



D A M S T R A

Using the Performance
Indicators Dashboard

Safety



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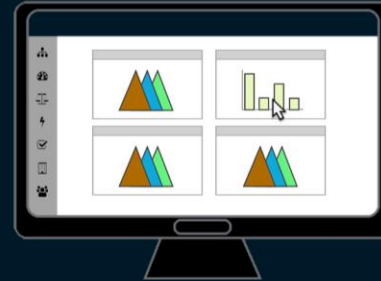
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Performance Indicators Introduction

The Performance Indicators group of Dashboards provide a graphical snapshot and analysis of the number and nature of injuries, illnesses, incidents and near misses occurring across your Organisation, using data from the Events Register.

In this guide, we'll cover how to access, understand and get the most out of all components of the Performance Indicators Dashboards in Damstra Safety.

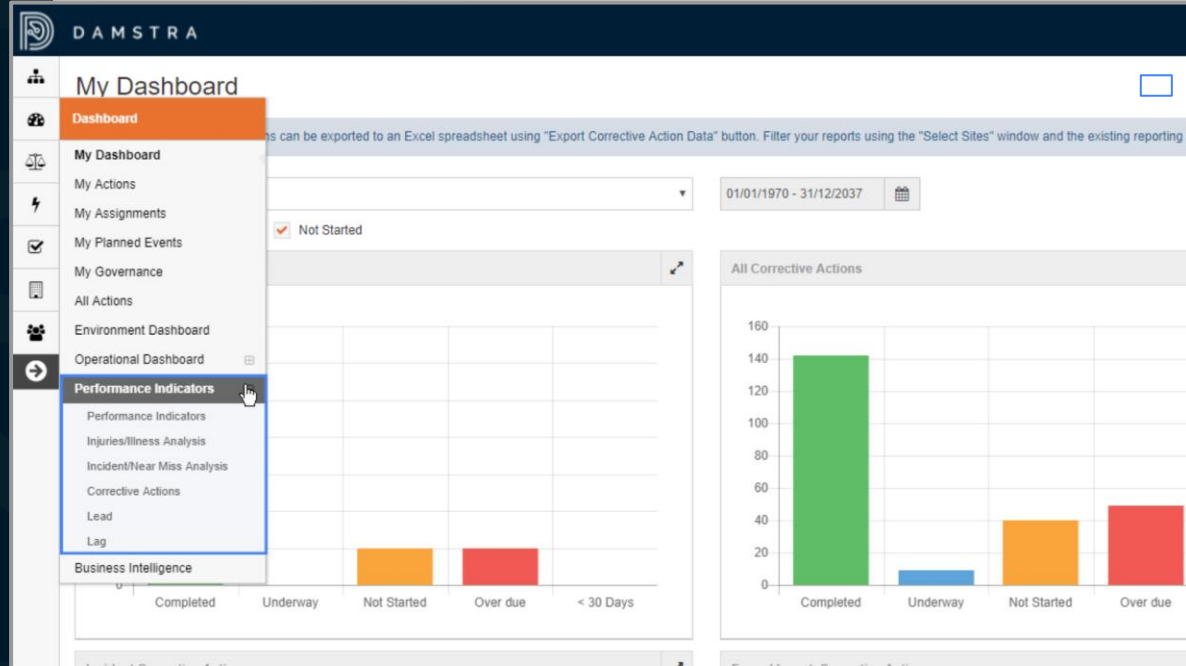


Performance Indicators

Accessing the Performance Indicators Dashboard

The Performance Indicators Dashboards are accessed via Dashboard in the Menu bar. Expand the item to reveal all Dashboards in the group.

The Performance Indicators Dashboard itself provides a count of Events that have taken place over a particular month, compared with both the current and previous financial year, calendar year, or rolling 12-months.



Performance Indicators Data Selections

Begin by selecting the Month you'd like to analyse.

If the KPI Targets for your Organisation are assigned at a Regional or Site level, select which you'd like to use from the '*Use target for*' picklist, otherwise leave it set at the global level.

Select the '*Person Types*' that should be included in the data by using the check-boxes.

The screenshot shows the DAMSTRA Performance Indicators Data Selections interface. The top navigation bar includes the DAMSTRA logo and the title 'Performance Indicators'. A sidebar on the left contains icons for various functions. The main content area has a header 'Performance Indicators' and a sub-header 'Items in blue indicate a subset of data in the safety triangles'. Below this, there are several selection options: 'Select Month' (31/08/2018), 'Total hours worked for month' (42800), 'Use target for' (ABC Group), 'Show PI's for' (Worker, Contracted Worker, Third Party, Student, Volunteer), and 'Select' (Calendar Year). A note below these options states: 'Displays the distribution of Injuries/Illnesses types including Lost Time and Fatalities. All types are mutually exclusive. Note: Type "Lost Time Injuries" overrules types Medical-First Aid-No Treatment. Note: Type "Fatalities" overrules types Lost Time Injuries and Medical-First Aid-No Treatment. Note: Type "Medical" includes treatment type of Hospitalisation'. At the bottom, there is a section for 'Injuries/Illness' with a chart showing three triangles (red, orange, yellow) representing Fatalities, Lost Time Injuries, and Medical First Aid, all with a value of 0. To the right of the chart is a table for 'Work Related Injury Body' with columns for 'Injuries/Illness' and 'Work Related Injury Body'.

