



D A M S T R A

Manage Job Positions

Safety



## [DISCLAIMER]

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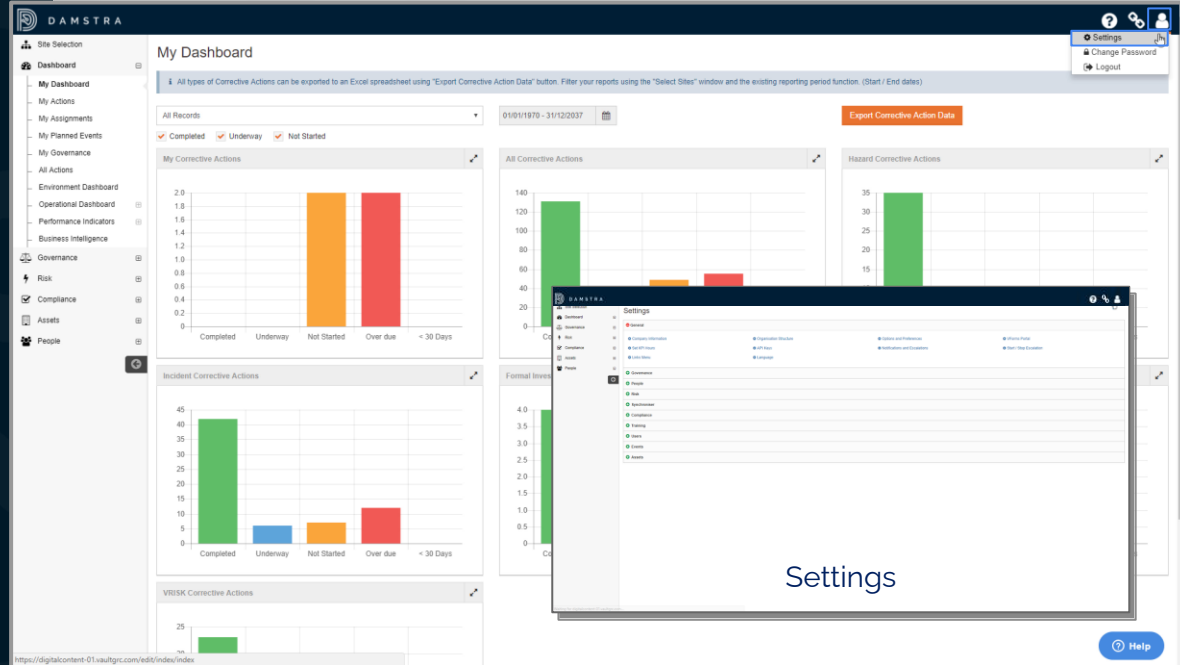
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# Manage Job Positions Settings

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'.

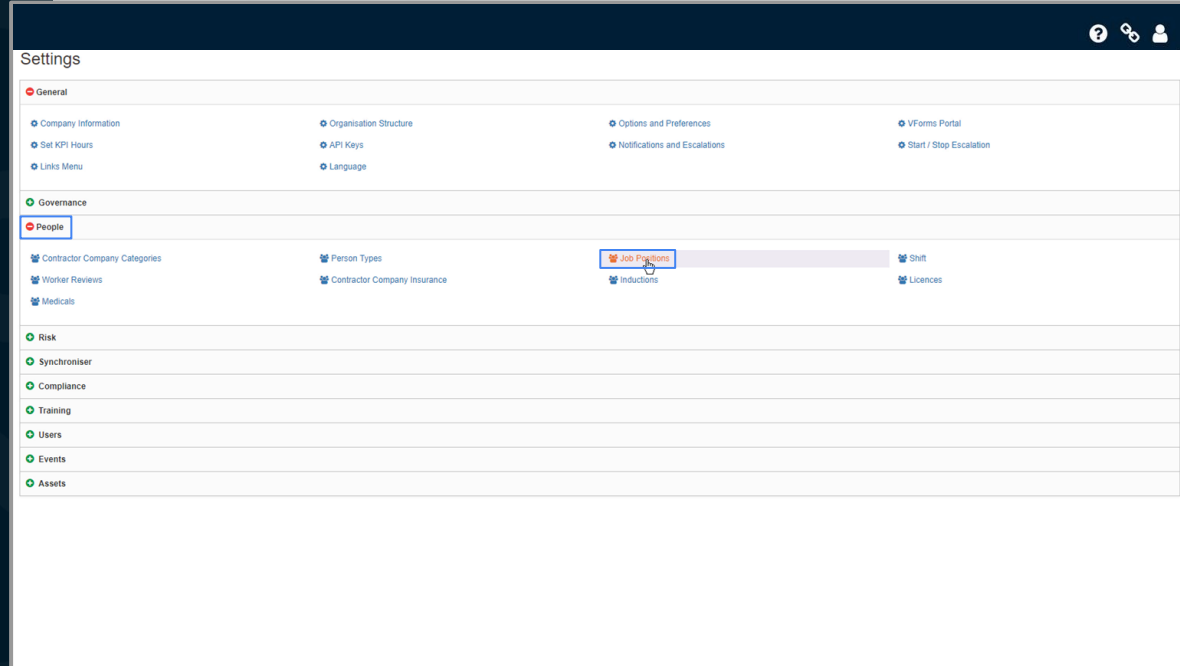
This can be found under the 'Profile' icon in the 'Menu Bar'.



