



**EmployeeConnect**  
*Work. Flow. Smarter.*

# Safety Module Manual V3.3.1

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A manual designed to help individuals configure and use the Safety Module

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## Important Concepts

The Safety Module provides the flexibility to configure and maintain an Incident and Hazard Management System that can vary from being the simple storage of records to the more complex definition of hazards, incident maintenance, licences and committee functions.

This manual defines all the available components and their function, but it is recommended that you discuss your actual requirements and expectations with your EmployeeConnect consultant to determine the best configuration of the Safety Module for your organisation.

The Safety Module uses workflow to send notifications to relevant persons when managing hazards and incidents, based on the incumbents of positions identified as site safety roles. Whenever a hazard or incident is identified, the various safety roles are automatically sent a notification making them aware. It is then up to safety role occupants to assign owners, investigative teams and actions through the various links in the Safety module to manage the hazard or incident. The message content of the workflow emails can be modified to suit your needs. The owner of an incident is, by default, the manager of the person registering the incident in the system. The other roles need to be configured on a location/site basis, depending on your organisational structure.

The roles are as follows:

- Owner (All incidents and hazards)
- Site Manager (All incidents and hazards)
- Site OHS Officer (All incidents and hazards)
- Site OHS Manager (LTI Incidents only)
- Regional OHS Manager (LTI Incidents only)

LTI represents Lost Time Incident.

## Maintenance

Prior to being able to use the Safety Module, there is some configuration work to be done to produce the most effective means of managing the safety activities in an organisation, irrespective of its size.

### Safety List Values

Throughout the entire system there are many list values used that can be updated to include the values that are meaningful for your organisation. In the case of the Safety Module, these are best updated through the *OHS List Values* link on the Maintenance tab.

Type	EquipmentItem	ID	Value	Order	Active	Relationship	Description
+	EquipmentItem	Air compressors	Air compressors	1	<input checked="" type="checkbox"/>	GE	EC6.HR3.OHSmodule
+	EquipmentItem	Air conditioning	Air conditioning	2	<input checked="" type="checkbox"/>	MCE	EC6.HR3.OHSmodule
+	EquipmentItem	Air dryer	Air dryer	3	<input checked="" type="checkbox"/>	PE	EC6.HR3.OHSmodule
+	EquipmentItem	Band saw	Band saw	4	<input checked="" type="checkbox"/>	HT	EC6.HR3.OHSmodule
+	EquipmentItem	Bin	Bin	6	<input checked="" type="checkbox"/>	OE	EC6.HR3.OHSmodule
+	EquipmentItem	Blower	Blower	8	<input checked="" type="checkbox"/>	PE	EC6.HR3.OHSmodule

In this example we have selected the EquipmentItem list value. Please note that these items are linked to another list value, EquipmentType, using the Relationship column. Air compressors, for example, is allocated to GE – General Equipment as an Equipment type.

Type	EquipmentType	ID	Value	Order	Active	Relationship	Description
+	EquipmentType	GE	General equipment		<input checked="" type="checkbox"/>		EC6.HR3.OHSmodule
+	EquipmentType	HT	Hand tools		<input checked="" type="checkbox"/>		EC6.HR3.OHSmodule
+	EquipmentType	MCE	Major capital equipment		<input checked="" type="checkbox"/>		EC6.HR3.OHSmodule
+	EquipmentType	ME	Mobile equipment		<input checked="" type="checkbox"/>		EC6.HR3.OHSmodule
+	EquipmentType	MISC	Miscellaneous		<input checked="" type="checkbox"/>		EC6.HR3.OHSmodule

To edit, click the arrow icon. If you want to exclude an item, untick the box in the Active field and save. Use the "+" icon to add new items.

If you are uncertain of the list type, try searching for the Value of one of the options provided on a form. For example, the Hazard Identification form has a field labelled Category this has the standard options: Chemical, Environmental, Occupational. If we search for Value = Chemical, we get several results, with the best match being ID = CH.

Thus, the list type is HazardCategory in this case. Add more items of this type if you need.

Value Contains 'Chemical'			
Edit	Type	ID	Value
	EquipmentItem	Chemicals	Chemicals
	ExposureType	Chemical	Chemical
	HazardCategory	CH	Chemical
	InjuryAgency	Chemicals	Chemicals
	InjuryMechanism	Exposure of harmful substances or chemical	Exposure of harmful substances or chemical
	InjuryNature	Burns - chemical	Burns - chemical
	OHSMaterial	Aluliquid 20- Caustic liquid wash chemical	Aluliquid 20- Caustic liquid wash chemical

## Sites

The Safety module includes additional location type list values: Site, Area, Operating Unit, and Work Group. These location types should have no impact on the organisational structure since they are only operational. The location parent field is used to set the hierarchy. Only organisational locations and sites should be chosen as parents.

Region	Site ID	Site Name	Record	Active Location
		Melbourne	<span style="color:red">●</span>	<span style="color:green">●</span>
		Sydney	<span style="color:red">●</span>	<span style="color:green">●</span>

This report is initially populated with the locations as defined in the Organisation Module with the ability to then define any number of location types within the parent location.

Use the "New" icon, , to define a site:

**OHS Site**

Parent Location: Sydney

Site ID:  \*

Site Name:  \*

Description:

Start Date:

End Date:

Comments:

In this example, we are creating a Warehouse site within the Sydney location.

Enter a unique Site ID and then give it a meaningful Site Name. You can leave the ID field empty, and the system will assign an incremented number, starting from 1000.

Enter as much information as needed in the description area.

Enter a start date for this site and any additional comments.

Continue to create sites to enable accurate recording of safety matters.

## Areas

To produce more beneficial recording and reporting, it is advantageous to define areas within sites.

Location	Site	Area ID	Area Name	Record	Active Site
Sydney	Warehouse	SYDD	Dispatch	●	●

To create a new area, use the New icon against the relevant Location and Site:

**OHS Area**

Parent Location: Sydney

Parent Site: Warehouse

Area ID: SYDD \*

Area Name: Dispatch \*

Description:

Start Date:  The date of v

End Date:  The date of v

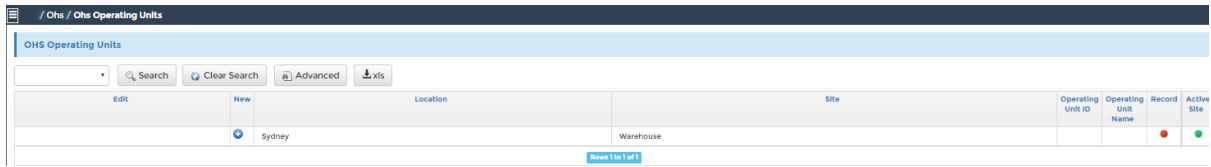
Comments:

In this example, we are creating a Dispatch Area within the Sydney Warehouse.

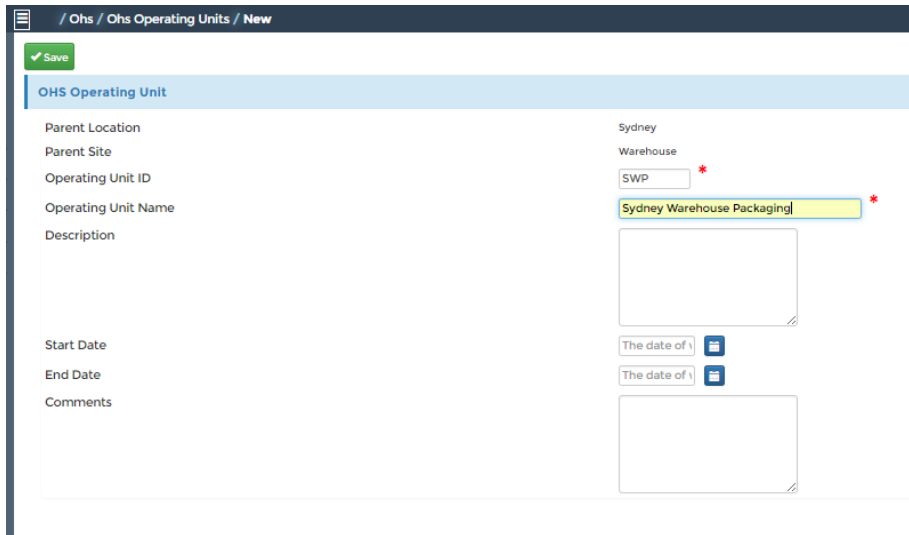
We have completed only the mandatory fields in this example, but additional information may be entered if it will be useful.

