



D A M S T R A

Update Worker
Inductions and Licences

Safety



[DISCLAIMER]

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Update Inductions / Licences

Introduction

During their time with your Organisation, Workers may go through one or more Inductions and may hold or gain Licences that relate to their role. In this guide, we'll go through how to update a Worker's record to include details about both Inductions and Licences.

This procedure is common to all Worker Types, namely:

- Workers
- Contracted Workers
- Other Person Types

In this guide, we'll show the procedure using a Worker.

Workers

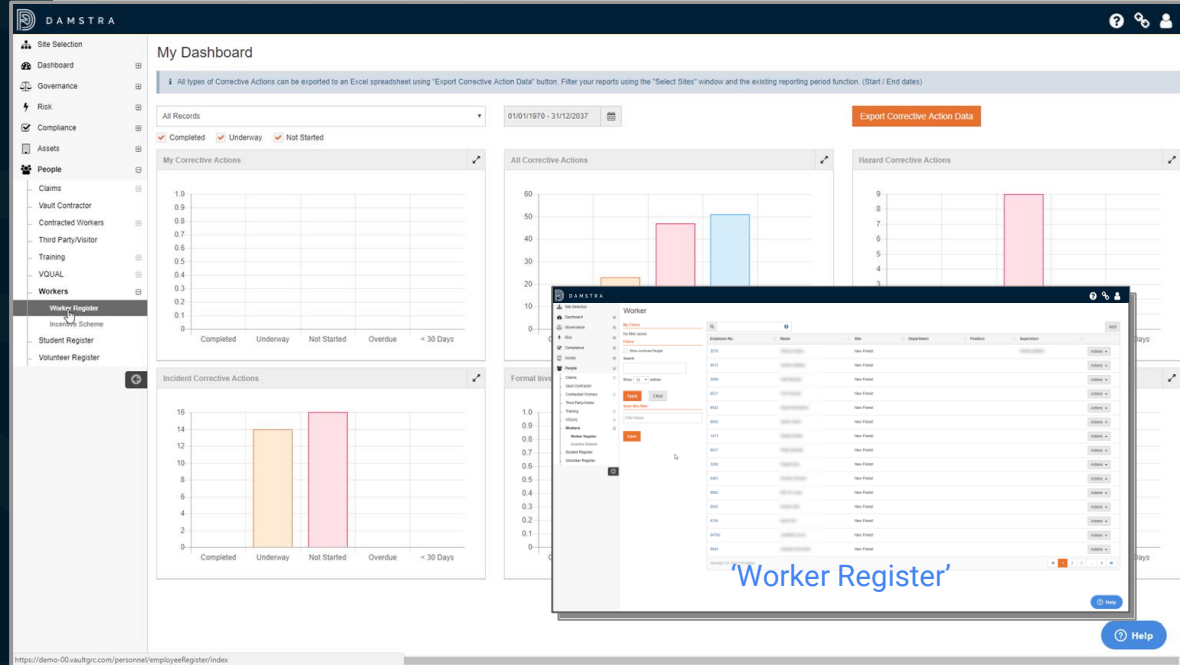
Contracted Workers

Other Person Types

Update Inductions / Licences Worker Register

Maintaining a Worker's Inductions and Licences records is done via the *Worker Register*.

This is found under *People* in the Menu Bar.



Update Inductions / Licences

Edit Worker

Locate the Worker involved by searching the Worker Register.

Once found, there are two ways to initiate editing the Worker. Either:

Click 'Actions' then 'Edit',

Or

Click the Worker to view their record, then **click** 'Edit'.

The screenshot displays the DAMSTRA Worker Register interface. On the left is a navigation sidebar with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The 'People' section is expanded, showing sub-panels for Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, and Workers. The 'Workers' panel is active, showing a 'Worker Register' sub-panel. The main area is titled 'Worker' and contains a search bar with 'Michael Farley' entered. Below the search bar is a table with columns: Employee No., Name, Site, Department, Position, and Supervisor. One entry is visible: Employee No. 908, Name Michael Farley, Site Sydney Accounting, Department Account Executives, Position Accountant, and Supervisor Susan Lobb. An 'Actions' dropdown menu is open for this entry, showing options: View, Edit (highlighted), Delete, and Archive. At the bottom of the page, a URL is visible: <https://dlg/falconcontent-01.vaultgrc.com/personnel/employee/register/index#edit-3642>.

