



D A M S T R A

[Add an Event](#)

[Web Portal](#)



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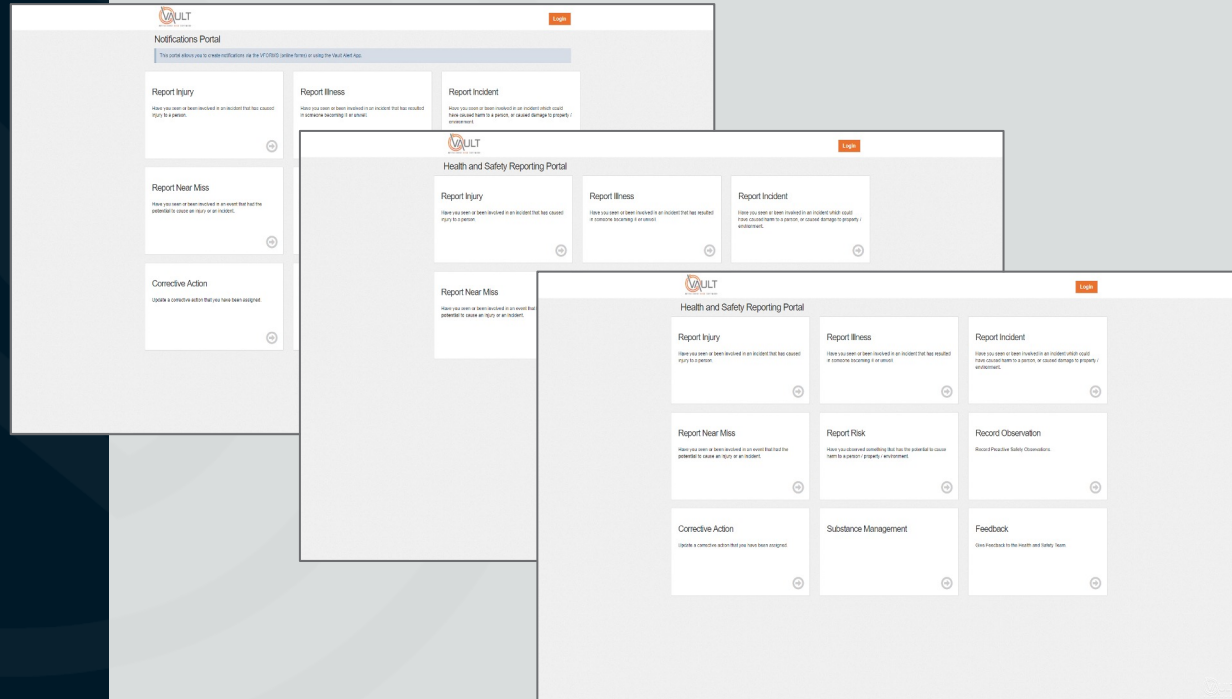
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The Web Portal

The Web Portal is a convenient web based access point for loading H&S data into Damstra Safety.

The Configuration of the Web Portal can be modified according to the specific requirements of a particular site.



Add an Event Event Type

“An Event is anything that has caused or had the potential to cause harm”

To **Add** An Event select from one of the relevant event types presented.

Then Complete the resulting form.

The screenshot displays the V.A.U.L.T. Health and Safety Reporting Portal. At the top, the V.A.U.L.T. logo is on the left and a 'Login' button is on the right. The main heading is 'Health and Safety Reporting Portal'. Below this, there is a grid of nine event type cards, each with a title, a brief description, and a plus icon in the bottom right corner. The cards are: 'Report Injury' (Have you seen or been involved in an incident that has caused injury to a person.), 'Report Illness' (Have you seen or been involved in an incident that has resulted in someone becoming ill or unwell.), 'Report Incident' (Have you seen or been involved in an incident which could have caused harm to a person, or caused damage to property / environment.), 'Report Near Miss' (Have you seen or been involved in an event that had the potential to cause an injury or an incident.), 'Report Risk' (Have you observed something that has the potential to cause harm to a person / property / environment.), 'Record Observation' (Record Proactive Safety Observations.), 'Corrective Action' (Update a corrective action that you have been assigned.), 'Substance Management', and 'Feedback' (Give Feedback to the Health and Safety Team.). The 'Report Injury', 'Report Illness', and 'Report Incident' cards are highlighted with blue borders.

