



**D A M S T R A**

Add Contracted  
Worker to Register

Safety



## [DISCLAIMER]

---

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

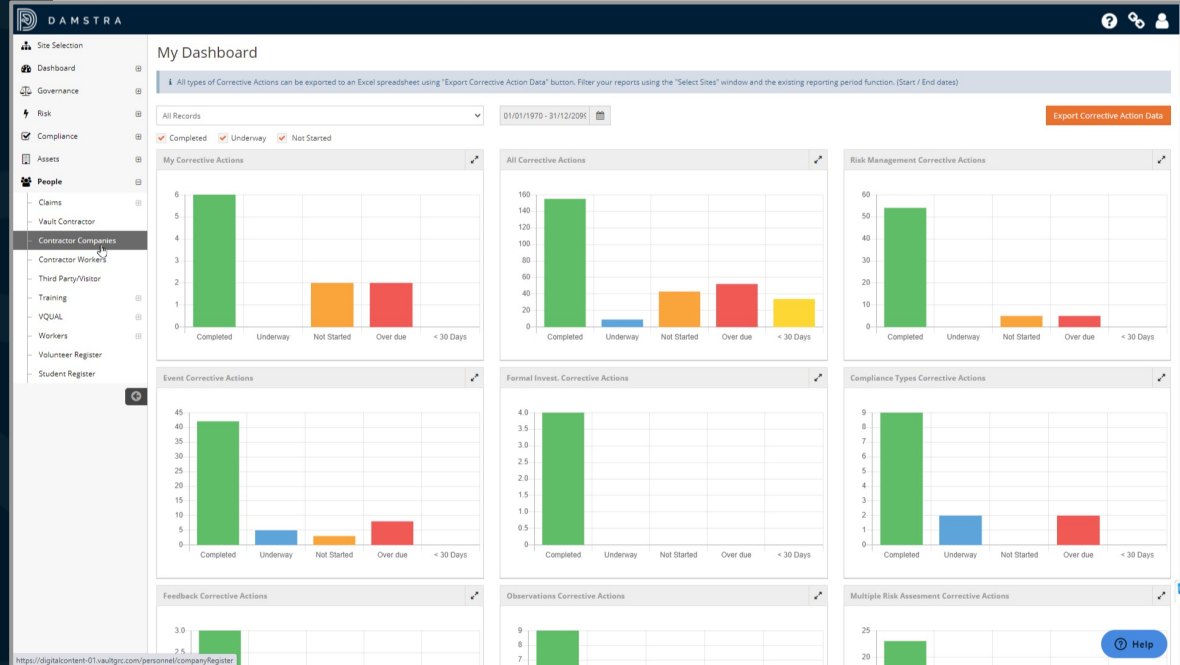
This includes any copies of this presentation taken and modified outside of the Damstra domain.

# Add Contracted Worker Contractor Company Register

There are two ways to add a Contracted Worker to Vault:

- Via the 'Contractor Company' record that the Person is employed by.
- Via the Contracted Worker Register.

In this guide we'll cover the method using the 'Contractor Company'. This is found under 'People' in the 'Menu bar'.



# Add Contracted Worker

## Contractor Company Register

**Find** the 'Contractor Company' that the 'Contracted Worker' belongs to by searching the 'Company Register'.

Once found, **click** 'Actions', then 'View Workers'.

The screenshot shows the DAMSTRA web application interface for the 'Contracted Workers / Company Register'. The left sidebar contains a navigation menu with options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contractor Companies, Third Party/Visitor, Training, VQUAL, Workers, Volunteer Register, and Student Register. The main content area is titled 'Contracted Workers / Company Register' and includes a search bar with 'fermide' entered. Below the search bar, there are filters for 'My Filters' (Managed By Lee Jenkins) and 'Filters' (Category: All selected (15)). A table displays the search results with columns: ID, Company, Contact Number, Contact Person, Contact Email, Contractor Manager, and Vendor Number. The first entry is for 'Fermide Electrical Limited' with ID 65, Contact Number 03 3554377, Contact Person Paul Burton, Contact Email pburton@fermide.nz, Contractor Manager Susan Lobb, and Vendor Number 123. An 'Actions' dropdown menu is open for the first entry, showing options: View, Edit, Delete, Archive, and View workers. The bottom right corner of the interface features a 'Help' button.

