



D A M S T R A

Add Worker to
Worker Register

Safety



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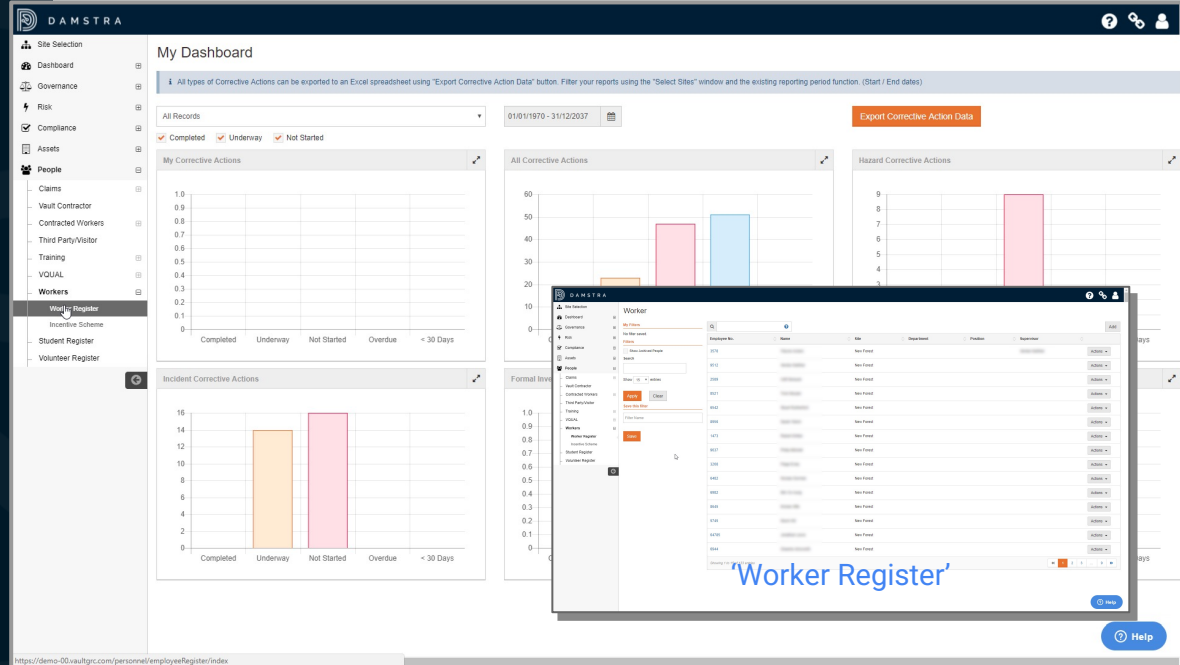
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Add Worker Worker Register

Adding a new Worker is done via the *Worker Register*, which is found under *People* in the menu bar.

The Worker Register shows all current Workers within the organisation, along with key information about each individual Worker.



Add Worker

Add new Worker

To add a new Worker to the Worker Register, **click** 'Add'.

The screenshot displays the DAMSTRA Worker Register interface. On the left is a navigation menu with options like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, and Workers. The 'Workers' section is expanded, showing sub-options: Worker Register, Incentive Scheme, Student Register, and Volunteer Register. The main area is titled 'Worker' and contains a filter section with 'My Filters' (No filter saved), a search bar, and buttons for 'Apply', 'Clear', 'Save this filter', and 'Save'. Below the filter section is a table of workers. The table has columns for Employee No., Name, Site, Department, Position, Supervisor, and Actions. The 'Add' button in the top right corner of the table is highlighted with a blue box. The table shows 13 entries, with the first few being: 3578, 9512, 2569, 8521, 6542, 8956, 1473, 9637, 3268, 6482, 6982, 8645, 5745, 64785, and 6544. All are at 'New Forest' site. The bottom of the page shows a URL: https://demo-00.vaultgic.com/personnel/employeeRegister/index#add and a 'Help' button.

