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Manage Job Positions

Safety

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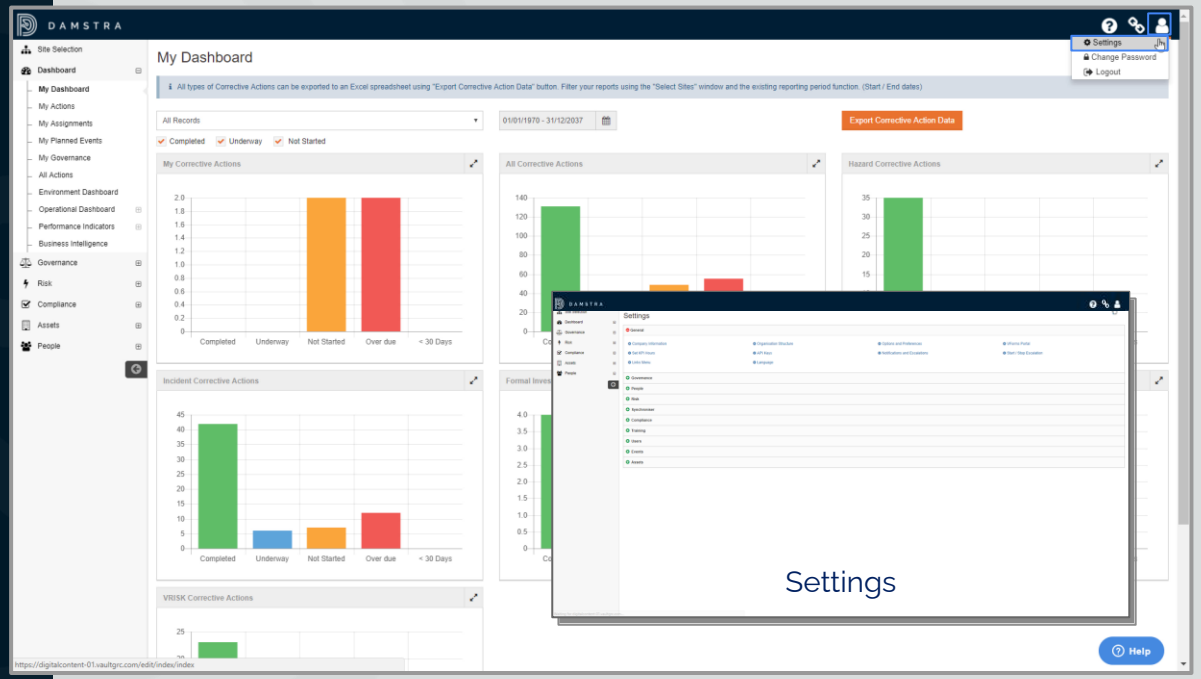
Manage Job Positions
Settings

Before the Position for a ‘Worker’, ‘Contracted Worker’ or ‘Other Person Type’ can be added to a Person’s record, the Position must first exist in the ‘Job Positions Register’ in ‘Settings’.

This can be found under the ‘Profile’ icon in the ‘Menu Bar’.



