



EmployeeConnect
Work. Flow. Smarter.

Safety Module Manual V3.3.2

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

Table of Contents

Important Concepts	3
Maintenance	4
Sites	4
Areas.....	6
Operating Units	6
Site Periodic Factors.....	7
Site Safety Roles	7
Safety List Values	4
Hazards	8
Hazard Identification.....	19
Hazard Management.....	20
Hazardous Items.....	Error! Bookmark not defined.
Hazard Risk Consequences.....	22
Hazard Risk Probability.....	23
Hazard Risk Matrix	23
View Hazards.....	Error! Bookmark not defined.
Incidents	11
Incident Flowchart	11
Register an Incident	12
Register a Non-Injury Incident	13
Register an Injury Incident	14
Manage Incidents	16
Analysis.....	17
Update Status.....	18
Incident Bulk Update	18
Actions	19
Action Management	27
Bulk Maintenance	Error! Bookmark not defined.
Raise an Action	29
Scoreboard	8
Committees	30
Safety Committees	30
Committee Members	30
Safety Meeting Minutes.....	30
Committee Actions.....	30
Audits	31
Audit Plans.....	31
Audit Results	31
Audit Action.....	32
Alerts	Error! Bookmark not defined.
Alert Configuration	25
Alert Log	26

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	Type	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"/>	-DE	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	Type	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	Action Location
Melbourne			●	●
Sydney			●	●

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 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 \

End Date: The date of \

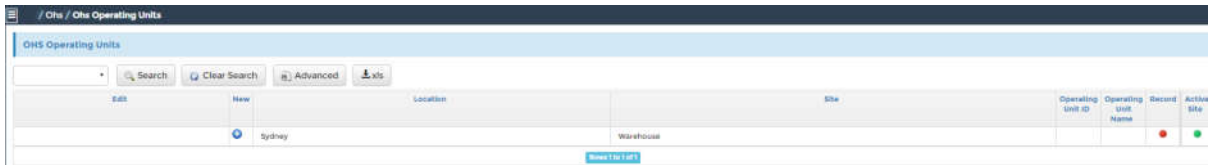
Comments:

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

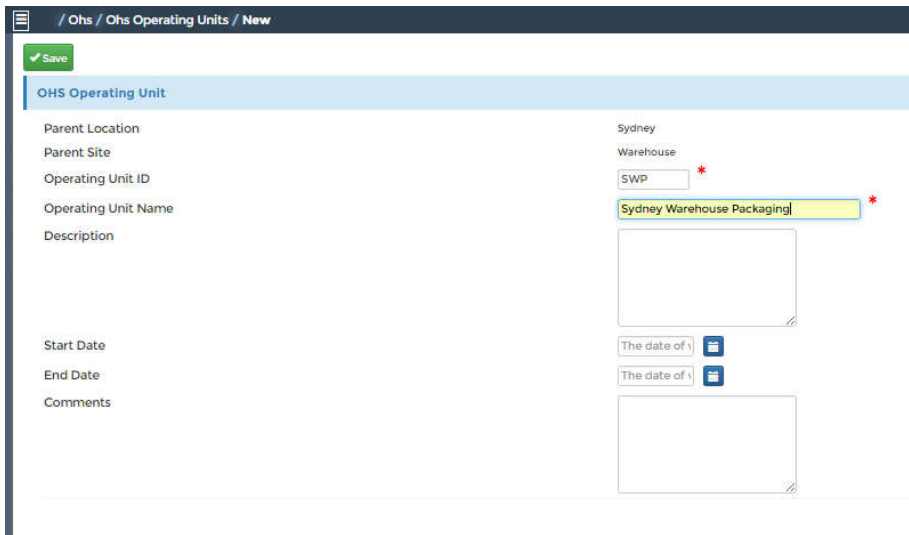
We have completed only the mandatory fields in this example but additional information may be entered if it will be useful.

Operating Units

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



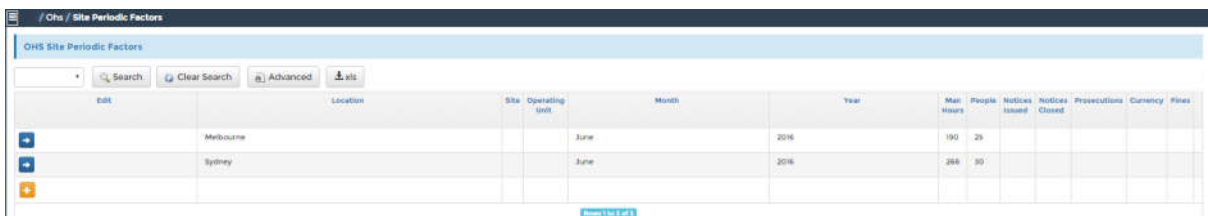
To create a new operating unit, click on the New icon against the relevant Location and Site:



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.