# Manage Job Positions

## Job Positions

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

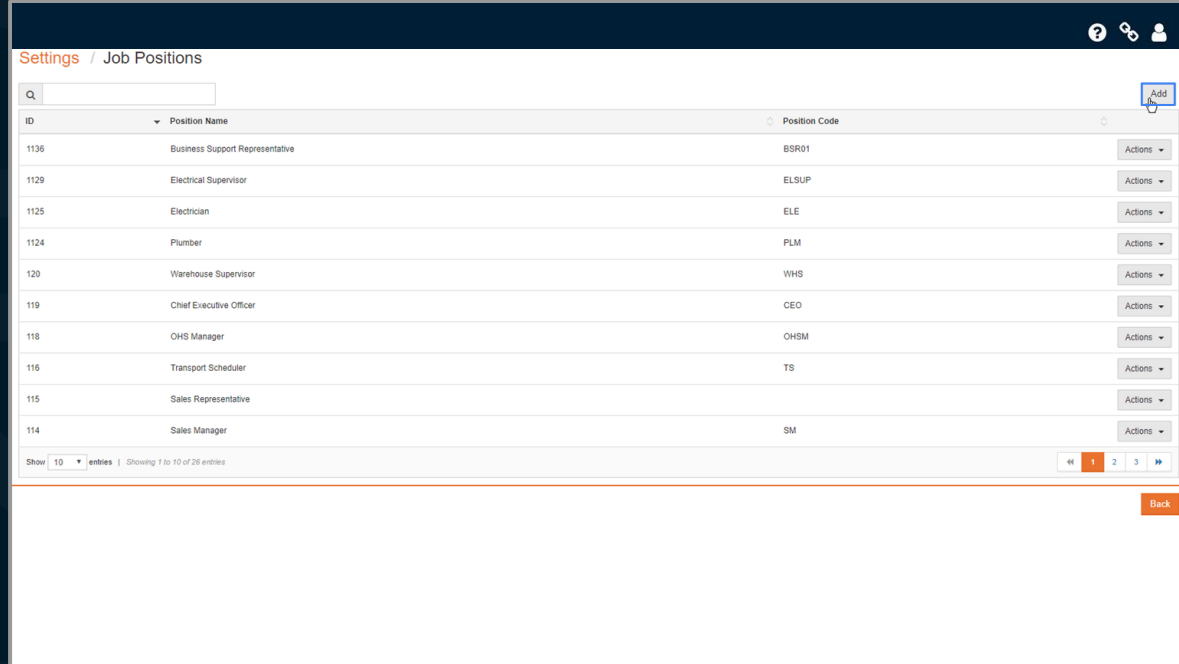


# Manage Job Positions

## 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'.



Settings / Job Positions

Search:

Add

ID	Position Name	Position Code	Actions
1136	Business Support Representative	BSR01	Actions
1129	Electrical Supervisor	ELSUP	Actions
1125	Electrician	ELE	Actions
1124	Plumber	PLM	Actions
120	Warehouse Supervisor	WHS	Actions
119	Chief Executive Officer	CEO	Actions
118	OHS Manager	OHSM	Actions
116	Transport Scheduler	TS	Actions
115	Sales Representative		Actions
114	Sales Manager	SM	Actions

