



D A M S T R A

Manage Pending  
Events

Damstra Safety



## [DISCLAIMER]

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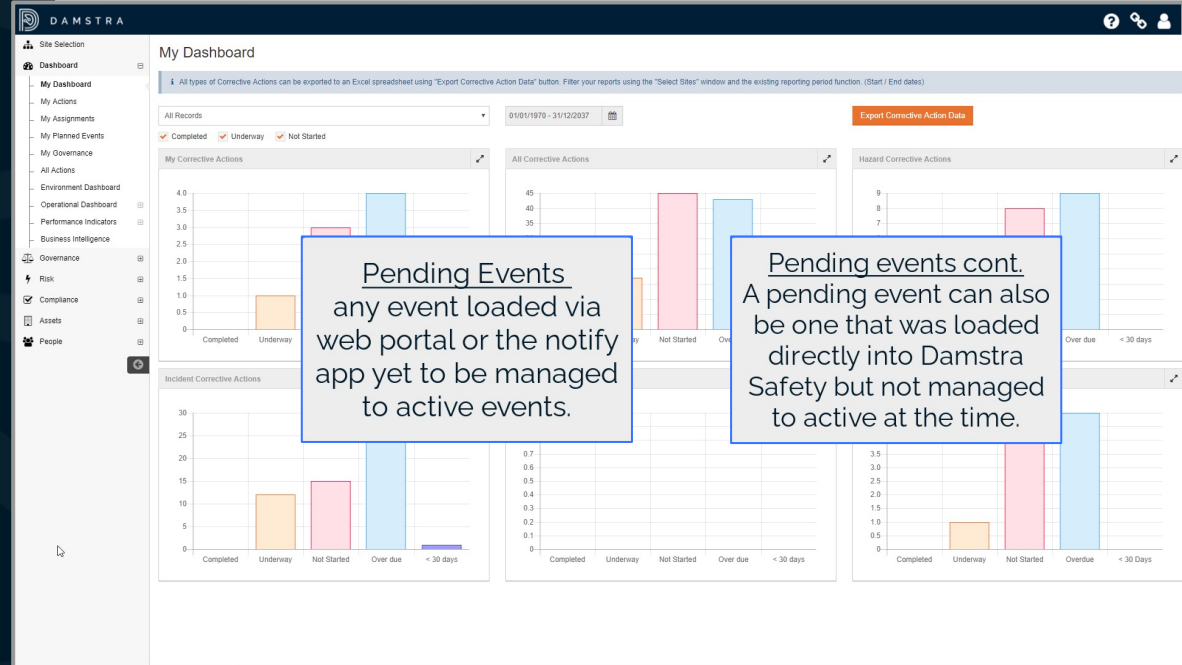
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# Manage Pending Event

## Pending Events

A 'Pending Event' is any event type that has been loaded via the Web portal or the Notify app but has yet to be managed through to Active events.

Events loaded directly into Damstra Safety can also be left as Pending if not fully managed at the time of entry.



Pending Events  
any event loaded via web portal or the notify app yet to be managed to active events.

Pending events cont.  
A pending event can also be one that was loaded directly into Damstra Safety but not managed to active at the time.

# Manage Pending Event Events Register

All Pending Events are held in either the events or non-work-related events registers, which are located in the menu under Risk.

The screenshot displays the DAMSTRA 'My Dashboard' interface. The left sidebar contains a navigation menu with 'Risk' selected, showing sub-items like 'Events', 'Event Register Reviews', and 'Non-work Related Events'. The main dashboard area features several charts and data tables:

- My Corrective Actions:** A bar chart showing counts for Completed (8), Underway (0), Not Started (3), and Over due (3).
- All Corrective Actions:** A bar chart showing counts for Completed (140), Underway (0), Not Started (0), and Over due (0).
- Risk Management Corrective Actions:** A bar chart showing counts for Completed (50), Underway (0), Not Started (0), and Over due (0).
- Event Corrective Actions:** A bar chart showing counts for Completed (12), Underway (4), Not Started (3), and Over due (6).
- Formal Invest. Corr:** A bar chart showing counts for Completed (4.0), Underway (0), Not Started (0), and Over due (0).
- Feedback Corrective Actions:** A bar chart showing counts for Completed (3.0), Underway (0), Not Started (0), and Over due (0).
- Observations Corrective Actions:** A bar chart showing counts for Completed (9), Underway (0), Not Started (0), and Over due (0).
- Multiple Risk Assessment Corrective Actions:** A bar chart showing counts for Completed (25), Underway (0), Not Started (0), and Over due (0).