## Operating Units

Operating units can be defined and assigned to Sites to further enhance recording and reporting of safety matters.



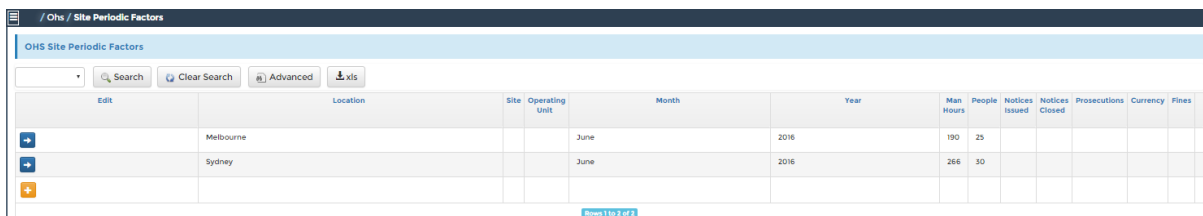
To create a new operating unit, click on the New icon against the relevant Location and Site:



In this example, we are creating an Operating Unit for Packaging within the Sydney Warehouse site.

### Site Periodic Factors

This updateable report is used to define and manage information used for safety reporting by period, location, and site on a month and year basis. It includes some fields to enter values for dashboard items that are not otherwise captured within the module, such as notices issued/closed, prosecutions, fines, etc.



### Site Safety Roles

Manage the positions for each safety-related role. These roles are used for incident and hazard notifications through workflow as noted previously.

Edit	Role	Site	Position	Start	End
+	Site Manager	Melbourne	Director of Medicine	2016-06-10	
+	Site Manager	Sydney	Head of Neuro Surgery	2016-06-10	
+	Site OHS Officer	Melbourne	Cardiologist	2016-06-10	
+	Site OHS Officer	Sydney	BioMedical Scientist	2016-06-10	

This is an updateable report enabling you to assign the occupant of a defined position to the various roles used within the Safety module workflows and notifications. The roles are position-based so that you do not need to update them when people move within the business or depart.

There are currently 4 roles defined within the area. They are:

- Site OHS Officer
- Site Manager
- Site OHS Manager
- Regional OHS Manager

Be sure to assign positions to the external locations "In Transit" and "Client Location" if relevant for your business.

## Scoreboard

When first accessing the Safety module through the HR menu, the page will display the dashboard with multiple statistics displayed to give you a comprehensive overview. Use the "View more" links that display (in many but not all cases) when a statistic is greater than zero to see graphical and source data that support the initial statistic.





To access the Safety module to configure and maintain the module, use the links on the left-hand menu.

The scoreboard gives all employees access to a summary of safety statistics for the selected location and period. To view the OH&S scoreboard, click on the *Safety Scoreboard* link on the Home menu or the *Incidents Tab* of the *Safety Module*. From the Home menu link, the dashboard is displayed, filtered by the login user's location in a rolling 12-month format. The notices and legal sections and the "View more" links are not visible via the home menu.

For safety administrators, there is a 2-part wizard which allows the user to set the required parameters for your report and then to view the results. Leaving the non-mandatory fields blank will provide the results unfiltered.

Select parameters
Exportable Statistics
Safety Scoreboard

**Instructions:** In the boxes below, choose whether you want

- A rolling 12-month (default) or calendar year view
- A different end date. The default is the current date, but you can choose dates prior to today if desired.
- A specific location
- A specific site

Period Type

Current period end

Location

Site

Calendar Year
  Rolling 12 Months \*

2023-10-25

Next

Click on the Next button to view the results:

Description	Start	End	Total
Days since last incident	2023-09-08	2023-10-25	47
Number of incidents - current	2022-10-26	2023-10-25	3
Number of incidents - previous	2021-10-26	2022-10-25	3
Total labour-hours - current	2022-10-26	2023-10-25	0
Total labour-hours - previous	2021-10-26	2022-10-25	0
Incidents per 1,000,000 hours worked - current	2022-10-26	2023-10-25	0
Incidents per 1,000,000 hours worked - previous	2021-10-26	2022-10-25	0
Number of people working - current	2022-10-26	2023-10-25	0
Number of people working - previous	2021-10-26	2022-10-25	0
Number of lost-time injury incidents - current	2022-10-26	2023-10-25	0
Number of lost-time injury incidents - previous			
Days lost to injury/illness - current	2022-10-26	2023-10-25	0
Days lost to injury/illness - previous			
Days restricted duties due to injury/illness - current	2022-10-26	2023-10-25	0
Days restricted duties due to injury/illness - previous			
Permanent transfers due to injury/illness - current	2022-10-26	2023-10-25	0
Permanent transfers due to injury/illness - previous			
Number of hazards outstanding			
Number of hazards identified - current	2022-10-26	2023-10-25	0
Number of hazards identified - previous	2021-10-26	2022-10-25	0
Average hazard clearance rate - current	2022-10-26	2023-10-25	0
Average hazard clearance rate - previous	2021-10-26	2022-10-25	0
Notices issued - current	2022-10-26	2023-10-25	0
Notices issued - previous	2021-10-26	2022-10-25	0
Notices closed - current	2022-10-26	2023-10-25	0
Notices closed - previous	2021-10-26	2022-10-25	0
Prosecutions - current	2022-10-26	2023-10-25	0
Prosecutions - previous	2021-10-26	2022-10-25	0
Fines - current	2022-10-26	2023-10-25	0
Fines - previous	2021-10-26	2022-10-25	0

Please note there is the ability to download the results to Excel for easy distribution or editing.

Clicking on the *Previous* button will return you to the parameters tab where you can make changes as needed. The user's parameters are stored for regular use but can be changed the next time a feature is accessed.

Clicking the *Next* button will lead you to the Scoreboard itself.

Clicking on the *Finish* button will exit you from the scoreboard area.

# Incidents

## Incident Scoreboard

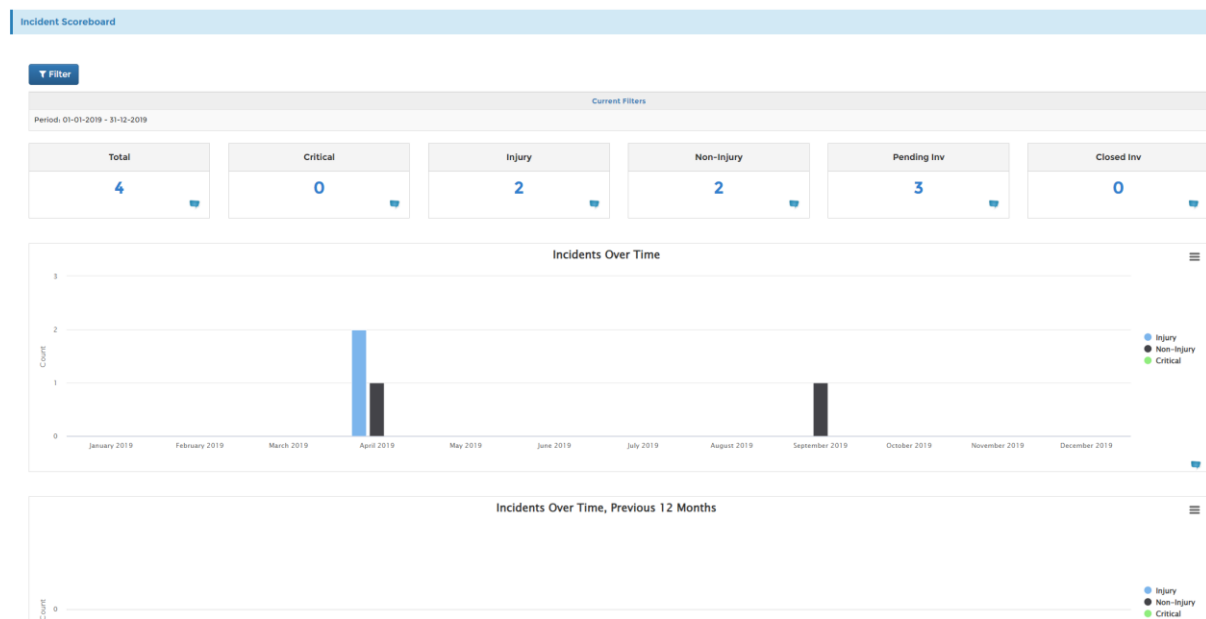
This provides some quick data about the incidents within the system. The user can filter data by period (date), company, org unit, location, region, etc. If a user has assigned data filters, these will be applied and limit the filter options for the scoreboard.