Add an Event

Person Reporting

Populate the 'Person Reporting' type from the dropdown.

INTELLIGENT RISK SOFTWARELogin

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting

Person Reporting Name

Person Involved

Person Involved Name

Sensitive Event

Event happened offsite

Accountable Site

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened

Who Else Was Involved

Please Select

Please Select

Worker

Contracted Worker

Student

Volunteer

Other

Please Select

Please Select

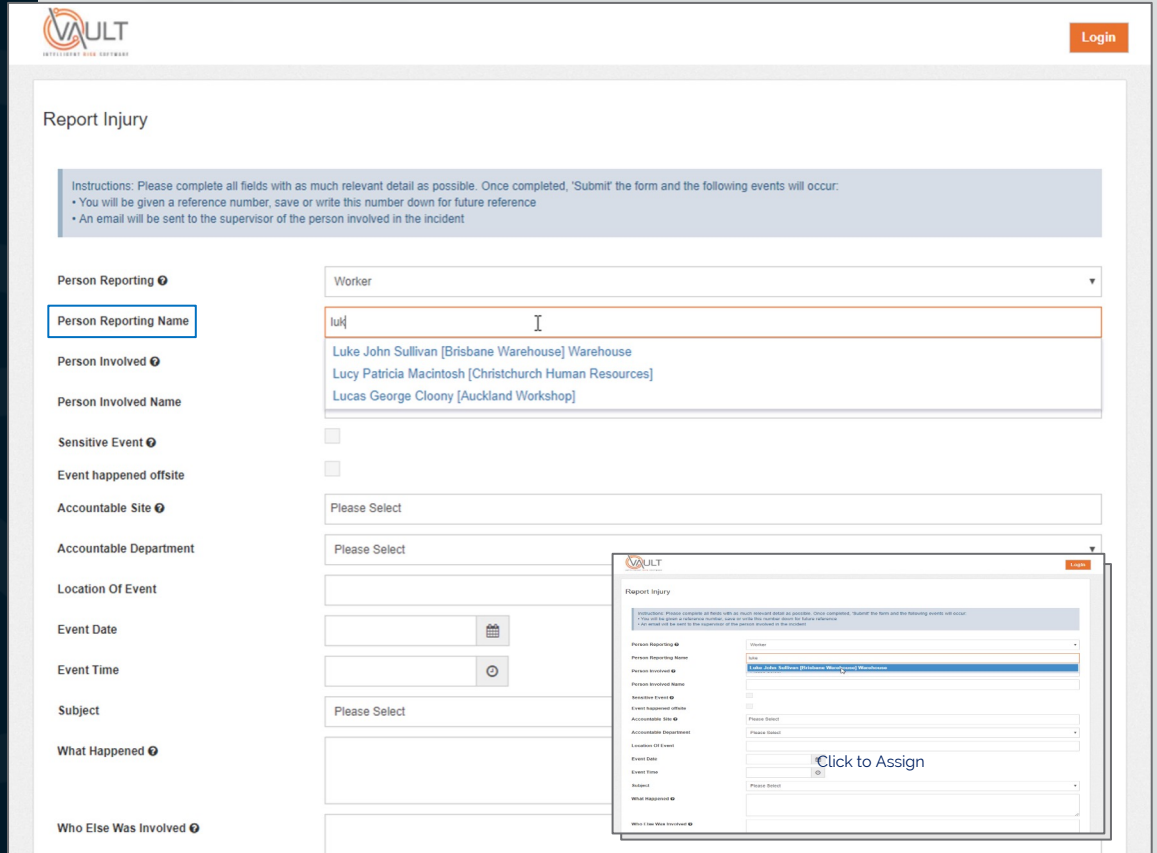
Please Select

Add an Event

Person Reporting cont.

Enter the 'Person Reporting Name' and smart search functionality will filter the personnel list appropriately.

Assign the correct person.



The screenshot displays the 'Report Injury' form in the VULT system. The form is titled 'Report Injury' and includes instructions: 'Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur: • You will be given a reference number, save or write this number down for future reference • An email will be sent to the supervisor of the person involved in the incident'.