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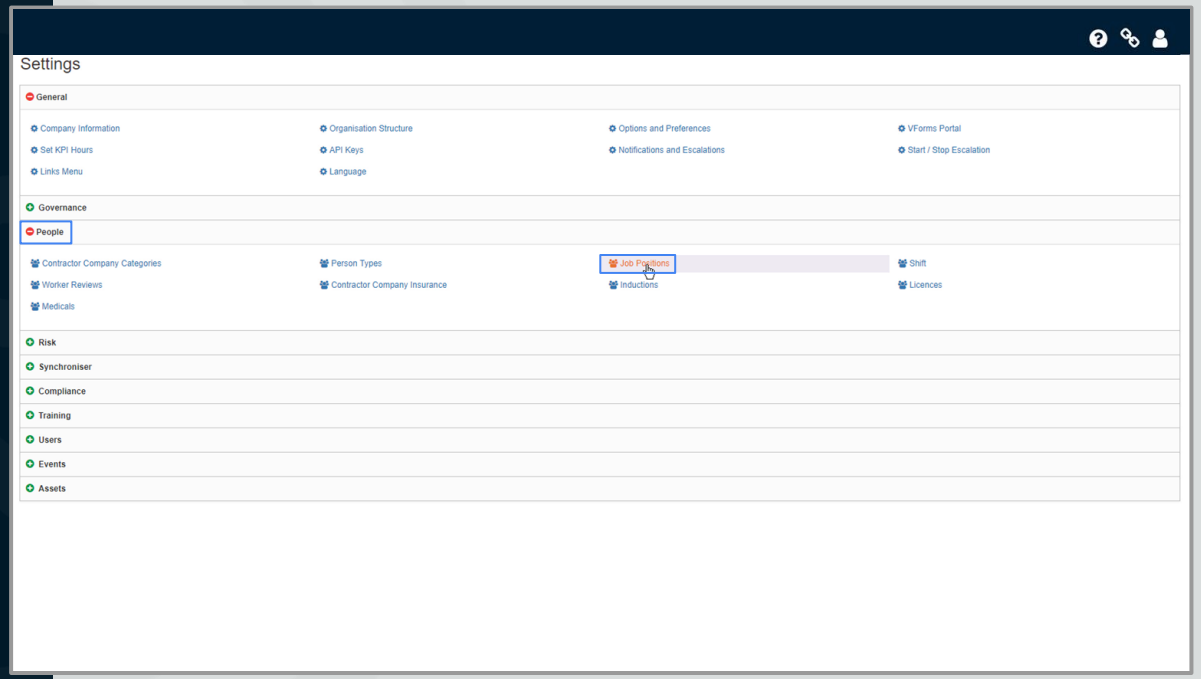
Manage Job Positions

Job Positions

Click to expand the ‘People’ section, then **click** ‘Job Positions’.



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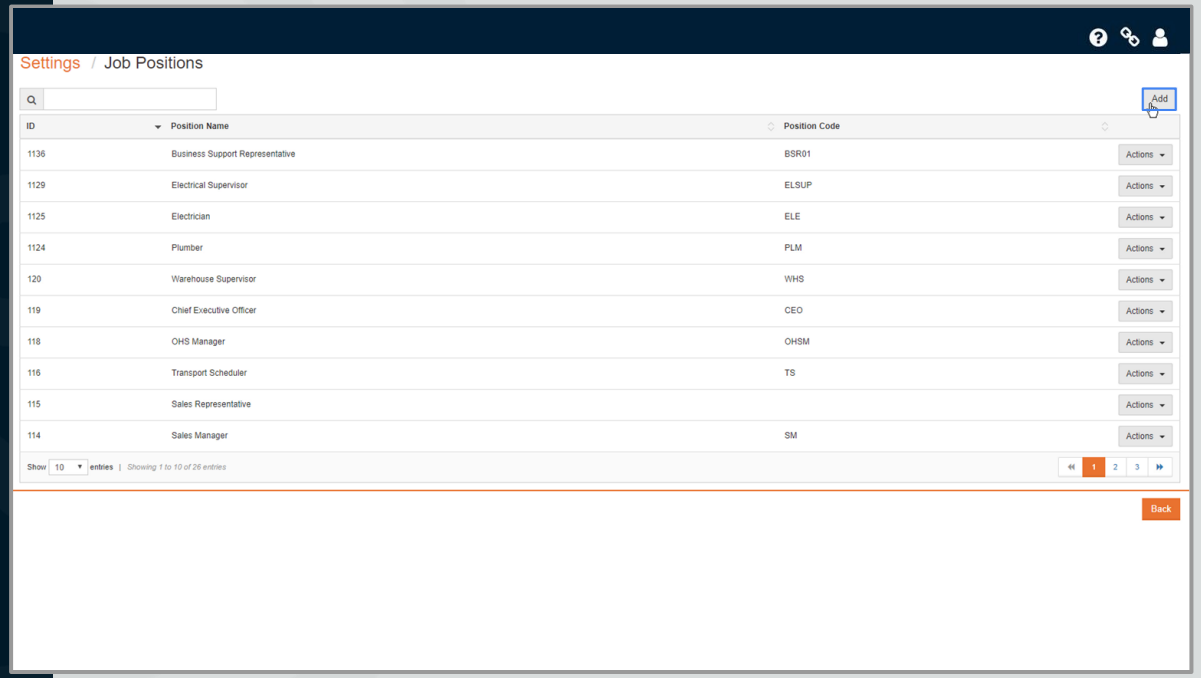
Manage Job Positions

Add job Position

The ‘Job Positions Register’ is shown, which displays all existing Positions already added to Damstra Safety.

