



D A M S T R A

Manage H&S Groups

Safety



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Manage H&S Groups

Introduction

In Damstra Safety, Workers can be added to various Health & Safety Groups so that your staff know who in your organisation to turn to in times of emergency, or for health and safety issues.

This guide explains how to:

- access the H&S Group menus,
- how to add a Worker to these,
- and how to export a printable poster as an HTML link or PDF that you can print

Safety Committee



Health & Safety Reps



First Aid Attendants



Emergency/Fire Wardens



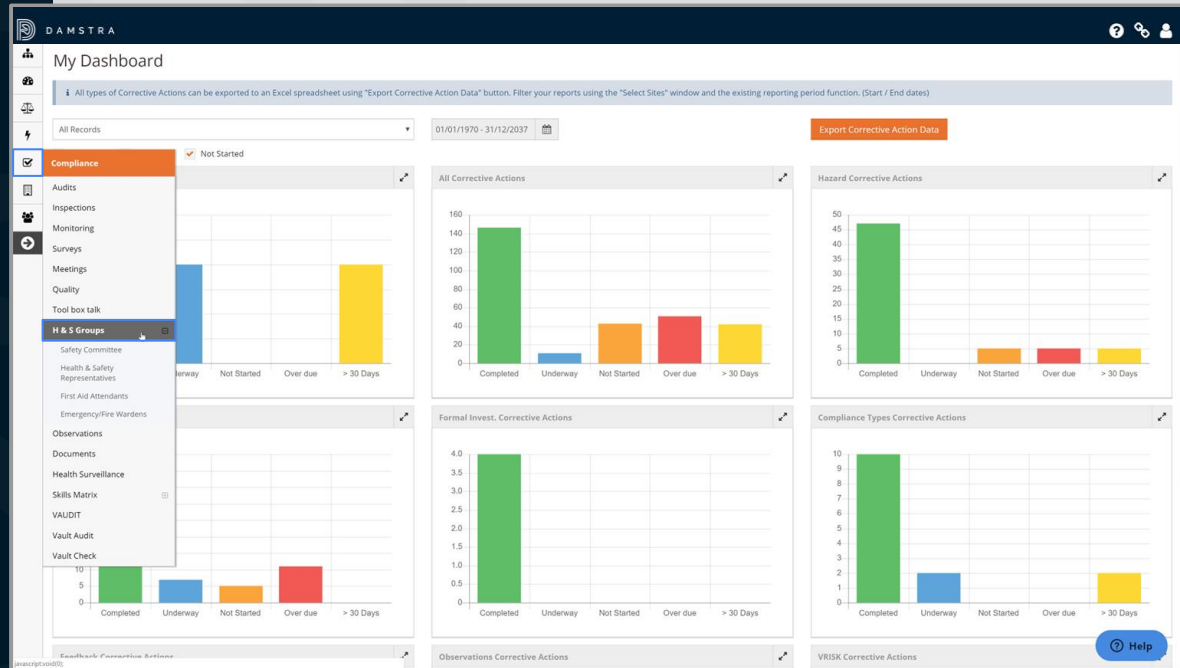
Manage H&S Groups

Accessing H&S Groups

These key staff can be found in one of the four *H&S Groups* menus, within the *Compliance* Section.

There are four types of groups you can add a *Worker* to within H&S Groups. These are:

- Safety Committee,
- Health & Safety Representatives,
- First Aid Attendants,
- and Emergency/Fire Wardens



Manage H&S Groups

Accessing H&S Groups cont.

All H&S Groups modules work identically, displaying pictures of the Workers assigned to the group.

Pictures will only be shown if added through the Worker Record.

If no picture has been assigned the worker will show a generic image in its place

The screenshot displays the DAMSTRA interface for the 'H & S Groups / Safety Committee' module. The interface features a dark blue header with the DAMSTRA logo and navigation icons. Below the header, the breadcrumb 'H & S Groups / Safety Committee' is visible. The main content area shows a grid of 18 worker profiles, each with a photo and a name. The profiles are arranged in three rows and six columns. The worker 'William Tell' in the bottom right corner is highlighted with a blue border. A 'Print' button is located in the top right corner of the grid area, and a 'Help' button is in the bottom right corner of the interface.