Employee No.	Name	Site	Department	Position	Supervisor	Actions
3578	[Redacted]	New Forest			[Redacted]	Actions
9512	[Redacted]	New Forest				Actions
2569	[Redacted]	New Forest				Actions
8521	[Redacted]	New Forest				Actions
6542	[Redacted]	New Forest				Actions
8956	[Redacted]	New Forest				Actions
1473	[Redacted]	New Forest				Actions
9637	[Redacted]	New Forest				Actions
3268	[Redacted]	New Forest				Actions
6482	[Redacted]	New Forest				Actions
6982	[Redacted]	New Forest				Actions
8645	[Redacted]	New Forest				Actions
5745	[Redacted]	New Forest				Actions
64785	[Redacted]	New Forest				Actions
6544	[Redacted]	New Forest				Actions

Add Worker Short Form

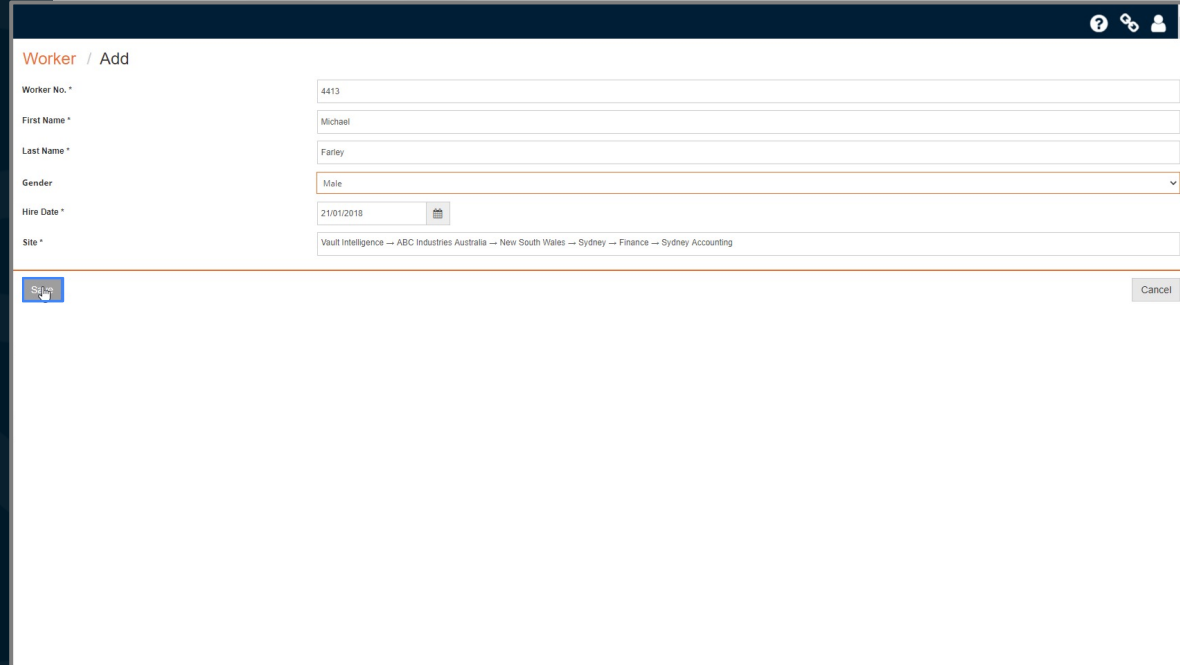
This will load a Short Form, which contains only the fields needed to record a Workers minimum, mandatory information.

Populate the form, completing all fields as you go.

Enter the Worker's unique *Worker No.*, *First Name*, *Last Name* and, optionally, the Worker's *gender*.

Enter the Worker's *Hire Date* and **select** the Worker's *Site* from the *Org Structure*.

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



The screenshot shows a web application window titled 'Worker / Add'. The form contains the following fields:

- Worker No. ***: A text input field containing '4413'.
- First Name ***: A text input field containing 'Michael'.
- Last Name ***: A text input field containing 'Farley'.
- Gender**: A dropdown menu with 'Male' selected.
- Hire Date ***: A date input field showing '21/01/2018' with a calendar icon.
- Site ***: A dropdown menu showing a breadcrumb trail: 'Vault Intelligence → ABC Industries Australia → New South Wales → Sydney → Finance → Sydney Accounting'.