Company is determined based on the company of the incident owner. Location is determined from the location selected on the incident. The region is based on the location. If an organization unit has been defined on the incident, this will be used; otherwise, the incident owner's organization unit is used.

Tabular values for incident counts are provided:

- Total, Critical, Injury, Non-Injury, Pending Investigation, Closed Investigation

Rolling 12-month charts of Critical, Injury, and Non-Injury incidents are provided for the period ending on the filter end date and one year previous for tracking trends.



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## Register an Incident

Incidents are registered by employees via:

Home -> Safety -> Register Incident.

Users with Admin access can register incidents via either:

HR -> Safety -> Incidents/Hazards -> Register Incident (Simple)

HR -> Safety -> Incidents/Hazards -> Register Incident (Full)

In all cases, notifications are sent via workflow to advise the relevant parties of the incident. The difference between the simple and full versions is described later in this document.

## Register a Non-Injury Incident

To report non-injury incidents, select any of the options in the Type field except Injury or Illness. You can include an attachment photo that relates to the incident. Notifications occur automatically to the login user's manager and site safety team.

Complete at least the mandatory fields; the other fields can be completed by the incident owner or investigator. Depending on the Reporting Person Type entered, the user is provided with either a pick-list field to select a colleague, or a text box to enter the name of contractor, third party, or member of the public that first reported the incident.

**Incident**

✔ Save

Type	Property Loss/Damage <span style="float: right;">*</span>
Category	<input checked="" type="radio"/> Minor <input type="radio"/> Critical
Title	*
Description	this is how to describe
Attach Photo	<input type="button" value="Choose File"/> No file chosen

**Incident Detail**

Date Occurred	2024-01-25 <span style="float: right;">* 📅</span>
Time Occurred	10:15
Location	Melbourne <span style="float: right;">*</span>
Site	Laboratory
Area	▼

**Reporting Person**

Reporting Person Type	Employee
Select Reporting Person	<span style="background-color: #3f51b5; color: white; padding: 2px 5px;">☰</span> Barry Trotter
Owner	<span style="background-color: #3f51b5; color: white; padding: 2px 5px;">☰</span> Torres, Callie

When complete, please click Save to submit the form to workflow which notifies the relevant staff for the location/site.

## Register an Injury Incident

To report injury or illness incidents select either the Injury or Illness option in the Type field. Additional fields will appear related to Involved Person and Injury/Illness Detail.

At a minimum, users need to complete the mandatory fields as indicated by the red asterisks.

Additional people can be added once the incident has been registered via the incident management report. You can attach a photo that relates to the incident. Workflow notifications occur automatically to the selected Owner and site safety team.

**Incident**

✔ Save

Type	Injury <span style="float: right;">*</span>
Category	<input checked="" type="radio"/> Minor <input type="radio"/> Critical
Title	Collision on way to client in Ashfield <span style="float: right;">*</span>
Description	Rear-ended while waiting for lights to change. Bruising from seat belt.
Attach Photo	Choose File No file chosen

**Incident Detail**

Date Occurred	2024-01-25 <span style="float: right;">* 📅</span>
Time Occurred	10:15 <span style="float: right;">⌵</span>
Location	In Transit <span style="float: right;">* ⌵</span>
External Location	Intersection of Parramatta Road and Liverpool Road, Haberfield

**Involved Person**

Involved Person Type	Employee <span style="float: right;">⌵</span>
Select Involved Person	📄 Meredith Grey

**Injury/Illness Detail**

Classification	First Aid <span style="float: right;">⌵</span>
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**Reporting Person**

Reporting Person Type	Employee <span style="float: right;">⌵</span>
Select Reporting Person	📄 Barry Trotter
Owner	📄 Torres, Callie

## Register Incident (Full)

The above images have shown the “simple” version of the incident registration form. The “full” version includes additional fields to capture more details from the beginning. Businesses with staff that are more experienced with safety reporting may opt for this version to be used by all users. It is a simple adjustment to put this in place.

**Incident**

Save

Type: Injury \*

Category:  Minor  Critical

Title: \*

Description: this is how to describe \*

Attach Photo: Choose File No file chosen

**Incident Detail**

Date Occurred: 2024-01-26 \*

Time Occurred: \*

Location: Melbourne \*

Site: \*

Area: \*

Immediate Action Taken

Statutory Authorities Attending/Notified: Ambulance, EPA - NSW, EPA - NZ, EPA - Qld, EPA - SA

**Involved Person**

Involved Person Type: Visitor

Name: Full name of person

Gender:  Male  Female  Other

External Employer: Name, contact phone number of company, M

Statement

**Injury/Illness Detail**

Classification

Injury/Illness Type

Primary Nature Of Injury/Illness

Body Location: Ankle, Back, Elbow, Eye, Face

Agent

Loss of Consciousness:  Yes  No

Detailed Description of Injury/Illness: Maximum 2000 characters

Treatment Given

First Aid Officer

Doctor's Name

Hospital Name

Most of the additional fields are related to the involved person for injuries and illnesses.

## Incident Management

Once incidents are reported, they will need to be managed by the incident owner and/or members of the safety team.

Investigations are generally conducted by a nominated investigation team where necessary.

Maintaining complete records will assist in your Legal Compliance regarding safety matters.

All reported incidents will appear in the Incident Management report.

Incident Management																				
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>																				
Edit	Incident ID	Brief Summary	Type	Category	Date Occurred	Date Reported	Owner	Injured	Location	Site	Area	Reported to Authorities?	Incident Status	Incident Close Date	Investigation Status	Investigation Leader	Risk Rating	Actions	Analysis	Update Status
	1042	wrist	injury	Minor	02-11-2023 00:30	2023-11-02	Torres, Callie 托雷斯		Sydney	SyWardA		No	Open		Pending	Best, oil				
	1041	Stressed from work overload after several redundancies	illness		08-09-2023 10:45	2023-09-08	Torres, Callie	Contractor, Joe	Sydney	Obstetrics	Obstetrics Ward A	No		2023-10-26 21:06	Pending	Best, oil				
	1040	Took corner too fast with gurney	Near Miss	Minor	16-03-2023 00:30	2023-03-16	TEST1, James		Melbourne			No	Open		Pending	Michael Mosely	Normal			

Various filters can be used to narrow your search, such as specific types of incidents or locations or dates.

### Edit

Click on the Edit icon to update the incident on an on-going basis.

There are 6 tabs which will be progressively completed as the investigation progresses. The tabs provide the ability to:

- edit the incident overview
- add involved people
- add attachments
- add investigation details
- add corrective actions
- add analysis

The basic details relating to the selected incident appear in the header of the wizard.



**Incident Overview**

✓ Save ✗ Delete

Incident ID : 1042      Type : Injury  
 Location : Sydney      Site : SydWardA  
 Date Occurred : 11-02-2023 00:30      Date Reported : 11-02-2023  
 Shift :      Status : Open  
 Owner : Torres, Callie      Reported By : TESTI, James  
 Title : wrist

**Warning:** deleting an incident also deletes the involved people, attachments, actions, investigation, and analyses displayed on the various tabs of this form. Any pending workflow instances for related actions are cancelled.