Injuries/Illness	Work Related Injury Body
Fatalities	0
Lost Time Injuries	0
Medical First Aid	0

Performance Indicators

Data Selections cont.

Select whether to compare the selected month against the current and previous Financial Year, Calendar Year, or rolling 12-month window.

Finally, to filter by Site - use the *Site Selection* button in the menu bar to select one or more Sites, depending on the level of access available to your profile.

The Dashboard will then be filtered to only show data for the Site or Sites selected.

The screenshot shows the DAMSTRA Performance Indicators Data Selections interface. The top navigation bar is dark blue with the DAMSTRA logo and name. Below it, a white menu bar contains several icons, with the 'Site Selection' button highlighted in orange. The main content area is white and contains the following elements:

- A blue informational banner: "i * Items in blue indicate a subset of data in the safety triangles".
- A 'Select Month' section with a date input field showing '31/08/2018' and a calendar icon.
- A 'Total hours worked for month' section with a text input field showing '42800' and a help icon.
- A 'Use target for' section with a dropdown menu showing 'ABC Group'.
- A 'Show PI's for' section with five checkboxes: 'Worker' (checked), 'Contracted Worker' (checked), 'Third Party' (checked), 'Student' (checked), and 'Volunteer' (checked).
- A 'Select' section with a dropdown menu showing 'Financial Year'.
- A blue informational banner: "i Displays the distribution of Injuries/Illnesses types including Lost Time and Fatalities. All types are mutually exclusive. Note: Type 'Lost Time Injuries' overrules types Medical-First Aid-No Treatment. Note: Type 'Fatalities' overrules types Lost Time Injuries and Medical-First Aid-No Treatment. Note: Type 'Medical' includes treatment type of Hospitalisation".
- A table titled 'Injuries/Illness' with a header row and a body row. The body row contains three colored triangles: red, orange, and yellow.
- A table titled 'Work Related Injury' with a header row and a body row. The body row contains a value of '2.0'.

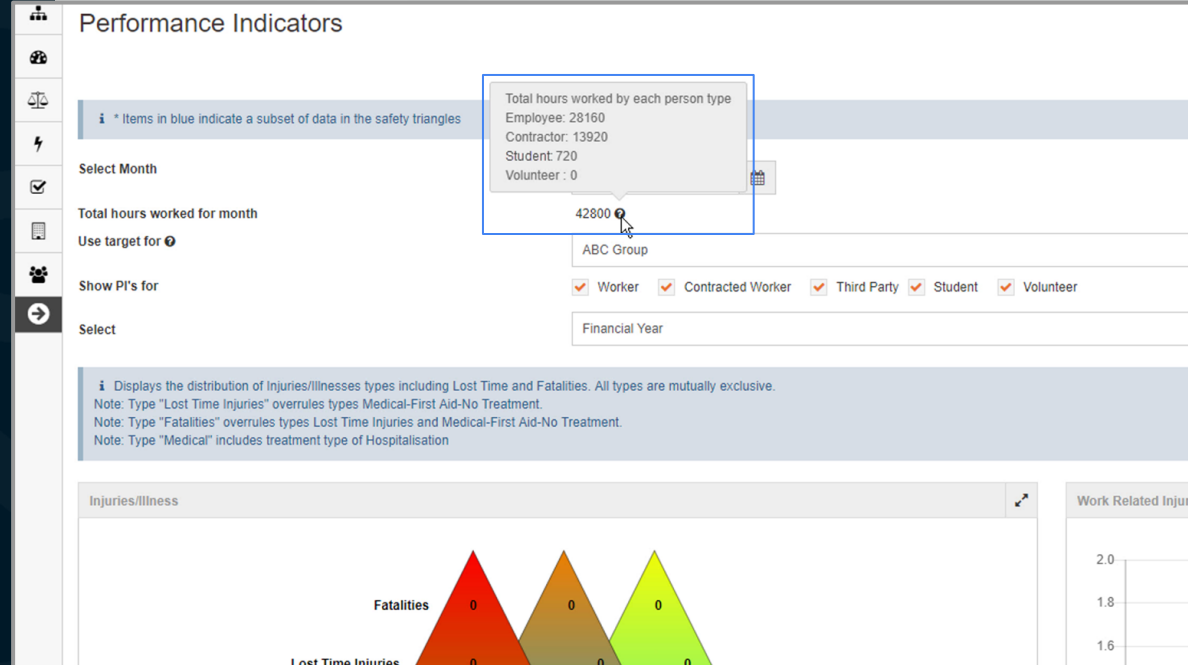
Performance Indicators

Total Hours Worked

The total hours worked by the chosen Person Types for the selected month and Sites will now be displayed toward the top of the screen.