Site	Role	Site	Position	Start	End
	Site Manager	Melbourne	Director of Medicine	2018-06-10	
	Site Manager	Sydney	Head of Neuro Surgery	2018-06-10	
	Site OHS Officer	Melbourne	Cardiologist	2018-06-10	
	Site OHS Officer	Sydney	BioMedical Scientist	2018-06-10	

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-months format. The notices and legal sections and the "View more" links are not visible via the home menu.

For safety administrators, there is a filter button that applies any user data filters and allows for further filtering by the user. The scoreboard lists the applied filters at the top.

After setting your preferred filters, click Save. You are returned to the scoreboard with your filters applied.

Safety Scoreboard Filter

Save

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.
- Other filters from the options provided, if need be.

Period Type Calendar Year Rolling 12 Months *

Current Period End Date

Company

Region

Location

Site

The screenshot displays a filter configuration interface with four rows of filter categories. Each row has an 'Available' list on the left and a 'Selected' list on the right, with a set of navigation arrows between them. The 'Company' row shows 'Company Test 1' and 'Company Test 2' in the available list, and 'EmployeeConnect' in the selected list. The 'Region' row shows 'AsiaPacific' in the available list and an empty selected list. The 'Location' row shows 'Melbourne' and 'Sydney' in the available list, and 'Client Location' and 'In Transit' in the selected list. The 'Site' row shows a list of sites including 'Melbourne Emergency', 'Melbourne Kitchen', 'Melbourne Laboratory', 'Melbourne Pharmacy', 'Melbourne Surgery', 'Sydney Obstetrics', and 'Sydney Pitch 1' in the available list, and an empty selected list.

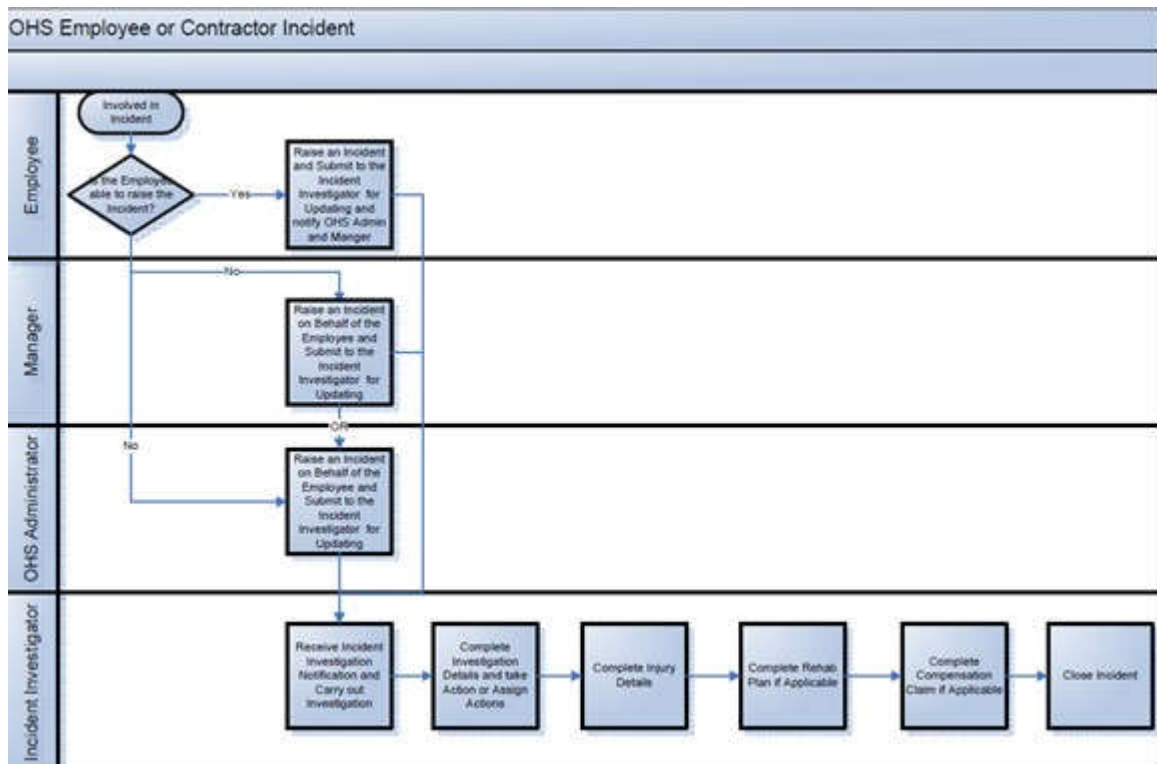
There is also a link for safety administrators to view a report listing the statistical data for export.