The form fields are as follows:

- Person Reporting** (dropdown menu): Set to 'Worker'.
- Person Reporting Name** (text input): Contains 'luk'. A search results list is displayed below the input field, showing three entries: 'Luke John Sullivan [Brisbane Warehouse] Warehouse', 'Lucy Patricia Macintosh [Christchurch Human Resources]', and 'Lucas George Cloony [Auckland Workshop]'. The first entry is highlighted.
- Person Involved** (text input): Empty.
- Person Involved Name** (text input): Empty.
- Sensitive Event** (checkbox): Unchecked.
- Event happened offsite** (checkbox): Unchecked.
- Accountable Site** (dropdown menu): Set to 'Please Select'.
- Accountable Department** (dropdown menu): Set to 'Please Select'.
- Location Of Event** (text input): Empty.
- Event Date** (text input): Empty, with a calendar icon to the right.
- Event Time** (text input): Empty, with a clock icon to the right.
- Subject** (text input): Set to 'Please Select'.
- What Happened** (text input): Empty.
- Who Else Was Involved** (text input): Empty.

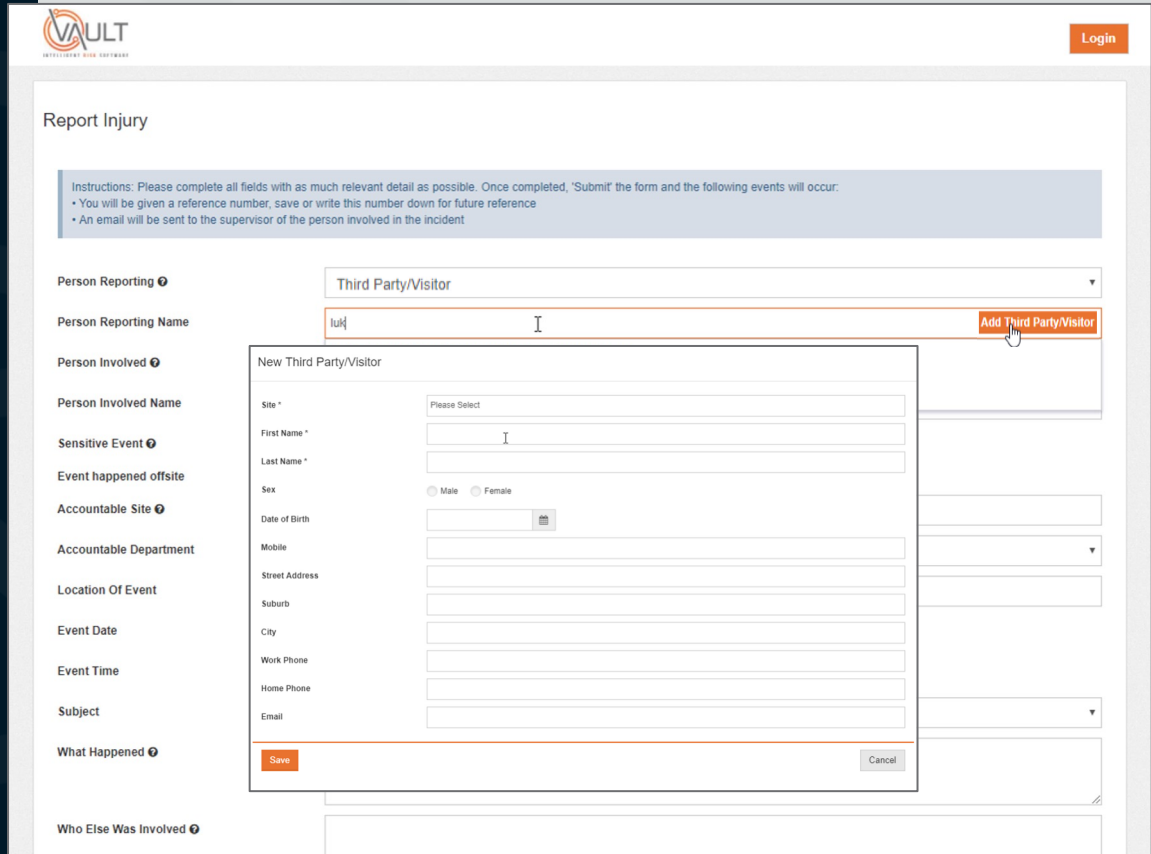
A 'Click to Assign' button is visible in the bottom right corner of the form. An inset window in the bottom right corner shows a smaller version of the form, highlighting the 'Person Reporting Name' field and the search results list.

Add and Event Third Party / Visitor

Repeat these steps for the 'Person Involved'.