To add a new Position, **click** ‘Add’.



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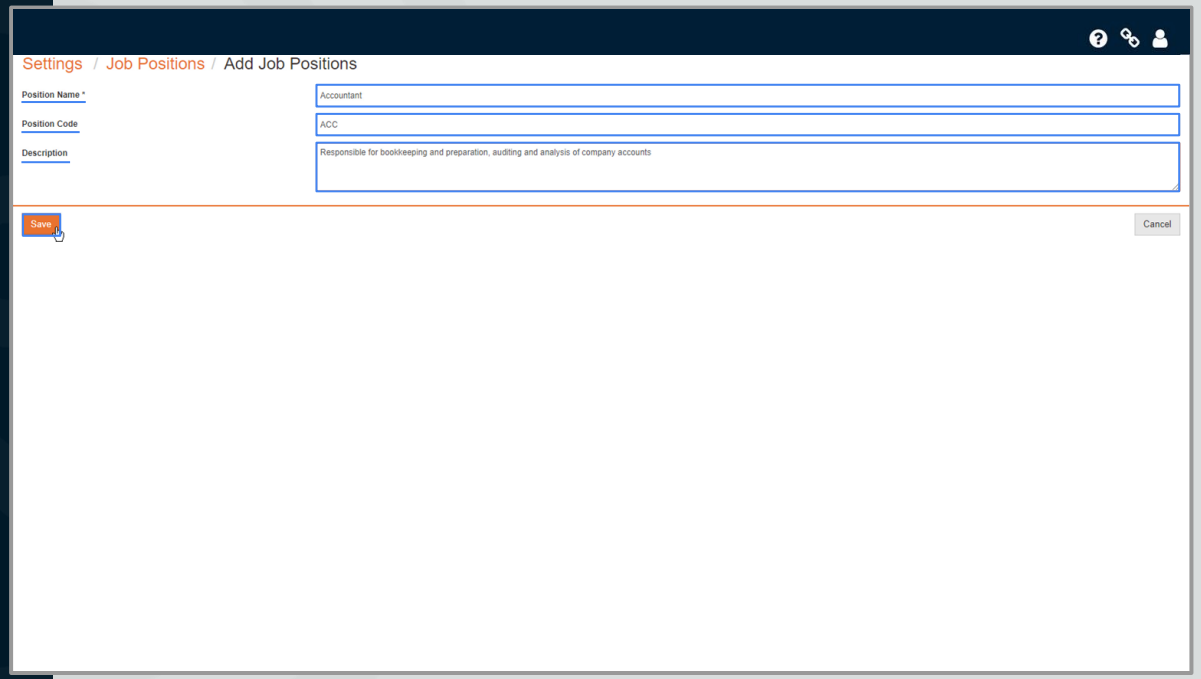
Manage Job Positions
The Short Form

This loads the Short Form which collects the minimum information required to add a new Position to the register.

Type the 'Position Name', the corresponding 'Position Code' (if your Organisation uses one), and optionally **enter** a 'Description' of the Position.

Then, **click** 'Save'.



