



D A M S T R A

Manage Observations

Safety



[DISCLAIMER]

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Manage Observations

Introduction

Damstra Safety provides the ability for anyone within your Organisation to submit observations of safe or unsafe practices, which can then be recorded in the *Compliance* section for review.

A *safe* observation is where something of a positive or proactive nature has been observed that promotes or displays health and safety best practice.

An *unsafe* observation is when something has been observed that did not result in injury, illness or damage, but had the potential to do so.



Manage Observations

Entering Observations

There are two ways to add an Observation:

Via a Web Portal,

Or via the Notify app

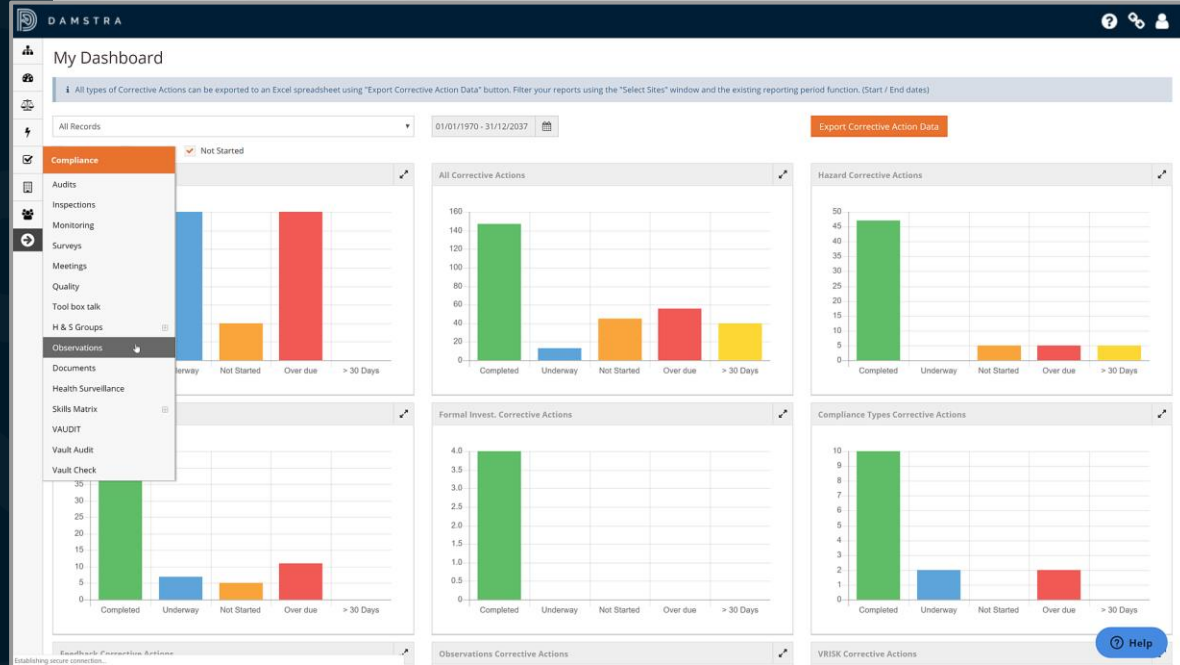
In this Video, we'll be focusing on how to view submitted Observations in the Compliance Section of Vault



Manage Observations

Observations Register

To view saved Observations, first **click** on the Compliance section, then Observations.



Manage Observations

Observations Register cont.

By default, all Observations with Corrective Actions that have either not yet been started, or are underway, will be shown, as well as key summary information.

The screenshot displays the DAMSTRA Observations Register interface. On the left, a sidebar contains navigation icons and filter sections: 'My Filters' (No filter saved), 'Filters' (No filter saved), 'Department' (All selected (68)), 'Classification' (All selected (91)), and 'Category' (All selected (16)). Below these are fields for 'Date', 'CA Status' (Not Started, Underway), a 'Search' bar, and a 'Show 15 entries' dropdown. At the bottom of the sidebar are 'Apply', 'Clear', 'Save this filter', and 'Save' buttons. The main area features a table with columns: ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. The table lists four observations. The first observation (ID 102) is 'Underway'. The second (ID 92) is 'Not Started'. The third (ID 77) is 'Not Started'. The fourth (ID 69) is 'Underway'. A 'Showing 1 to 4 of 4 entries' indicator is at the bottom of the table. A 'Help' button is located in the bottom right corner.