Note: Ensure your Organisation's KPI Hours are correctly recorded to ensure the accuracy of the Performance Indicators Dashboards

With all options set, we can now look at the resulting data.



Performance Indicators

Triangular Graphs

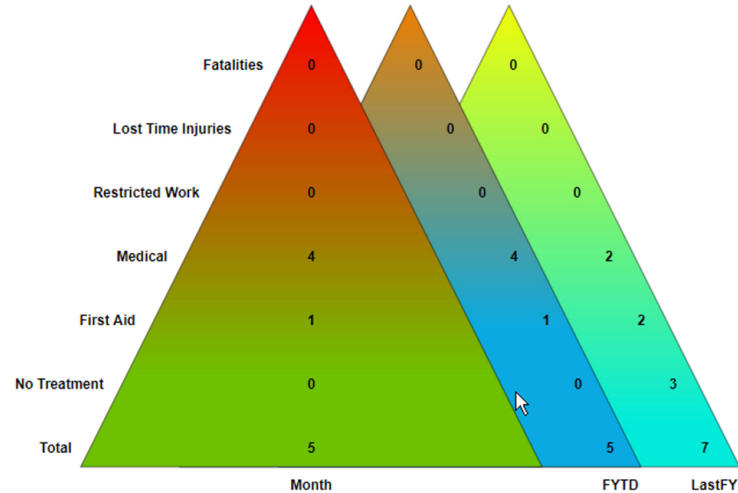
The Triangular Graphs show statistics relating to the number and nature of: Injuries and Illnesses, Incidents and Near Misses, and All Incidents by Person Type.

In each graph, the three triangles represent the current month, current year and previous year, respectively.

The bottom rows of data in each triangle show the total number of events in each category, with that figure broken down into subsets along the vertical axes.

Note that the top line of each graph is not included in the total.

Injuries/Illness



i Displays the distribution of Incidents and Near Misses. Also displays the subset of Incidents or Near Misses marked as "Notifiable".
Note: "Notifiable" does not count in the total.

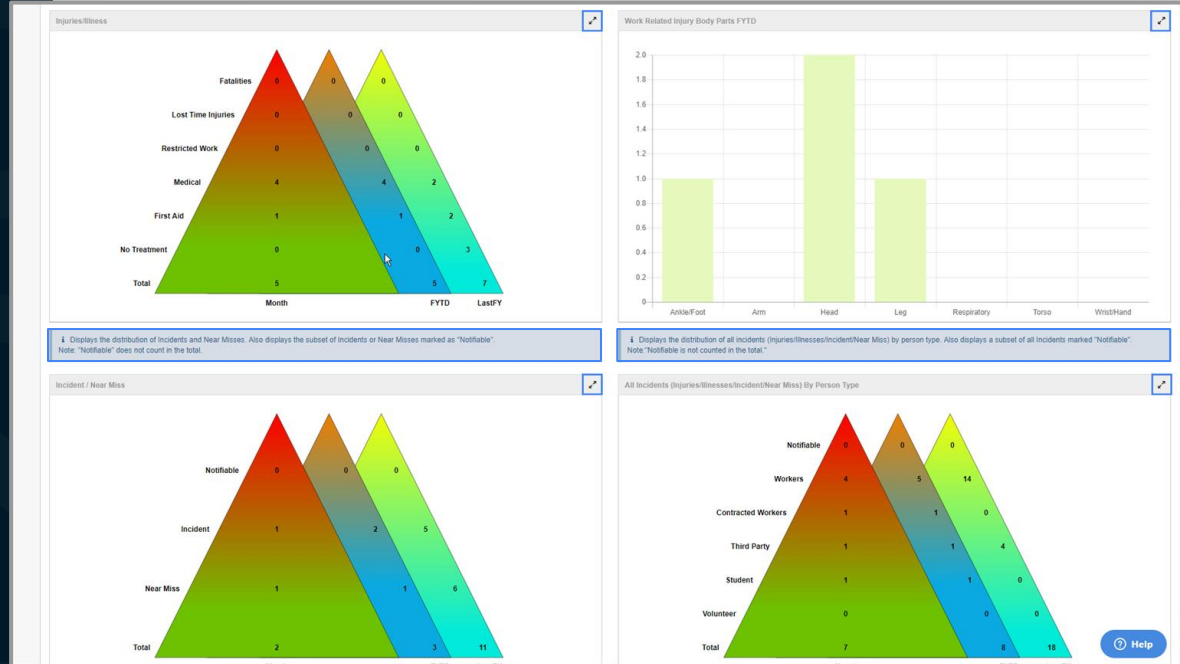
Performance Indicators

Triangular Graphs cont.

To focus on a particular graph, **click** the *full-screen* icon toward the top-right of the item.

Click it again to return to normal viewing mode.

Important information for interpreting this data is displayed in blue.



Performance Indicators

Work Related Injury Body Parts

The *Work Related Injury Body Parts* graph displays the number of injuries that have been caused to particular parts of the body in Injuries and Illnesses over the course of the current year.