Show 10 entries | Showing 1 to 10 of 26 entries

Back

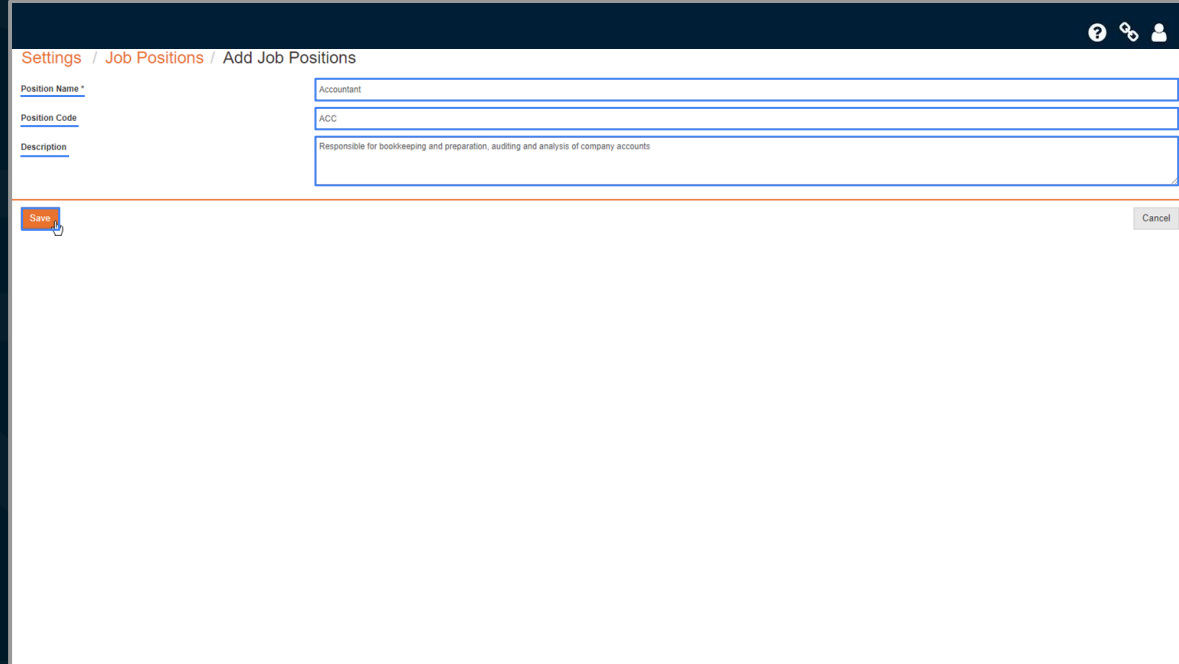
# Manage Job Positions

## 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'.



The screenshot shows a web application interface for adding job positions. At the top, a dark blue header bar contains a question mark icon, a key icon, and a user profile icon. Below the header, a breadcrumb trail reads 'Settings / Job Positions / Add Job Positions'. The form consists of three input fields: 'Position Name' with the value 'Accountant', 'Position Code' with the value 'ACC', and 'Description' with the value 'Responsible for bookkeeping and preparation, auditing and analysis of company accounts'. At the bottom left of the form is an orange 'Save' button with a mouse cursor hovering over it, and at the bottom right is a grey 'Cancel' button.

# 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.

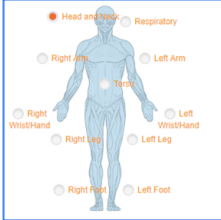
For each identified risk, click the associated general area of the body, then select the specific injury areas from the list. Once selected, a list of possible PPE appears.

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

Settings / Job Positions / Edit Job Positions -1142

Job Positions can be simply setup in this screen. Set the position name and position code. Use the "Description" tab to define key Responsibilities. From the "Hazard Assessment and PPE" tab determine the risks and appropriate PPE for each job position. This

Details Risk Assessment PPE Training Required Competency Targets



Nose	Abrasion, Bleed, Broken, Bruised and Burn
Neck	Broken, Burn, Decreased movement, Rash and Strained
Mouth	Cut
Jaw	Broken and Dislocated
Illness	Flu Symptoms and Insomnia
Eye	Blurred vision, Chemical Burn, Contamination, Exposure, Loss, Loss of vision, Puncture and Strained
Ear	Abrasion, Blocked, Burn, Hearing loss, Severed and Tinnitus
Brain	Bleed and Concussion
Back of head	Abrasion, Bruised, Burn and Cut