ID	Category	Classification	Reported By	Site	Department	Subject	Comments	Date	Status	Actions
102	PPE Compliance	PPE Not Worn	Lenny Sum...	New Forest	GO Unit 1	Hard hat not worn	Contractors at new forest wer...	11/03/2019	Underway	Actions
92	Damage Report	Other - please describe	Michael Far...	Sydney Payroll		Cable run over by Forklift	Power cable was run over by F...	18/03/2019	Not Started	Actions
77	Plant & Equipment	Mobile & Transport		Adelaide Administration	Engineering	Front right tyre of loader L...	Front right tyre of loader is flat.	30/12/2015	Not Started	Actions
69	Plant & Equipment	Tools & portable Equipment	Philippa Dr...	Christchurch Administration	Administration	Faulty tool	Inspections not kept up to date	24/11/2015	Underway	Actions

Manage Observations

Filtering Observations

You can change the filter to include all types of Observations by filtering on the Corrective Action Status.

You can also filter results by Department, Classification, Category, and also by date.

The screenshot displays the DAMSTRA Observations interface. On the left, a sidebar contains filter options for Department, Classification, Category, Date, and CA Status. The CA Status dropdown is open, showing options: Select All, No Actions, Not Started, Underway, and Completed. The main area shows a table of observations with columns: ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. The table lists various observations, including PPE Compliance, Damage Report, House Keeping/Work Environment, Working habits / Competency Behaviours, Plant & Equipment, and Communications/Procedures. The Status column indicates the corrective action status, such as Underway or Not Started.

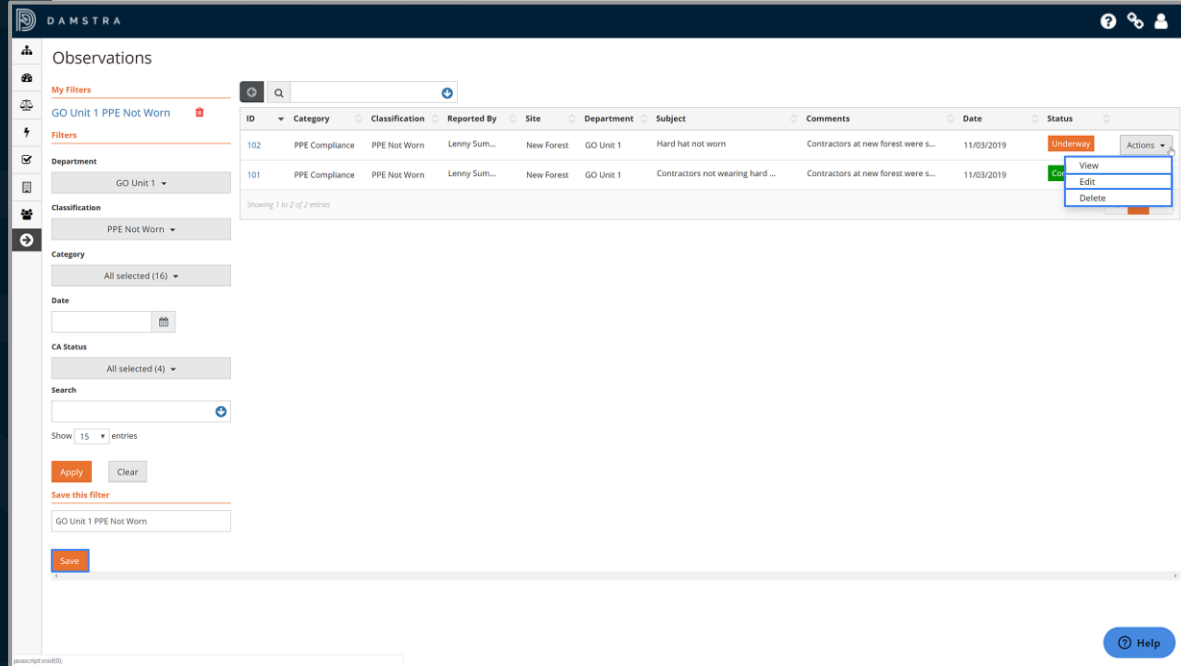
ID	Category	Classification	Reported By	Site	Department	Subject	Comments	Date	Status	Actions
102	PPE Compliance	PPE Not Worn	Lenny Sum...	New Forest	GO Unit 1	Hard hat not worn	Contractors at new forest wer...	11/03/2019	Underway	Actions
92	Damage Report	Other - please describe	Michael Far...	Sydney Payroll		Cable run over by Forklift	Power cable was run over by F...	18/03/2019	Not Started	Actions
77	Plant & Equipment	Mobile & Transport	Adelaide Administration	Engineering		Front right tyre of loader is flat	Front right tyre of loader is flat.	30/12/2015	Not Started	Actions
69	Plant & Equipment	Tools & portable Equipment	Phillippa Dr...	Christchurch Administration	Administration	Faulty tool	Inspections not kept up to date	24/11/2015	Underway	Actions