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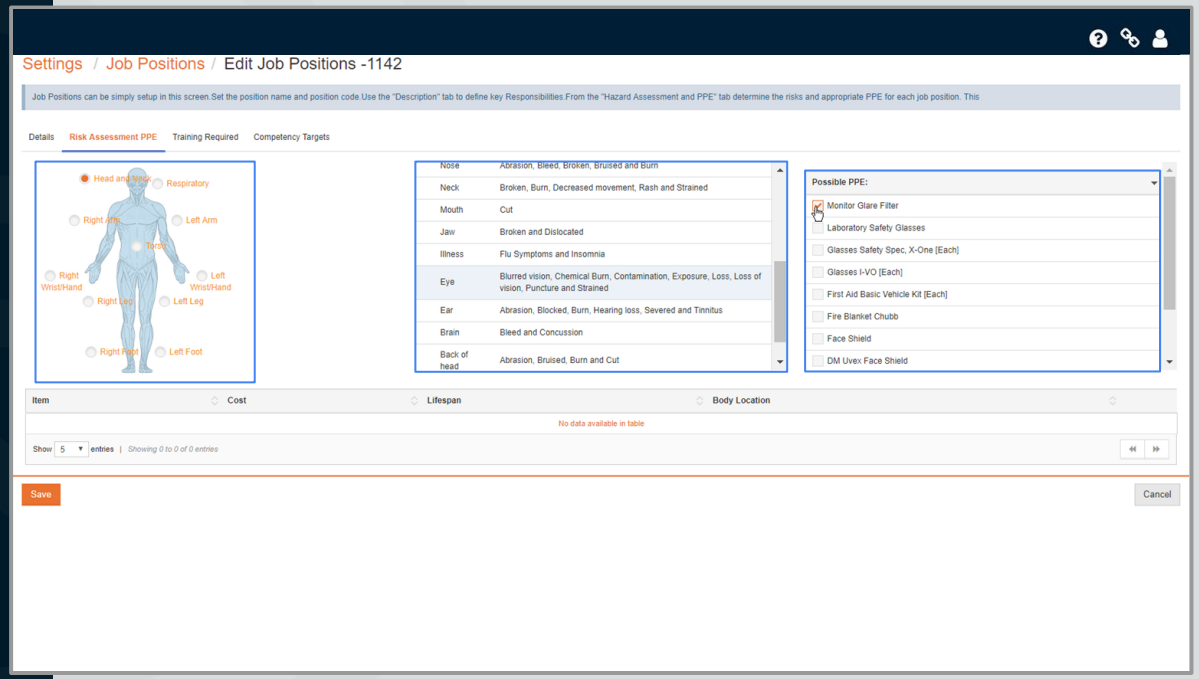
Manage Job Positions
Risk Assessment PPE

Additional fields of information now appear across a number of new tabs.

The ‘Risk Assessment PPE’ tab is where we should record any identified risks to personal safety that may be inherent to the role, and any associated PPE that may mitigate those risks.

For each identified risk, click the associated general area of the body, then select the specific injury areas from the list. Once selected, a list of possible PPE appears.

Tick the checkbox next to any item to associate it with the Job Position.



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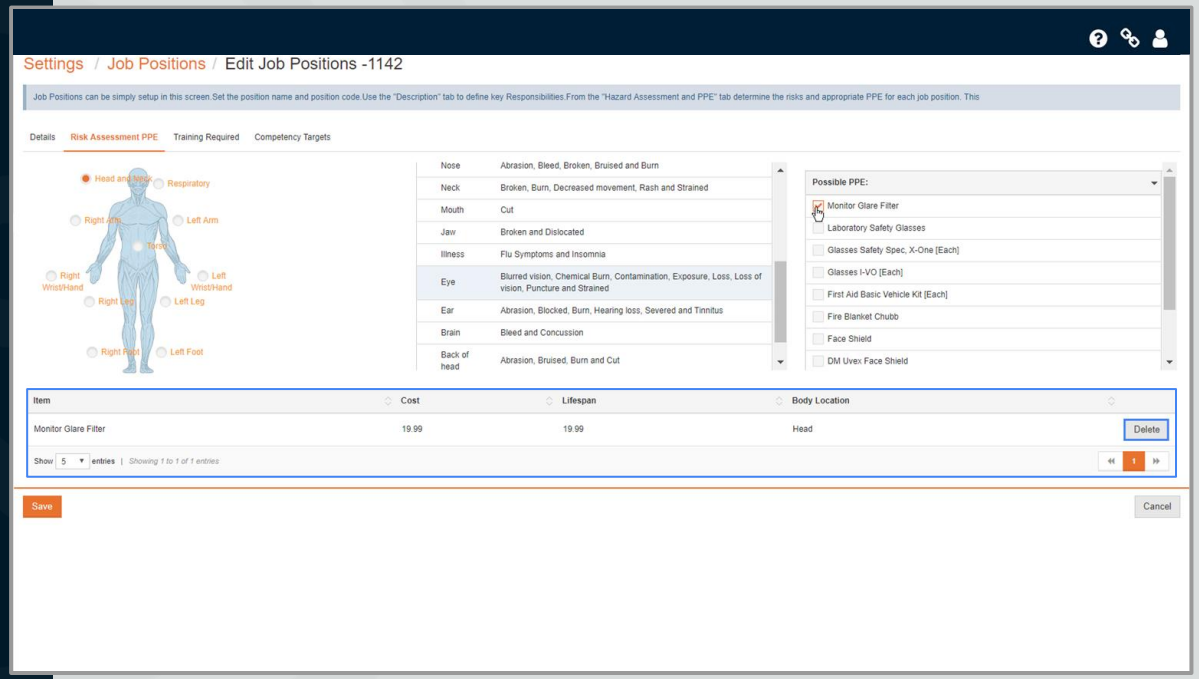
Manage Job Positions
Risk Assessment PPE cont.