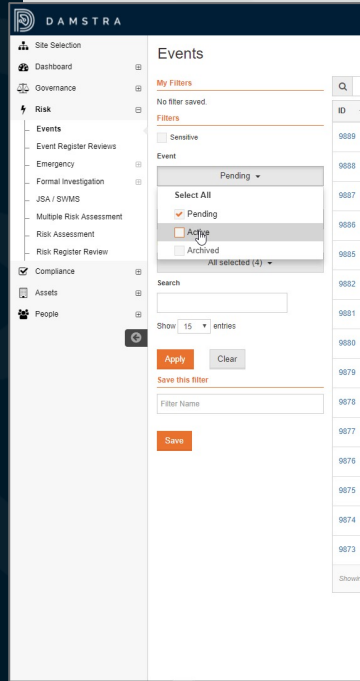
An 'Events Register' table is overlaid on the dashboard, showing a list of events with columns for ID, Case #, Incident, Date, Event Type, Category, Phase, Status, and Name. The table includes a search bar and a 'Filter' button. A 'Help' button is visible in the bottom right corner.

# Manage Pending Event

## Locate Event via My Filter

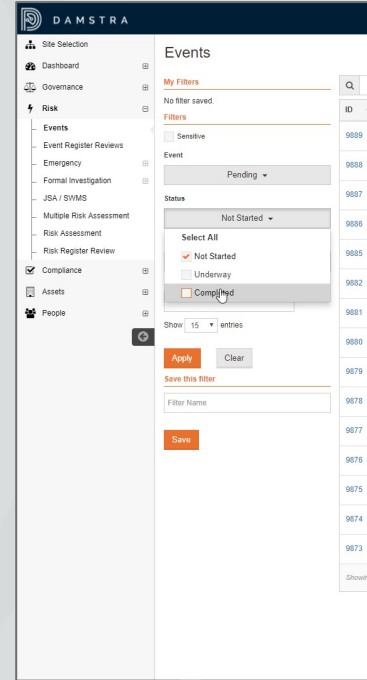
Locating Pending Events can be done in several ways.

The best way is using a custom filter by changing the filter parameters to show only 'Pending' events with required Statuses and Types.



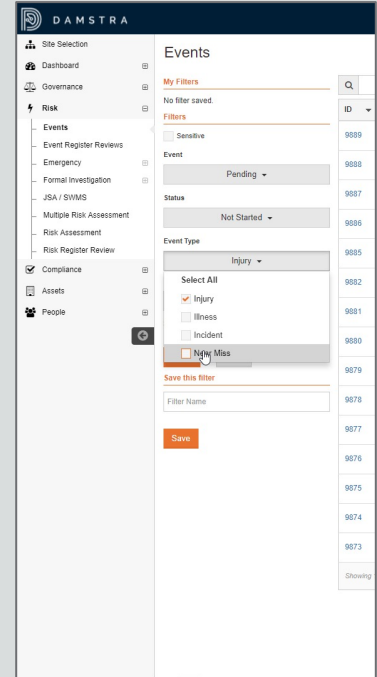
This screenshot shows the DAMSTRA Events page with a custom filter applied. The filter parameters are: Event: Pending, Status: Not Started, and Event Type: Injury. The table below shows the resulting filtered events.

ID	Event	Status	Event Type
9889			
9888			
9887			
9886			
9885			
9882			
9881			
9880			
9879			
9878			
9877			
9876			
9875			
9874			
9873			
Showing			



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9876			
9875			
9874			
9873			
Showing			

# Manage Pending Event

## Locate Event via My Filter cont.

Any custom filter options can be easily **named** and **saved** to 'My Filters' for future use.