Manage Observations

Performing Actions

There are three actions you can perform on an Observation: view, edit or delete.

To perform one of these actions, first **locate** the Observation you wish to take action against, then **click** 'Actions'.



The screenshot displays the DAMSTRA Observations management interface. On the left, there is a sidebar with filters for Department (GO Unit 1), Classification (PPE Not Worn), Category (All selected (16)), Date, CA Status (All selected (4)), and Search. The main area shows a table of observations with columns: ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. Two observations are visible: ID 102 and ID 101, both categorized as PPE Compliance and PPE Not Worn. The 'Actions' dropdown menu for the first observation is open, showing options: View, Edit, and Delete. The interface also includes a 'My Filters' section at the top left and a 'Save this filter' section at the bottom left.

ID	Category	Classification	Reported By	Site	Department	Subject	Comments	Date	Status	Actions
102	PPE Compliance	PPE Not Worn	Lenny Sum...	New Forest	GO Unit 1	Hard hat not worn	Contractors at new forest were s...	11/03/2019	Underway	View, Edit, Delete
101	PPE Compliance	PPE Not Worn	Lenny Sum...	New Forest	GO Unit 1	Contractors not wearing hard ...	Contractors at new forest were s...	11/03/2019	OK	

Manage Observations

View an Observation

To View the observation, **click** 'View'.

All information about the Observation is then listed, as well as information about any Corrective Actions raised within the Observation.

The screenshot displays the DAMSTRA Observations interface. The top section shows a list of observations with columns for ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. Two observations are listed, both with a status of 'Underway'. The 'View' button for the first observation (ID 102) is highlighted.

The bottom section shows the detailed view of observation 102. It includes fields for Person Reporting (Lenny Summers), Reporter Name (Lenny Summers), Category (PPE Compliance), Classification (PPE Not Worn), Site (ABC Group -> ABC Industries Australia -> New South Wales -> Rydalmere -> Finance -> New Forest), Department (GO Unit 1), Observation Date (11/03/2019), Time (if applicable), Subject (Hard hat not worn), Observation was Safe/Unsafe (Unsafe), Comments (Contractors at new forest were spotted not wearing hard hats.), and Corrective Action.

The Corrective Action table shows one action:

ID #	Action	Person Responsible	Status	Status as at	Completion Date
4038	Run toolbox talk around importance of wearing hard hats at new forest site.	Summers, Lenny	Underway	28/03/2019	15/03/2019

The Photos / Files section shows no data available in the table.

Manage Observations

View Corrective Action

To view more details about the Corrective Action, **click** on the 'ID' field.

DAMSTRA Observations / View - 102

Person Reporting
Reporter Name: Lenny Summers
Category: PPE Compliance
Classification: PPE Not Worn
Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest
Department: GO Unit 1
Observation Date: 11/03/2019
Time(if applicable):
Subject: Hard hat not worn
Observation was Safe/Unsafe: Unsafe
Comments: Contractors at new forest were spotted not wearing hard hats.
Corrective Action:

Photos / Files

ID #	Action	Person Responsible	Status	Status as at	Completion Date
4038	Run toolbox talk around importance of wearing hard hats at new forest site.	Summers, Lenny	Underway	28/03/2019	15/03/2019

Show 10 entries | Showing 1 to 1 of 1 entries

No data available in table

Help

Manage Observations

Edit Observation

To edit the observation, either **click** 'Actions', then 'Edit',

Or first view the Observation, then **click** 'Edit'.

