INSIGHT WORKS

SAFETY LOGBOOK

for Microsoft Dynamics 365 Business Central

100% FREE APP FOR BUSINESS CENTRAL

Safety Logbook

STREAMLINE INCIDENT TRACKING AND COMPLIANCE, ENHANCING WORKPLACE SAFETY AND REDUCING RISK.

One Business Central record for any safety event, from an injury or a near miss to a training session or a certification.

Safety Logbook is a Business Central extension that records health, safety, and environment events as structured Business Central documents. This is a completely free app from Insight Works for Business Central. An injury, a spill, a safety meeting, an internal audit, and a certification all live in one table, separated by a log type the customer controls. It is a log, not a full EHS management system, and it is meant for companies tracking this on paper or in a spreadsheet today.

Why it holds up

One record for any safety event. The log type comes from a table you manage, so a lost time injury, a chemical spill, a toolbox talk, and a forklift certification use the same card, and a new event class means adding a row rather than a module.

Setup is close to nothing. Run the setup wizard, which installs standard log types, adjust the Safety Nos. number series if needed, and start recording. Beyond a description and a log type, nothing on the card is mandatory.

Severity and lost time keep both answers. Potential and actual severity are separate fields, so a near miss that could have been serious is recorded as such. Estimated and actual lost time sit side by side, so the first guess and the real outcome both survive.

People come from Business Central, with a role each. Employees link from the standard Employees table, and each line carries a role, so the injured party, the witness, and the trainee are distinguishable. Filter by one person to see their whole safety history in a single list.

Certifications and routine records, not only incidents. Log a certification session, record how long it lasts, then filter for what expires soon. Attendance at safety meetings and training sessions is logged the same way, ready for the next audit.

Reporting without building a dashboard. Print the Safety Log Summary report, or use Business Central's analysis mode over the log list to count injuries by type, total lost time, or list certifications by expiry.

Who's on it

Safety managers & health and safety officers

Record events, rate severity and probability, track follow-up actions, and answer the audit question.

Supervisors & team leads

Log events close to the floor, with a single card and little to fill in.

HR & compliance officers

Keep the government claim number and the attendance records for training and safety meetings.

Operations managers

Watch lost time and which departments and assets keep appearing in the logs.

Business Central administrators & partners

Install from Microsoft Marketplace, run the setup wizard, and adjust log types and number series.

Free for Business Central online. Safety Logbook costs nothing to install and run, and installs from Microsoft Marketplace with no registration. On premises, it is available to customers with an active subscription to at least one paid Insight Works app.

Backed by over 800 resellers. Insight Works works through a global network of more than 800 Business Central resellers who can help consult, implement, and support a deployment. **See the Insight Works reseller directory**.

SAFETY LOGBOOK for Microsoft Dynamics 365 Business Central

LOGGING AN EVENT

- Open the Safety Logs list, select New, enter a description, and pick a log type
- Event date-time and duration on the General section; every other field is optional
- Log types come from a user-managed Safety Log Types table; standard types install with the setup wizard

EMPLOYEES

- Linked from the standard Business Central Employees table, with a role per person per event
- Add Multiple Employees action handles a training session or meeting in one step
- Filter logs by employee for one person's full history, including role in each event

SEVERITY, INJURY DETAIL & ACTIONS

- Potential and actual severity, probability, and a customer-defined risk priority code
- Estimated and actual lost time as separate fields
- Injury section: body side, body part, injury event, and injury type
- Actions section: Follow-up Training, Work Practice Review, and Engineering Review, each flagged as required and then marked complete
- Root Cause Addressed field and a review date, all maintained by people

ORGANIZATION, RELATED LOGS & ATTACHMENTS

- Link a log to an asset, department, project, and location, with a government claim number field
- Related Logs tie one event to another, such as a training session to the injury that prompted it
- Comments on the log, plus document and photo attachments

CERTIFICATIONS, TRAINING & MEETINGS

- Flag a log as a certification, list who was certified, and record how long it lasts
- Filter by expiry date to find who needs recertifying
- Log safety meetings and training sessions with attendee lists as an audit record

REPORTING

- One Safety Log Summary report, from the summary page or an individual log, with filters and print or preview
- Business Central's analysis mode over the log list for counting, summing, and filtering

BUSINESS CENTRAL LICENSING

- Free for Business Central online; installs from Microsoft Marketplace with no registration
- On premises: available to customers with an active subscription to at least one paid Insight Works app, with no one-time purchase option
- Works with Business Central Essential and Premium user licenses

INTEGRATION & INSTALLATION

- Installs from Microsoft Marketplace like any other Business Central extension
- Setup: the Safety Logbook Setup page and the Safety Nos. number series; the setup wizard installs standard log types
- Optional: add your own entries to the Safety Log Types page and the Safety Log Risk Priority Code List

PREREQUISITES & COMPATIBILITY

- Business Central online (Essential or Premium licenses); English language supported globally
- Standard Business Central card, usable in the web client on a tablet; no mobile-specific interface
- On premises requires an active subscription to at least one paid Insight Works app

SUPPORT & RESOURCES

- Knowledge base at kb.dmsiworks.com: setup, optional configuration, the Safety Log card, the summary report, and creating a log
- On-demand demo and an Ask a Question form on the app's page at insight-works.com

DATA & PORTABILITY

- No separate database; safety logs, log types, and employee lines are Business Central records
- Safety records sit beside the employee, asset, department, project, and location data they refer to
- Beyond the summary report, use the analysis pane or an export of the log list

WHERE IT STOPS

- A log, not a management system: no workflow, approvals, notifications, task assignment, or escalation
- No regulatory form generation or recordability logic; a field holds the government claim number
- One report; no dashboard or charting beyond analysis mode; Root Cause Addressed is a flag, not a root cause method

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Inspections, test management, and quality documentation.

Production Planning & Scheduling
Capacity-aware scheduling, planning worksheets, and demand forecasting.

Shop Floor Execution & Maintenance
Shop floor data capture, machine maintenance, and production analysis.

Point of Sale & Data Tools
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