At the bottom of the form, there is a blue 'Save' button on the left and a grey 'Cancel' button on the right.

Add Worker

Additional Fields and Tabs

The Worker has now been successfully added to the 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 a Worker in the future, but in this guide we'll go through recording initial, key information on the *Worker Details* and *Contact Details* tabs.

The screenshot displays a web application interface for adding a worker. At the top, a green success banner reads "Success Record saved successfully!". Below this, the page title is "Worker / Edit - Michael Farley". A horizontal tab bar contains the following tabs: "Worker Details" (highlighted with a red border), "Governance", "Inductions", "Licences", "Training", "PPE", "Medical", "Reviews / Notes", and "Contact Details". The "Worker Details" tab is active, showing a form titled "Employee Information". The form contains the following fields and values:

- Employee No. *: 4413
- First Name *: Michael
- Last Name *: Farley
- Gender: Male (dropdown menu)
- Injury Status: RTW (dropdown menu)
- Email Address: no-reply@vaultintel.com (with a "Send Mail" button)
- Add Job Description: Attach File (button)
- Site *: Vault Intelligence → ABC Industries Australia → New South Wales → Sydney → Finance → Sydney Accounting (dropdown menu)
- Department: Account Executives (dropdown menu)
- Position: Type Something... (text input)
- Shift: Day 8-5 (dropdown menu)
- Supervisor *: Type Something... (text input)
- Hire Date *: 21/01/2018 (with a calendar icon)
- Employment Ceased: ☐

Add Worker

Employee Information

The *Employee Information* section records key information about the Worker and their role.

Enter the Worker's *Email Address*. Your system will use this detail to automatically send the Worker relevant Notifications or Escalations.

Note: If your system is set up to allow 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 worker. The top navigation bar is dark blue with icons for help, settings, and user profile. Below the navigation bar, the breadcrumb trail reads 'Worker / Edit - Michael Farley'. A horizontal menu contains tabs for 'Worker Details', 'Governance', 'Inductions', 'Licences', 'Training', 'PPE', 'Medical', 'Reviews / Notes', and 'Contact Details'. The 'Worker Details' tab is active, showing the 'Employee Information' section. This section contains several form fields: 'Employee No. *' (text input with value '4413'), 'First Name *' (text input with value 'Michael'), 'Last Name *' (text input with value 'Farley'), 'Gender' (dropdown menu with value 'Male'), 'Injury Status' (text input with value 'Fully Fit'), 'RTW' (text input), 'Email Address' (text input with value 'mfarley@abcind.com.au' and a 'Send Mail' button), 'Add Job Description' (text input), 'Site *' (text input with value 'Vault Intelligence -> ABC Industries Australia -> New South Wales -> Sydney -> Finance -> Sydney Accounting'), 'Department' (dropdown menu with value 'Account Executives'), 'Position' (text input with value 'Type Something...'), 'Shift' (dropdown menu with value 'Day 8-5'), 'Supervisor *' (text input with value 'Type Something...'), 'Hire Date *' (date picker with value '21/01/2018'), and 'Employment Ceased' (checkbox). An 'Attach File' button is located below the 'Email Address' field.

Worker / Edit - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical Reviews / Notes Contact Details

Employee Information

Employee No. * 4413

First Name * Michael

Last Name * Farley

Gender Male

Injury Status Fully Fit

RTW

Email Address mfarley@abcind.com.au Send Mail

Add Job Description

Site * Vault Intelligence -> ABC Industries Australia -> New South Wales -> Sydney -> Finance -> Sydney Accounting

Department Account Executives

Position Type Something...

Shift Day 8-5

Supervisor * Type Something...