Incident Overview
Involved people
Attachments
Investigation
Corrective Actions
Analysis

+ **Edit Overview**

Category  Minor  Critical

**Incident Outcomes**

Immediate Action [Image Placeholder]

Statutory Authorities Attending/Notified 
 Ambulance  
 EPA - NSW  
 EPA - NZ  
 EPA - Qld  
 EPA - SA

**Other Details**

Shift  Afternoon  Day  Night

Period of Shift Worked  0-25%  26-50%  51-75%  76-100%  Overtime

Responsible Organisation Unit 1029 example org unit

**Risk Assessment**

Risk Rating [Dropdown]

## Actions

The Actions icon at the right of the report provides direct access to the related actions for the incident selected. Additional actions can be added to open incidents.

**Actions**

+ New Action

Search Clear Advanced

Edit	Assigned Person	Action ID	Action To Be Taken	Topic	Due Date	Resolution Date	Status
	Brooke Freeman	1023	clean up mess		2021-09-10		Action submitted
	Brooke Freeman	1026	Arrange plumber to attend site and seal toilet	toilet needs to be sealed	2022-07-08		Action submitted
	Ramjet Roger	1027	test action		2023-05-17		Action submitted

Rows 1 to 3 of 3

This can also be viewed via the actions tab on the incident management form.

## Analysis

Use the appropriate analysis icon(s) on the incident management form to enter any of the appropriate additional data relating to this incident. You can access this form directly from the incident management report's Analysis icon at the right.

Incident ID: 1040  
 Location: Melbourne  
 Date Occurred: 2023-03-16 00:30  
 Shift: Owner: TESTI, James  
 Title: Took corner too fast with gurney

Type: Near Miss  
 Date Reported: 2023-03-16  
 Status: Open  
 Reported By: James TESTI  
 Description: Was rushing to surgery with a patient in a gurney and took a corner too quickly. Patient shifted/slid toward the edge, but did not fall.

Detail	Type	Category	Nature	Material	Authorities Involved?	Legal Infringement?	Any Injuries?	Media Involved?
		Utility	Company - Moving		No	No	No	

Rows 1 to 1 of 1

Add Vehicle Analysis

Add Fire Analysis

Add Loss of Containment Analysis

Add Security Analysis

Add Environmental Complaint Analysis

Add Non-Compliance Analysis

Add Quality Analysis

Add Hygiene Limits Analysis

Add Near Miss/Near HIT Analysis

Each of the icons leads to a form with various options available depending on the type of analysis selected. Once data is entered, it is displayed in the grid above the icons.

### Update Status

The update status icon will allow you to update the status and to apply/remove classification locks on any associated injuries. Logic is included to record the status change date and who made the change.

**Update Incident Status**

✔ Save

Incident ID : 1042  
 Location : Sydney  
 Date Occurred : 11-02-2023 00:30  
 Shift :  
 Owner : Torres, Callie  
 Title : wrist

Type : Injury  
 Site : SydWardA  
 Date Reported : 11-02-2023  
 Status : Open  
 Reported By : TESTI, James

Change Status To Open ▼ \*

Date Status Last Changed

Status Last Changed By

Do you want to apply/remove the classification lock on associated injuries?  Yes  No

### Incident Bulk Maintenance

Update incident summary location/site, type, owner, and publishing for one or more incidents from one report. This is available to safety administrators only. If only editing one incident, search for the incident ID and update as needed. This provides better system performance.

**Incident Bulk Update**

Refresh Submit

Incident ID	Incident Summary	Description	Location	Site	Area	External Site	Owner	Type	Status
1042	wrist		Sydney				Torres, Callie	Injury	
1041	Stressed from work overload after several redundancies	blah blah blah	Sydney	Obstetrics	Obstetrics Ward A		Torres, Callie	Illness	
1040	Took corner too fast with gurney	Was rushing to surgery with a patient in a gurney and took a corner too quickly. Patient shifted/slid	Melbourne				TESTI, James	Near Miss	

## Injury and Illness

This report lists only the two incident types noted, with details of the involved person included. The Edit icon leads to the incident management form.

Injury and illness																					
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>																					
Edit	Incident ID	Brief Summary	Status	Category	Location	Site	Area	Incident Owner	Alling Person	Position	Age Range	Incident Date	Incident Time	Date Reported	Current Classification	Classification Date	Days Lost	Days On Restricted Duties	Primary Nature	Body Location	
	1042	wrist	Open	Minor	Sydney	SydWardA		Torres, Callie	倪平			2023-11-02	00:30	2023-11-02	Notifiable Incident	2023-11-02					
	1041	Stressed from work overload after several redundancies			Sydney	Obstetrics	Obstetrics Ward A	Torres, Callie	Contractor, Joe		45 - 49	2023-09-08	10:45	2023-09-08	Lost-Time Injury	2023-09-08					

At the far right of the report, a link is provided to reclassify the incident since some injuries become more severe over time.

## Hazards

If something in the workplace is considered a threat to an individual's health and safety, it can be identified as a hazard before an incident occurs. To identify a hazard in the workplace, click on the *Hazard Identification* link within the *Safety* section of the *Home Menu*

## Hazard Scoreboard

This provides some quick data about the hazards within the system. The user can filter data by period (date), company, org unit, location, region, etc. If a user has assigned data filters, these will be applied and limit the filter options for the scoreboard.

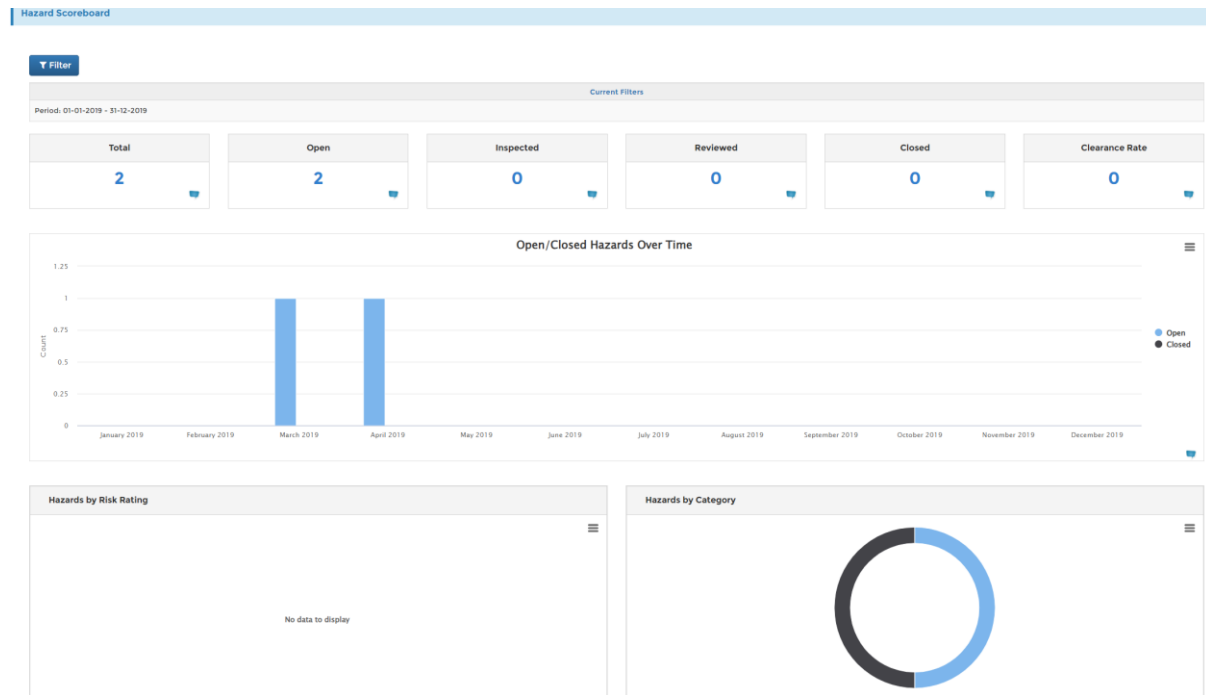
Company and organization unit are determined based on the company of the person who raised the hazard. Location is determined from the location selected on the incident. The region is based on the location.

Tabular values for hazard counts are provided:

- Total, Open, Inspected, Reviewed, Closed, Clearance Rate

A rolling 12-month view of open and closed hazards is based on the period end date filter selected.