Possible PPE:

- ☒ Monitor Glare Filter
- ☐ Laboratory Safety Glasses
- ☐ Glasses Safety Spec, X-One [Each]
- ☐ Glasses I-VO [Each]
- ☐ First Aid Basic Vehicle Kit [Each]
- ☐ Fire Blanket Chubb
- ☐ Face Shield
- ☐ DM Uvex Face Shield

Item Cost Lifespan Body Location

No data available in table

Show 5 entries | Showing 0 to 0 of 0 entries

Save Cancel



# 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.

Settings / Job Positions / Edit Job Positions -1142

Job Positions can be simply setup in this screen. Set the position name and position code. Use the "Description" tab to define key Responsibilities. From the "Hazard Assessment and PPE" tab determine the risks and appropriate PPE for each job position. This

Details Risk Assessment PPE Training Required Competency Targets



	Note
Head and Neck	Abrasion, Bleed, Broken, Bruised and Burn
Neck	Broken, Burn, Decreased movement, Rash and Strained
Mouth	Cut
Jaw	Broken and Dislocated
Illness	Flu Symptoms and Insomnia
Eye	Burned vision, Chemical Burn, Contamination, Exposure, Loss, Loss of vision, Puncture and Strained
Ear	Abrasion, Blocked, Burn, Hearing loss, Severed and Tinnitus
Brain	Bleed and Concussion
Back of head	Abrasion, Bruised, Burn and Cut

Possible PPE:

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- ☐ Laboratory Safety Glasses
- ☐ Glasses Safety Spec. X-One [Each]
- ☐ Glasses I-VO [Each]
- ☐ First Aid Basic Vehicle Kit [Each]
- ☐ Fire Blanket Chubb
- ☐ Face Shield
- ☐ DM Uvex Face Shield

Item	Cost	Lifespan	Body Location	
Monitor Glare Filter	19.99	19.99	Head	Delete

Show 5 entries | Showing 1 to 1 of 1 entries

Save Cancel



# 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.

The screenshot displays the 'Edit Job Positions -1142' interface. The top navigation bar includes 'Settings / Job Positions / Edit Job Positions -1142'. Below this, a message states: 'Job Positions can be simply setup in this screen. Set the position name and position code. Use the "Description" tab to define key Responsibilities. From the "Hazard Assessment and PPE" tab determine the risks and appropriate PPE for each job position. This'. The main content area has tabs for 'Details', 'Risk Assessment PPE', 'Training Required' (selected), and 'Competency Targets'. A warning message reads: 'Courses with Competencies assigned cannot be deleted until the Competencies have been removed. Use the View Competency Report button to view assignments for each course.' Below this is a search bar and a table with columns 'Course Name', 'Course Code', and 'Category'. The table is currently empty, showing 'No data available in table'. A red 'Add' button is highlighted in the top right of the table area. At the bottom of the main area are 'Save' and 'Cancel' buttons. An 'Add Training' modal is open in the foreground, featuring a 'Training Name' input field with the text 'Advanced Excel' and 'Add' and 'Close' buttons at the bottom.

# 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'.

Settings / Job Positions / Edit Job Positions -1124

Job Positions can be simply setup in this screen. Set the position name and position code. Use the "Description" tab to define key Responsibilities. From the "Hazard Assessment and PPE" tab determine the risks and appropriate PPE for each job position. This

Details Risk Assessment PPE **Training Required** Competency Targets

Courses with Competencies assigned cannot be deleted until the Competencies have been removed.  
Use the View Competency Report button to view assignments for each course.

Q [ ] Add [Delete]

<input type="checkbox"/>	Course Name	Course Code	Category
<input checked="" type="checkbox"/>	Fair Work Act	FWA	Compliance
<input checked="" type="checkbox"/>	Advanced Word	ADVWRD	Professional Development
<input type="checkbox"/>	Advanced Excel	MS_XLS	Professional Development

Show 10 entries | Showing 1 to 3 of 3 entries

Save Cancel

# 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'.

Settings / Job Positions / Edit Job Positions -1142

Job Positions can be simply setup in this screen Set the position name and position code Use the "Description" tab to define key Responsibilities From the "Hazard Assessment and PPE" tab determine the risks and appropriate PPE for each job position. This