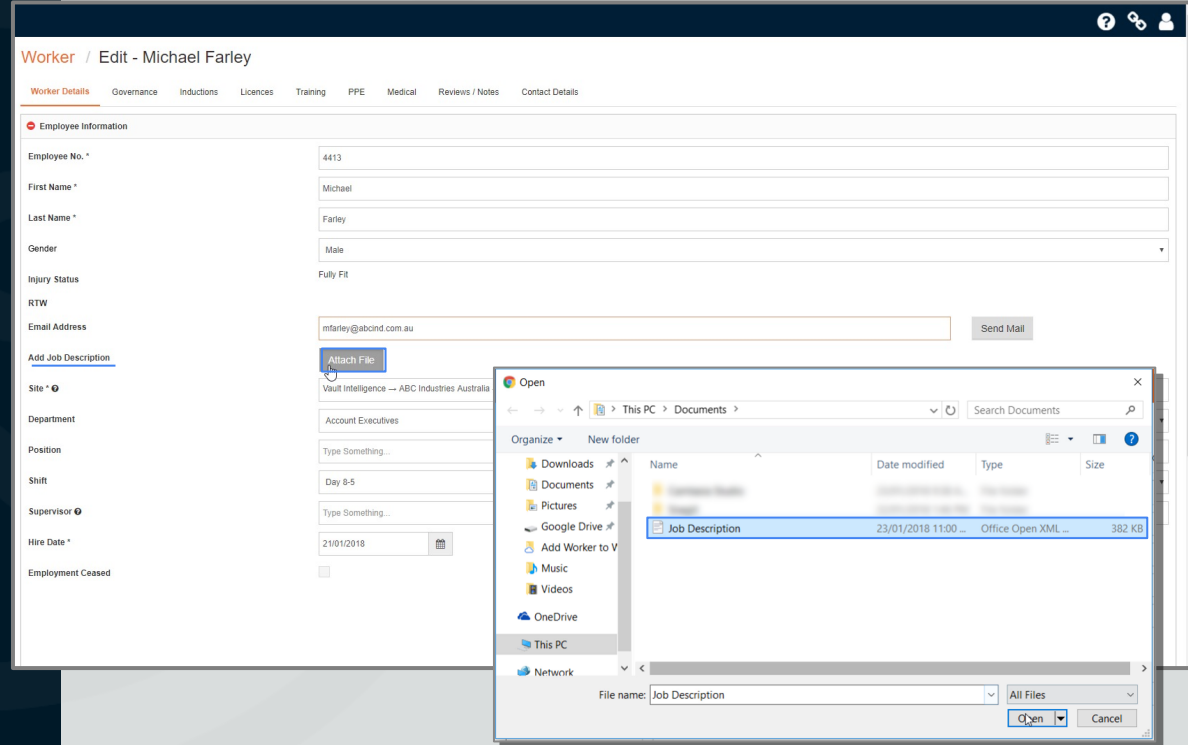
Hire Date * 21/01/2018

Employment Ceased

Add Worker

Employee Information cont.

To attach a copy of a *Job Description*,
click 'Attach File' and locate the relevant
file on your computer.

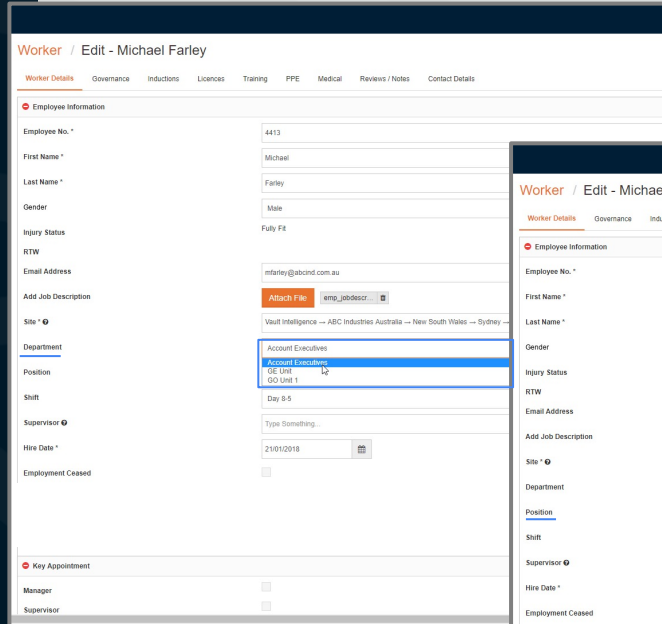


Add Worker

Employee Information cont.