Pie charts of hazards by risk rating and by category are also included.



## Hazard Identification

**Hazard Identification**

Save

Hazard ID	
Title	loose tiles on main floor *
Description	many of the tiles on the main floor are loose and may flip up when stepping on a corner of a tile.
Attach Photo or Document	Choose File No file chosen
Category	Environmental *
Material	
Location	Sydney *
Site	Obstetrics
Area	Obstetrics Ward A
Comments	
Identified by	Michael Mosely
Date Identified	2024-01-25
Raised by	TEST1, James
Date Raised	2024-01-26
Status	Open

In this example loose floor tiles in Sydney Obstetrics Ward A have been identified by Michael Mosely.

## Hazard Management

Once a hazard has been identified, notification alerts will be generated to advise the relevant parties that a hazard has been identified and generally it will then be the responsibility of the safety team to manage that hazard in the best way.

The Hazard Management link lists a report of all reported hazards.

Click on the Edit icon to manage the relevant data for this hazard on the 7 tabs as required.

**Hazard**

✔ Save
✘ Delete

**Warning:** deleting a hazard also deletes the related attachments, pending controls, and actions displayed on the various tabs of this form. Any pending workflow instances for related actions are cancelled.

Hazard ID

Title

Description

Status

Attach Photo or Document

Category

Material

Identified by

Date Identified

Raised by

Date Raised

file

1001

loose tiles on main floor \*

many of the tiles on the main floor are loose and may flip up when stepping on a corner of a tile.

Open

Choose File No file chosen

Environmental \*

Michael Mosely

2024-01-25

TEST1, James

2019-02-28

Organisational Details
Risk Assessment
Attachments
Inspection and Review
Asbestos Details
Controls
Related Incidents

Location

Site

Area

External Location

External Location Owner

## Hazard Risk Controls

Using the Hazard Management report, click the icon in the Controls field (circled below) to view or edit the controls for a hazard.

Hazard Management																
+ New Hazard																
<span>Search</span> <span>Clear</span> <span>Advanced</span> <span>xls</span>																
Edit	Priority	Risk Rating	Hazard ID	Title	Category	Status	Date Identified	Date Control Required	Urgency Rating	Date Closed	Location	Site	Area	Controls	Related Incidents	
	14	Low	1001	loose tiles on main floor	Environmental	Open	2024-01-25		Normal (1 to 9 people affected)		Sydney	Obstetrics	Obstetrics Ward A			

The Hazard Risk Controls report opens, showing any records already recorded and providing a link (+) at the left to add new controls. Links at the right allow you to view/enter controls for the hazard and link the hazard to related incidents.

Edit	Title	Control Type	Description	Control Status	Estimated Completion Date	Actual Completion Date	Actions	Control Review
	loose tiles on main floor	1 - Elimination	test	Corrective action complete	2020-11-30	2020-11-03		

## Hazard Risk Control Review

The Hazard Risk Control Review report opens with a link (+) at the left to add new records.

Edit	Hazard	Control Type	Control Description	Review Date	Review By	Action Required	Action Description	Attachment	Next Review Date

Clicking the icon opens fields in the report for direct editing. The first few fields do not display data until you save the record by clicking the insert icon on the left. If the control is noted as complete, you cannot add new control reviews.

Edit	Hazard	Control Type	Control Description	Review Date	Review By	Action Required	Action Description	Attachment	Next Review Date
				<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/>	Choose File   No file chosen	<input type="text"/>

There are links available to Edit the hazard details, assign risk controls and to report any related incidents to this hazard.

## SDS Register (Safety Data Sheet)

This link displays a listing of all materials that have potential risk. A + link to add new items to the list.

Safety Data Sheet Register														
Edit	Material ID	Material	Manufacturer	Application	Issue Date	Expiry Date	Location	Site	Area	Cost Centre	Hazard	Risk Rating	Assessment Date	Assessor
	1001	Ammonia		disinfectant	2021-08-01	2026-07-31	Sydney							
	1002	Acetic acid		Cleaning solvent	2023-03-15	2028-03-14	Melbourne	Kitchen						

Rows 1 to 2 of 2

Click the blue arrow icon to view/edit the details of an existing item.

**Safety Data Sheet**

Save
 Delete

**Material ID**

**Material**

**Manufacturer**

**Application**

**Description**

Uses of Acetic Acid  
 Ethanoic acid is used in the manufacturing of

**Documentation**  No file chosen

**Photo**  No file chosen

Organisational Details
Assessment

---

**Location**

**Site**

**Area**

**Cost Centre**

**Comments**

**SDS Issue Date**

**Expiry Date**

## Hazard Risk Consequences

Consequence values used in the risk chart. Default values are provided.

Hazard Risk Consequences				
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>				
Edit	Priority	Name	Description	Status
	5	Extreme	5	Active
	4	High	4	Active
	2	Low	2	Active
	3	Medium	3	Active
	1	Very Low	1	Active

## Hazard Risk Probability

Probability values used in the risk chart. Default values are provided.

Hazard Risk Probability				
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>				
Edit	Priority	Name	Description	Status
	5	Common	5	Active
	3	Possible	3	Active
	4	Probable	4	Active
	1	Rare	1	Active
	2	Unlikely	2	Active

Rows 1 to 5 of 5

## Hazard Risk Matrix

Define the Risk Chart settings using a combination of Probabilities, Consequences, Priority and Rating. This can be up to a 5 x 5 matrix.

Hazard Risk Matrix					
Consequence/Probability	Very Low	Low	Medium	High	Extreme
Common	5 - Moderate	10 - Major	15 - Major	20 - Severe	25 - Severe
Probable	4 - Moderate	8 - Moderate	12 - Major	16 - Major	20 - Severe
Possible	3 - Minor	6 - Moderate	9 - Moderate	12 - Major	15 - Major
Unlikely	2 - Minor	4 - Moderate	6 - Moderate	8 - Moderate	10 - Major
Rare	1 - Minor	2 - Minor	3 - Moderate	4 - Moderate	5 - Moderate

<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>					
Edit	Probability	Consequence	Priority	Rating	
	1 - Rare	1 - Very Low	1	Minor	
	1 - Rare	2 - Low	2	Minor	
	1 - Rare	3 - Medium	3	Moderate	
	1 - Rare	4 - High	4	Moderate	
	1 - Rare	5 - Extreme	5	Moderate	
	2 - Unlikely	1 - Very Low	2	Minor	
	2 - Unlikely	2 - Low	4	Moderate	
	2 - Unlikely	3 - Medium	6	Moderate	
	2 - Unlikely	4 - High	8	Moderate	
	2 - Unlikely	5 - Extreme	10	Major	
	3 - Possible	1 - Very Low	3	Minor	
	3 - Possible	2 - Low	6	Moderate	



## Job Safety Analysis

Tasks that present a risk to the staff performing them can be described and the PPE, training, and sub-tasks can be defined as a reference to best practice.

Job Safety Analysis							
Edit	Activity	Preparation Date	Company	Location	Site	Approval By	Active
	Using a Vacuum Pump	2023-06-20	EmployeeConnect	Sydney	Surgery	Fouts, Dan	<span style="color: green;">●</span>

The form allows for multiple entries for PPE, training, and the worksheet.

Job Safety Analysis

Analysis ID:

Attach photo of activity:
 

No file chosen

Activity:

Preparation Date:

Organisational Details
Required PPE
Required/Recommended Training
JSA Worksheet

Edit	Number	Task	Hazards	Controls	Person Responsible
<input checked="" type="checkbox"/>	▼	<input type="text" value="List the tasks that make up the job activity"/>	<input type="text" value="List the hazards that could cause injury when the task is performed"/>	<input type="text" value="List the control measures required to eliminate or minimize the risk"/>	☰

## Protective Equipment

A report and form are available to enter details about various personal protective equipment that is used within your organisation. The items included here are available for use with job safety analyses.