Update Inductions / Licences

Inductions Tab

Starting with Inductions, **click** on the *Inductions* tab.

In the *Company/OHS Induction* section, **click** the 'Person Inducted' check-box if the Worker has completed your Organisation's initial Occupational Health and Safety Induction.

Record the date that the Induction was completed by **typing** the date into the field or by clicking the calendar icon and **selecting** the date.

Worker / Edit Worker - 908 - Michael Farley

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

Company/OHS Induction

Record the date the employee passed the company induction. Signed induction forms for each employee induction may be scanned and attached using the "Attach File" button.

Person Inducted ☒

Inductions

Each site that an employee has been inducted to should be recorded in this area.

Induction Name	Induction Date	Expiry Date	Notes	View	Active	Actions
Brisbane Warehouse	03/04/2018	No Expiry		No file	<input checked="" type="checkbox"/>	<input type="button" value="Actions"/>

Show 10 entries | Showing 1 to 1 of 1 entries

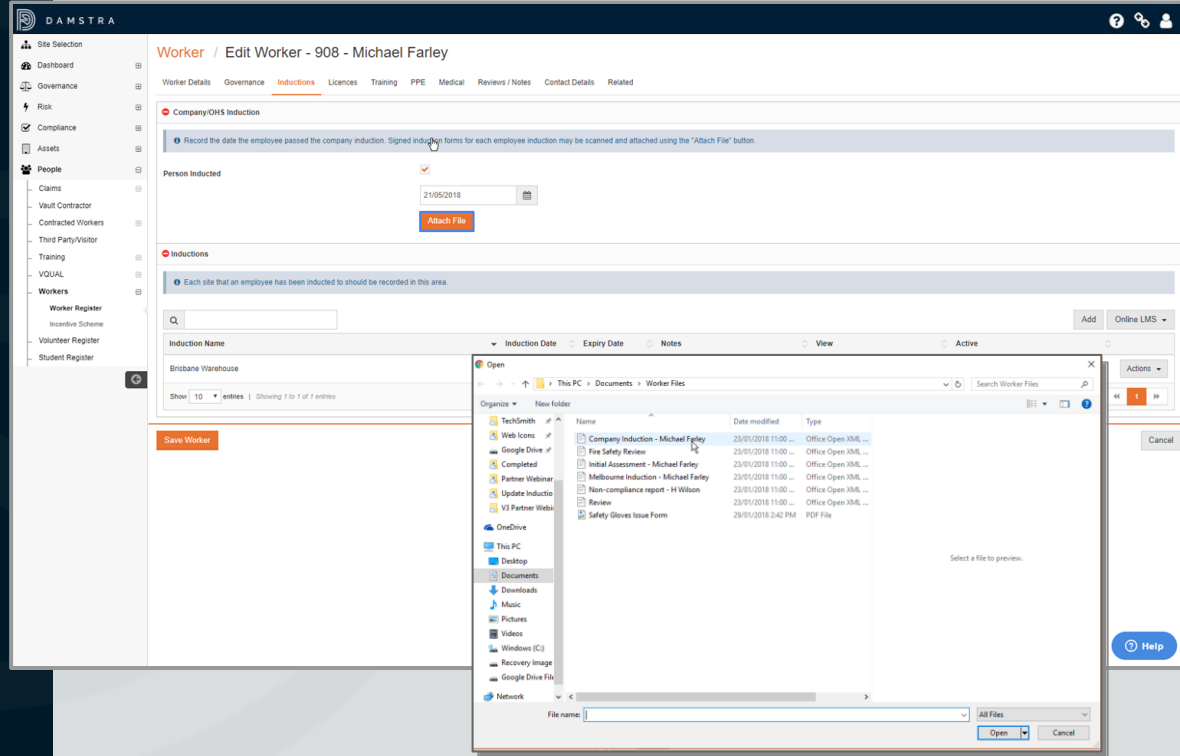
[Help](#)

Update Inductions / Licences

Company/OHS Induction

If there are any files relating to the Induction, e.g. a scanned, signed form, **click** the '*Attach File*' button and **locate** the file.