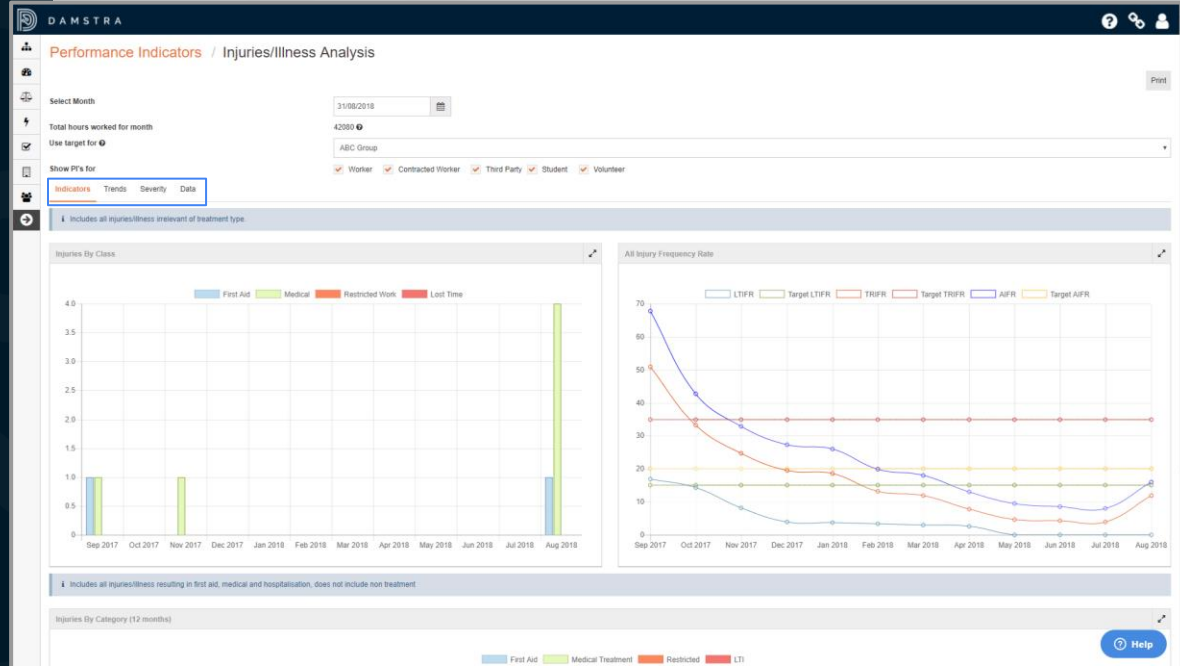


Performance Indicators

Injuries/Illness Analysis and Incident/Near Miss Analysis

The *Injuries/Illness Analysis* and *Incident/Near Miss Analysis* Dashboards both provide a deep-dive on Events that match these event types.

Both Dashboards are laid out in a similar way, with information spread across four tabs.



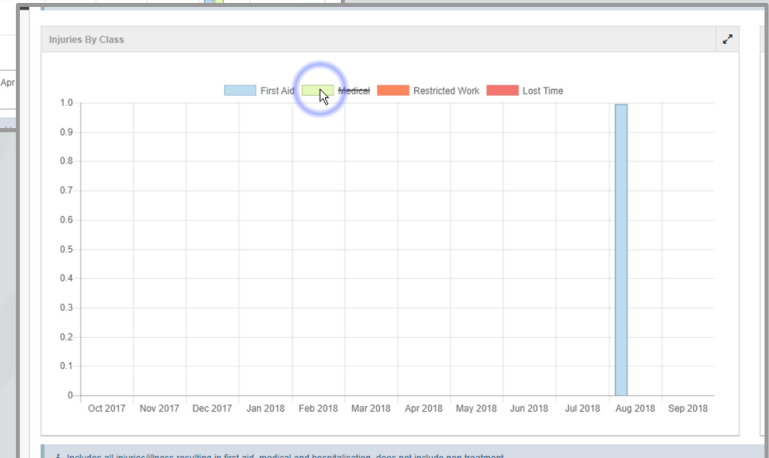
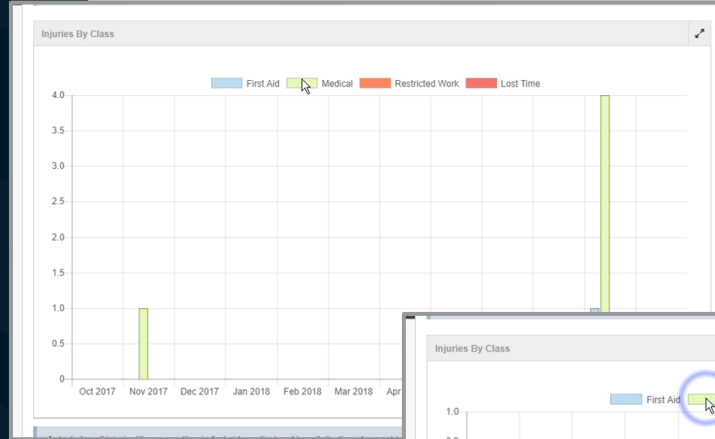
Performance Indicators

Indicators Tab (Injuries/Illness Analysis)

The *Indicators* tab on both Dashboards provides a graphical overview of the Events that have occurred.