If the 'Person Reporting' or 'Involved' is a Third party **simply** select the 'Third Party/Visitor' option from the dropdown and search, if the individual is recorded in your system **select** as normal.

If the individual is NOT recorded, **click** 'Add Third Party/Visitor' and **complete** the Pop-up form with all the information available or required.



VULT
INTELLIGENT RISK SOFTWARE

Login

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ Third Party/Visitor

Person Reporting Name iuk Add Third Party/Visitor

Person Involved ⓘ

Person Involved Name

Sensitive Event ⓘ

Event happened offsite

Accountable Site ⓘ

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

New Third Party/Visitor

Site * Please Select

First Name * I

Last Name *

Sex ☐ Male ☐ Female

Date of Birth

Mobile

Street Address

Suburb

City

Work Phone

Home Phone

Email

Save Cancel

Add an Event Sensitive Event

If the event is of a 'Sensitive' nature, tick the checkbox and **select** the Sensitive Users that should have visibility of the Event from the picklist. The Event will be hidden from all other Users, including other Sensitive Users.



INTELLIGENT RISK SOFTWARE

Login

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ

Worker

Person Reporting Name

Luke John Sullivan

Person Involved ⓘ

Other

Person Involved Name

Peter Joseph

Sensitive Event ⓘ

☒ Please Select

Event happened offsite

☐

Accountable Site ⓘ

Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Accountable Department

Warehouse

Location Of Event

Event Date

Event Time

Subject

Please Select

What Happened ⓘ

Who Else Was Involved ⓘ



INTELLIGENT RISK SOFTWARE

Login

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ

Worker

Person Reporting Name

Luke John Sullivan

Person Involved ⓘ

Other

Person Involved Name

Peter Joseph

Sensitive Event ⓘ

☒ Please Select

Event happened offsite

☐

Accountable Site ⓘ

Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Accountable Department

Warehouse

Location Of Event

Event Date

Event Time

Subject

Please Select

What Happened ⓘ

Who Else Was Involved ⓘ

Sensitive Personnel list

Add an Event

Accountable Site/Dep.

As the Information Icon stipulates - 'If' an 'Event Happened off site' **tick** the checkbox.

Otherwise **ensure** the 'Accountable site' and 'Department' information has defaulted correctly from the site list.

INTELLIGENT RISK SOFTWARELogin

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ

Person Reporting Name

Person Involved ⓘ

Person Involved Name

Sensitive Event ⓘ

Event happened offsite

Worker

Luke John Sullivan

Other

Peter Joseph

☒Kylee Davies

☐

If the event occurred at one of your sites select it here. If it occurred offsite, then check the (Event happened offsite) box and select the site that is accountable for the event.

Accountable Site ⓘ

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened ⓘ

Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Warehouse

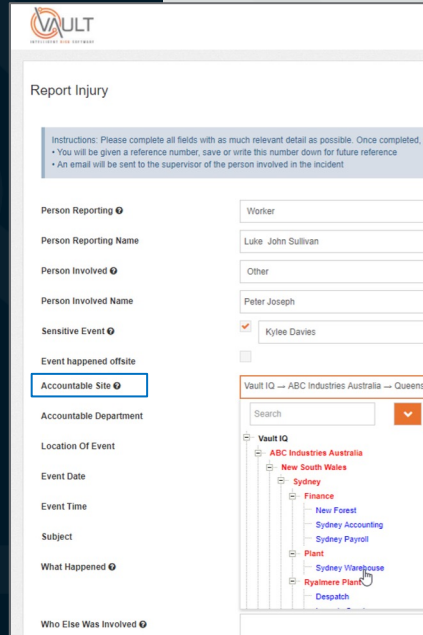
Please Select

Add an Event

Accountable Site/Dep. cont.

If the 'Accountable Site' needs to be changed **click** on the field and **select** the correct site from your site structure either by:

Scrolling the site structure itself
OR
Searching via the Site Name.



Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ Worker

Person Reporting Name Luke John Sullivan

Person Involved ⓘ Other

Person Involved Name Peter Joseph

Sensitive Event ⓘ ☒ Kylee Davies

Event happened offsite ☐

Accountable Site ⓘ

Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Accountable Department Search

Location Of Event

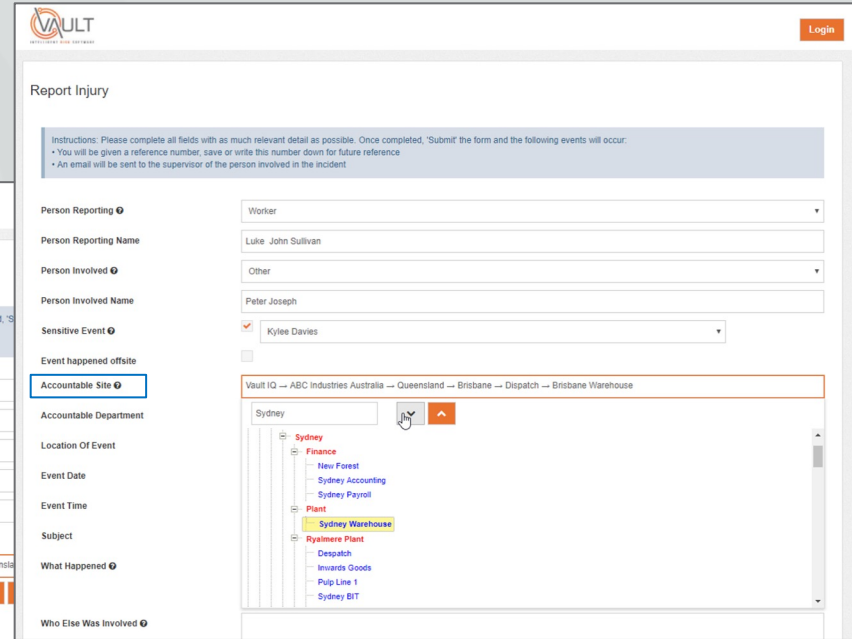
Event Date

Event Time

Subject

What Happened ⓘ

Who Else Was Involved ⓘ



Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ Worker

Person Reporting Name Luke John Sullivan

Person Involved ⓘ Other

Person Involved Name Peter Joseph

Sensitive Event ⓘ ☒ Kylee Davies

Event happened offsite ☐

Accountable Site ⓘ

Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Accountable Department Sydney

Location Of Event

Event Date

Event Time

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

Add an Event

Accountable Site/Dep. cont.

If the 'Accountable Department' needs to be changed **select** the applicable from the dropdown list.

Note

Depending on system settings the 'Department Field' may not be available for you to select, if this is the case simply proceed to the next step.

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ Worker

Person Reporting Name Luke John Sullivan

Person Involved ⓘ Other

Person Involved Name Peter Joseph

Sensitive Event ⓘ ☒ Kylee Davies

Event happened offsite ☐

Accountable Site ⓘ Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Select Department

- Select Department
- Account Executives
- Administration
- Butchery
- Dispatch**
- Engineering
- Field Operations
- Finance
- Head Office
- Health and Safety Office
- Laboratory
- Logistics
- Management HO
- Manufacturing
- Process Shed
- Quality Control
- Reception
- Sales
- Storage
- Warehouse

Add an Event

Event Location

Use the 'Location Of Event' field to be **specific** about where on site the event occurred or use an address if the 'Event happened offsite'.

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ	Worker
Person Reporting Name	Luke John Sullivan
Person Involved ⓘ	Other
Person Involved Name	Peter Joseph
Sensitive Event ⓘ	☒ Kylee Davies
Event happened offsite	☐
Accountable Site ⓘ	Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse
Accountable Department	Warehouse
Location Of Event	Shop Floor at Lathe # 4
Event Date	
Event Time	
Subject	Please Select
What Happened ⓘ	
Who Else Was Involved ⓘ	
What Initial Actions / Corrections Were Taken ⓘ	
Attach Photo	



Add an Event

Event Date & Time

'Event Date & Event Time' need to be stipulated.

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ Worker

Person Reporting Name Luke John Sullivan

Person Involved ⓘ Other

Person Involved Name Peter Joseph

Sensitive Event ⓘ ☒ Kylee Davies

Event happened offsite ☐

Accountable Site ⓘ Vault IQ → ABC Industries Australia → New

Accountable Department Warehouse

Location Of Event Shop Floor at Lathe # 4

Event Date

Event Time

Subject Please Select

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

« November 2017

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	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	1	2
3	4	5	6	7	8	9

14 : 25

00 05 10 15 20 25 30 35 40 45 50 55

Add an Event Subject

The 'Subject' field list's most of the probable event scenario's.

Select the most appropriate option relating to the event.

