



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Company Portal – Health & Safety Sessions

PRODUCT: Workforce Management

VERSION:

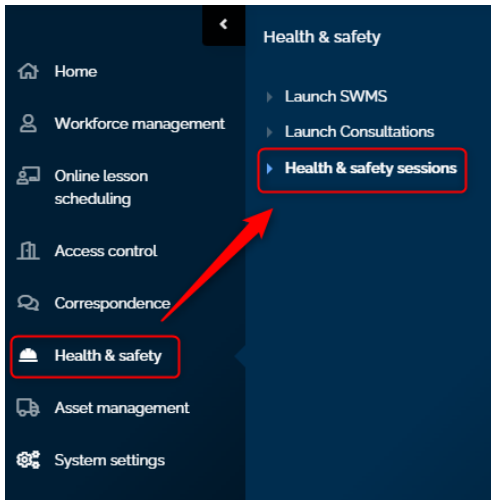
AUTHOR: J-pee De Guzman

APPROVED BY:

Health & Safety Sessions in the navigation menu enables company administrators to register employees for Health and Safety sessions and to view upcoming sessions that their employees have been booked into either by their company, the worksite, or the employee themselves. **Only configured sessions will be available to be selected.**

To register for Health & Safety Sessions:

1. Select Health & Safety → Health & Safety Sessions



2. Select **New booking**
3. Select the worksite and the employee/s you would like to register. Only employees with a valid mobilisation for the selected worksite will be available.

Worksite

Demonstration Site 3

Employees

Employees

Castle, Sonya K

Hempsall, Paul

Masa, Glenn R

Only employees with a valid mobilisation for Demonstration Site 3 will be available to select

4. Select session. All worksite sessions currently available to the company will be listed.

Sessions

All worksite sessions currently available to you company to book employees in for: Hide full sessions

Showing 1 - 50 of 142 1 2 3 >>

Date	Time	Session name & type	Location	Status	Worksite approval required
Thu, 7 Sep 2023	<input type="checkbox"/> 9:00am - 10:00am	self sign in not available, no company approval Training session	Front Gate	10 places available	No approval required
	<input type="checkbox"/> 9:00am - 10:00am	company approval, no public approval Pre-start	earth	5 places available	Approval required
	<input type="checkbox"/> 9:00pm - 10:00pm	approval req for company and public Pre-start	Front Gate	50 places available	Approval required
Fri, 8 Sep 2023	<input type="checkbox"/> 9:00am - 10:00am	self sign in not available, no company approval Training session	Front Gate	10 places available	No approval required
	<input type="checkbox"/> 9:00am - 10:00am	company approval, no public approval Pre-start	earth	5 places available	Approval required
	<input type="checkbox"/> 9:00pm - 10:00pm	approval req for company and public Pre-start	Front Gate	50 places available	Approval required
Sat, 9 Sep 2023	<input type="checkbox"/> 9:00am - 10:00am	self sign in not available, no company approval Training session	Front Gate	10 places available	No approval required
	<input type="checkbox"/> 9:00am - 10:00am	company approval, no public approval Pre-start	earth	5 places available	Approval required

- Click Book button to complete the registration.
- You can check the booked session and upcoming sessions under Session Bookings.

Session bookings

Upcoming sessions that your employees have been booked into either by your company, the worksite or the employee themselves

Showing 1 - 4 of 4 1 >>

Session	Employee	Status	Request created
Mon, 11 Sep 2023 - 9:00am - 10:00am self sign in not available, no company approval Demonstration Site 3, Front Gate	Castle, Sonya K ID: 69842	Booked in	7 Sep 2023 by you
	Masa, Glenn B ID: 232277	Booked in	7 Sep 2023 by you
	Homesall, Paul ID: 281954	Booked in	7 Sep 2023 by you
Mon, 11 Sep 2023 - 9:00am - 10:00am Prestart Section 10 Demo Site A, Lunch room	Bonello, Corina ID: 459948	Booked in	n/a - booked in by Demo Site A