Personal Protective Equipment						
Edit	ID	Name	Description	Supplier	Stock Level	Active
	GL100	Latex gloves	Latex gloves for skin protection	LabSupply.com.au	100	<span style="color: green;">●</span>

Personal Protective Equipment

ID:

Name:

Description:

Currency:

Unit Cost:

Stock Level:

Supplier:

Start:

End:

## Alert Configuration

Some communications within the Safety module are handled using alerts. These are notifications for time-based actions, such as upcoming equipment tests, action past due dates, and hazard control target dates.

The following displays a list of the standard alerts used in the Safety module.

Safety Alert Configuration						
Alert ID	Alert Name	Status	Last Updated	Record		
OHSHazardControlTargetReminder	Hazard Control Approaching Target Date	False		●		
OHSHazardControlPastDueReminder	Hazard Control Past Due	False		●		
OHSActionDueReminder	Health and Safety Action Approaching Target Date	False		●		
OHSActionPastDueReminder	Health and Safety Action Past Due	False		●		
OHSAuditPlanReminder	OHS Audit Reminder	False		●		
OHSEquipmentOwnerReminder1	OHS Equipment Owner Test Reminder - 1 day	False		●		
OHSEquipmentOwnerReminder28	OHS Equipment Owner Test Reminder - 28 days	False		●		
OHSEquipmentServiceReminder	OHS Equipment Service Reminder	False		●		
OHSEquipmentTestReminder	OHS Equipment Test Reminder	False		●		
OHSIncidentOwnerNotClosed20	OHS Owner - IncidentNot Closed 20 Days	False		●		
OHSIncidentClosureSubmitter	Safety Incident Closure - Submitter	False		●		

Alerts are run on a nightly schedule. By default, the alerts are disabled (status = false). When an alert is in test status, you can verify the content without accidentally sending it out. Once you are happy with the test results, set the status to true for regular processing. Only set the status to True for the alerts to notify the roles you intend to use.

Alerts can be modified if required.

Save

### OHS Alert Configuration

Alert ID: OHSHazardControlTargetReminder

Alert Name: Hazard Control Approaching Target Date

Status:  True  False  Test

Category: OHS

---

Recipient:

Subject:

Font **B** *I* U ~~ABC~~ Montserrat 14 A ☰ ☰ ☰ T1 ☰ ☰ ☰ ☒ </> ?

Hi [Profile\_First\_Name],

This is a reminder that an Hazard Control assigned to you is targeted for completion on [TargetDate]. Details are:

Assigned by: [OwnerName]

Date Assigned: [AssignmentDate]

Hazard: [Hazard]

Detail: [HazardDetail]

The message subject and body can be edited, so you can add or remove any data as required. The square brackets [] are used to substitute the data held in the data column named, so be careful with editing this. If you require additional information from the system to be included in the messages, please contact EmployeeConnect since, due to security and technical reasons, the queries used to compile the alert data cannot be altered via the system directly.

There are alerts that are used as reminders for Actions and Hazard Controls, relating to target/due dates. The action forms include fields to define the due date, reminder days and past due days. These values are used to generate reminder messages to the assigned person.

Assignment Date	<input type="text" value="2016-06-10"/>	
Due Date	<input type="text" value="2016-06-17"/>	
Days Until Reminder	<input type="text" value="4"/>	▼
Overdue Notification Days	<input type="text" value="1"/>	▼

Pending and accepted actions are checked for due date approaching and past due.

Similar reminders are sent based on hazard control estimated completion dates and equipment test and service dates.

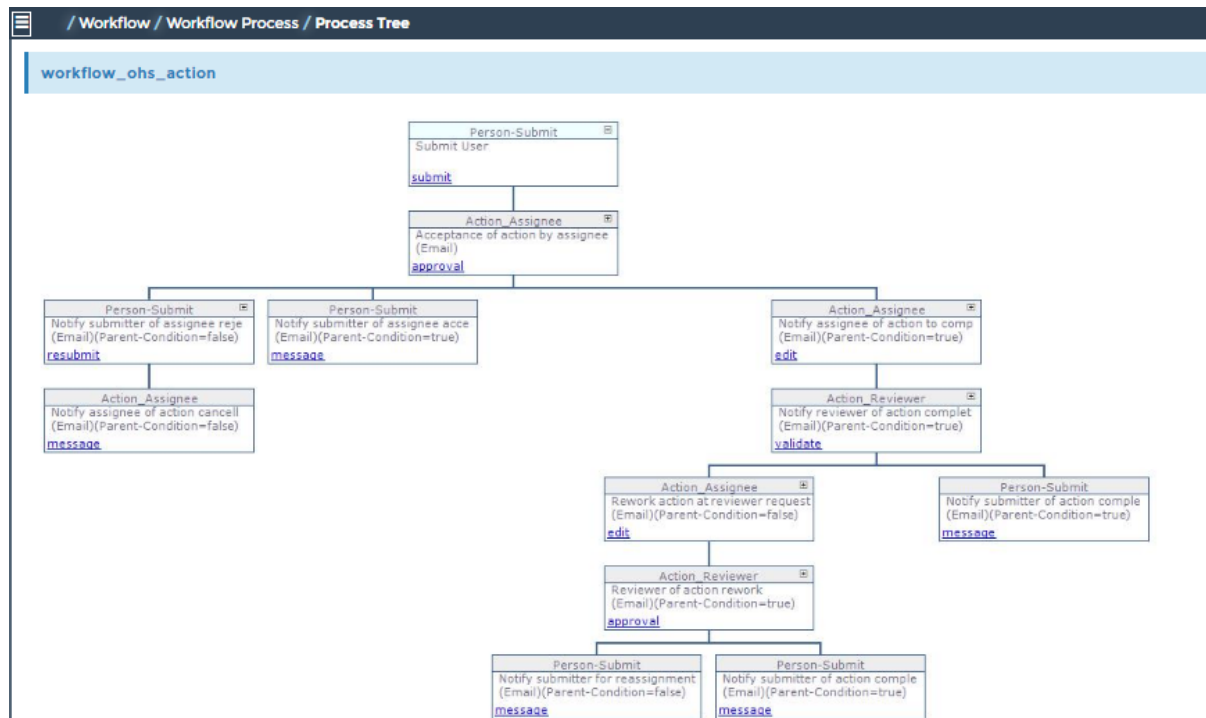
## Alert Log

The safety alert log displays the safety alerts that have been generated in the system with a time & date and other relevant information for auditing purposes. Failed items will show a status of "error" and can be edited by safety administrators to correct the data problems.

/ Ohs / Alert Log							
OHS Alert Log							
	ID	Name	Status	Date/Time	Email	Alert	Subject
▶	demo	Hunt, Owen	sent	2016-07-27 02:07	demo@datakiosk.com	OHS Hazard - Site OHS Officer	OHS hazard identified by Shepherd, Derek
▶	democirrus	cirrus, demo	sent	2016-07-27 02:07	test@datakiosk.com	OHS Hazard - Site OHS Officer	OHS hazard identified by Shepherd, Derek
▶	demo	Hunt, Owen	sent	2016-07-27 02:07	demo@datakiosk.com	OHS Hazard - Manager	OHS hazard identified by Shepherd, Derek
▶	demo	Hunt, Owen	sent	2016-07-27 02:07	demo@datakiosk.com	OHS Hazard - Manager	OHS hazard identified by Shepherd, Derek
▶	demo	Hunt, Owen	sent	2016-06-24 02:06	demo@datakiosk.com	OHS Hazard - Site OHS Officer	OHS hazard identified by Karev, Alex
▶	democirrus	cirrus, demo	sent	2016-06-24 02:06	test@datakiosk.com	OHS Hazard - Site OHS Officer	OHS hazard identified by Karev, Alex
▶	demo	Hunt, Owen	sent	2016-06-24 02:06	demo@datakiosk.com	OHS Hazard - Manager	OHS hazard identified by Karev, Alex