The screenshot shows the DAMSTRA interface for managing events. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, and Compliance. The main area is titled 'Events' and shows a table of event records with columns for ID and Case. Above the table, there are filter controls: 'My Filters' (No filter saved), 'Sensitive' (checkbox), 'Event' (Pending), 'Status' (Not Started), and 'Event Type' (Injury). A search bar is also present. At the bottom of the filter section, there are 'Apply' and 'Clear' buttons, and a 'Save this filter' prompt with a text input field containing 'Pending Injury' and a 'Save' button.

This screenshot shows the same DAMSTRA interface, but the 'My Filters' section now displays a saved filter named 'Pending Injury'. The filter configuration is identical to the previous screenshot. The 'Apply' button is highlighted with a blue border, indicating it is the active step in the process. The 'Save this filter' section is also visible, showing the filter name 'Pending Injury' and a 'Save' button.

# Manage Pending Event

## Locate via Event ID Search

You can also **search** directly for the event ID number if you have it.

The screenshot displays the DAMSTRA web application interface. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main area is titled 'Events' and shows a search bar with '9813' entered. Below the search bar is a table with columns: ID, Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, and Status. One row is visible with ID 9813, Subject 'Hitting objects with a part of the body (03)', Date '06/11/2017', Event Type 'Injury', Person Type 'Worker', Name 'Sullivan, Luke', Site 'Brisbane Warehouse', and Status 'Pending'. Below the table are filter controls for 'Pending', 'Not Started', and 'Injury'. At the bottom, there are 'Apply', 'Clear', and 'Save' buttons, along with a 'Save this filter' section with a 'Filter Name' input field.

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status
9813		Hitting objects with a part of the body (03)	06/11/2017	[S] Injury		Worker	Sullivan, Luke	Brisbane Warehouse	Pending

# Manage Pending Event

## Edit

Once the required event has been identified, simply access the edit mode to manage.

Either **select** 'Edit' from the actions dropdown

OR

**Select** the 'ID number'

**Note:** If you **select** the 'ID number' you will need choose edit from the actions dropdown within the event itself before you can proceed.

The screenshot shows the DAMSTRA Incident Register interface. The main content area displays a table of events with the following columns: ID, Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, Status, and Actions. The table lists 15 events, all with a status of 'Pending' and 'Not Started'. A dropdown menu is open for the event with ID 9887, showing options: View, Edit, Print, Lock, Archive, and Delete. The 'Edit' option is highlighted. Below the table, there are filter controls for 'Pending Injury' and a 'Save' button.

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status	Actions
9889		Being hit by moving objects (05)	22/11/2017	Injury	Concussion	Third Party	Brammell, Lee	Sydney Warehouse	Pending Not Started	Actions
9887		Contact with Animals	06/12/2017	Injury		Worker	McPhail, Jacob	Sydney Accounting	Pending Not Started	View Edit Print Lock Archive Delete
9886		Contact or exposure to heat and cold (12)	29/11/2017	Injury		Worker	McPhail, Jacob	Sydney Accounting	Pending Not Started	Actions
9885		Foreign Body	07/12/2017	[S] Injury		Worker	Gomez, Hannah	Christchurch Administration	Pending Not Started	Actions
9878		Chemicals or other substances	28/11/2017	Injury		Worker	Small, Jeffery	Brisbane Human Resources	Pending Not Started	Actions
9875		Contact with electricity (11)	27/11/2017	Injury		Worker	Allen, Daniel	Brewery	Pending Not Started	Actions
9874		Contact with Animals	27/11/2017	Injury		Contracted Worker	Admas, William	Sydney Accounting	Pending Not Started	Actions
9872		Biological agency	26/11/2017	Injury		Worker	Anderson, Gary	Christchurch Administration	Pending Not Started	Actions
9871		Falls from a height (01)	26/11/2017	Injury		Worker	Auld, Minnie	Christchurch Accounting	Pending Not Started	Actions
9870		Biological agency	26/11/2017	Injury		Worker	Allen, Daniel	Brewery	Pending Not Started	Actions
9869		Contact or exposure to heat and cold (12)	26/11/2017	Injury		Contracted Worker	Patterson, George	Sydney Accounting	Pending Not Started	Actions
9868		Contact with Animals	24/11/2017	Injury		Worker	Ackerly, Warren	Adelaide Warehouse	Pending Not Started	Actions
9867		Chemicals or other substances	24/11/2017	Injury		Worker	Ackerly, Warren	Adelaide Warehouse	Pending Not Started	Actions
9866		Heat, radiation or energy	23/11/2017	Injury		Worker	Abuzar, Jethan	Sydney Warehouse	Pending Not Started	Actions
9865		Contact or exposure to heat and cold (12)	23/11/2017	Injury		Worker	Ackerly, Warren	Adelaide Warehouse	Pending Not Started	Actions

# Manage Pending Event Check/Update/Add

Once in edit mode work your way through the mandatory information in the 'Event Tabs'.