| ID | Company                    | Contact Number | Contact Person | Contact Email      | Contractor Manager | Vendor Number |
|----|----------------------------|----------------|----------------|--------------------|--------------------|---------------|
| 65 | Fermide Electrical Limited | 03 3554377     | Paul Burton    | pburton@fermide.nz | Susan Lobb         | 123           |

# Add Contracted Worker

## Contracted Worker Register

This takes us to the 'Contracted Worker Register', with the view filtered to only 'Contracted Workers' belonging to the chosen 'Contractor Company'.

To add a new 'Contracted Worker', simply **click** the 'Add' button.

The screenshot shows the DAMSTRA web application interface. On the left is a sidebar menu with options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contractor Companies, Third Party/Visitor, Training, VQUAL, Workers, Volunteer Register, and Student Register. The 'Contractor Companies' section is expanded, showing 'Contracted Workers' as the selected option. The main content area is titled 'Contracted Workers / Contracted Worker : Fernside Electrical Limited'. It features a search bar and a table of workers. The table has columns for ID, Pass No., Name, Company, Site, Company Contact, Supervisor, Status, and Actions. There are 6 entries listed. Below the table, it says 'Showing 1 to 6 of 6 entries'. On the right side of the table, there is a 'Print' button and an 'Add' button (highlighted with a red box). At the bottom right, there is a 'Help' button.

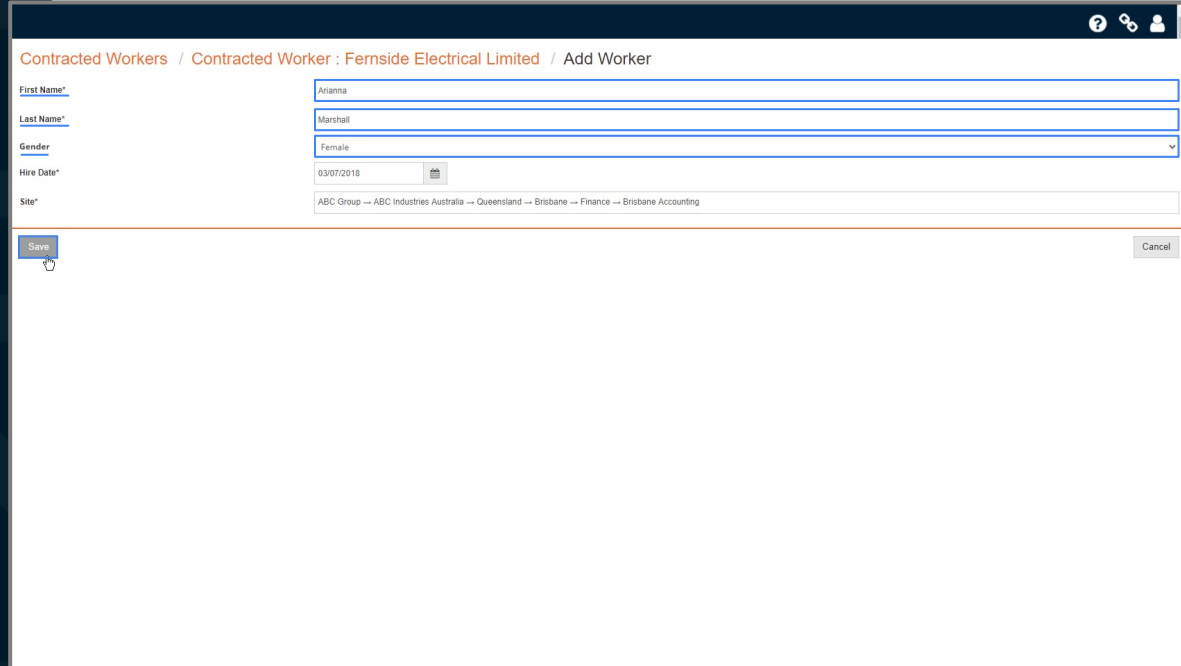
| ID  | Pass No. | Name             | Company                     | Site                     | Company Contact | Supervisor     | Status | Actions |
|-----|----------|------------------|-----------------------------|--------------------------|-----------------|----------------|--------|---------|
| 351 | 00205    | Qiang Wang       | Fernside Electrical Limited | Geebung                  | 03 3554377      | Bob Jones      | 1      | Actions |
| 349 | 00204    | Elwin Cole       | Fernside Electrical Limited | Auckland Human Resources | 03 3554377      | Rebecca Taylor | 1      | Actions |
| 349 | 00203    | Ken Chung        | Fernside Electrical Limited | Adelaide Warehouse       | 03 3554377      | Joshua Blake   | 1      | Actions |
| 339 | 00202    | Heta Wilton      | Fernside Electrical Limited | Brisbane Warehouse       | 03 3554377      | James Morpher  | 1      | Actions |
| 336 | 00201    | Lora Dunn        | Fernside Electrical Limited | Brisbane Warehouse       | 03 3554377      | James Morpher  | 1      | Actions |
| 335 | 00200    | Louisa Fernandez | Fernside Electrical Limited | Auckland Workshop        | 03 3554377      | Rebecca Taylor | 1      | Actions |