The screenshot displays the DAMSTRA Observations interface. On the left, a sidebar contains filters for 'My Filters' (GO Unit 1 PPE Not Worn), 'Filters', 'Department' (GO Unit 1), 'Classification' (PPE Not Worn), and 'Category' (All selected (16)). The main area shows a table of observations. Observation 102 is highlighted, and the 'Actions' dropdown menu is open, showing 'View', 'Edit', and 'Delete' options. The 'Edit' option is selected.

ID	Category	Classification	Reported By	Site	Department	Subject	Comments	Date	Status	Actions
102	PPE Compliance	PPE Not Worn	Lenny Sum...	New Forest	GO Unit 1	Hard hat not worn	Contractors at new forest were s...	11/03/2019	Underway	View, Edit, Delete
101	PPE Compliance	PPE Not Worn	Lenny Sum...	New Forest	GO Unit 1	Contractors not wearing hard ...	Contractors at new forest were s...	11/03/2019	Complete	

Showing 1 to 2 of 2 entries

The 'Edit' action leads to the 'Observations / View - 102' page. This page displays details for observation 102, including 'Person Reporting' (Lenny Summers), 'Reporter Name' (Lenny Summers), 'Category' (PPE Compliance), 'Classification' (PPE Not Worn), 'Site' (ABC Group -> ABC Industries Australia -> New South Wales -> Rydalmere -> Finance -> New Forest), 'Department' (GO Unit 1), 'Observation Date' (11/03/2019), 'Time(If applicable)' (Hard hat not worn), 'Subject' (Observation was Safe/Unsafe), 'Comments' (Contractors at new forest were spotted not wearing hard hats), and 'Corrective Action' (Run toolbox talk around importance of wearing hard hats at new forest site). The 'Status' is 'Underway' and the 'Status as at' is '28/03/2019'. The 'Completion Date' is '15/03/2019'. The 'Person Responsible' is 'Summers, Lenny'.

ID #	Action	Person Responsible	Status	Status as at	Completion Date
4038	Run toolbox talk around importance of wearing hard hats at new forest site.	Summers, Lenny	Underway	28/03/2019	15/03/2019

Showing 1 to 1 of 1 entries

The 'Photos / Files' section shows no data available in the table.

Manage Observations

Add Corrective Action

All information fields can now be edited if required.

If a Corrective Action is required as a result of this Observation, **click 'Add Action'**.

Observations / Edit observation - 102

Person Reporting

Reporter Name: Lenny Summers

Category: PPE Compliance

Classification: PPE Not Worn

Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

Department: GO Unit 1

Observation Date: 11/03/2019

Time(if applicable):

Subject: Hard hat not worn

Observation was Safe/Unsafe: Unsafe

Comments: Contractors at new forest were spotted not wearing hard hats.

Corrective Action

ID #	Action	Person Responsible	Status	Status as at	Completion Date
4038	Run toolbox talk around importance of wearing hard hats at new forest site.	Summers, Lenny	Underway	28/03/2019	15/03/2019

Show 10 entries | Showing 1 to 1 of 1 entries

Photos / Files

Title: Filename: No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Add Action

Add File

Help

Manage Observations

Add Corrective Action cont.

Populate the mandatory fields.

Select the *Person Type* from the 'Responsible By' field.

Then, **type** the name of the Person responsible for this Corrective Action into the '*Responsible*' field.

The screenshot shows the 'Add Corrective Action' form in the DAMSTRA system. The breadcrumb trail at the top reads 'Observations / Edit observation - 102 / Add Corrective Action'. The form includes several mandatory fields marked with an asterisk: 'Responsible Type *' (a dropdown menu currently showing 'Please Select'), 'Responsible *' (a text input field with placeholder text 'Type Something...'), 'Date Assigned *' (a date picker), 'Date For Completion *' (a date picker), and 'Status *' (a dropdown menu with 'Please Select --' and a 'as at' date field). There is also a checkbox for 'Notify Responsible Person'. Below these are fields for 'Ref ID', 'Action Required *', and 'Comments' (which includes a search bar and an 'Add Comment' button). The 'Files' section contains a table with columns 'Title' and 'File Name', both showing 'No data available in table'. At the bottom, there is a 'Log' section with fields for 'Created by', 'Notified by', 'Last Modified', and 'Modified by'. A 'Help' button is located in the bottom right corner. The URL at the bottom of the browser window is 'https://digitalcontent-01.vaaigr.com/organisation/observations/index#'. The DAMSTRA logo is visible in the top left corner of the interface.