**Note:** If you the event has been loaded into the incorrect register, it can easily be converted to a non-work-related event by clicking "Convert to" and selecting the appropriate option.

The screenshot displays the DAMSTRA web application interface for editing an event (ID: 10817). The interface is organized into several sections:

- Header:** "Events / Edit Event - 10817" with a search icon and user profile icon.
- Left Sidebar:** A navigation menu with categories: Site Selection, Dashboard, Governance, Risk, and Events. Under "Events", there are sub-items: Event Register Reviews, Non-work Related Events, Emergency, Formal Investigation, JSA / SWMS, Multiple Risk Assessment, Risk Assessment, Risk Register Review, Compliance, Assets, and People.
- Event Tabs:** A horizontal menu with tabs: Events Details (active), Injury Details, Treatment / Lost Time, Cost, Standard Investigation, Report Requirement, Related, Reviews, Files, and Audit Log.
- Form Fields:**
  - Type of Event:** Radio buttons for Injury (selected), Illness, Incident, and Near Miss. A "Convert to" dropdown menu is open, showing options: "Non-work Related Event -> Injury" and "Non-work Related Event -> Illness".
  - Reporter / Person Involved:** Fields for Person Reporting \* (Worker), Reporter Name \* (Laurie Davison), Person Involved \* (Third Party/Visitor), and Person Involved Name \* (Mark Edge). An "Add Third Party/Visitor" button is present.
  - Supervisor:** An empty text field.
  - Sensitive Event:** A checkbox that is currently unchecked.
  - Location & Subject:** A checkbox for "Event happened offsite" (unchecked). Below it, a text field shows the location: "ABC Group -> ABC Industries Australia -> New South Wales -> Rydalmere -> Plant -> Sydney Warehouse".
  - Department:** A dropdown menu showing "Workshop".
  - Location \*:** A text field showing "Workshop floor next to lathe # 4".
  - GPS Location:** A button labeled "Edit".
  - Event Date \*:** A date field showing "20/11/2020" with a calendar icon and "NZDT" time zone.
- Bottom Right:** A blue "Help" button.

# Manage Pending Event

## Check/Update/Add cont.

Ensure that the information provided is correct and **update** if required.

Also **add** any additional information that may have been left out.

**DAMSTRA**

Events / Edit Event - 9889

Success  
Illness added to injury list

Events Details **Injury Details** Injury Management Return to Work Cost Standard Investigation Report Requirement Related Reviews Files

**Injury Details**

Use the buttons on the picture then use the lists below to create an injury list for the person involved.

Body Area

- Mouth
- Neck
- Nose
- Scalp
- Sinus
- Teeth
- Temple
- Tongue
- Top of head

Showing 1 to 15 of 15 entries

Injury

- Bleed [Add to Injury List](#)
- Concussion [Add to Injury List](#)

Showing 1 to 2 of 2 entries

Primary	Body Location	Body Side	Body Area	Injury	
Yes	Head		Brain	Concussion	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

**Injury Description**

Concussion caused by impact from flying object.  
Deep cut to the right temple caused by the same object.

[Update Pending Event](#) [Save to Events](#) [Cancel](#)

# Manage Pending Event

## Save to Active

Once the event has had all the required information **checked, updated** or **added**.

To take it from 'Pending' to 'Active':

Ensure that its status, in the 'Event Details' tab, is correct according to your company procedures.

Then **click** 'Save to Events'.