## Actions

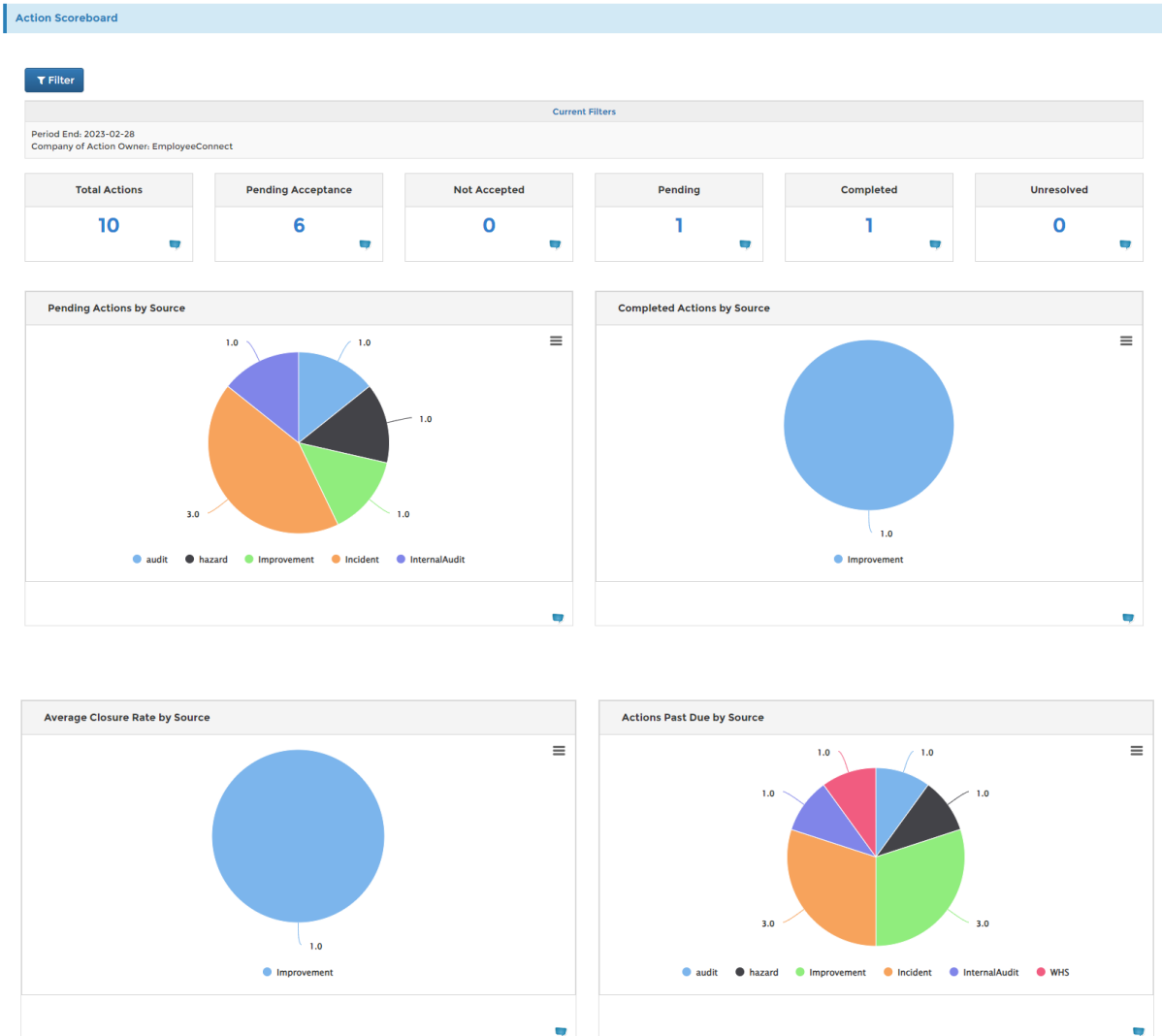
Actions can be created from most areas of the module, including incidents, hazard controls, exposure, compensation claims, rehabilitation plans, committees, audit results, and emergency roles. Creating an action will generate a workflow as follows:



The first step in the Safety Action workflow process is the acceptance of the assignment of the action. Once the assignee has accepted the assignment, the next step is to notify the assignee of the actions to be completed. There is an action reviewer step to confirm the completion of the action(s) and ultimately the original submitter will be notified of the results. The system manages the status of each action based on the completion of the various steps in the workflow process.

## Action Scoreboard

A filterable scoreboard provides details about the actions, their statuses, and other aspects, such as pending/completed actions by source, average closure rates, and past due actions. Below is a partial example. If the login user has general data filters applied, these will also take effect on the filter form for this scoreboard.



## Action Management

The Action Management report displays all the assigned actions with the ability to edit.

**/ Ohs / Action Management**

**Action Management**

Search [ ] Clear Search [x] Advanced [x] xls [x]

Edit	Source	Source ID	Location	Site	Operating Unit	Priority	Raised By	Assigned Date	Assigned Person	Action To Be Taken	Due Date	Status
➔	Hazard	Loose hand rail	Sydney			2.Medium	Shepherd, Derek	2016-06-23	Pending Acceptance by Karev, Alex	Call a handyman to fix the loose hand rail	2016-06-08	Action submitted
➔	Hazard	Loosehandrail	Sydney			2.Medium	Shepherd, Derek	2016-06-21	Karev, Alex	Organise carpenter to fix the handrail		Action accepted
➔	Hazard	Broken Door	Melbourne			2.Medium	Shepherd, Derek	2016-06-21	Karev, Alex	Call handyman to fix door	2016-06-24	Action accepted
➔	Hazard	broken door	Melbourne			2.Medium	Shepherd, Derek	2016-06-21	Karev, Alex	Call carpenter to fix door	2016-07-06	Action completed
➔	Hazard	Loose railing on stairs	Sydney			2.Medium	Shepherd, Derek	2016-06-14	Karev, Alex	Repair handrail on warehouse stairs	2016-06-28	Action accepted
➔	Hazard	Broken Fridge	Sydney			2.Medium	Shepherd, Derek	2016-06-14	cinus, demo			Action accepted

A 5-tab form enables the updating and tracking of the progress of any assigned actions.

## Bulk Maintenance

The Action Bulk Update report displays all assigned actions and can be used to update any number of actions easily and efficiently.

Action ID	Owner	Status	Location	Action To Be Taken	Assigned To	Assignment Date	Due Date	Resolved By	Resolution Date	Reviewer	Review Date
1001	Shepherd, Derek	Action accepted	Sydney	Repair handrail on warehouse stairs	Karev, Alex	2016-06-14	2016-06-28	Karev, Alex	2016-07-22	Shepherd, Derek	2016-06-29
1002	Shepherd, Derek	Action accepted	Sydney		cirrus, demo	2016-06-14					
1003	Shepherd, Derek	Action accepted	Sydney	Organise carpenter to fix the handrail	Karev, Alex	2016-06-21					
1004	Shepherd, Derek	Action accepted	Melbourne	Call handyman to fix door	Karev, Alex	2016-06-21	2016-06-24		2016-06-09		
1005	Shepherd, Derek	Action completed	Melbourne	Call carpenter to fix door	Karev, Alex	2016-06-21	2016-07-06	Karev, Alex	2016-07-22	Karev, Alex	2016-07-07
1006	Shepherd, Derek	Action submitted	Sydney	Call a handyman to fix the loose hand rail	Karev, Alex	2016-06-23	2016-06-08				

## Raise an Action

This link provides the ability for people to raise a new safety action and assign it through the standard workflow while not directly related to hazards, incidents, committees, etc., as a generic action. safety Administrators can manage the list values for "ActionSource" that appear on the form. Actions related to specific areas of the safety module are excluded from the selection list.

## Committees

Depending on the size of the company there might only be one Safety Committee or many Committees.

### Safety Committees

Edit	Members	Name	Description	Location	Site	Start	End	Actions
<a href="#">+</a>	<a href="#">+</a>	Sydney	Covers all OHS topics for Sydney	Sydney Office		01-06-2016		<a href="#">+</a>

Rows 0 to 0 of 0

This is an editable report enabling the definition of as many committees as required.

There are also links to Members and Actions associated with each committee.

### Committee Members

Once you have defined the committee, you can then assign the people that comprise each committee.

Edit	Committee	Member	Location	Site	Type	Start	End
<a href="#">+</a>	Sydney	Yam, Lawrence			Representative	01-06-2016	
<a href="#">+</a>	Sydney	Hunt, Owen			Chairperson	01-06-2018	

Rows 1 to 2 of 2

The start and end dates for committee members can also be recorded, enabling historical records to be maintained.

