

WHS Incidents

Report and manage WHS incidents.

Functionality

- ✓ Ability to define custom data sets for each types of incidents above.
- ✓ Ability to configure necessary reminders or alerts to stakeholders (owner, reporter, business unit/department lead, etc.)
- ✓ Ability to define owner and approver along with the status of the incident (Not Started, In Progress, Waiting for Approval, Approved or On Hold).
- ✓ For injury or related incidents, ability to separate incidents into various types such as,
 1. Near Miss
 2. First Aid Treatment
 3. Medical Treatment
 4. Lost Time Injury
- ✓ Ability to link an incident to a department or business unit.
- ✓ Ability to document the location and people affected by the incident
- ✓ Ability to attach photographs of the incident (if applicable) directly from a smart-phone or tablet or upload if from a PC.
- ✓ Ability to indicate fatality, confidentiality, details of person(s) affected such as their organisation unit and Managers.
- ✓ For Environmental incidents, ability to add further details such as loss (Flora, Fauna or Habitat), Event Details and Environment impacts.
- ✓ For Injury or related incidents, details of injury or illness details such as body parts injured, cause of injury, side of body and other relevant data.
- ✓ For injury or related incidents, ability to add safeguards provided, any safeguards used, outcomes from injury, any initial actions taken, notification to authorities (WorkCover, Safe Work, etc.) and or any investigation requirements.
- ✓ For injury or related incidents, ability to document return to work and claim details such as date of disability, last day worked and returned, claim references, potential losses, recovered amounts and net loss.
- ✓ Ability to capture logs or messages that might be relevant with respect to a given incident.
- ✓ Ability to document resolutions and remediations performed along with actual loss, insurance claim, other recoveries.
- ✓ Ability to log any issues that might be relevant for a given incident and assign separate ownership to those issues.
- ✓ Ability to attach documents or other evidences to support the incident resolution or remediation.
- ✓ Ability to download incident details that can be distributed outside of the organisation. Example, a formatted WHS incident report using Microsoft Mail Merge functionality.

Investigations

Conduct independent investigations to determine the root cause of incidents.

Functionality

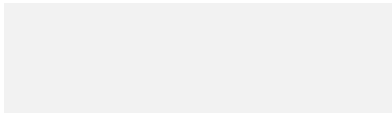
- ✓ Ability to conduct independent investigations to determine root-cause of incidents. This is collected using the Investigation form.
- ✓ Ability to identify submitter and investigator for each investigation record
- ✓ Ability to specify the priority of the investigation depending on the impact of the incident and/or external requirements.
- ✓ Ability to record investigation results based on ICAM, PEEPO or '5 Whys'
- ✓ Ability to record other root causes
- ✓ Ability to record interview and conversations with personnel related to the incident.
- ✓ Ability to raise risks and action plans from the investigation record.
- ✓ Ability to record resolution steps (initial response and others) to the incident to provide complete visibility to the investigator
- ✓ Ability to store documents (or attachments) that may be required to be presented to various parties including external/regulatory bodies.
- ✓ Ability to conduct risk assessment based on likelihood of this incident happening again and the impact it could have.
- ✓ Ability to define and allocate action plans/tasks to individuals to perform to mitigate the effects of the incident.

Hazards

Identify and record hazards that may result in incidents if left unattended.

Functionality

- ✓ Ability to identify and record hazards that may result in incidents if left unattended. This information is collected using the Hazard form.



WHS Assurance

Create and manage various audit checklists for WHS assurance activities.

- ✓ A hazard can trigger the creation of a risk assessment based on the potential harm, current controls and likelihood levels.
- ✓ Ability to document any actions already taken to reduce the impact of the hazard.
- ✓ Ability to add or identify safety improvement opportunities as part of the hazard review.

Functionality

- ✓ Ability to create and manage various checklists that can be issued to auditors while conducting site audit/reviews. This is done using the WHS Audit form.
- ✓ Ability to conduct various assessments such as,
 - WHS Assessment
 - WHS Environmental Inspection
 - WHS Ergonomic Inspection
 - WHS Vehicle Inspection
 - WHS Workplace Inspection
- ✓ Using the above specified checklists, ability to manage end to end audits/inspections.
- ✓ Can create and amend checklists.
- ✓ Ability to identify key stakeholders and auditors for a given audit.
- ✓ Ability to clearly define the audit scope and other details such as business unit/departments and locations.
- ✓ Ability to record meeting notes, audit results and corrective actions or recommendations.

Contractors

Document and manage contractors deployed in sites, projects and offices.

Functionality

- ✓ Ability to identify their supervisor, department responsible and approver.
- ✓ Ability to identify the projects that contractors are responsible for.
- ✓ Ability to capture basic details of the project(s) including the start and end dates, term, value and type of engagement.
- ✓ Ability to document contractor staff members including their contact information.
- ✓ Ability to define and track progress of applicable checklists that the contractor is required to complete. Some example checklists are,
 1. Documents Checklist and
 2. Induction Checklist

Skills Management

Document various competencies that employees/contractors require before they are approved to perform various tasks.

Functionality

- ✓ Ability to define various competencies that employees/contractors are required to demonstrate.
- ✓ Ability to track completion and expiry of such competency certifications.
- ✓ Ability to capture trainings completed for employees/contractors with respect to workplace health and safety.

Safety Meetings

Document and manage details of safety meetings/briefings and any follow up actions.

Functionality

- ✓ Ability to track details of safety meetings/briefings conducted for employees and contractors.
- ✓ Ability to track attendance ton such meetings.
- ✓ Ability to capture minutes of the meetings or any follow-up actions necessary from the meetings.

Security Roles

WHS Incident Manager

Create, view and edit access to all WHS objects such as, Action Plans, Checklist Template, Competence and Training, Competency, Controls, Evidences, Hazard, Hours Worked, Interview, Investigation, Medical Records, Organisation Structure, Person, Return to Work, Return to Work Plan, Safety Improvement Opportunity, Safety Meetings, Tasks, Training History, WHS Audit, WHS Checklist, WHS Checklist Template and WHS Incident.

WHS Incident Owner

Create, view and edit access to WHS objects such as, Action Plans, Controls, Evidences, Hazard, Hours Worked, Interview, Investigation, Organisation Structure, Tasks, Training History, WHS Audit, WHS Checklist, WHS Checklist Template and WHS Incident where they are an owner or assignee.

WHS Incident User

View and edit access to WHS objects such as, Action Plans, Controls, Hazard, Organisation Structure, Tasks and WHS Incident where they are an owner or assignee.

Administrator

Administration access to all objects and ability to make configuration changes