The screenshot shows the DAMSTRA 'Edit Event - 9889' interface. A green success message at the top right states 'Success: Illness added to injury list'. The main content area is titled 'Events / Edit Event - 9889' and has tabs for 'Events Details', 'Injury Details', 'Injury Management', 'Return to Work', 'Cost', 'Standard Investigation', 'Report Requirement', 'Related', 'Reviews', and 'Files'. The 'Injury Details' tab is active, displaying a human body diagram with markers for various body areas: Head and Neck, Respiratory, Right Arm, Left Arm, Right Wrist/Hand, Left Wrist/Hand, Right Leg, Left Leg, Right Hand, and Left Foot. Below the diagram is a list of body areas: Mouth, Neck, Nose, Scap, Sinus, Teeth, Temple, Tongue, and Top of head. To the right, an 'Injury' list shows 'Bleed' and 'Concussion', each with an 'Add to Injury List' button. Below this is a table with columns for Primary, Body Location, Body Side, Body Area, and Injury. The table contains one entry: 'Yes' for Primary, 'Head' for Body Location, 'Brain' for Body Area, and 'Concussion' for Injury. Below the table is an 'Injury Description' field containing the text: 'Concussion caused by impact from flying object. Deep cut to the right temple caused by the same object.' At the bottom, there are buttons for 'Update Pending Event', 'Save to Events', and 'Cancel'.

# Manage Pending Event Active Event

The event has now been moved to the 'Active Events' within the register ready for further management action or reporting functionality.

The screenshot displays the DAMSTRA Events management interface. A green notification banner at the top right indicates "Success Record saved successfully!". The main content area shows a table of events with columns for ID, Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, Status, and Actions. The first event (ID 9889) is highlighted in blue, indicating it is the active event. The table lists various incidents such as "Being hit by moving objects", "Contact or exposure to heat and cold", "Contact with Animals", "Foreign Body", "Falls from a height", "Contact with Animals", "Exposure to mental stress factors", "Contact with Animals", "Chemicals or other substances", "Being hit by moving objects", "Chemical or substances", "Contact with electricity", "Contact with Animals", and "Falls from a height". The status of these events varies, including "Not Started", "Pending", and "Underway".

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status	Actions
9889		Being hit by moving objects (05)	22/11/2017	[S] Injury	Concussion	Third Party	Brammell, Lee	Sydney Warehouse	Not Started	Actions
9888		Contact or exposure to heat and cold (12)	07/12/2017	Incident		Worker	Admas, George	Sydney Warehouse	Pending Not Started	Actions
9887		Contact with Animals	06/12/2017	Injury		Worker	McPhail, Jacob	Sydney Accounting	Pending Not Started	Actions
9886		Contact or exposure to heat and cold (12)	29/11/2017	Injury		Worker	McPhail, Jacob	Sydney Accounting	Pending Not Started	Actions
9885		Foreign Body	07/12/2017	[S] Injury		Worker	Gomez, Hannah	Christchurch Administration	Pending Not Started	Actions
9882		Falls from a height (01)	29/11/2017	Injury		Worker	Admas, George	Sydney Accounting	Not Started	Actions
9881		Contact with Animals	29/11/2017	Injury		Worker	Admas, George	Sydney Accounting	Not Started	Actions
9880		Exposure to mental stress factors (18)	28/11/2017	Injury		Contracted Worker	Alexander, Peter	Auckland Administration	Not Started	Actions
9879		Contact with Animals	28/11/2017	Injury		Worker	Mannix, Peter	Sydney Accounting	Not Started	Actions
9878		Chemicals or other substances	28/11/2017	Injury		Worker	Small, Jeffrey	Brisbane Human Resources	Pending Not Started	Actions
9877		Being hit by moving objects (05)	28/11/2017	Injury		Worker	Lee, Christine	Sydney Payroll	Not Started	Actions
9876		Chemical or substances	09/11/2017	Incident	Contamination	Worker	Lee, Christine	Sydney Payroll	Underway	Actions
9875		Contact with electricity (11)	27/11/2017	Injury		Worker	AJen, Daniel	Brewery	Pending Not Started	Actions
9874		Contact with Animals	27/11/2017	Injury		Contracted Worker	Admas, William	Sydney Accounting	Pending Not Started	Actions
9873		Falls from a height (01)	27/11/2017	Near Miss		Worker	Ackerly, Warren	Adelaide Warehouse	Pending Not Started	Actions

Showing 1 to 15 of 161 entries