/ Safety / View Report				
xls				
Description	Start	End	Total	
Days since last incident	12-12-2024	31-01-2025	30	
Number of incidents - current	01-02-2024	31-01-2025	2	
Number of incidents - previous	01-02-2023	31-01-2024	3	
Total labour-hours - current	01-02-2024	31-01-2025	0	
Total labour-hours - previous	01-02-2023	31-01-2024	0	
Incidents per 1,000,000 hours worked - current	01-02-2024	31-01-2025	0	
Incidents per 1,000,000 hours worked - previous	01-02-2023	31-01-2024	0	
Number of people working - current	01-02-2024	31-01-2025	0	
Number of people working - previous	01-02-2023	31-01-2024	0	
Number of lost-time injury incidents - current	01-02-2024	31-01-2025	0	
Number of lost-time injury incidents - previous				
Days lost to injury/illness - current	01-02-2024	31-01-2025	0	
Days lost to injury/illness - previous				
Days restricted duties due to injury/illness - current	01-02-2024	31-01-2025	0	
Days restricted duties due to injury/illness - previous				
Permanent transfers due to injury/illness - current	01-02-2024	31-01-2025	0	
Permanent transfers due to injury/illness - previous				
Number of hazards outstanding				
Number of hazards identified - current	01-02-2024	31-01-2025	0	

Incidents

Incident Flowchart

The following flowchart depicts the correct procedure for recording of incidents and their management.



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 *

Category Minor Critical

Title

Description

Attach Photo No file chosen

Incident Detail

Date Occurred *

Time Occurred

Location *

Site

Area

Reporting Person

Reporting Person Type

Select Reporting Person

Owner

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 *
Category	<input checked="" type="radio"/> Minor <input type="radio"/> Critical
Title	Collision on way to client in Ashfield *
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 * 📅
Time Occurred	10:15 ⌵
Location	In Transit * ⌵
External Location	Intersection of Parramatta Road and Liverpool Road, Haberfield

Involved Person

Involved Person Type	Employee ⌵
Select Involved Person	☰ Meredith Grey

Injury/Illness Detail

Classification	First Aid ⌵
----------------	--

Reporting Person

Reporting Person Type	Employee ⌵
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: [Empty]

Description: this is how to describe

Attach Photo: Choose File No file chosen

Incident Detail

Date Occurred: 2024-01-26

Time Occurred: [Empty]

Location: Melbourne

Site: [Empty]

Area: [Empty]

Immediate Action Taken: [Empty]

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: [Empty]

Injury/Illness Detail

Classification: [Empty]

Injury/Illness Type: [Empty]

Primary Nature Of Injury/Illness: [Empty]

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

Agent: [Empty]

Loss of Consciousness: Yes No

Detailed Description of Injury/Illness: Maximum 2000 characters

Treatment Given: [Empty]

First Aid Officer: [Empty]

Doctor's Name: [Empty]

Hospital Name: [Empty]

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.



688	Incident ID	Brief Summary	Type	Category	Date Occurred	Date Reported	Owner	Injured	Location	Site	Area	Reported to:	Incident Status	Incident Close Date	Investigation Status	Investigation Leader	Risk Rating	Actions	Analysis	Update Status
	1042	verbal	Violation	Minor	02-11-2023 00:30	2023-11-02	Tomas, Carla	1	Sydney	SylwardA		No	Open		Pending	Stef, all	Normal			
	1047	Strained from work overload after several redundancies	Stress		06-06-2023 10:45	2023-09-08	Tomas, Carla	Contractor, Jon	Sydney	Obstetric	Obstetrics Ward A	No		2023-10-24 21:06	Pending	Stef, all				
	1040	Task cover for fall with gurney	Near Miss	Minor	10-03-2023 00:30	2023-03-16	TEST, 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 : TEST1, 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