In all charts and graphs, particular data can be toggled on or off by **clicking** items in the legend.

For Injuries and Illnesses, the number of events that have taken place are shown by month and by Category.



Performance Indicators

Indicators Tab (Injuries/Illness Analysis) Cont.

The Lost Time Injury Frequency Rate, Total Recordable Injury Frequency Rate and All Injury Frequency Rate are displayed against the target rates entered for your Organisation in Settings.

Details about how these and other values are calculated can be found in the Knowledge Base article accompanying this guide.

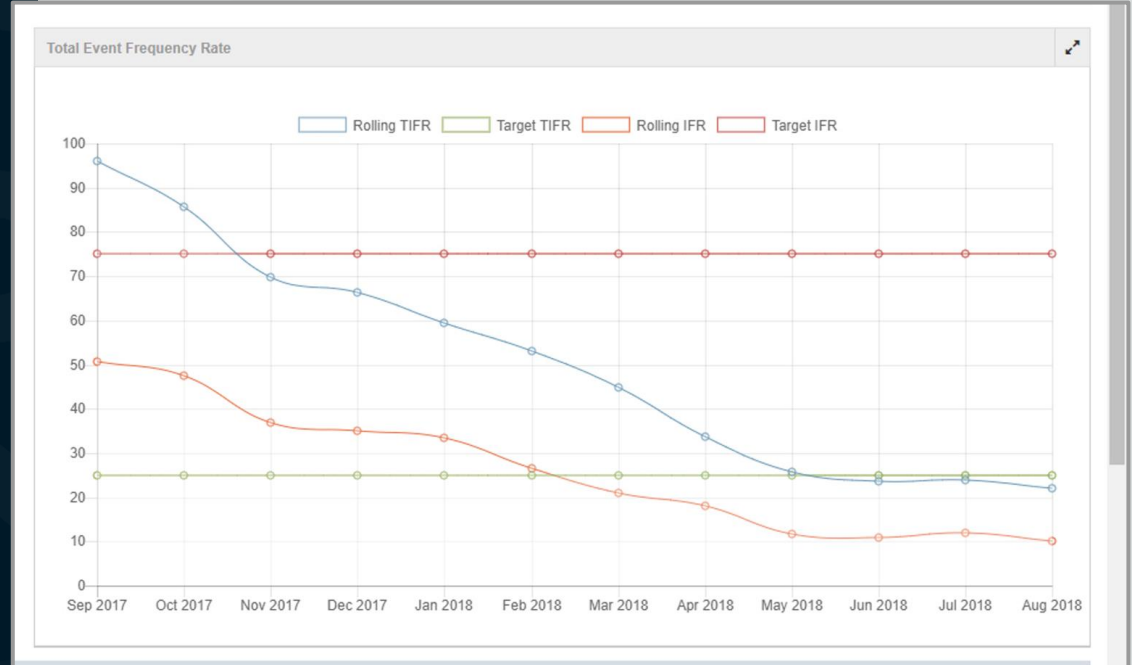


Performance Indicators

Indicators Tab (Incident/Near Miss Analysis)

For Incidents and Near Misses, a count of these events is shown by Type and Category.

The Total Incident Frequency Rate and Incident Frequency Rate are also displayed against the target rates.