Manage Observations

Add Corrective Action cont.

Add the date that this Corrective Action was assigned by typing it directly into the 'Date Assigned' field, or by **selecting** from the Calendar.

Repeat this for the 'Date for Completion' field.

The image displays two screenshots of the DAMSTRA web application interface, specifically the 'Edit observation - 102 / Add Corrective Action' form. The top screenshot shows the 'Date Assigned' field with a calendar picker open, displaying the month of March 2019. The bottom screenshot shows the 'Date for Completion' field with a calendar picker open, also displaying the month of March 2019. Both screenshots show the form fields for 'Worker', 'Responsible Type', 'Responsible', 'Date Assigned', 'Date for Completion', 'Status', 'Ref ID', 'Action Required', 'Comments', and 'Files'. The bottom screenshot also shows a 'Log' section at the bottom of the form.

Top Screenshot: 'Date Assigned' field

Worker: Lenny Summers

Date Assigned: [Calendar Picker]

Bottom Screenshot: 'Date for Completion' field

Date for Completion: [Calendar Picker]

Status: -- Please Select --

Notify Responsible Person: []

Comments: [Search Bar] [Add Comment]

Files: [Add File] [Add URL]

Log:

- Created by
- Notified by
- Last Modified
- Modified by

Manage Observations

Add Corrective Action cont.

Set the 'Current Status' of this Corrective Action. This will need to be updated as the Corrective Action is undertaken.

Then, **state** as of what date this status was valid, in the same fashion as the date assigned.

The screenshot shows the DAMSTRA web interface for adding a corrective action. The form is titled 'Observations / Edit observation - 102 / Add Corrective Action'. It includes the following fields and options:

- Responsible Type ***: Worker
- Responsible ***: Lenny Summers
- Date Assigned ***: 28/03/2019
- Date For Completion ***: 05/04/2019
- Status ***: A dropdown menu is open, showing options: 'Not Started', 'Underway', and 'Completed'. The 'Not Started' option is highlighted with a blue box.
- Ref ID**: (Empty field)
- Action Required ***: (Empty field)
- Comments**: (Empty text area)
- Files**: (Empty list)
- Log**: A table with columns: Created by, Notified, Notified by, Last Modified, Modified by.

The 'Date For Completion' field has a calendar open, showing March 2019. The 'Status' field is highlighted with a blue box. The 'Comments' section shows 'No data available in table'. The 'Files' section shows 'No data available in table'.

Manage Observations

Add Corrective Action cont.

If an assignment email needs to be sent to this person, **tick** the 'Notify Responsible Person' checkbox.

An Email notification will be sent once this Corrective Action is saved.

Next, **add** a 'Reference ID' if required.

The image displays two screenshots of the DAMSTRA web application interface, specifically the 'Add Corrective Action' form for observation 102. The top screenshot shows the form with the 'Notify Responsible Person' checkbox unchecked. The bottom screenshot shows the same form with the checkbox checked and a 'Ref ID' field highlighted.

Form Fields and Options:

- Responsible Type ***: Worker
- Responsible ***: Lenny Summers
- Date Assigned ***: 28/03/2019
- Date For Completion ***: 05/04/2019
- Status ***: Not Started (dropdown), as at: 28/03/2019
- Notify Responsible Person**: ☐ (unchecked in top, checked in bottom)
- Ref ID**: (highlighted in bottom screenshot)
- Action Required ***: (empty text field)
- Comments**: (empty text area)
- Files**: (empty list)
- Log**: (empty table with columns: Created by, Notified by, Last Modified, Modified by)

Buttons and Links:

- Help** (top right)
- Search** (bottom right)
- Add Comment** (bottom right)
- Add File** (bottom right)
- Add URL** (bottom right)

Manage Observations

Add Corrective Action cont.

Update the '*Action Required*' with a description of this Corrective Action.