A copy will be added to the record.

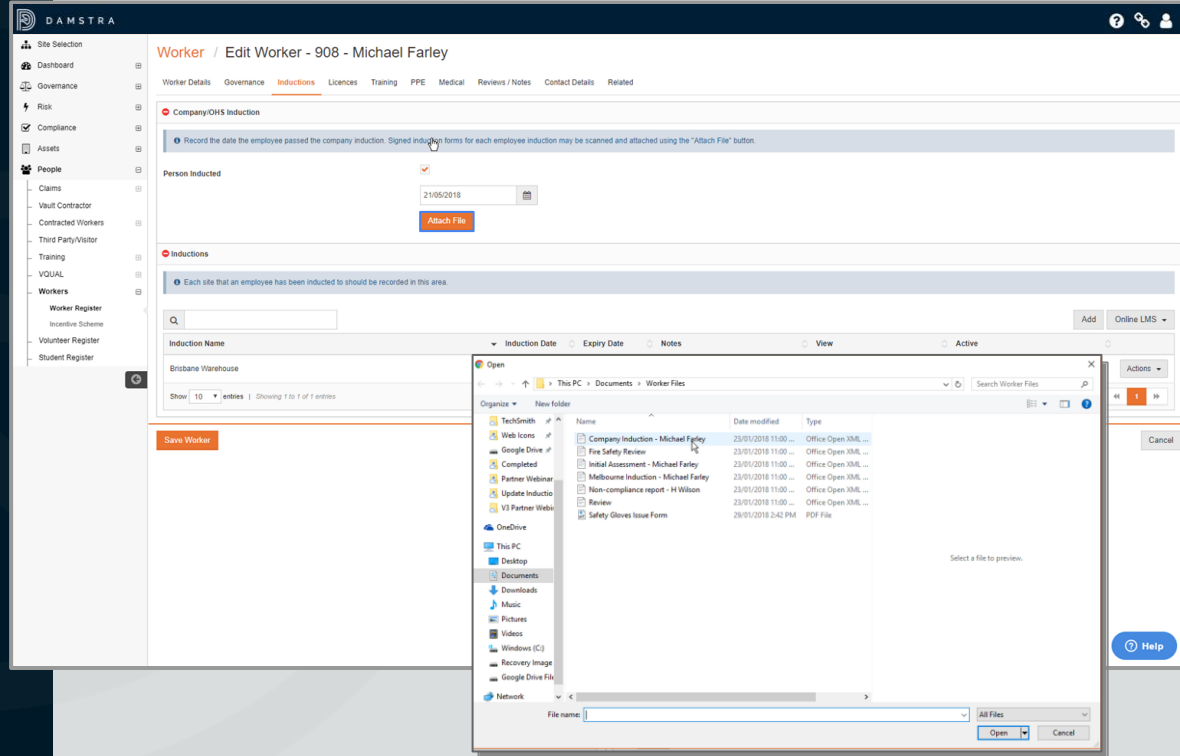


Update Inductions / Licences

Company/OHS Induction

If there are any files relating to the Induction, e.g. a scanned, signed form, **click** the '*Attach File*' button and **locate** the file.

A copy will be added to the record.



Update Inductions / Licences

Adding Inductions

Begin **typing** the name of the Induction you wish to add. Smart Search will help find the right entry as you type. The options available here are determined by your organisation in *Settings*.

Inductions that are delivered via an Online LMS are appended with "(Online)". When adding an Online Induction, additional steps are required which we will cover in this guide.