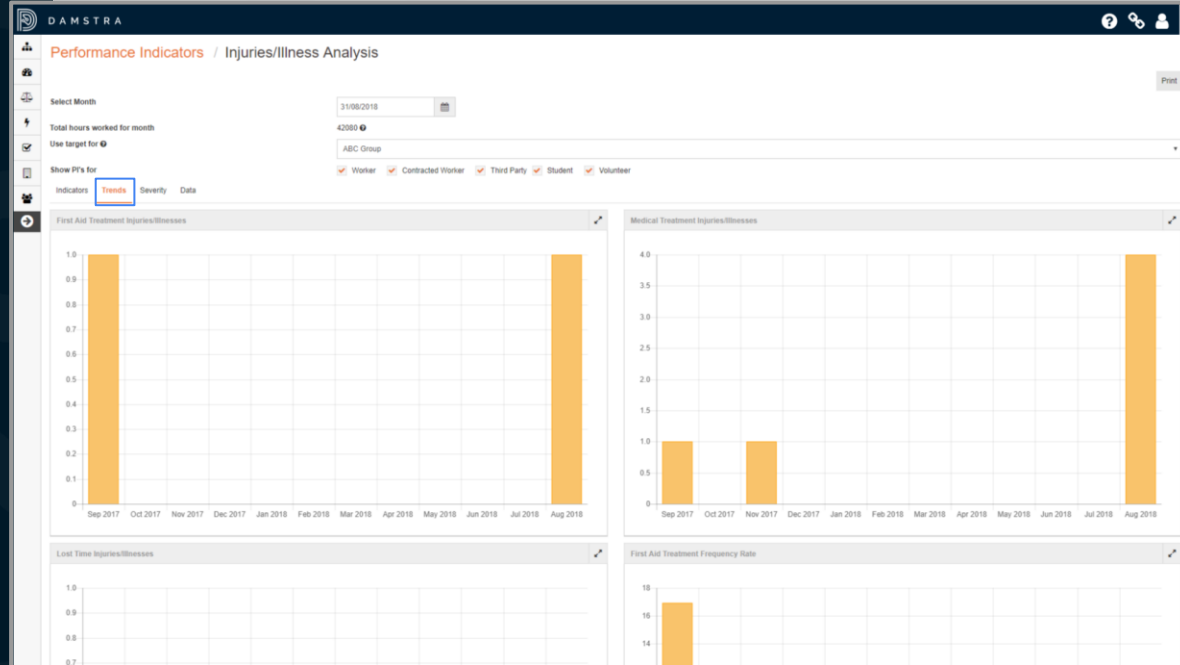


Performance Indicators

Trends Tab (Injuries/Illness Analysis)

The *Trends* tab displays count and frequency data.

For Injuries and Illnesses, this includes Events that required First Aid or Medical Treatment, lead to Lost Time, and much more.

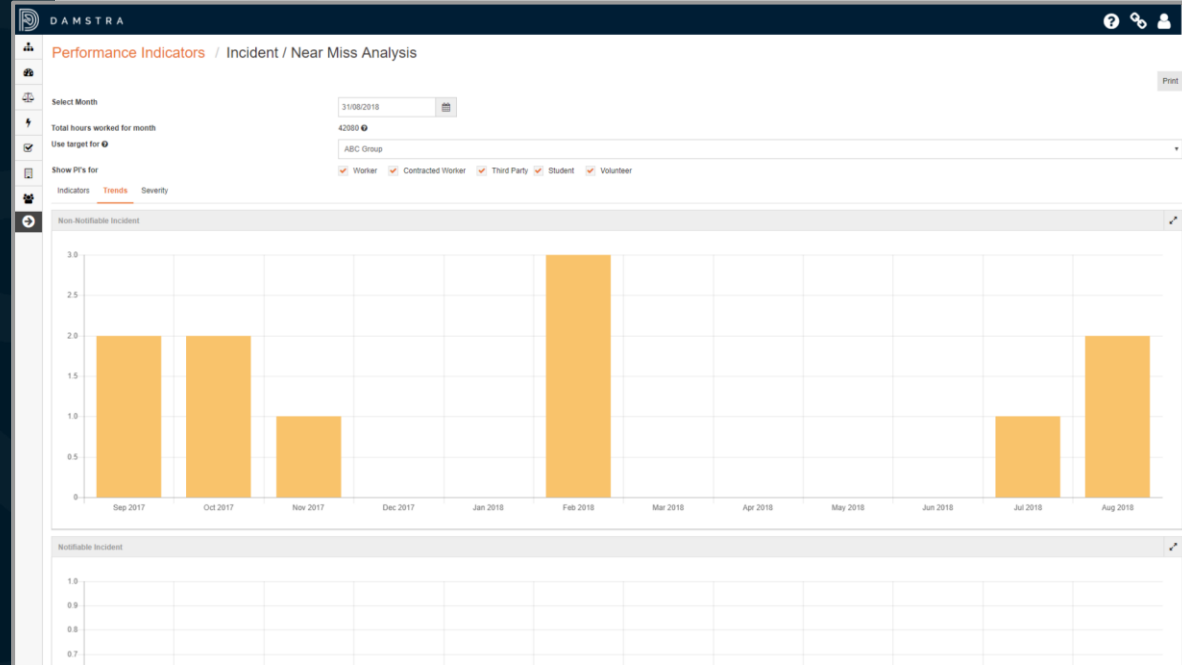


Performance Indicators

Trends Tab (Incident/Near Miss Analysis)

For Incidents and Near misses, a count and frequency rate of non-notifiable and notifiable events is displayed

