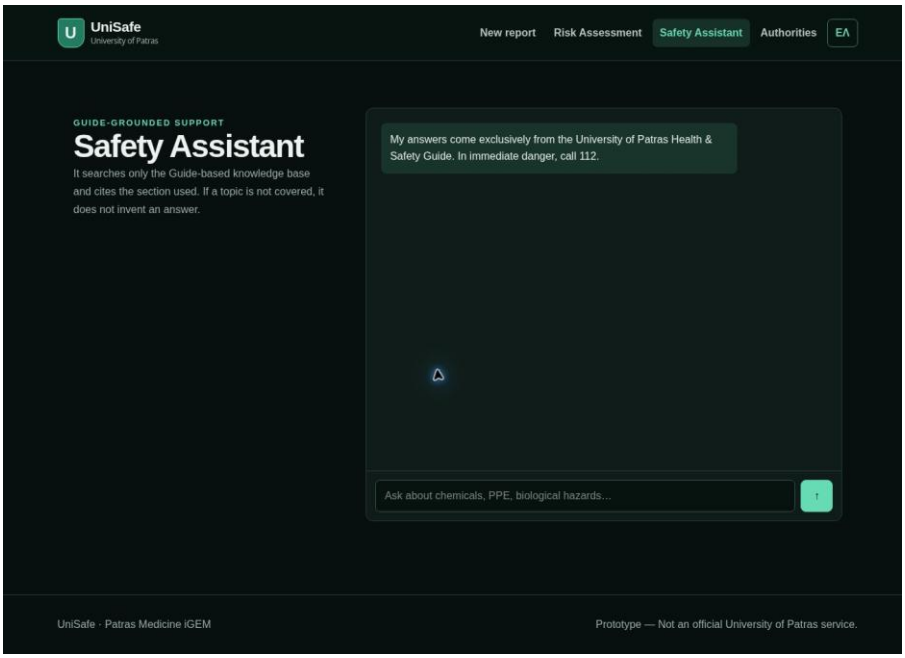

Figure 45. Safety Assistant Asking a question

Safety Assistant Answers and Clarification

Read the response together with its source line. Scroll inside the conversation to review earlier messages. Check that the answer addresses your question and consult the cited Guide section for context.

If the assistant requests clarification add the missing detail and send a more specific question. If a response discusses a different topic rephrase your question and check the source before relying on it. The example shows an equipment answer and a clarification response.

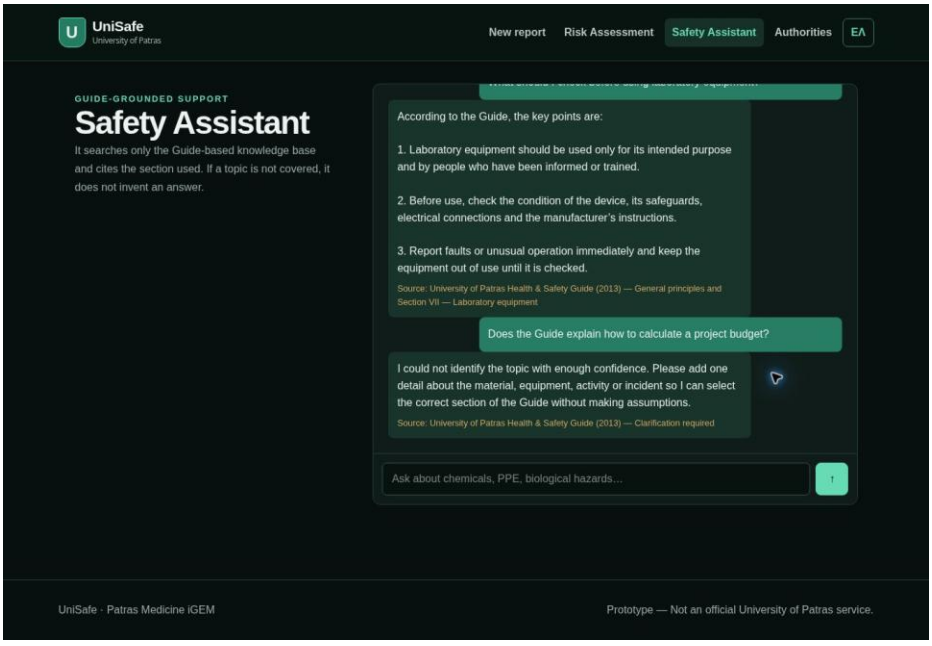

Figure 46. Safety Assistant Answers and clarification

Authorities Access

Choose Authorities. Select the authorised role and enter the institutional email and password through the designated access process. Roles include the Health and Safety Committee, Safety Officer, Occupational Physician and administrator.

Demo access without credentials opens the prototype management view for demonstration. It does not verify an institutional identity. Use the authorised access process for operational use.