Add a comment to this Corrective Action.

Note that comments are designed to be populated by the person completing the Corrective Action.

The screenshot shows the 'Add Corrective Action' form in the DAMSTRA system. The breadcrumb trail at the top reads 'Observations / Edit observation - 102 / Add Corrective Action'. The form includes several sections: 'Responsible Type' (set to 'Worker'), 'Responsible' (set to 'Lenny Summers'), 'Date Assigned' (28/03/2019), 'Date For Completion' (05/04/2019), 'Status' (Not Started), and 'Ref ID' (GOLWTT123). A checkbox for 'Notify Responsible Person' is checked. The 'Action Required' field is a large empty text box. Below it is a 'Comments' section with a search bar and an 'Add Comment' button. The 'Files' section has 'Add File' and 'Add URL' buttons. At the bottom is a 'Log' table with columns for 'Created by', 'Notified by', 'Last Modified', and 'Modified by'. A 'Help' button is located in the bottom right corner.

DAMSTRA

Observations / Edit observation - 102 / Add Corrective Action

Responsible Type * Worker

Responsible * Lenny Summers

Date Assigned * 28/03/2019

Date For Completion * 05/04/2019

Status * Not Started as at 28/03/2019

☒ Notify Responsible Person

Ref ID GOLWTT123

Action Required *

Comments

Comments

No data available in table

Show 5 entries | Showing 0 to 0 of 0 entries

Files

Add File Add URL

Title File Name

No data available in table

Show 5 entries | Showing 0 to 0 of 0 entries

Log

Created by	Notified by	Last Modified	Modified by
------------	-------------	---------------	-------------

Help

Manage Observations

Add Corrective Action cont.

Lastly, **attach** any relevant files or URL links by clicking 'Add File', or 'Add URL'.

Once done, **click** 'Save Corrective Action'.

The screenshot displays a web form for managing observations. The form is divided into several sections:

- Responsible Type ***: Worker
- Responsible ***: Lenny Summers
- Date Assigned ***: 28/03/2019
- Date For Completion ***: 05/04/2019
- Status ***: Not Started (dropdown) as at 28/03/2019 (calendar icon)
- ☒ **Notify Responsible Person**
- Ref ID**: GOUNIT123
- Action Required ***: Order new hard hats for contractors on site.
- Comments**: A search bar and a table with the message "No data available in table".
- Files**: A table with columns "Title" and "File Name". It shows 1 entry.
- Log**: A table with columns "Created by", "Notified", "Notified by", "Last Modified", and "Modified by".

At the bottom of the form, there are two buttons: "Save Corrective Action" (orange) and "Cancel" (grey). A "Help" button is located in the bottom right corner.

Manage Observations

Notification Email

A notification email to the person you assigned to this Corrective Action is now shown.

The recipient and subject will be automatically populated, though this can be manually altered if required, and additional recipients or CC recipients can be added.

The screenshot displays the DAMSTRA web application interface for managing observations. The top navigation bar shows the DAMSTRA logo and user profile. The main header indicates the current view: 'Observations / Edit observation - 102 / Notify - 4042'. The form is divided into several sections:

- To:** A text field containing 'lsummers@abcind.au'.
- CC:** An empty text field for additional recipients.
- Subject:** A text field containing 'Corrective Action Accountability - Observation - ID: O-4042'.
- Attach File:** A section with a 'Select file' button and a 'Browse' button.
- Header Text:** A large text area containing the following content:

DO NOT REPLY to this automated message. Please use the email address at the bottom to contact the sender directly.

You have been assigned responsibility for a Corrective Action.

[Click here to access the Corrective Action](#)

Webform ID : O-4042

Observation ID:
Comment:

Corrective Action ID: 4042
Date Assigned: 28/03/2019
Date for Completion: 05/04/2019
Corrective Action Description: Order new hard hats for contractors on site.
- Comments/Message:** A large text area with a rich text editor toolbar (bold, italic, underline, link, unlink, list, etc.).
- Footer Text:** A section containing the following information:

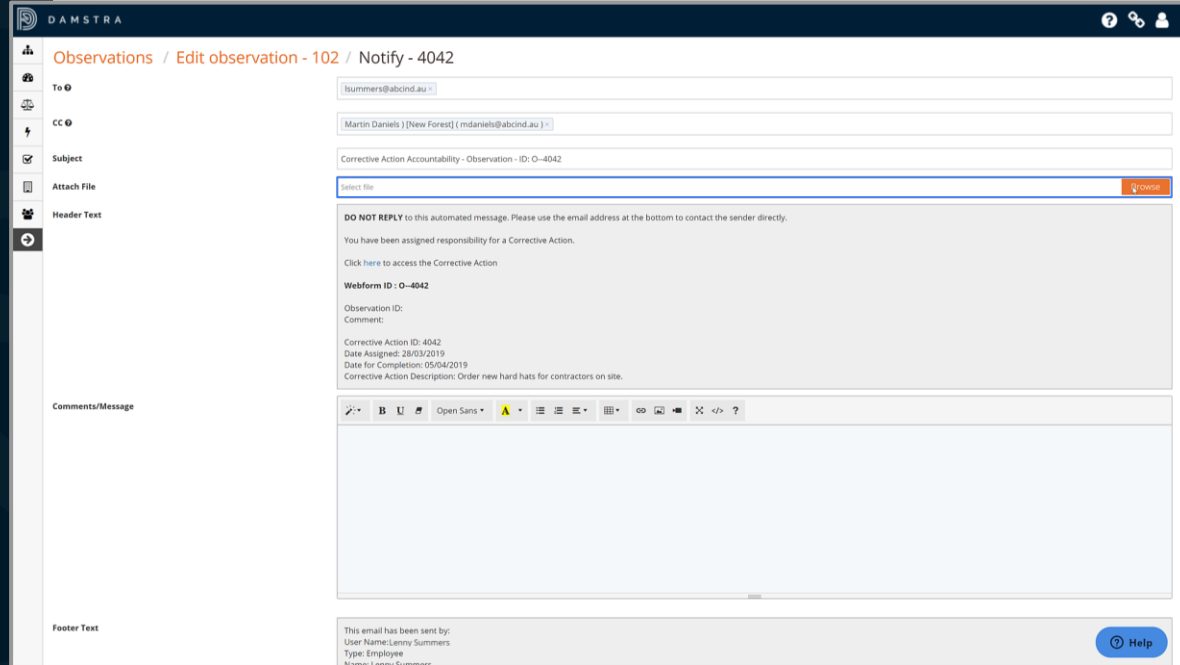
This email has been sent by:
User Name: Lenny Summers
Type: Employee
Name: Lenny Summers

A 'Help' button is located in the bottom right corner of the form.

Manage Observations

Attach Related Files

Optionally, **attach** any related files'.



DAMSTRA

Observations / Edit observation - 102 / Notify - 4042

To

CC

Subject

Attach File

Header Text

Comments/Message

Footer Text

DO NOT REPLY to this automated message. Please use the email address at the bottom to contact the sender directly.

You have been assigned responsibility for a Corrective Action.

[Click here to access the Corrective Action](#)

Webform ID : O-4042

Observation ID:
Comment:

Corrective Action ID: 4042
Date Assigned: 28/03/2019
Date for Completion: 05/04/2019
Corrective Action Description: Order new hard hats for contractors on site.

This email has been sent by:
User Name:Lenny Summers
Type: Employee
Name:Lenny Summers

Manage Observations

Notification Email Details

The email automatically includes comprehensive details about the Corrective Action.

Any additional comments or notes can be added as free text.

DAMSTRA

Observations / Edit observation - 102 / Notify - 4042

To

lsummers@abcind.au

CC

Martin Daniels (New Forest) (mdaniels@abcind.au)

Subject

Corrective Action Accountability - Observation - ID: O-4042

Attach File

Hard Hat Observation 12.03.19.docx

Header Text

DO NOT REPLY to this automated message. Please use the email address at the bottom to contact the sender directly.

You have been assigned responsibility for a Corrective Action.

[Click here to access the Corrective Action](#)

Webform ID: O-4042

Observation ID:

Comment:

Corrective Action ID: 4042

Date Assigned: 28/03/2019

Date for Completion: 05/04/2019

Corrective Action Description: Order new hard hats for contractors on site.