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

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	1025	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
🗑️	Ranjit 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 Type: Near Miss
 Location: Melbourne Date Reported: 2023-03-16
 Date Occurred: 2023-03-16
 Shift: 00:30 Status: Open
 Owner: TESTI, James Reported By: James TESTI
 Title: Took corner too fast with gurney 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	

Items 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 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

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

Clear Advanced

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	Ailing 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	患者			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 Identification

Hazard Identification

✔ Save

Hazard ID

Title

Description

Attach Photo or Document

Category

Material

Location

Site

Area

Comments

Identified by

Date Identified

Raised by

Date Raised

Status

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.

No file chosen

Environmental *

Sydney *

Obstetrics

Obstetrics Ward A

Michael Mosely

2024-01-25

TESTI, James

2024-01-26

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

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: file
Title: 1001
Description: 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.
Status: Open
Attach Photo or Document: Choose File No file chosen
Category: Environmental *
Material:
Identified by: Michael Mosely
Date Identified: 2024-01-25
Raised by: TEST1, James
Date Raised: 2019-02-28

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

Location: Sydney *
Site: Obstetrics
Area: Obstetrics Ward A
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																
Search Clear Advanced xls																
Id	Priority	Risk Rating	Hazard ID	Title	Category	Status	Date Identified	Date Control Required	Urgency Rating	Date Closed	Location	Site	Area	Controls	Related Incidents	
	1k	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 at 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="button" value="Choose File"/> No file chosen	

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						

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
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

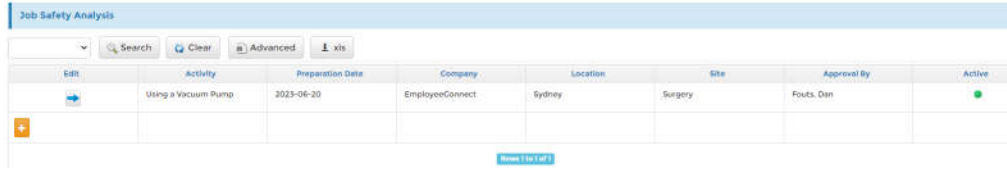
Define the Risk Chart settings using a combination of Probabilities, Consequences, Priority and Rating. This can be up to a 5 x 5 matrix.

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 - Major	10 - Major
Rare	1 - Minor	3 - Minor	4 - Moderate	6 - Moderate	8 - Severe

<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	

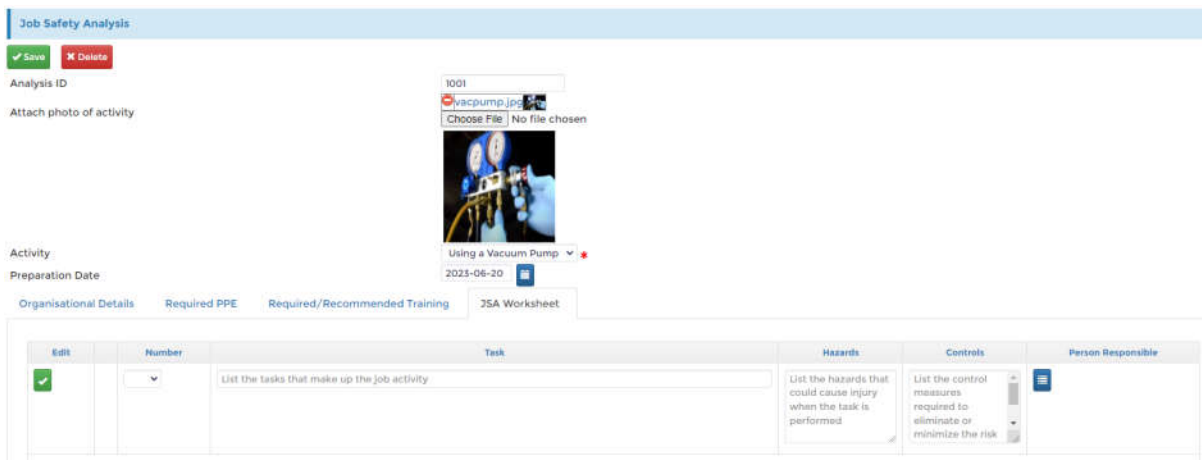
Job Safety Analysis

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.