# Add Contracted Worker

## Add Worker: Short Form

This will load a 'short form' which collects the minimum, mandatory information required to add a new 'Contracted Worker' to the 'Contracted Worker Register'.

**Enter** the Contracted Worker's 'First and Last Name' and 'Sex'.



The screenshot shows a web application interface for adding a contracted worker. The breadcrumb trail at the top reads: "Contracted Workers / Contracted Worker : Fernside Electrical Limited / Add Worker". The form contains the following fields:

- First Name\***: A text input field containing "Arianna".
- Last Name\***: A text input field containing "Marshall".
- Gender**: A dropdown menu with "Female" selected.
- Hire Date\***: A date input field showing "03/07/2018" with a calendar icon.
- Site\***: A text input field containing a breadcrumb path: "ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance → Brisbane Accounting".

At the bottom of the form, there is a blue "Save" button on the left and a grey "Cancel" button on the right. A mouse cursor is hovering over the "Save" button.

# Add Contracted Worker

## Add Worker: Short Form cont.

**Enter** the Contracted Worker's 'Hire Date', either by:

**Typing** the date into the field  
or

**Clicking** the 'Calendar' icon and selecting  
the date from the 'date picker'.

Contracted Workers / Contracted Worker : Fernside Electrical Limited / Add Worker

First Name\* Arianna

Last Name\* Marshall

Gender Female

Hire Date\* 03/07/2018

Site\* ABC Group → ABC Industries Australia

Save

Contracted Workers / Contracted Worker : Fernside Electrical Limited / Add Worker

First Name\* Arianna

Last Name\* Marshall

Gender Female

Hire Date\*

Site\*

Save

« July 2018

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1  | 2  | 3  | 4  | 5  |

# Add Contracted Worker

## Add Worker: Short Form cont.

**Choose** the Contracted 'Worker's Site' from your Company Structure, either by:

- Scrolling** the structure
- or
- Searching** via site name.

Once all fields have been completed, **click 'Save'**.

The screenshot shows the 'Add Worker' form in the DAMSTRA system. The breadcrumb trail at the top reads: 'Contracted Workers / Contracted Worker : Fernside Electrical Limited / Add Worker'. The form contains the following fields:

- First Name\***: Anama
- Last Name\***: Marshall
- Gender**: Female (dropdown menu)
- Hire Date\***: 03/07/2018 (calendar icon)
- Site\***: A dropdown menu with a search bar and a list of sites.

The 'Site\*' dropdown is open, showing a search bar and a list of sites under the 'ABC Group' header. The list includes:

- ABC Industries Australia
- New South Wales
  - Rydalmere
    - Finance
      - New Forest
      - Sydney Accounting
      - Sydney Payroll
    - Plant
      - Sydney Warehouse
    - Rydalmere Plant
      - Dispatch

A blue double-headed vertical arrow is positioned next to the 'Rydalmere' site, indicating it is the selected or target site. A blue line is drawn next to the 'Dispatch' site. A 'Save' button is located below the 'Site\*' dropdown. A 'Help' button is in the bottom right corner.