Comments/Message

Footer Text

This email has been sent by:
User Name: Lenny Summers
Type: Employee
Name: Lenny Summers

Help

Manage Observations

Notification Email CA Details

You can also see the details of who created this Corrective Action.

Click 'Send' to send this email to the recipient.

CC

Martin Daniels [New Forest] (mdaniels@abcind.au)

Subject

Corrective Action Accountability - Observation - ID: O-4042

Attach File

Hard Hat Observation 12.03.19.docx

Header Text

DO NOT REPLY to this automated message. Please use the email address at the bottom to contact the sender directly.

You have been assigned responsibility for a Corrective Action.

[Click here to access the Corrective Action](#)

Webform ID : O-4042

Observation ID:

Comment:

Corrective Action ID: 4042

Date Assigned: 28/03/2019

Date for Completion: 05/04/2019

Corrective Action Description: Order new hard hats for contractors on site.

Comments/Message

Please get this done asap

Footer Text

This email has been sent by:

User Name:Lenny Summers

Type: Employee

Name: Lenny Summers

Email Address: lsommers@abcind.au

Send

Cancel

Help

Manage Observations

CA Saved to Register

This new Corrective Action is now saved to the register.

Reporter Name

Category

Classification

Site

Department

Observation Date

Time(if applicable)

Subject

Observation was Safe/Unsafe

Comments

Corrective Action

Photos / Files

Lenny Summers

PPE Compliance

PPE Not Worn

ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Finance → New Forest

GO Unit 1

11/03/2019

Hand hat not worn

Unsafe

Contractors at new forest were spotted not wearing hard hats.

Add Action

ID #	Action	Person Responsible	Status	Status as at	Completion Date	
4042	Order new hard hats for contract...	Lenny Summers	Not Started	28/03/2019	05/04/2019	Actions
4038	Run toolbox talk around importan...	Summers, Lenny	Underway	28/03/2019	15/03/2019	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Add File

No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Success

Email sent successfully

Sign

Cancel

Help

Manage Observations

Delete an Observation

To Delete an Observation, **click 'Actions'**, then *'Delete'*.

Note that if a Corrective Action is attached to this Observation it will also be deleted, even if the responsible person has already been notified.

Click 'Yes' to confirm the deletion.

The screenshot displays the DAMSTRA Observations interface. On the left, a sidebar contains filters for 'My Filters', 'Filters', 'Department' (GO Unit 1), 'Classification' (PPE Not Worn), and 'Category' (All selected (16)). The main area shows a table of observations with columns: ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. Two observations are listed: ID 102 (PPE Compliance, PPE Not Worn, Lenny Sum..., New Forest, GO Unit 1, Hard hat not worn, Contractors at new forest were s..., 11/03/2019, Not Started) and ID 101 (PPE Compliance, PPE Not Worn, Lenny Sum..., New Forest, GO Unit 1, Contractors not wearing hard ..., Contractors at new forest were s..., 11/03/2019, Completed). The 'Actions' dropdown for ID 101 is open, showing 'View', 'Edit', and 'Delete' options. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete this Observation?' and 'Warning: this will also delete any Corrective Actions that are attached - even if they have already been notified to a responsible person.' with 'Yes' and 'No' buttons.

Manage Observations

Delete an Observation cont.

You will be advised that this Observation has been deleted by the confirmation window appearing in the top right-hand corner.

The screenshot displays the DAMSTRA Observations management interface. A green success message in the top right corner states: "Success Record deleted successfully!". The main content area shows a table of observations with the following columns: ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. The table contains one entry with ID 102, Category PPE Compliance, Classification PPE Not Worn, Reported By Lenny Summ..., Site New Forest, Department GO Unit 1, Subject Hard hat not worn, Comments Contractors at new forest were sp..., Date 11/03/2019, and Status Not Started. The left sidebar contains filters for My Filters, Filters, Department (GO Unit 1), Classification (PPE Not Worn), Category (All selected (16)), Date, CA Status (All selected (4)), Search, and a Save button. The bottom right corner features a Help button.

ID	Category	Classification	Reported By	Site	Department	Subject	Comments	Date	Status	Actions
102	PPE Compliance	PPE Not Worn	Lenny Summ...	New Forest	GO Unit 1	Hard hat not worn	Contractors at new forest were sp...	11/03/2019	Not Started	