The item now appears in the table at the bottom of the screen.

If a mistake is made or you need to remove an item for any reason, simply **click** 'Delete'.

Repeat this process for any additional risks.



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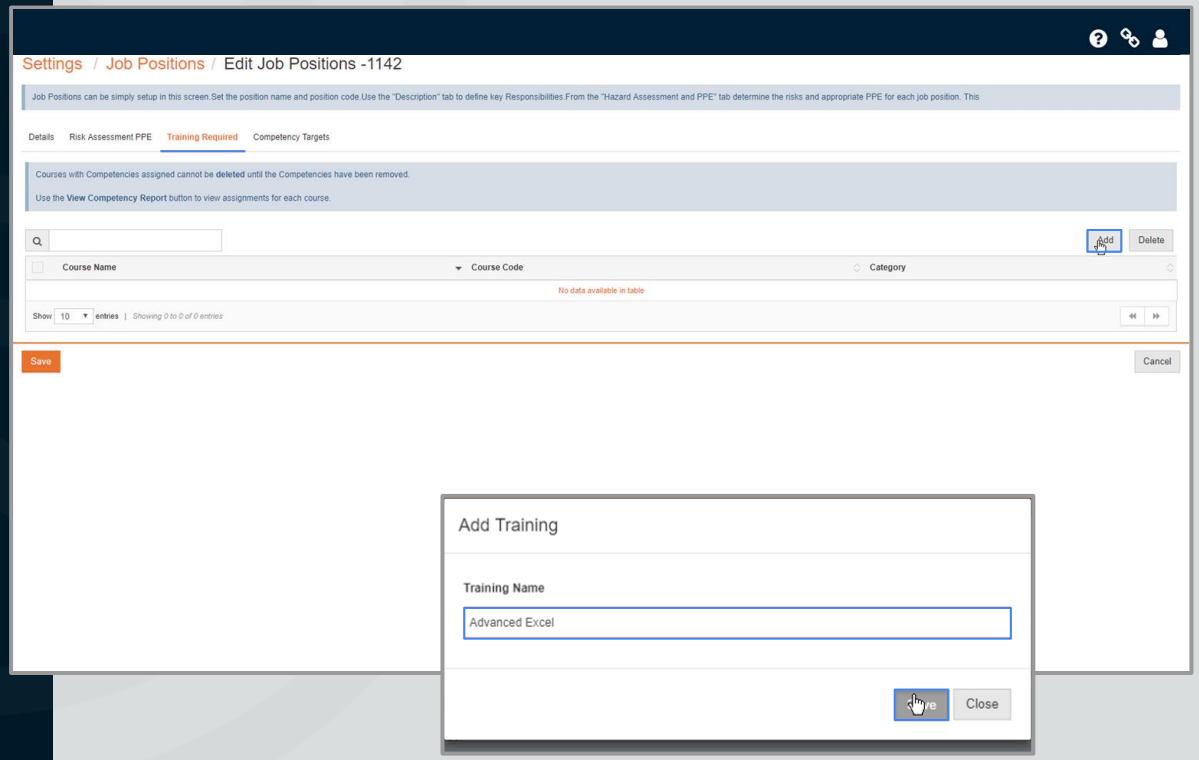
Manage Job Positions
Training Required

The ‘Training Required’ tab allows us to link this position to any ‘Training Courses’ already added to the ‘Course Register’, which will then set that ‘Course’ as ‘Required’ for any Worker holding this Position.

To add a ‘Training Course’, **click** ‘Add’ and **begin typing** the name of the ‘Training Course’.

Smart Search will intelligently locate the correct ‘Course’ as you begin to type.