# Add Contracted Worker Additional Fields and Tabs

The 'Contracted Worker' has now been successfully added to the 'Contracted Worker Register', exposing additional fields of information across a number of new tabs.

Many of these new tabs relate to information we may want to record about the 'Contracted Worker' in the future, but in this guide we'll go through recording initial, key information on the 'Contracted Worker Details' and 'Contact Details' tabs.

The screenshot shows a web application interface for managing 'Contracted Workers'. The breadcrumb trail at the top reads: 'Contracted Workers / Contracted Worker : Fernside Electrical Limited / Edit Worker - 354'. Below this is a tabbed interface with the following tabs: 'Contracted Worker Details' (active), 'Governance', 'Inductions', 'Licences', 'Training', 'PPE', 'Medical', 'Contact Details', and 'Files'. The 'Contracted Worker Information' section contains the following fields:

- Pass No. (text input)
- First Name (text input, value: Arianna)
- Last Name (text input, value: Marshall)
- Gender (dropdown menu, value: Female)
- Email Address (text input, with a 'Send Mail' button)
- Site (text input, value: ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance → Brisbane Accounting)
- Department (dropdown menu)
- Position (text input, placeholder: Type Something...)
- Trade Category (text input)
- Supervisor (text input, placeholder: Type Something...)
- Hire Date (date picker, value: 03/07/2018)
- Contracted Worker Ceased (checkbox, with an 'Archive' button)
- Contract Reviewed on Termination (checkbox, with 'Vault Notify', 'Vault Audit', and 'Vault Check' options)
- Vault App Login Token (dropdown menu, with a 'Generate' button)

The 'Employment Information' section contains the following field:

- Pass Issue Date (date picker)

# Add Contracted Worker

## Contracted Worker Information

The 'Contracted Worker Information' section records key information about the 'Contracted Worker' and their role.

**Supply** the 'Contracted Worker's' unique ID or 'Pass Number'.

**Enter** the 'Contracted Worker's Email address'. Damstra Safety will use this detail to automatically send the 'Contracted Worker' relevant notifications or escalations, if this has been enabled by your organisation in Settings.

**Note:** If your system is set up to allow Contracted Workers to create their own passwords, the email address is a mandatory piece of information required to allow this.

The screenshot shows a web application interface for adding a contracted worker. The breadcrumb trail at the top reads: "Contracted Workers / Contracted Worker : Fernside Electrical Limited / Edit Worker - 354". Below this is a navigation bar with tabs: "Contracted Worker Details", "Governance", "Inductions", "Licences", "Training", "PPE", "Medical", "Contact Details", and "Files". The "Contracted Worker Details" tab is active, showing a form titled "Contracted Worker Information". The form fields are as follows:

- Pass No.:** A text input field containing "0506".
- First Name:** A text input field containing "Antanna".
- Last Name:** A text input field containing "Marshall".
- Gender:** A dropdown menu with "Female" selected.
- Email Address:** A text input field containing "amarshall@fernside.nz". To the right of this field is a "Send Mail" button.
- Site:** A text input field containing "ABC Group -> ABC Industries Australia -> Queensland -> Brisbane -> Finance -> Brisbane Accounting".
- Department:** A dropdown menu.
- Position:** A text input field containing "Type Something...".
- Trade Category:** A text input field.
- Supervisor:** A text input field containing "Type Something...".
- Hire Date:** A date picker showing "03/07/2018".
- Contracted Worker Ceased:** A checkbox that is unchecked.
- Contract Reviewed on Termination:** A checkbox that is unchecked.
- Vault Notify:** A checkbox that is unchecked.
- Vault Audit:** A checkbox that is unchecked.
- Vault Check:** A checkbox that is unchecked.
- Vault App Login Token:** A dropdown menu showing "Vault Event Portal". To the right is a "Generate" button.
- Employment information:** A section header.
- Pass Issue Date:** A date picker.