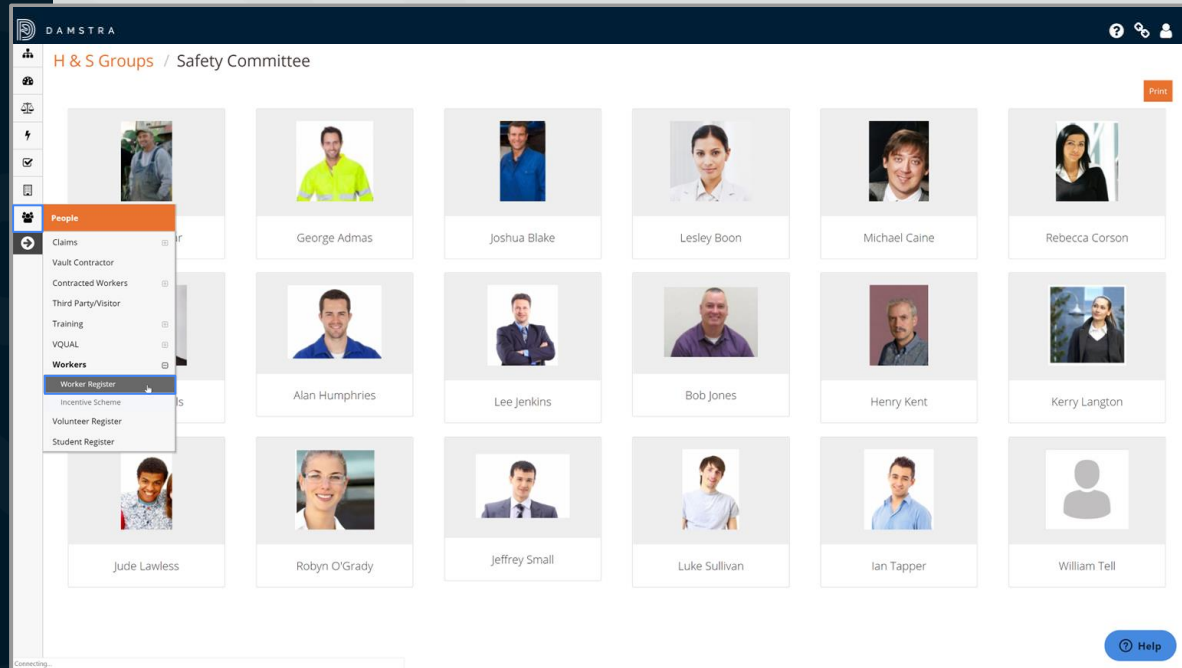
Worker Name	Photo Status
Jethan Abuzar	Assigned
George Admas	Assigned
Joshua Blake	Assigned
Lesley Boon	Assigned
Michael Caine	Assigned
Rebecca Corson	Assigned
Martin Daniels	Assigned
Alan Humphries	Assigned
Lee Jenkins	Assigned
Bob Jones	Assigned
Henry Kent	Assigned
Kerry Langton	Assigned
Jude Lawless	Assigned
Robyn O'Grady	Assigned
Jeffrey Small	Assigned
Luke Sullivan	Assigned
Ian Tapper	Assigned
William Tell	Generic Image

Manage H&S Groups

Accessing H&S Groups cont.

To add a worker to one of these groups, first we need to **edit** the desired person's *Worker* record in the *Workers Register*.

The *Workers Register* can be found in the *People* Section, under *Workers*.