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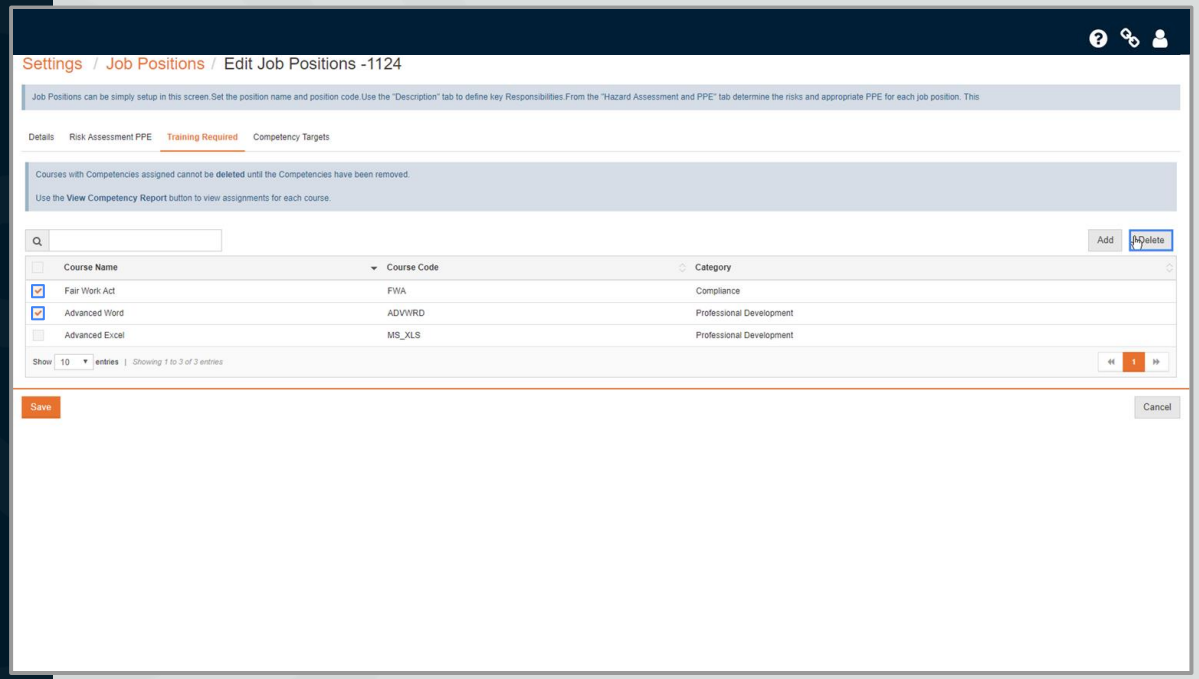
Manage Job Positions
Training Required cont.

The ‘Training Course’ will then appear in the ‘Training Required Register’.

To remove a ‘Training Course’, **tick** the corresponding check-box, then **click** ‘Delete’.



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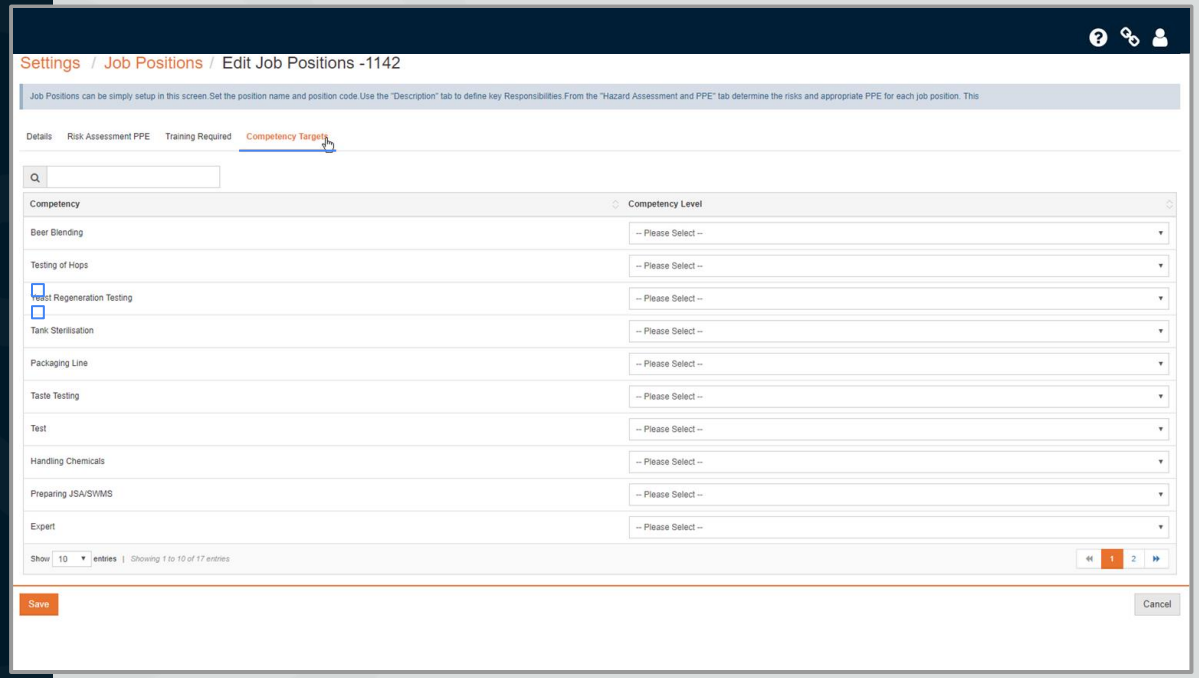
Manage Job Positions
Competency