A screenshot of a 'Job Safety Analysis' table. The table has columns for 'Edit', 'Activity', 'Preparation Date', 'Company', 'Location', 'Site', 'Approval By', and 'Active'. One row is visible with the following data: 'Using a Vacuum Pump', '2023-06-20', 'EmployeeConnect', 'Sydney', 'Surgery', 'Fouts, Dan', and a green status indicator. There are search, clear, advanced, and export (xls) buttons at the top.

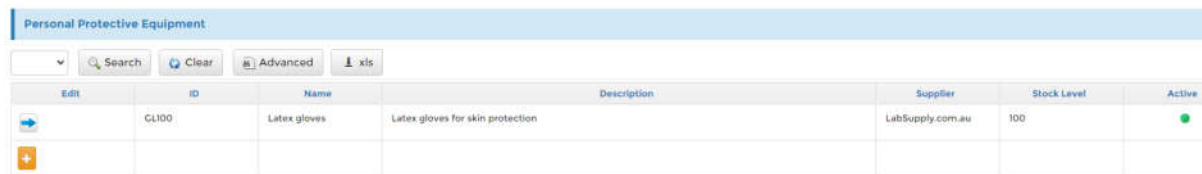
The form allows for multiple entries for PPE, training, and the worksheet.



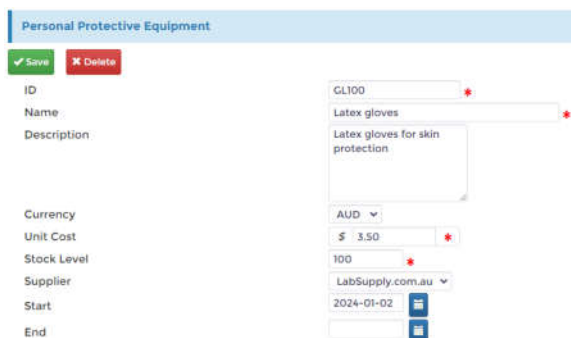
A screenshot of the 'Job Safety Analysis' form. It includes a 'Save' button and a 'Delete' button. The 'Analysis ID' is 1001. There is a field for 'Attach photo of activity' with a file upload interface showing a photo of a vacuum pump. The 'Activity' is 'Using a Vacuum Pump' and the 'Preparation Date' is '2023-06-20'. Below the form are tabs for 'Organisational Details', 'Required PPE', 'Required/Recommended Training', and '2SA Worksheet'. At the bottom is a table with columns for 'Edit', 'Number', 'Task', 'Hazards', 'Controls', and 'Person Responsible'. The 'Task' column contains the text 'List the tasks that make up the job activity'.

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.



A screenshot of a 'Personal Protective Equipment' table. The table has columns for 'Edit', 'ID', 'Name', 'Description', 'Supplier', 'Stock Level', and 'Active'. One row is visible with the following data: 'GL100', 'Latex gloves', 'Latex gloves for skin protection', 'LabSupply.com.au', '100', and a green status indicator. There are search, clear, advanced, and export (xls) buttons at the top.



A screenshot of the 'Personal Protective Equipment' form. It includes a 'Save' button and a 'Delete' button. The 'ID' is 'GL100', the 'Name' is 'Latex gloves', and the 'Description' is 'Latex gloves for skin protection'. The 'Currency' is 'AUD', the 'Unit Cost' is '\$ 3.50', the 'Stock Level' is '100', and the 'Supplier' is 'LabSupply.com.au'. The 'Start' date is '2024-01-02'.

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 them 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	<input type="radio"/> True <input type="radio"/> False <input checked="" type="radio"/> Test
Category	OHS
Recipient	<input type="text" value="Email address of additional person not on the recordse"/>
Subject	<input type="text" value="Hazard Control Target Completion Date is [TargetDate]"/>
Body	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Hi [Profile_First_Name]. This is a reminder that an Hazard Control assigned to you is targeted for completion on [TargetDate]. Details are: </div> <div style="border: 1px solid #ccc; padding: 5px;"> Assigned by: [OwnerName] Date Assigned: [AssignmentDate] Hazard: [Hazard] Detail: [HazardDetail] </div>

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	2016-06-10	
Due Date	2016-06-17	
Days Until Reminder	4	
Overdue Notification Days	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.