Details Risk Assessment PPE Training Required **Competency Targets**

Q

Competency	Competency Level
Beer Blending	-- Please Select --
Testing of Hops	-- Please Select --
<input checked="" type="checkbox"/> Yeast Regeneration Testing	-- Please Select --
<input type="checkbox"/> Tank Sterilisation	-- Please Select --
Packaging Line	-- Please Select --
Taste Testing	-- Please Select --
Test	-- Please Select --
Handling Chemicals	-- Please Select --
Preparing JSA/SWMS	-- Please Select --
Expert	-- Please Select --

Show 10 entries | Showing 1 to 10 of 17 entries

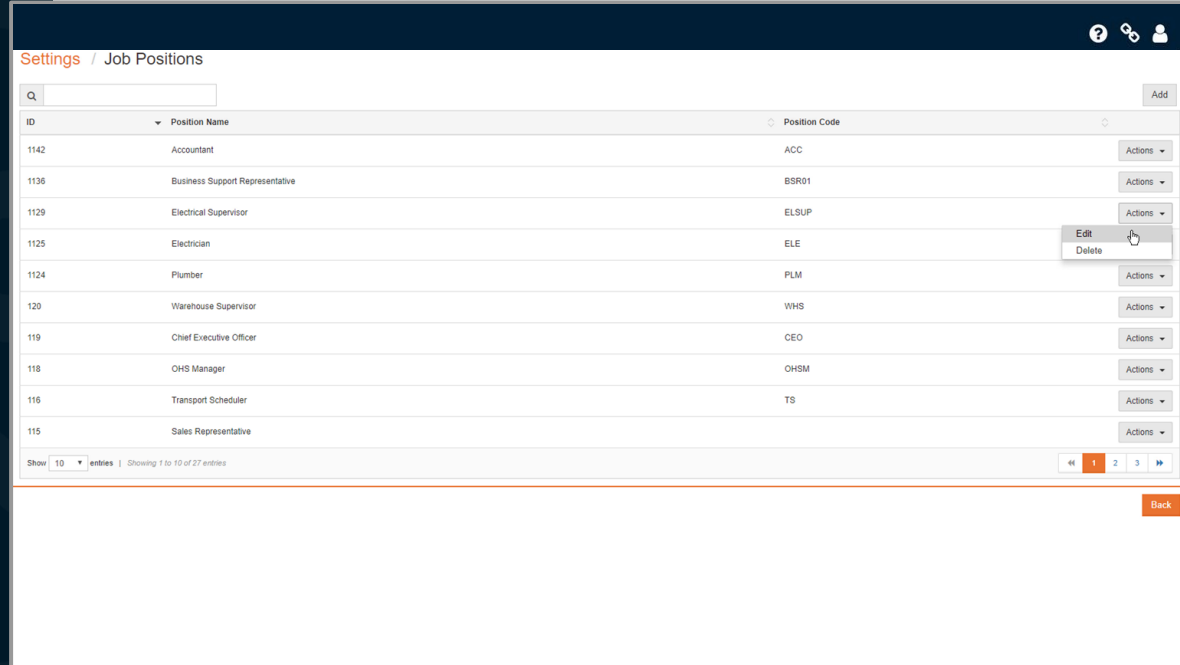
Save Cancel

# 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.



The screenshot displays a web application interface for managing job positions. At the top, there is a dark blue header with navigation icons (help, search, user) and a breadcrumb trail 'Settings / Job Positions'. Below the header is a search bar and an 'Add' button. The main content area features a table with columns for ID, Position Name, and Position Code. The table lists 11 job positions. For the position with ID 1125 (Electrician), the 'Actions' dropdown menu is open, showing 'Edit' and 'Delete' options. At the bottom of the table, there is a pagination bar showing 'Showing 1 to 10 of 27 entries' and a 'Back' button.

ID	Position Name	Position Code	Actions
1142	Accountant	ACC	Actions
1136	Business Support Representative	BSR01	Actions
1129	Electrical Supervisor	ELSUP	Actions
1125	Electrician	ELE	Edit Delete
1124	Plumber	PLM	Actions
120	Warehouse Supervisor	WHS	Actions
119	Chief Executive Officer	CEO	Actions
118	OHS Manager	OHSM	Actions
116	Transport Scheduler	TS	Actions
115	Sales Representative		Actions