The ‘Competency Targets’ tab allows us to set required Competency Levels for various categories for this Position.

Note that this applies only where the optional ‘VQUAL’ module has been added. Help with this can be found in the Support Portal.

Once all mandatory and relevant information has been input against all tabs, **click** ‘Save’ to return to the ‘Job Positions Register’.



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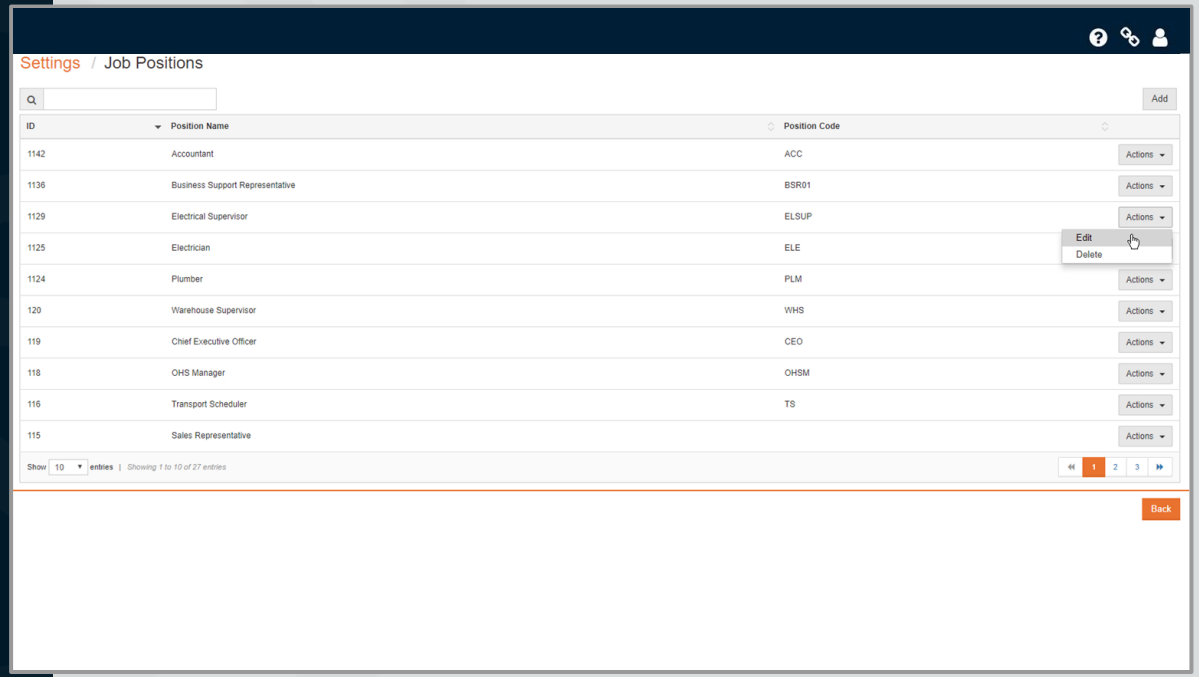
Manage Job Positions
Edit, Delete

The Position is now available for selection in 'Worker' records.

To edit or delete an existing Job Position, **click** 'Actions', then **select** the appropriate option.



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