The screenshot displays the DAMSTRA web application interface for managing H&S Groups. The page title is "H & S Groups / Safety Committee". A left-hand navigation menu is open, showing the "People" section selected, with a sub-menu for "Workers" containing the "Worker Register" option. The main content area shows a grid of 18 worker profiles, each with a photo and name. The profiles are arranged in three rows and six columns. The names of the workers are: George Admas, Joshua Blake, Lesley Boon, Michael Caine, Rebecca Corson, Alan Humphries, Lee Jenkins, Bob Jones, Henry Kent, Kerry Langton, Jude Lawless, Robyn O'Grady, Jeffrey Small, Luke Sullivan, Ian Tapper, and William Tell. A "Print" button is visible in the top right corner, and a "Help" button is in the bottom right corner.

Worker Name
George Admas
Joshua Blake
Lesley Boon
Michael Caine
Rebecca Corson
Alan Humphries
Lee Jenkins
Bob Jones
Henry Kent
Kerry Langton
Jude Lawless
Robyn O'Grady
Jeffrey Small
Luke Sullivan
Ian Tapper
William Tell

Manage H&S Groups

Add Worker to H&S Group

Locate the Worker you wish to add to a H&S Group.

In the Worker record, **scroll** to the *Key Appointment* section.

Hire Date * 10/12/2018

Employment Ceased

Vault Apps Portal Vault Event Portal Generate

Key Appointment

Manager	<input type="checkbox"/>		Chief Warden
Supervisor	<input type="checkbox"/>		Chairperson
Designated Investigator	<input type="checkbox"/>		Senior Attendant
Superintendent	<input type="checkbox"/>		Advisor
Emergency/Fire Warden	<input type="checkbox"/>	<input type="text"/>	-- Please Select --
Safety Committee	<input type="checkbox"/>	<input type="text"/>	
First Aid Attendant	<input type="checkbox"/>	<input type="text"/>	
Health and Safety Reps	<input type="checkbox"/>	<input type="text"/>	
Emergency Response Team	<input type="checkbox"/>	<input type="text"/>	

Photograph

Passport

Save Worker Help

Manage H&S Groups

Add Worker to H&S Group cont.

The highlighted appointments will add the Worker to the appropriate H&S Group menu when selected.

Tick the checkbox of the role you wish to assign this Worker to.

The screenshot shows a web form for adding a worker to an H&S group. The form is divided into several sections:

- Hire Date ***: 10/12/2018
- Employment Ceased**: (with an 'Archive' button)
- Vault Appointments**: Vault Notify, Vault Audit, Vault Check, and a 'Generate' button.
- Key Appointment**: A list of roles with checkboxes and date pickers:
 - Manager:
 - Supervisor:
 - Designated Investigator:
 - Superintendent:
 - Emergency/Fire Warden: (highlighted)
 - Safety Committee: (highlighted)
 - First Aid Attendant: (highlighted)
 - Health and Safety Reps: (highlighted)
 - Emergency Response Team:
- Photograph**: A photo of a man with a beard, with a 'Passport' button to the right.

At the bottom of the form, there is a 'Save Worker' button and a 'Help' button.

Manage H&S Groups

Add Worker to H&S Group cont.

Add the date that the Worker was appointed to this H&S Role by typing it directly into the field, or selecting it from the calendar.

The screenshot shows a web form for adding a worker to an H&S group. The form is divided into several sections:

- Hire Date ***: A date field with a calendar icon, showing 10/12/2018.
- Employment Ceased**: A checkbox, an 'Archive' button, and three checkboxes for 'Vault Notify', 'Vault Audit', and 'Vault Check'.
- Vault Apps Portal**: A dropdown menu showing 'Vault Event Portal' and a 'Generate' button.
- Key Appointment**: A section with a red dot icon and a list of roles with checkboxes and date fields:
 - Manager:
 - Supervisor:
 - Designated Investigator:
 - Superintendent:
 - Emergency/Fire Warden: [Date field]
 - Safety Committee: [Date field]
 - First Aid Attendant: [Date field]
 - Health and Safety Reps: [Date field: 26/02/2019]
 - Emergency Response Team: [Date field]
- Roles**: A list of roles with checkboxes:
 - Chief Warden:
 - Chairperson:
 - Senior Attendant:
 - Advisor:
- Photograph**: A section with a red dot icon, a photograph of a man, and a 'Passport' button.

