

SRS Submission Guide

1. Log onto www.swalife.com and enter your login information.

2. You are now on the home page. On the upper left portion of this page, look for the navigation bar as pictured and click on “Launch Safety Reporting”



3. You have now arrived at the SRS Dashboard. To write a report click on create report and fill out all pertinent information along with Safety Issue and proposed solution.



4. If you have picture documentation submit by clicking add.



5. Once you are done click on Submit SR. Make sure you print up a copy for yourself and fax it to the Union office. The company has 20 days to rectify the situation. If the Safety issue has not been resolved contact your station safety rep or local rep to move forward on filing a Article 17 grievance.



The image shows a small, rectangular web form. At the top, there is a blue header bar with the text "File Name" in white. Below this is a white input field. At the bottom of the form, there are three buttons: "Submit SR", "Save", and "Close", arranged horizontally from left to right.