# Add Contracted Worker

## Contracted Worker Information cont.

**Select** the 'Department' that the 'Contracted Worker' belongs to from the drop-down list, noting that this field may not be displayed depending on the settings chosen by your Organisation at *Settings > General > Preferences and Options*.

**Enter** the 'Contracted Worker's Position'. Cleverly, Smart Search functionality will help you as you type.

Contracted Workers / Contracted Worker : Fernside Electrical Limited / Edit Worker - 354

Contracted Worker Details Governance Inductions Licences Training PPE Medical Contact Details Files

Contracted Worker Information

Pass No. 0505

First Name Arianna

Last Name Marshall

Gender Female

Email Address amarschal@fernside.nz

Site ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance →

Department **Account Executives**

Position

Trade Category

Supervisor Type Something...

Hire Date 03/07/2018

Contracted Worker Ceased

Contract Reviewed on Termination

Vault App Login Token Vault Event Portal

Employment Information

Pass Issue Date

Pass Expiry Date

Pass Returned

Contracted Workers / Contracted Worker : Fernside Electrical Limited / Edit Worker - 354

Contracted Worker Details Governance Inductions Licences Training PPE Medical Contact Details Files

Contracted Worker Information

Pass No. 0505

First Name Arianna

Last Name Marshall

Gender Female

Email Address amarschal@fernside.nz

Site ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance → Brisbane Accounting

Department Account Executives

Position **Electrician**

Trade Category

Supervisor Type Something...

Hire Date 03/07/2018

Contracted Worker Ceased

Contract Reviewed on Termination

Vault App Login Token Vault Event Portal

Employment Information

Pass Issue Date

Pass Expiry Date

Pass Returned

# Add Contracted Worker

## Contracted Worker Information cont.

**Enter** the 'Trade Category' that the 'Contracted Worker' belongs to.

The 'Contracted Worker's Supervisor' is the person within your organisation responsible for the health & safety of this worker.

The person **selected** here will automatically be notified if the Worker is involved in any kind of 'Event'.

**Note:** Automatic 'Event' notifications may or may not be enabled for your organisation depending on chosen settings.

The screenshot shows a web application interface for adding a contracted worker. The breadcrumb trail at the top reads: "Contracted Workers / Contracted Worker : Fernside Electrical Limited / Edit Worker - 354". Below this is a navigation bar with tabs: "Contracted Worker Details", "Governance", "Inductions", "Licences", "Training", "PPE", "Medical", "Contact Details", and "Files". The "Contracted Worker Details" tab is active, showing a form for "Contracted Worker Information". The form fields are as follows:

- Pass No.: 0506
- First Name: Arianna
- Last Name: Marshall
- Gender: Female (dropdown menu)
- Email Address: ammarshall@fernside.nz (with a "Send Mail" button)
- Site: ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance → Brisbane Accounting
- Department: Account Executives (dropdown menu)
- Position: Electrician
- Trade Category: Electrical (highlighted with a blue border)
- Supervisor: James Morpher (Brisbane Human Resources) (highlighted with a blue border)
- Hire Date: (empty field)
- Contracted Worker Ceased: (checkbox)
- Contract Reviewed on Termination: (checkbox)
- Vault Notify: (checkbox)
- Vault Audit: (checkbox)
- Vault Check: (checkbox)
- Vault App Login Token: (dropdown menu with "Generate" button)
- Pass Issue Date: (empty field)

The "Supervisor" field is highlighted with a blue border, indicating it is the selected supervisor for the worker.

# Add Contracted Worker

## Contracted Worker Information cont.

To give the 'Contracted Worker' access to Vault smartphone apps:

**Tick** the relevant checkboxes  
**Identify** the 'Portal' they need access to  
**Click** 'Generate' to create tokens which will be valid for one month.