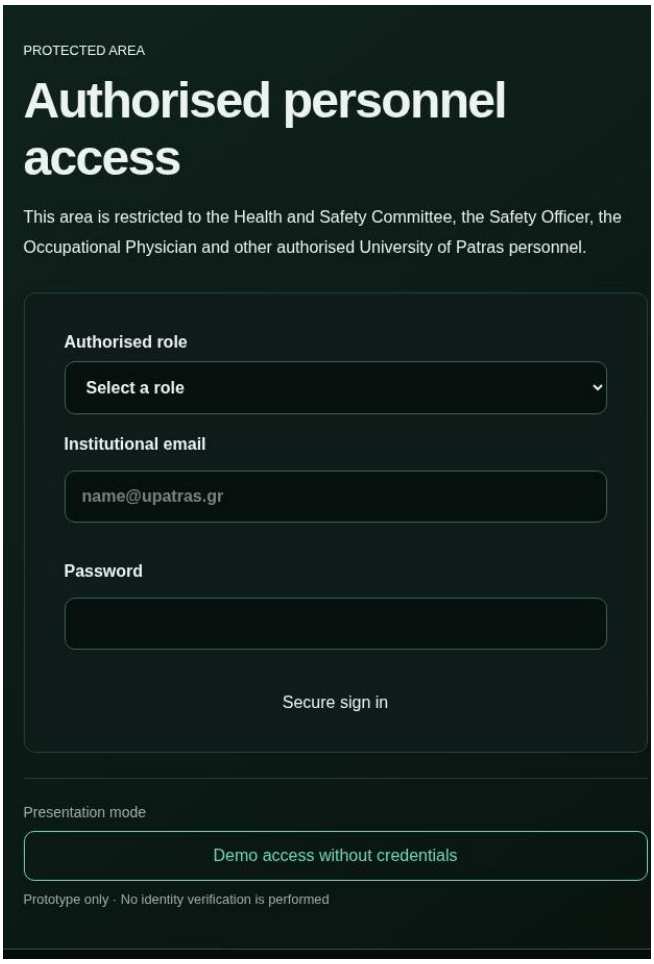

Figure 47. Authorities Access for designated personnel

Authorities Report Management Centre

The management centre displays counts for stored reports, high priority reports and reports new for review. The captured dashboard has zero reports and displays "**No reports yet**".

When the list is empty there is no report to open for a case walkthrough. Follow institutional responsibilities for professional assessment and follow up. The empty dashboard provides the current entry view for the authorised area.

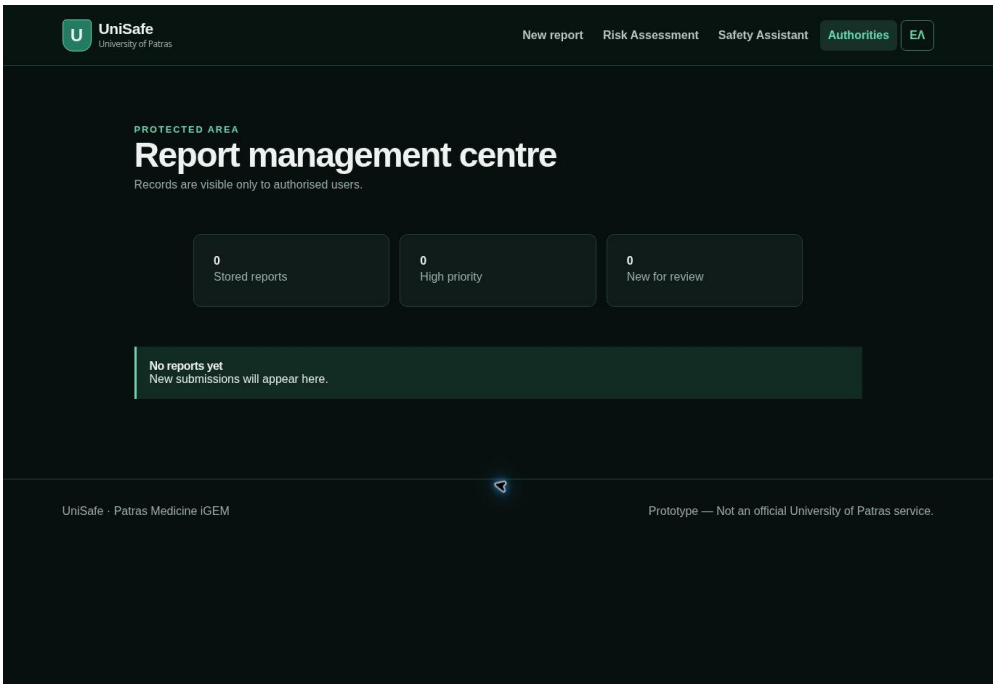

Figure 48. Authorities Report Management Centre

8. QUICK REFERENCE

1) Report an event: Home > New report > Emergency > Reporter details > Basic event details > Event type > Hazard category > Event specific questions > Consequences > Immediate actions > Description > Review.
2) Find an assessment template: Risk Assessment > Choose the setting > View PDF or Download file.
3) Ask about the Guide: Safety Assistant > Enter a specific question > Send > Read the answer and cited section > Clarify if requested.
4) Enter the management view: Authorities > Authorised personnel access > Report management centre.

Before submitting check that all required fields are completed, the facts are accurate and the summary matches the event. Confirm successful saving instead of relying on the presence of the review screen.