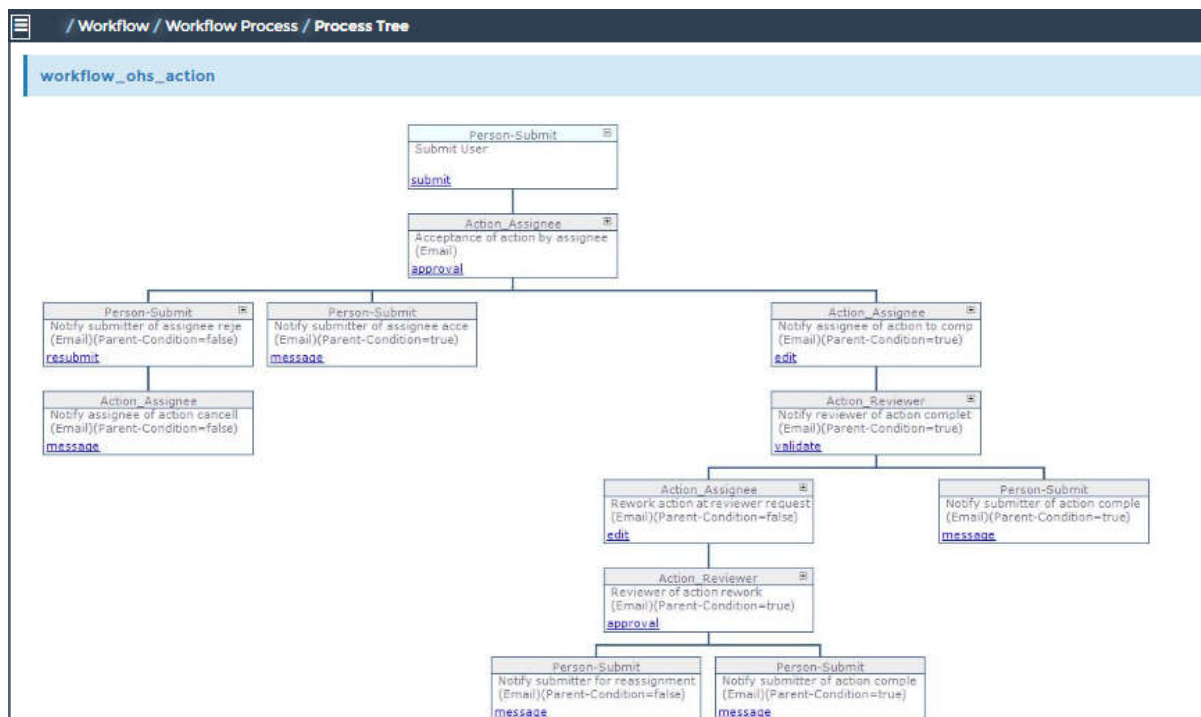
Alert Log

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.

Detail	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
	demociurus	ciurus, 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
	demociurus	ciurus, 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