Select the *Department* that the Worker belongs to from the drop-down list. Note that this field may not be displayed depending on options selected at *Settings > General > Options and Preferences*.

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



Worker / Edit - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical Reviews / Notes Contact Details

Employee Information

Employee No. * 4413

First Name * Michael

Last Name * Farley

Gender Male

Injury Status Fully Fit

RTW

Email Address mfarley@abcond.com.au

Add Job Description Attach File emp_jobdescr

Site * Vault Intelligence → ABC Industries Australia → New South Wales → Sydney

Department Account Executive

Position Account Executive

Shift Day 8-5

Supervisor * Type Something...

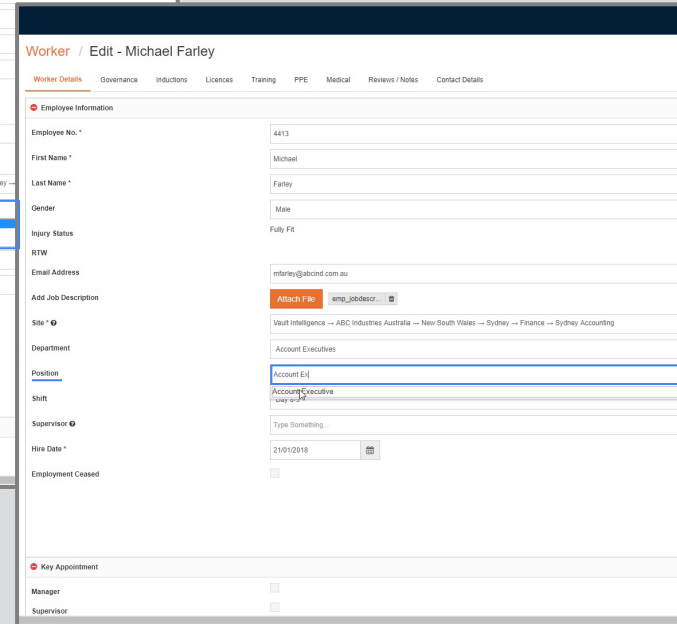
Hire Date * 21/01/2018

Employment Ceased ☐

Key Appointment

Manager ☐

Supervisor ☐



Worker / Edit - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical Reviews / Notes Contact Details

Employee Information

Employee No. * 4413

First Name * Michael

Last Name * Farley

Gender Male

Injury Status Fully Fit

RTW

Email Address mfarley@abcond.com.au

Add Job Description Attach File emp_jobdescr

Site * Vault Intelligence → ABC Industries Australia → New South Wales → Sydney → Finance → Sydney Accounting

Department Account Executives

Position Account Ex

Shift Account Executive

Supervisor * Type Something...

Hire Date * 21/01/2018

Employment Ceased ☐

Key Appointment

Manager ☐

Supervisor ☐

Add Worker

Employee Information cont.

The Worker's Supervisor is the person within your Organisation responsible for the health & safety of this Worker, and might not necessarily be that person's line manager.

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 worker. The top navigation bar is dark blue with icons for help, settings, and user profile. Below the navigation bar, the page title is 'Worker / Edit - Michael Farley'. A horizontal menu contains tabs: 'Worker Details' (active), 'Governance', 'Inductions', 'Licences', 'Training', 'PPE', 'Medical', 'Reviews / Notes', and 'Contact Details'. The main content area is titled 'Employee Information' and contains the following fields:

- Employee No. ***: Text input with value '4413'.
- First Name ***: Text input with value 'Michael'.
- Last Name ***: Text input with value 'Farley'.
- Gender**: Dropdown menu with value 'Male'.
- Injury Status**: Text input with value 'Fully Fit'.
- RTW**: Text input with value 'Fully Fit'.
- Email Address**: Text input with value 'mfarley@abcind.com.au' and a 'Send Mail' button.
- Add Job Description**: A button labeled 'Attach File' and a text input with value 'emp_jobdescr...'.
- Site ***: Text input with value 'Vault Intelligence → ABC Industries Australia → New South Wales → Sydney → Finance → Sydney Accounting'.
- Department**: Dropdown menu with value 'Account Executives'.
- Position**: Text input with value 'Account Executive(10)'.
- Shift**: Dropdown menu with value 'Day 9-5'.
- Supervisor ***: Text input with value 'Bob N' and a dropdown menu with value 'Bob Newman [Sydney Accounting]'.
- Hire Date ***: Text input with value '12/10/2019'.
- Employment Ceased**: A checkbox.