The screenshot shows a web application interface for adding a contracted worker. The breadcrumb trail is: **Contracted Workers** / **Contracted Worker : Fernside Electrical Limited** / **Edit Worker - 354**. The active tab is **Contracted Worker Details**. The form is titled **Contracted Worker Information** and contains the following fields:

- Pass No.: 0506
- First Name: Arianna
- Last Name: Marshall
- Gender: Female
- Email Address: amarshall@fernside.nz (with a **Send Mail** button)
- Site: ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance → Brisbane Accounting
- Department: Account Executives
- Position: Electrician
- Trade Category: Electrical
- Supervisor: James Morpher
- Hire Date: 03/07/2018 (with a calendar icon)
- Contracted Worker Ceased: ☐ (with an **Archive** button)
- Contract Reviewed on Termination: ☐
- Vault Notify: ☒ (highlighted with a red box)
- Vault Audit: ☐
- Vault Check: ☐
- Vault App Login Token: Contractors/Tenants (highlighted with a red box)
- Generate** button (highlighted with a red box and a mouse cursor)

Below this section is the **Employment Information** section, which includes a **Pass Issue Date** field with a calendar icon.

# Add Contracted Worker Employment Information

The 'Employment Information' section is used to record the details of whether a pass has been issued or returned for the 'Contracted Worker'.

If a pass has been issued, **enter** the 'Pass Issue Date'.

If the pass has an expiry date, **enter** it into the 'Pass Expiry Date' field.

The screenshot displays a web application interface for adding a contracted worker. The left sidebar contains a navigation menu with options: 'Approved Contracted Worker register', 'Third Party/Visitor', 'Training', 'VQUAL', 'Workers', 'Volunteer Register', and 'Student Register'. The main form area is titled 'Add Contracted Worker' and includes the following fields and sections:

- Site:** ABC Group → ABC Industries Australia → Queensland → Brisbane → Finance → Brisbane Accounting
- Department:** Account Executives
- Position:** Electrician
- Trade Category:** Electrical
- Supervisor:** James Morpher
- Hire Date:** 03/07/2018
- Contracted Worker Ceased:** ☐ (with an 'Archive' button)
- Contract Reviewed on Termination:** ☐ (with checkboxes for 'Vault Notify', 'Vault Audit', and 'Vault Check')
- Vault App Login Token:** Contractors/Tenants (with a 'Generate' button)
- Employment Information:**
  - Pass Issue Date:** 10/07/2018
  - Pass Expiry Date:** 10/07/2019
  - Pass Returned:** ☐ (with a date picker)
- Photograph:** A placeholder for a photo with a 'Passport' button.

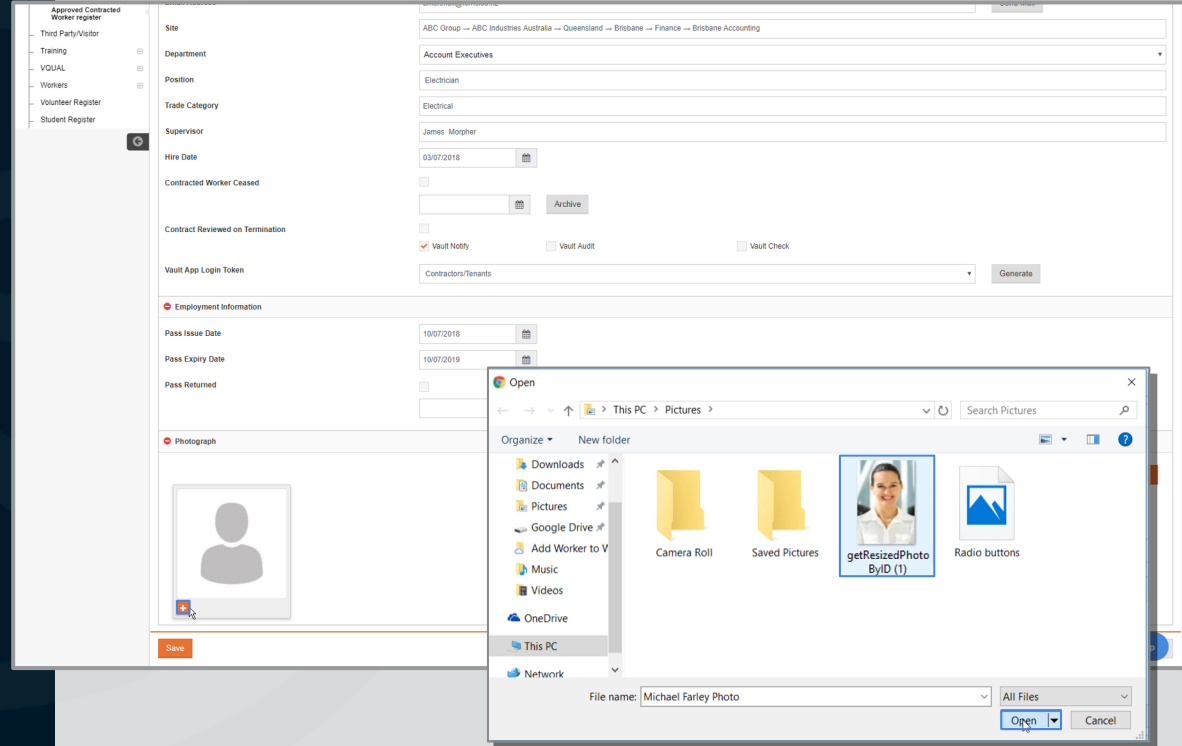
At the bottom of the form, there is a 'Save' button and a 'Help' link.