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The left sidebar contains a menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area is titled 'Worker / Edit Worker - 908 - Michael Farley' and features a tabbed interface with 'Inductions' selected. The 'Inductions' tab shows a 'Company/OHS Induction' section with a date field set to 21/05/2018 and an 'Attach File' button. Below this is an 'Inductions' list with a search bar containing 'Mel' and a dropdown menu showing 'Melbourne Site Induction'. The form also includes fields for 'Induction Date', 'Induction Expires', and 'Active' status. At the bottom, there are 'Save Induction' and 'Save Worker' buttons. A 'Help' button is located in the bottom right corner.

Update Inductions / Licences

Adding Inductions cont.

Enter the date that the Induction was completed.

If the Induction expires after a particular amount of time, enter the *Expiry Date*, otherwise, **click** 'No Expiry'.

Tick the 'Active' check-box if you'd like an escalation to be sent to the Worker's Supervisor once the expiry date nears.

The screenshot displays the DAMSTRA 'Edit Worker' interface for worker 908, Michael Farley. The 'Inductions' tab is selected, showing a 'Company/OHS Induction' section. A note states: 'Record the date the employee passed the company induction. Signed induction forms for each employee induction may be scanned and attached using the "Attach File" button.' Below this, the 'Person Inducted' field is set to 21/05/2018, with an 'Attach File' button and a 'Company Ind.' dropdown. The 'Inductions' section contains a table with one entry: 'Melbourne Site Induction'. The 'Induction Date' is 22/05/2018, and the 'Induction Expires' field is empty. The 'Active' checkbox is checked, and the 'No Expiry' checkbox is also checked. At the bottom, there are buttons for 'Attach File', 'Save Induction', and 'Save Worker'.

Update Inductions / Licences

Adding Inductions cont.

Note that if your Organisation's Safety system is integrated with a LMS Provider and this Induction is delivered electronically, the '*Induction Date*', '*Expiry*' and '*Active*' buttons will be greyed out and these details will be added automatically once the Worker successfully completes the online course.

The screenshot displays the DAMSTRA web application interface. On the left is a navigation menu with categories like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Volunteer Register, and Student Register. The main content area is titled 'Worker / Edit Worker - 908 - Michael Farley' and has tabs for Worker Details, Governance, Inductions (selected), Licences, Training, PPE, Medical, Reviews / Notes, Contact Details, and Related. Under the 'Inductions' tab, there is a section for 'Company/OHS Induction' with a note about recording induction dates and an 'Attach File' button. Below this is the 'Inductions' section with fields for 'Induction Name *' (Bafarat Site Induction (Online)), 'Induction Date' (21/05/2018), 'Induction Expires', and an 'Active' checkbox. A 'No Expiry' checkbox is also present. At the bottom of the form are 'Save Induction' and 'Save Worker' buttons.

Update Inductions / Licences

Adding Inductions cont.

Optionally **add** any relevant notes to the free-text *Notes* field.

To **attach** a file relating to the Worker's Induction, e.g. a scanned form, **click** '*Browse*', then **locate** the file. A copy will be added to the record.

Once all mandatory and relevant fields have been completed, **click** '*Save Induction*'.

The screenshot displays the DAMSTRA 'Edit Worker - 908 - Michael Farley' interface. The 'Inductions' tab is active, showing a form for adding a new induction. The 'Person Inducted' field is set to 'Michael Farley' with a date of '21/05/2018'. The 'Induction Name' is 'Melbourne Site Induction' and the 'Induction Date' is '22/05/2018'. The 'Induction Expires' field is empty, and the 'Active' checkbox is checked. The 'Notes' field contains the text: 'Attended session in full. Took notes, is aware of site hazards and evacuation procedure'. The 'Attach File' section shows a file named 'Melbourne Induction - Michael Farley.docx' with a 'Browse' button. At the bottom, there are 'Save Induction' and 'Save Worker' buttons.

Update Inductions / Licences

Edit / Delete Induction

The Induction now appears in the *Worker's Inductions Register*.

To **edit** or **delete** the details in the future, **click 'Actions'**, then make the appropriate selection.