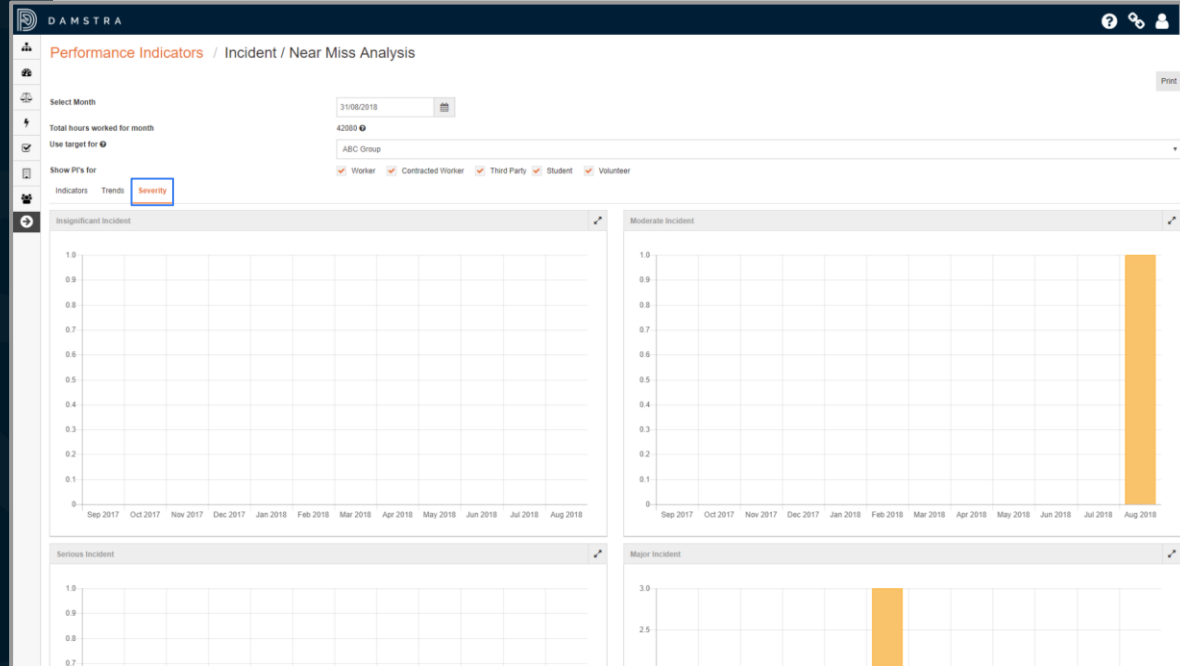
For details on how these and all values are calculated, refer to the Knowledge Base article accompanying this guide.



Performance Indicators Severity Tab

The *Severity* tab for both Injuries and Illnesses and Incidents and Near Misses displays a count and frequency rate of Events by the severity ratings your Organisation uses, for example 'Insignificant' through to 'Catastrophic'.

This is displayed over a rolling 12-month period leading to the selected month.



Performance Indicators Data Tab

The *Data* tab displays a wealth of further statistics about the number and nature of Events taking place across your Organisation, using data captured from the Events Register.

Search, Sort, and Browse the registers to find the data you need, and understand how the values were calculated by hovering over the question marks.

DAMSTRA Performance Indicators / Injuries/Illness Analysis

Select Month: 31/08/2018
Total hours worked for month: 42000
Use target for: ABC Group
Show PIs for: ☒ Worker ☒ Contracted Worker ☒ Third Party ☒ Student ☒ Volunteer

All fields below are automatically generated by incident management module

	Month	YTD	Financial Year	12 Months
Employees (Total number currently employed)				
				75
ⓘ Average Time Lost Rate	0.00	0.00	0.00	0.00
ⓘ Days Lost-Injuries in Period	0	0	0	0
ⓘ Lost Time Injuries	0	0	0	0
ⓘ Lost Time Injury FR	0.00	0.00	0.00	0.00
ⓘ Medical Injuries	4	4	4	6
ⓘ Total Days Lost in Period	0	0	0	0
ⓘ Total Injuries	5	7	5	10
ⓘ Total Recordable Injuries	4	4	4	6
ⓘ Total Recordable Injury FR	93.45	11.39	46.73	11.95

Show 10 entries | Showing 1 to 10 of 19 entries

Injuries by Department

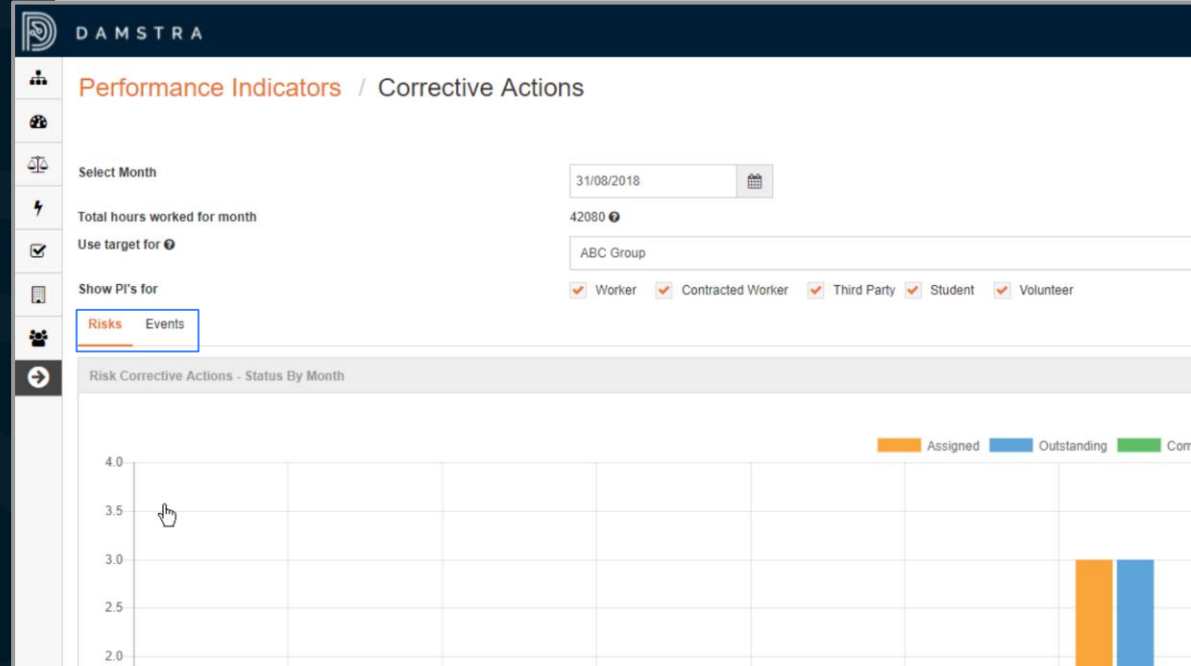
	Month	YTD
Account Executives	0	0
Administration	0	0