# Add Contracted Worker Photograph

The 'Photograph' section is where we can upload a photo of the 'Contracted Worker' to Damstra Safety.

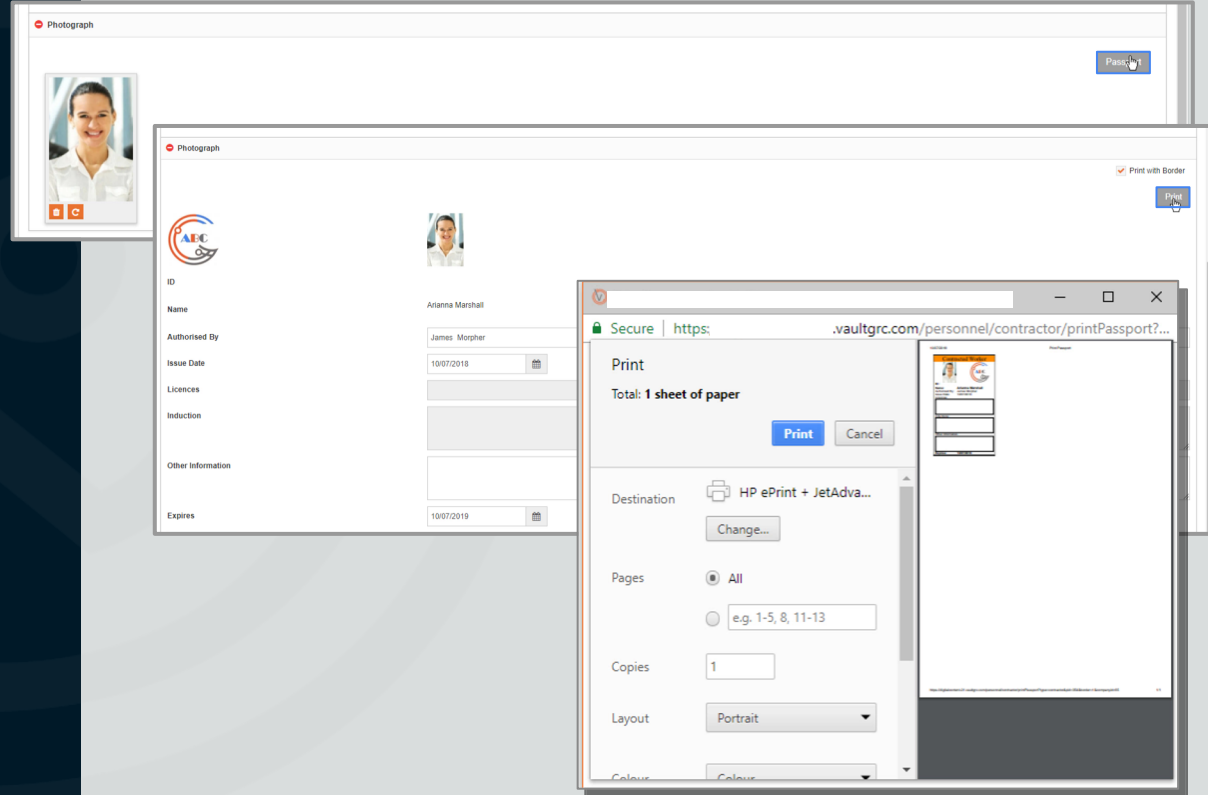
To do this, simply click the 'plus' icon and **locate** the photo.