Add Worker

Key Appointments

The *Key Appointment* section is where we can designate whether the Worker holds any Health & Safety positions within the Organisation.

Check *Manager* or *Supervisor* if you would like to be able to set this Worker as the Supervisor for other Workers in the Worker Register.

The screenshot shows a web form for adding a worker. The top section contains fields for 'Shift' (Day 8-5), 'Supervisor' (Bob Newman), 'Hire Date' (21/01/2018), and 'Employment Ceased' (checkbox). Below this is the 'Key Appointment' section, which includes a list of roles with checkboxes and a 'Please Select' dropdown. The roles are: Manager, Supervisor, Designated Investigator, Superintendent, Emergency/Fire Warden, Safety Committee, First Aid Attendant, Health and Safety Reps, and Emergency Response Team. The 'Please Select' dropdown is currently set to 'Please Select'. At the bottom, there is a 'Photograph' section with a placeholder image and a 'Passport' button.

Role	Selected
Manager	☐
Supervisor	☐
Designated Investigator	☐
Superintendent	☐
Emergency/Fire Warden	☐
Safety Committee	☐
First Aid Attendant	☐
Health and Safety Reps	☐
Emergency Response Team	☐

Chief Warden
Chairperson
Senior Attendant
Advisor
Please Select

Photograph

Passport

Add Worker

Key Appointments cont.

Select *Designated Investigator* to be able to assign Investigations to this Worker.

Note that the Worker must also be designated as a 'Sensitive User' via User Authorisation settings to be able to investigate Sensitive events.

Superintendent may be selected if this title is used by your Organisation and you would like to designate this Worker as such. Note that this role does not enable any additional privileges in Damstra Safety.

The screenshot displays the 'Add Worker' form in the Damstra Safety system. The form is divided into several sections. At the top, there is a 'Shift' dropdown set to 'Day 8-5', a 'Supervisor' dropdown set to 'Bob Newman', a 'Hire Date' field with a calendar icon set to '21/01/2018', and an 'Employment Ceased' checkbox. Below this is the 'Key Appointment' section, which contains a list of roles with checkboxes and date pickers. The roles are: Manager, Supervisor, Designated Investigator (checked), Superintendent (checked), Emergency/Fire Warden, Safety Committee, First Aid Attendant, Health and Safety Reps, and Emergency Response Team. To the right of these roles are date pickers and a list of additional roles: Chief Warden, Chairperson, Senior Attendant, and Advisor. A 'Please Select' dropdown is also present. At the bottom, there is a 'Photograph' section with a placeholder image and a 'Passport' button.

Role	Selected	Date
Manager	☐	
Supervisor	☐	
Designated Investigator	☒	
Superintendent	☒	
Emergency/Fire Warden	☐	
Safety Committee	☐	
First Aid Attendant	☐	
Health and Safety Reps	☐	
Emergency Response Team	☐	

Additional Roles: Chief Warden, Chairperson, Senior Attendant, Advisor

Photograph: [Placeholder Image] [Passport]

Add Worker

Key Appointments cont.

Designating a Worker as one or more Health & Safety roles will automatically update the *Emergency Response Personnel* and *Health & Safety Group* sections of your system with the Worker's details.

For example, a Worker marked as being a *First Aid Attendant* will appear in the *First Aid Attendants Group*. From here, we can easily generate posters for your Health & Safety notice board or pages for your intranet with a single click.