The screenshot shows the DAMSTRA system interface for editing a worker's details. The worker is Michael Farley (ID 908). The 'Inductions' tab is active, showing a table of inductions. The table has columns for Induction Name, Induction Date, Expiry Date, Notes, View, and Active. Two inductions are listed: 'Melbourne Site Induction' and 'Brisbane Warehouse'. The 'Brisbane Warehouse' row is highlighted, and the 'Actions' dropdown menu is open, showing 'Edit' and 'Delete' options.

Induction Name	Induction Date	Expiry Date	Notes	View	Active
Melbourne Site Induction	22/05/2018	No Expiry	Attended session in full. T...		
Brisbane Warehouse	03/04/2018	No Expiry		No file	

Update Inductions / Licences

Online LMS Options

If your system is integrated with an LMS provider, an additional '*Online LMS*' button is available.

Click it to reveal additional options:

Click the '*View URL for Person*' button to display the URL that the Worker must visit in order to access any online Inductions.

Click the '*Email URL to Person*' button to generate an email to the Worker containing the link.

Worker / Edit Worker - 908 - Michael Farley

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

Company/OHS Induction

Record the date the employee passed the company induction. Signed induction forms for each employee induction may be scanned and attached using the "Attach File" button.

Person Inducted

21/05/2018

Inductions

Each site that an employee has been inducted to should be recorded in this area.

Induction Name	Induction Date	Expiry Date	Notes	View	Active	Actions
Melbourne Site Induction	22/05/2018	No Expiry	Attended session in full. T...			<input type="button" value="View URL for Person"/> <input type="button" value="Email URL to Person"/>
Brisbane Warehouse	03/04/2018	No Expiry		No file		<input type="button" value="View URL for Person"/> <input type="button" value="Email URL to Person"/>
Ballarat Site Induction (Online)		No Expiry		No file		<input type="button" value="View URL for Person"/> <input type="button" value="Email URL to Person"/>

Show 10 entries | Showing 1 to 3 of 3 entries

Update Inductions / Licences

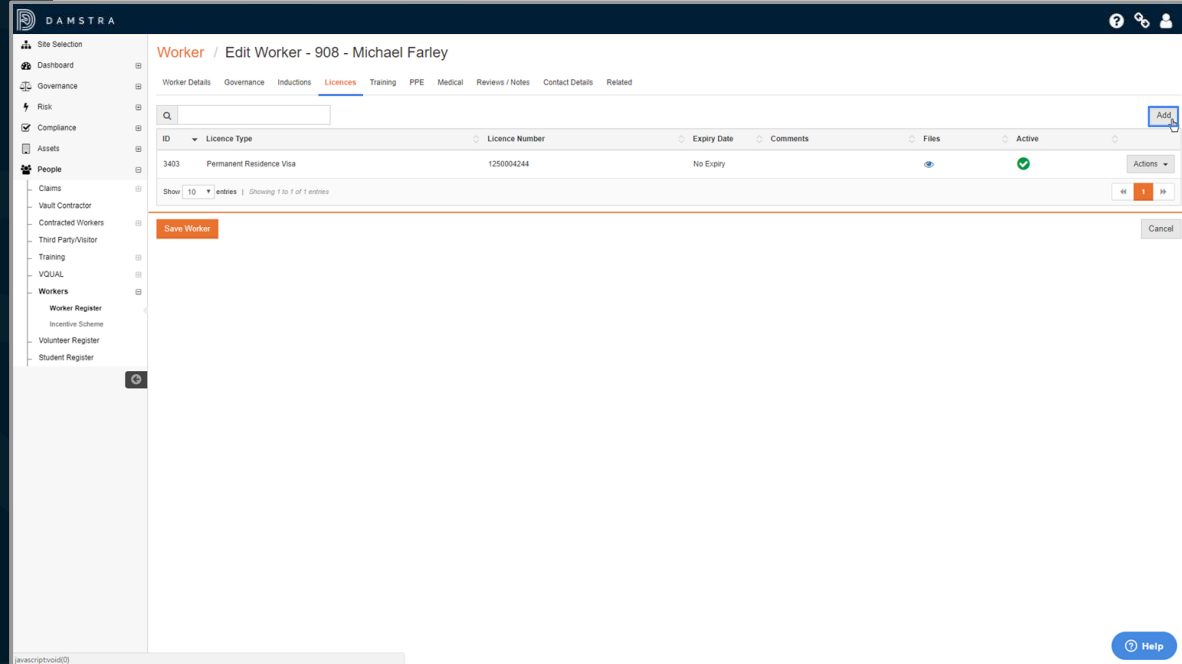
Licences Tab

Next, we'll cover Licences.