At the bottom of the form, there is a 'Save Worker' button on the left and a 'Help' button on the right.

Manage H&S Groups

Assign to a Senior Appointment

If you want to assign this person as a Senior Appointment, **click** on the appropriate tick-box.

Once done, **scroll** to the bottom of the page and **click** 'Save Worker'.

The screenshot shows a web interface for managing H&S groups. The form is divided into several sections:

- Hire Date ***: 10/12/2018
- Employment Ceased**:
- Vault Appointments**: Vault Notify Vault Audit Vault Check Vault Event Portal (dropdown) **Generate**
- Key Appointment**:
 - Manager
 - Supervisor
 - Designated Investigator
 - Superintendent
 - Emergency/Fire Warden [Calendar icon]
 - Safety Committee [Calendar icon]
 - First Aid Attendant
 - Health and Safety Reps 20/02/2019 [Calendar icon]
 - Emergency Response Team [Calendar icon]
- Senior Appointment**:
 - Chief Warden
 - Chairperson
 - Senior Attendant
 - Advisor
 - Please Select -- (dropdown)
- Photograph**: [Photo of a man] **Passport** (button)

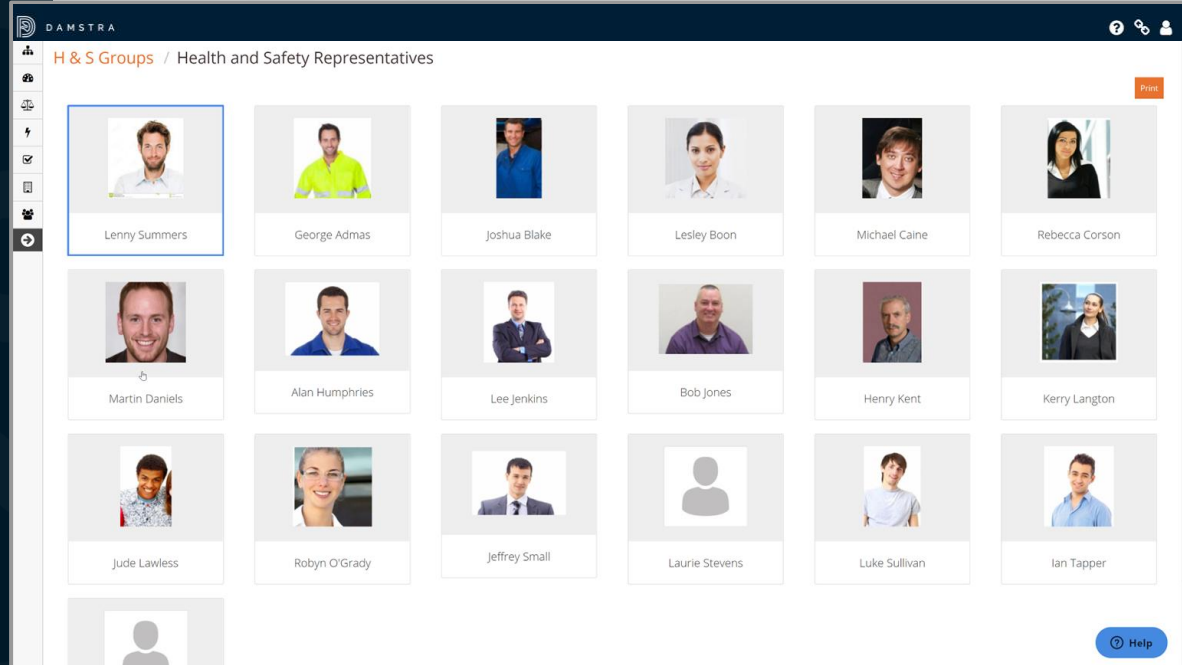
At the bottom of the form, there is a **Save Worker** button and a **Help** button.

Manage H&S Groups

View Worker in H&S Group

The worker will now be viewable in the H&S Group.

To view this, navigate to the H&S group Module that relates to your chosen appointment.