The screenshot displays a web form for adding a worker. The top section contains fields for 'Shift' (Day 8-5), 'Supervisor' (Bob Newman), 'Hire Date' (21/01/2018), and 'Employment Ceased'. Below this is the 'Key Appointment' section, which lists various roles with checkboxes and date pickers. The roles listed are Manager, Supervisor, Designated Investigator, Superintendent, Emergency/Fire Warden, Safety Committee, First Aid Attendant, Health and Safety Reps, and Emergency Response Team. To the right of these roles are checkboxes for 'Chief Warden', 'Chairperson', 'Senior Attendant', and 'Advisor'. A 'Please Select' dropdown menu is also present. At the bottom, there is a 'Photograph' section with a placeholder image and a 'Passport' button.

Role	Selected	Date
Manager	☐	
Supervisor	☐	
Designated Investigator	☐	
Superintendent	☐	
Emergency/Fire Warden	☒	
Safety Committee	☒	
First Aid Attendant	☒	
Health and Safety Reps	☒	
Emergency Response Team	☒	

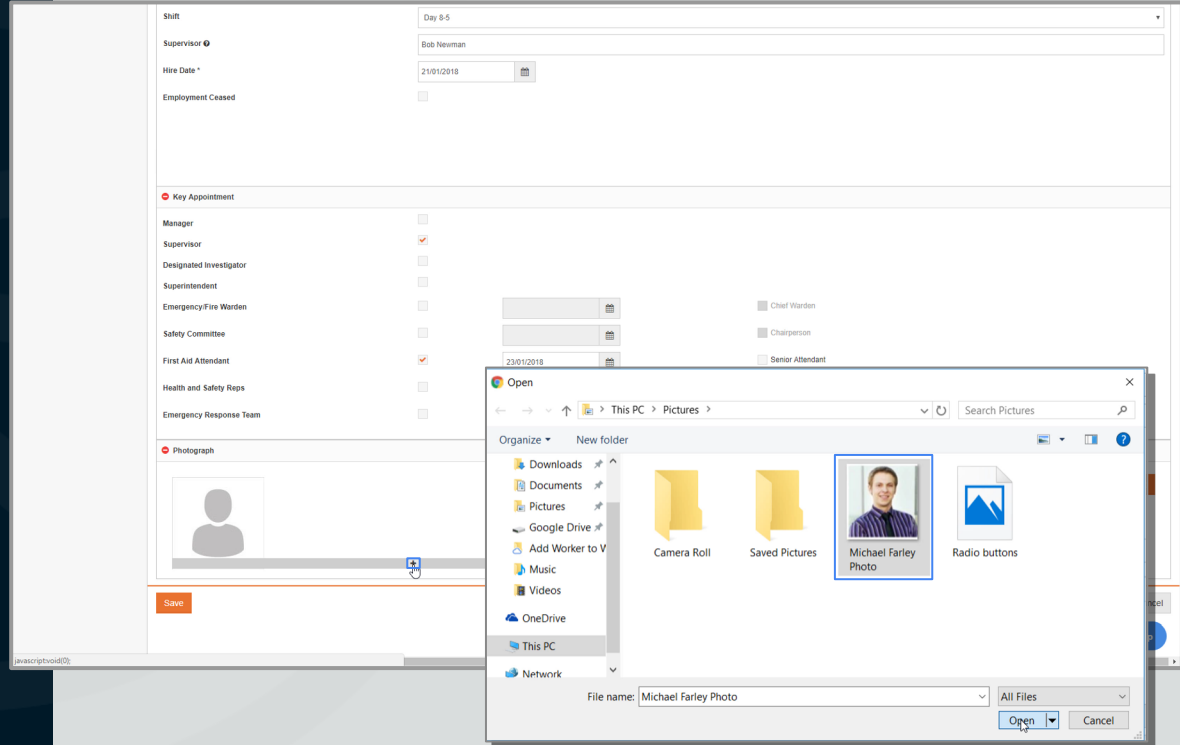
Chief Warden ☒
Chairperson ☒
Senior Attendant ☒
Advisor ☒
Please Select