Click on the *Licences* tab.

The *Licences Register* shows the details of any existing Licences.

To add a new Licence, **click** 'Add'.



Update Inductions / Licences

Add Licence

As with Inductions, work your way through the form, filling-in all mandatory and relevant fields as you go.

Enter the *Licence Type* being added. Smart Search will help as you begin to type. The options available here will depend on your Organisation's selections in *Settings*.

Enter the *Licence Number*.

Enter the *Issue* and *Expiry Dates* for the Licence and **tick** the 'Active' checkbox if required.

The screenshot shows the DAMSTRA web application interface for editing a worker's profile. The main heading is 'Worker / Edit Worker - 908 - Michael Farley'. Below this is a navigation bar with tabs: Worker Details, Governance, Inductions, Licences (selected), Training, PPE, Medical, Reviews / Notes, Contact Details, and Related. The left sidebar contains a tree view of navigation options: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Volunteer Register, and Student Register. The main content area is the 'Licences' form. It includes the following fields and controls:

- Licence Type ***: A text input field containing 'Drivers Licence - Class 1'.
- Licence Number ***: A text input field containing 'DH683114'.
- Issue Date**: A date picker field showing '03/06/2013'.
- Expiry Date**: A date picker field showing '03/06/2023'.
- Active**: A checkbox that is checked.
- Comments**: A text area for additional notes.
- Attach File**: A button to upload a file.
- Save Licence**: An orange button to save the licence.
- Save Worker**: An orange button to save the worker profile.
- Help**: A blue button in the bottom right corner.

Update Inductions / Licences

Add Licence cont.

Enter any comments in the free-text *Comments* field.

Attach any relevant files, such as a copy of the Licence.

Then **click** 'Save Licence'.

The screenshot displays the 'Edit Worker - 908 - Michael Farley' interface in the DAMSTRA system. The 'Licences' tab is active, showing a form for adding or updating a licence. The form includes the following fields and options:

- Licence Type ***: Drivers Licence - Class 1
- Licence Number ***: DH683114
- Issue Date**: 03/06/2013
- Expiry Date**: 03/06/2023
- Active**: ☒
- Comments**: A large text area for entering comments.
- Attach File**: A section for uploading files, currently showing 'mfarley_drivers_licence.png' with 'Browse', 'Cancel', and 'Save' buttons.

At the bottom of the form, there are two buttons: 'Save Licence' and 'Save Worker'. The left sidebar contains a navigation menu with options like Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, and Workers. The top right corner features a Help icon.

Update Inductions / Licences

Licence Saved.

The Licence details are now stored in your Damstra Safety system and are displayed in the *Licences Register*.

Once all details have been updated, **click** 'Save Worker' to return to the Worker Register.

The screenshot shows the 'Edit Worker - 908 - Michael Farley' page in the Damstra system. The 'Licences' tab is selected, displaying a table of licences. A green banner at the top right indicates 'Record saved successfully!'. The table lists two licences: 'Drivers Licence - Class 1' (ID 3434, Licence Number DH63114, Expiry Date 03/06/2023) and 'Permanent Residence Visa' (ID 3433, Licence Number 1250094244, No Expiry). Both are marked as 'Active'. The 'Save Worker' button is located at the bottom left of the main content area.

ID	Licence Type	Licence Number	Expiry Date	Comments	Files	Active	Actions
3434	Drivers Licence - Class 1	DH63114	03/06/2023			✓	Actions
3433	Permanent Residence Visa	1250094244	No Expiry			✓	Actions

Showing 1 to 2 of 2 entries

Save Worker