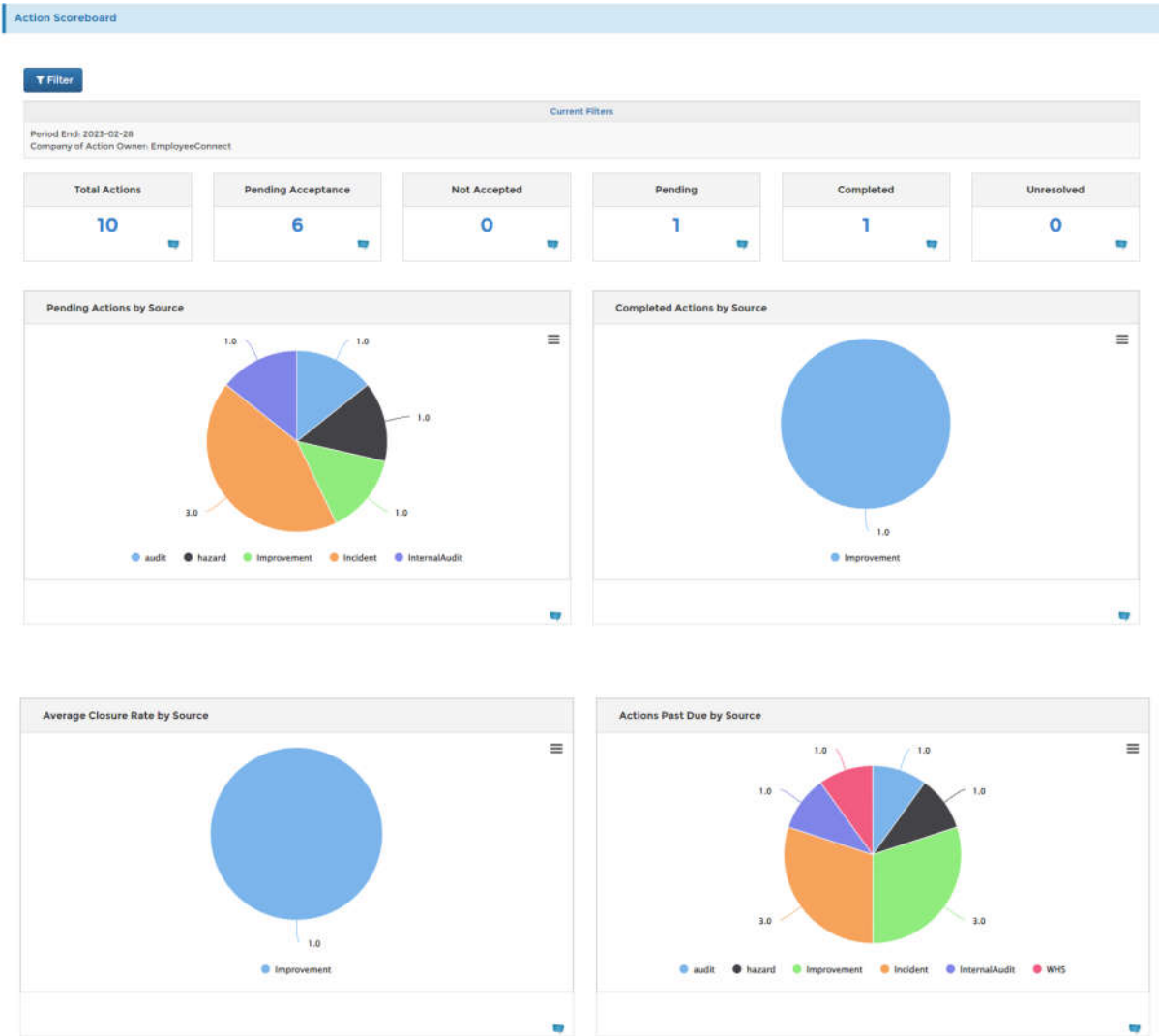
Actions can be created from most areas of the module, including incidents, hazard controls, exposure, compensation claims, rehabilitation plans, committees, audit results, and emergency roles. Creating an action will generate a workflow as follows:



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 Advanced xls

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	Loose handrail	Sydney			2 Medium	Shepherd, Derek	2016-06-21	Karev, Alex	Organize 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	2016-07-08	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	zrhua.demo			Action accepted

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

The screenshot shows a web application interface for editing an OHS Action. The breadcrumb trail is "/ Ohs / Action Management / Edit". A green "Save" button is located at the top left. The form fields are as follows:

Source	Hazard
Source ID	1007
Action ID	1006
Owner	Shepherd, Derek
Status	Action submitted
Priority	2.Medium

Below the form are five tabs: "Action Details", "Organisational Details", "Assignment Details", "Resolution", and "Review". The "Action Details" tab is selected and contains two text input areas:

- Action To Be Taken:** Call a handyman to fix the loose hand rail
- Background Summary:** (Empty)

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
+	+	Sydney	Covers all OHS topics for Sydney	Sydney Office		01-06-2016		+

Rows 0 to 0 of 0

This is an updateable 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
+	Sydney	Yam, Lawrence			Representative	01-06-2016	
+	Sydney	Hunt, Owen			Chairperson	01-06-2016	

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 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.

Audit Plans					
<input type="text" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>					
Edit	Name	Description	Frequency	Unit	Record
	Basement - Sydney Office	Need to audit the basement/carpark 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				
<input type="button" value="Save"/>	<input type="button" value="Delete"/>			
Plan ID	1001			
Plan Name	Site Safety Tour			
Description	Quarterly visual inspection of entire site			
Instructions	<input type="button" value="Sample attachment for testing purposes.pdf"/> <input type="button" value="Choose File"/> No file chosen			
Frequency	1			
Frequency Unit	Quarter			
Audit Items				
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.	
<input type="button" value="Items 1 to 2 of 2"/>				
Start Date	<input type="text"/>			
End Date	<input type="text"/>			

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.