Photograph  

Add Worker Photograph

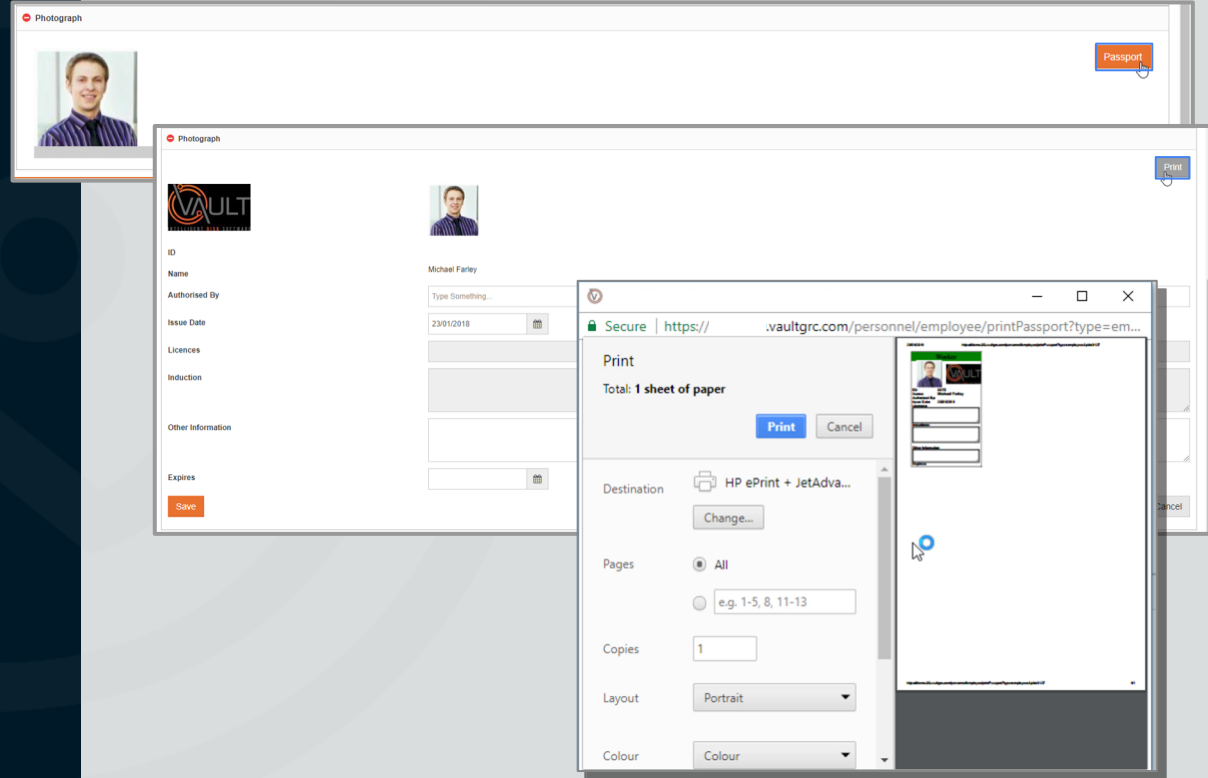
The Photograph section is where we can store a photo of the Worker.

To add a photo, **click** the '+' icon and **locate** the photo file on your computer.



Add Worker Passport

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



Add Worker Contact Details

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

Worker / Edit - Michael Farley

Worker Details Governance Inductions Licences Training PPE Medical Reviews / Notes Contact Details

Individual Details

Street Address 123 High Street

Suburb

City

Area Code

Date of Birth

Marital Status Please Select

Home Phone

Home Mobile

Work Phone

Ext

Work Mobile

Doctors Name

Phone No.

Emergency Contact

Name

Address

Home Phone

Work Phone

Mobile

Emergency Contact

Marital Status Single

Home Phone +61 2 9478 5580

Home Mobile

Work Phone +61 2 9439 4817

Ext 323

Work Mobile

Doctors Name Dr. Philip Shipton

Phone No. +61 2 9478 9751

Emergency Contact

Name Jenny Farley (Mother)

Address 32 Fairview Rise, Hornsby Heights, Sydney

Home Phone +61 2 9448 4321

Work Phone

Mobile

Alternative Contact

Name Dennis Farley (Father)

Address 32 Fairview Rise, Hornsby Heights, Sydney

Home Phone +61 2 9448 4321

Work Phone

Mobile

Save