The screenshot displays the DAMSTRA web application interface. The top navigation bar shows the DAMSTRA logo and the breadcrumb path: "H & S Groups / Health and Safety Representatives". A "Print" button is visible in the top right corner. The main content area is a grid of worker profiles, each consisting of a profile picture and a name. The first profile, Lenny Summers, is highlighted with a blue border. The grid contains 24 profiles in total, arranged in 4 rows and 6 columns. The names of the workers are: Lenny Summers, George Admas, Joshua Blake, Lesley Boon, Michael Caine, Rebecca Corson, Martin Daniels, Alan Humphries, Lee Jenkins, Bob Jones, Henry Kent, Kerry Langton, Jude Lawless, Robyn O'Grady, Jeffrey Small, Laurie Stevens, Luke Sullivan, and Ian Tapper. A "Help" button is located in the bottom right corner of the interface.

Worker Name	Worker Name	Worker Name	Worker Name	Worker Name	Worker Name
Lenny Summers	George Admas	Joshua Blake	Lesley Boon	Michael Caine	Rebecca Corson
Martin Daniels	Alan Humphries	Lee Jenkins	Bob Jones	Henry Kent	Kerry Langton
Jude Lawless	Robyn O'Grady	Jeffrey Small	Laurie Stevens	Luke Sullivan	Ian Tapper

Manage H&S Groups

Site Selection Filter

You can filter which staff you want to see by Site, using the *Site Selection filter*.

Click *Site Selection*, and choose the Site you wish to filter to from the Hierarchy

The screenshot displays the DAMSTRA web application interface. The main page is titled "H & S Groups / Health and Safety Representatives" and shows a grid of staff member profiles. The profiles visible are Lenny Summers, George Admas, Joshua Blake, Lesley Boon, Michael Caine, Rebecca Corson, Martin Daniels, and Jude Lawless. An orange "Print" button is located in the top right corner of the main page.

An "Site Selection Filter" dialog is open in the foreground, showing a hierarchical tree structure of sites. The tree is expanded to show the "ABC Group" and "ABC Warehouse" sections. The "ABC Warehouse" section is further expanded to show sub-sites like "ABC Warehouse Australia", "ABC Warehouse Queensland", "ABC Warehouse South Australia", "ABC Warehouse Victoria", "ABC Warehouse Western Australia", "ABC Warehouse New South Wales", "ABC Warehouse Tasmania", "ABC Warehouse Northern Territory", "ABC Warehouse ACT", "ABC Warehouse Northern Territory", "ABC Warehouse Queensland", "ABC Warehouse South Australia", "ABC Warehouse Victoria", "ABC Warehouse Western Australia", "ABC Warehouse New South Wales", "ABC Warehouse Tasmania", "ABC Warehouse Northern Territory", "ABC Warehouse ACT".

The dialog also includes a search bar, a "Select All" button, and a "Show Archived" checkbox. At the bottom of the dialog, there are "Save" and "Cancel" buttons, and a "Help" button in the bottom right corner.

Manage H&S Groups

Print a Poster

To Print a poster of all staff shown within this module, **click 'Print'**.

A list of different formatting options is shown.

Set the Paper Size. You can choose between A3 and A4

Choose the Orientation of the page. You can choose either Portrait or Landscape.

Choose the Format that this printable poster will be output as. You can choose *HTML*, to open in a new tab in your browser, or *PDF*, to download a PDF copy.

Once selected, **click 'Print'**.

The image shows two screenshots of the DAMSTRA web application interface. The top screenshot displays the 'H & S Groups / Health and Safety Representatives' page with two staff members, Lenny Summers and Martin Daniels, shown as profile cards. A 'Print' button is visible in the top right corner. The bottom screenshot shows the same page with a 'print' dialog box open. The dialog box contains the following options: Paper Size (set to 'A4'), Orientation (set to 'Portrait'), and Format (set to 'HTML'). There are 'Print' and 'Close' buttons at the bottom of the dialog box. The DAMSTRA logo is visible in the top left corner of both screenshots.