### Safety Meeting Minutes

View the meeting minutes of the safety committees in the organisation.

This is an updateable report to enable the attachment of the minutes for each committee meeting per committee.

When viewed from Home -> Safety -> Meeting Minutes, the report is read-only.

### Committee Actions

This is a report of any Actions that were created through the Actions link on the Safety Committees report.

You can update existing actions as well as add new actions.

# Audits

## Audit Plans

Configure regular audits, set audit category areas, and include audit instructions.

Edit	Name	Description	Frequency	Unit	Record
	Basement - Sydney Office	Need to audit the basement car park of the Sydney office on a regular basis to make sure no hazardous dangerous items appear	3	Month	

Define an unlimited number of items per audit plan, include instructions, and set the frequency of this audit plan.

**Audit Plan**

Plan ID: 1001  
 Plan Name: Site Safety Tour  
 Description: Quarterly visual inspection of entire site  
 Instructions: Sample attachment for testing purposes.pdf  
 Frequency: 1  
 Frequency Unit: Quarter

Edit	Sequence	Item	Item Description
	1	Review of known hazards	Using a list of the registered hazards at the site, confirm that the controls are in place.
	2	New Hazards	Inspect the buildings and surrounding areas of the property for new hazards.

Start Date:

End Date:

## Audit Results

Once an audit has occurred, the results need to be recorded for reporting back to the committee. This report provides access to view existing results and to enter new results. The "Next Date" is determined from the frequency of the plan and the most recent result for the plan and location.



Safety Audit Results										
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>										
Edit	New	Name	Last Audit	Next Audit	Location	Site	Overall Rating	Auditor	Audit Date	Actions
		New Plan	2/11/2023	2/02/2024	Melbourne				2/11/2023	
		Site Safety Tour	2/11/2023	2/02/2024	Sydney				11/12/2020	
		Site Safety Tour	2/11/2023	2/02/2024	Melbourne	Laboratory		TEST1, James	6/01/2023	
		Site Safety Tour	2/11/2023	2/02/2024	Melbourne		1:Best practice	TEST1, James	3/10/2023	
		Site Safety Tour	2/11/2023	2/02/2024	Melbourne			TEST1, James	17/10/2023	
		Site Safety Tour	2/11/2023	2/02/2024	Sydney				2/11/2023	

Use the Edit link to insert the results and the Actions link to assign any actions that were determined by the audit.

### Audit Action

If actions have been assigned through the Audit Results, they will appear in the Audit Action report via the Actions link and can be updated through this link as needed.

### Audit Result History

This report lists results from each audit plan by location with the item detail. The fields that are from the plans only display once for each result to provide a clear view of the data. The report data can be exported to Excel for easy distribution and review.

Safety Audit Result History																
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>																
View	Audit Plan	Location	Site	Result ID	Team	Audit Date	Audit Owner	Overall Rating	Attachment	Item #	Item	Description	Item Date	Item Auditor	Item Rating	Observation
	Site Safety Tour	Sydney		1001	Sydney Safety Audit	11-12-2020				1	Review of known hazards	Using a list of the registered hazards at the site, confirm that the controls are in place.	11-12-2020		2:Good	add comments
										2	New Hazards	Inspect the buildings and surrounding areas of the property for new hazards.	11-12-2020		2:Good	add comments
	Site Safety Tour			1002		06-01-2023	TEST1, James			1	Review of known hazards	Using a list of the registered hazards at the site, confirm that the controls are in place.	06-01-2023	TEST1, James	2:Good	Findings are within acceptable levels
										2	New Hazards	Inspect the buildings and surrounding areas of the property for new hazards.				
	Site Safety Tour	Melbourne		1003		03-10-2023	TEST1, James	1:Best practice		1	Review of known hazards	Using a list of the registered hazards at the site, confirm that the controls are in place.				
										2	New Hazards	Inspect the buildings and surrounding areas of the property for new hazards.				
	Site Safety Tour	Melbourne		1004		17-10-2023	TEST1, James			1	Review of known hazards	Using a list of the registered hazards at the site, confirm that the controls are in place.				
										2	New Hazards	Inspect the buildings and surrounding areas of the property for new hazards.				
	Site Safety Tour	Sydney		1005	Sydney Safety Audit	02-11-2023				1	Review of known hazards	Using a list of the registered hazards at the site, confirm that the controls are in place.				
										2	New Hazards	Inspect the buildings and surrounding areas of the property for new hazards.				
	New Plan	Melbourne		1006	Sydney Safety Audit	02-11-2023				1	Item 1	Item 1 description				

### Audit Team Admin

Safety audit teams can be created with a team leader and additional members. Audit team leaders can initiate the results of safety audits and initiate audit-related actions to members of the audit teams they lead.

Once an audit team has been created, additional members can be added, and audit plans can be assigned.

Safety Audit Team									
Team ID	Team Name	Members	Count	Leader	Assign Audit Plan	Start	End	Record	
Melbourne	Melbourne Safety Audit		1	TESTI, James		02-01-2024			
Sydney	Sydney Safety Audit		4	Ramjet Roger		21-11-2020			

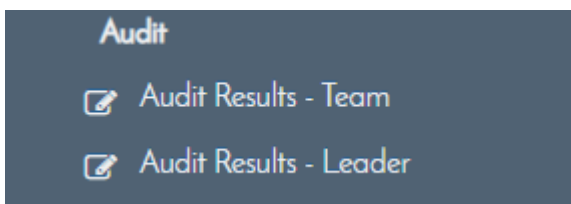
### Audit Team Member Assignment

To add team members, click the Members icon in the Audit Team Admin report for the appropriate team. This leads you to the Team Members assignment page for the selected team.

You can add and remove members one at a time using the Member (click) icon. Alternatively, you can tick multiple people at one time, then click the green check icon at the bottom left to assign all selected. There are filter buttons at the right of the report to simplify the view.







Team Members : Melbourne Safety Audit											Team Members	
Member (click)	ID	Name	Position	Job	Manager	OrgUnit	Centre Name	Location	Active			
	123411	Aaron KK	General Surgeon	Doctor	Callie Torres	1029 example org unit		Melbourne				
	123491	adams, dd										
	test04	Barry Krypkee	Developer 1			1095 Example org unit	admin	Melbourne				
	1114	Barry Trotter	DEAN TEST POSITION	Doctor	Johnny Depp	Surgery	admin	Sydney				
	123551	Basby, Anders	Anesthetist		Horse, Harry	1095 Example org unit	marketing	Melbourne				
	1025	Best, oil	Obstetrics Consultant	Doctor	Hector Albuquerque	1029 example org unit						
	123495	black, gerard	Developer 1		Johnny Depp	1095 Example org unit	admin	Sydney				
	123513	Brantley, Michael	Developer 1		Johnny Depp	1095 Example org unit	admin	Sydney				
	123499	Bregman, Alex	Developer 1			1095 Example org unit	admin	Sydney				
	1116	briggs, test										

People assigned to at least one audit team and plan as either team leader or team member can enter and view audit results via *Home -> Safety -> Audit Results - Team* and *Audit Results - Team Leader* links. People not assigned to audit teams will not see the links.



### Audit Plan Assignment

To assign audit plans to an audit team, click the Assign Audit Plan icon in the Audit Team Admin report. This displays the assignment report with the audit team name in the report title and listing the assigned plans. Click the + icon to add a new assignment.

Audit Plan Assignment: melbourne safety audit					
	Audit Plan			Comments	Record
	Site Safety Tour	02-01-2024			
		07-02-2024 	<input type="text"/> 	<input type="text"/>	

Rows 1 to 1 of 1

Use the picklist to choose the audit plan and provide comments as needed. When editing plan assignments, set the end dates where the plan assignment is no longer needed.

## Home -> Safety Features

General users access the safety module via the home menu. Initially, most of the links are not visible to the user. As safety data that is associated with the user is added to the system, other links become visible to the user. This keeps the menu uncluttered for most users.

In the image below, the left portion shows the links that are always available, while the right portion shows the links that are visible when there is relevant data for the user.