Damstra Safety will store a copy.



# Add Contracted Worker Passport

The 'Passport' button allows us to optionally **create** a Health & Safety 'Passport' that may be printed and added to the 'Contracted Worker's' ID lanyard.



# Add Contracted Worker Passport

**Click** on the 'Contact Details' tab to supply personal contact information, as well as emergency and alternative contact information.

Once all information is complete, **click** 'Save'.

Contracted Workers / Contracted Worker : Fernside Electrical Limited / Edit Worker - 354

Contracted Worker Details Governance Inductions Licences Training PPE Medical **Contact Details** Files

**Individual Details**

Street Address 32 Wilson Street

Suburb

City

Area Code

Date of Birth 12/06/1989

Marital Status Married

Home Phone 07 3208 6464

Home Mobile 04234121457

Work Phone

Ext

Work Mobile 04234121457

Doctors Name Dr Brenda Freely

Phone No. 07 3208 6131

**Emergency Contact**

Name Paul Marshall (Husband)

Address 32 Wilson Street, Springwood, Brisbane

Home Phone 07 3208 6464

Work Phone 07 3211 1354

Mobile

**Alternative Contact**

Name Betty Myres (Mother)

Address 180 Batten Road, Woolridge, Brisbane

Home Phone 07 3208 1017

Work Phone

Mobile

Save

# Add Contracted Worker

## What Next?

Key information about the 'Contracted Worker' is now successfully saved in the 'Contracted Worker Register'.

The screenshot displays the DAMSTRA web application interface. The left sidebar contains a navigation menu with options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contractor Companies, Contractor Workers, Third Party/Visitor, Training, VQUAL, Workers, Volunteer Register, and Students Register. The main content area is titled 'Contracted Workers / Contracted Worker : Fernside Electrical Limited'. It features a 'My Filters' section with options to filter by 'Supervised By Me' and 'Show Archived People', along with a search bar and a 'Show 15 entries' dropdown. Below the filters are 'Apply', 'Clear', 'Save this filter', and 'Save' buttons. The central part of the screen shows a table of contracted workers. A green success banner at the top right indicates 'Success Record saved successfully!'. A 'Help' button is located in the bottom right corner.

| ID  | Pass No. | Name             | Company                     | Site                     | Company Contact | Supervisor     | Status | Actions |
|-----|----------|------------------|-----------------------------|--------------------------|-----------------|----------------|--------|---------|
| 354 | 0505     | Arianna Marshall | Fernside Electrical Limited | Brisbane Accounting      | 03 3554377      | James Morpher  |        | Actions |
| 351 | 00205    | Qiang Wang       | Fernside Electrical Limited | Geelong                  | 03 3554377      | Bob Jones      |        | Actions |
| 349 | 00204    | Elwin Cole       | Fernside Electrical Limited | Auckland Human Resources | 03 3554377      | Rebecca Taylor |        | Actions |
| 340 | 00203    | Ken Chung        | Fernside Electrical Limited | Adelaide Warehouse       | 03 3554377      | Joshua Blake   |        | Actions |
| 339 | 00202    | Heta Wilson      | Fernside Electrical Limited | Brisbane Warehouse       | 03 3554377      | James Morpher  |        | Actions |
| 336 | 00201    | Lora Dunn        | Fernside Electrical Limited | Brisbane Warehouse       | 03 3554377      | James Morpher  |        | Actions |
| 335 | 00200    | Louisa Fernandez | Fernside Electrical Limited | Auckland Workshop        | 03 3554377      | Rebecca Taylor |        | Actions |

Showing 1 to 7 of 7 entries