Tooltip: ⓘ Days Lost-Injuries in Period 0
The number of LTIs * KPI factor (default 1,000,000) / number of hours worked.
ⓘ Lost Time Injury FR 0.00
ⓘ Medical Injuries 4

Performance Indicators

Corrective Actions Tab

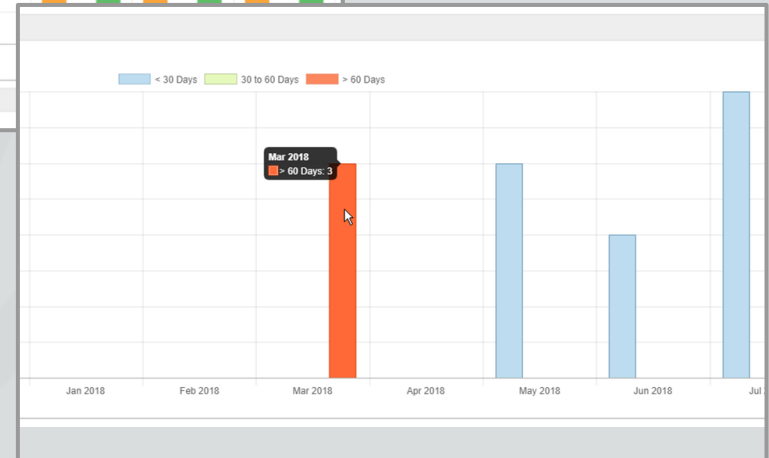
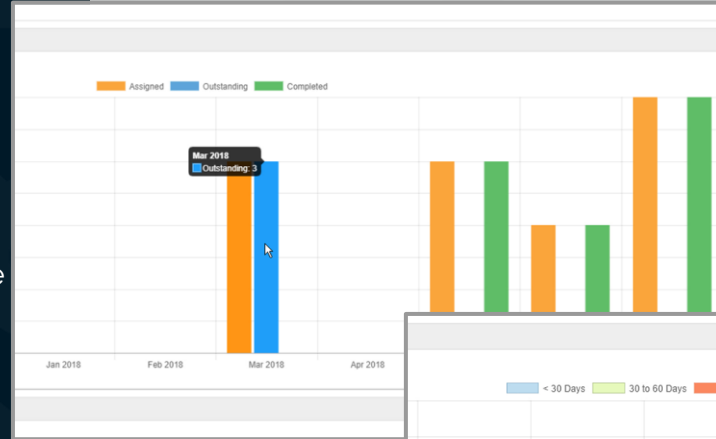
The *Corrective Actions* Dashboard provides a graphical overview of the number of Corrective Actions that have been generated by Risk Assessments and Events, separated into two discrete tabs.



Performance Indicators

Corrective Actions Tab Cont.

Both tabs show the number of Corrective Actions that have changed to *Assigned*, *Outstanding* and *Completed* statuses per Month, and the amount of time taken to reach completion in days.



Performance Indicators

Lead and Lag Dashboards

Lead and *Lag* Dashboards give insight into where the Organisation is being proactive about Health & Safety (that is - where it is 'leading') and where Events are still occurring (that is - where the Organisation is 'lagging').

These Dashboards are laid out consistently in tables that can be searched, sorted, and browsed, as well as exported to a Spreadsheet via the '*Generate XLS Report*' button.

Hover over the question-mark icons for additional information.

DAMSTRA

Performance Indicators / Lag

Select Month: 31/08/2018

Total hours worked for month: 42000

Use target for: ABC Group

Show PI's for: ☒ Worker ☒ Contracted Worker ☒ Third Party ☒ Student ☒ Volunteer

All fields below are automatically generated by incident management module

Generate XLS Report

Period	Month	YTD	Financial Year	12 Months
Lost Time Injuries	0	0	0	0
Total Days Lost in Period	0	0	0	0
Days Lost for Injuries in Period	0	0	0	0
Fatality Frequency Rate	0	0	0	0
Medical Treatment Injuries	4	4	4	6
Non Lost Time Injuries	5	7	5	10
Total Recordable Injuries	4	4	4	6
Average Lost Time Rate	0	0	0	0
FAIFR	23.36	2.85	11.68	3.98
First Aid Injuries	1	1	1	2

Show 10 entries | Showing 1 to 10 of 21 entries

Help