Note: The Subject could be 'free text' if configured that way by your administrator.

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur.

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ	Worker
Person Reporting Name	Luke John Sullivan
Person Involved ⓘ	Other
Person Involved Name	Peter Joseph
Sensitive Event ⓘ	☒ Kylee Davies
Event happened offsite	☐
Accountable Site ⓘ	Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse
Accountable Department	Warehouse
Location Of Event	Shop Floor at Lathe # 4
Event Date	07/11/2017
Event Time	14:25
Subject	Please Select Please Select Being hit by moving objects (05) Biological agency Chemicals or other substances Contact or exposure to heat and cold (12) Contact with Animals Contact with electricity (11) Contact with, or exposure to, biological factors (17) Exposure to mechanical vibration (04) Exposure to mental stress factors (18) Exposure to radiation (13) Exposure to sharp sudden sound (06) Exposure to variations in pressure (other than sound) (08) Falls from a height (01) Falls on the same level (including trips and slips) (02)
What Happened ⓘ	
Who Else Was Involved ⓘ	
What Initial Actions / Corrections Were Taken ⓘ	
Attach Photo	

Add an Event

What happened

For the 'What Happened' field, **enter** a full and detailed account of the event.

Also **stating** 'Who Else Was Involved'.

And **stipulate** 'What Initial Actions/ Corrections Were Taken' for the event.

Sensitive Event

Event happened offsite

Accountable Site

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened

Who Else Was Involved

What Initial Actions / Corrections Were Taken

Attach Photo

☒ Kylee Davies

☐

Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse

Warehouse

Shop Floor at Lathe # 4

07/11/2017

14.25

Being hit by moving objects (05)

Peter was walking across the shop floor when a piece from a working lathe broke off and struck him on the right temple, causing a deep gash and concussion.

No one else was involved.

Compression was immediately applied to the wound and an ambulance called. All work on lathe # 4 was immediately stopped pending a full investigation.

Drop files to upload (Or Click)

Injury Details

Head & Neck

Respiratory

Body Area

Ailment

Add an Event Injury Details

In the Injury Details section it's best practice to fully detail the extent and type of Injury or Injuries sustained.

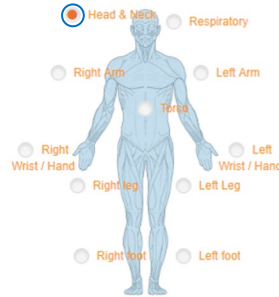
First **select** the general area of the body affected on the 'Body image'.

From the resulting list **Select** the specific 'Body Area'.

Then identify the 'Ailment' and **Add to Injury List**.

For multiple injuries, simply repeat these steps until all injuries have been stipulated.

Injury Details



Body Area

- Mouth
- Neck
- Nose
- Scalp
- Sinus
- Teeth
- Temple
- Tongue
- Top of head

Showing 1 to 15 of 15 entries

Ailment

- Abrasion [Add to Injury List](#)
- Burn [Add to Injury List](#)
- Cut [Add to Injury List](#)
- Rash [Add to Injury List](#)

Showing 1 to 4 of 4 entries

The Primary injury is the most important / critical injury to the person.

Primary	Body Location	Body Area	Injury	
No	Head & Neck	Temple	Cut	Delete
Yes	Head & Neck	Brain	Concussion	Delete

Event Files

Add an Event

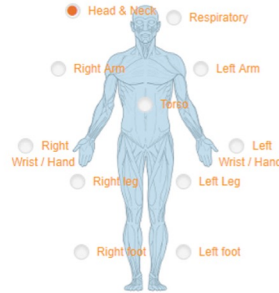
Primary Injury

For multiple injuries you MUST **stipulate** which is the 'Primary' injury.

To do this simply **click** in the 'Primary' column of the injury that required the most 'Immediate Attention'.

This will change "No" to "Yes" thus Stipulating it as the primary injury.

Injury Details



Body Area
Mouth
Neck
Nose
Scalp
Sinus
Teeth
Temple
Tongue
Top of head

Showing 1 to 15 of 15 entries

Ailment
Abrasion
Burn
Cut
Rash

Showing 1 to 4 of 4 entries

The Primary injury is the most important / critical injury to the person.

Primary	Body Location	Body Area	Injury	
No	Head & Neck	Temple	Cut	Delete
Yes	Head & Neck	Brain	Concussion	Delete

Event Files

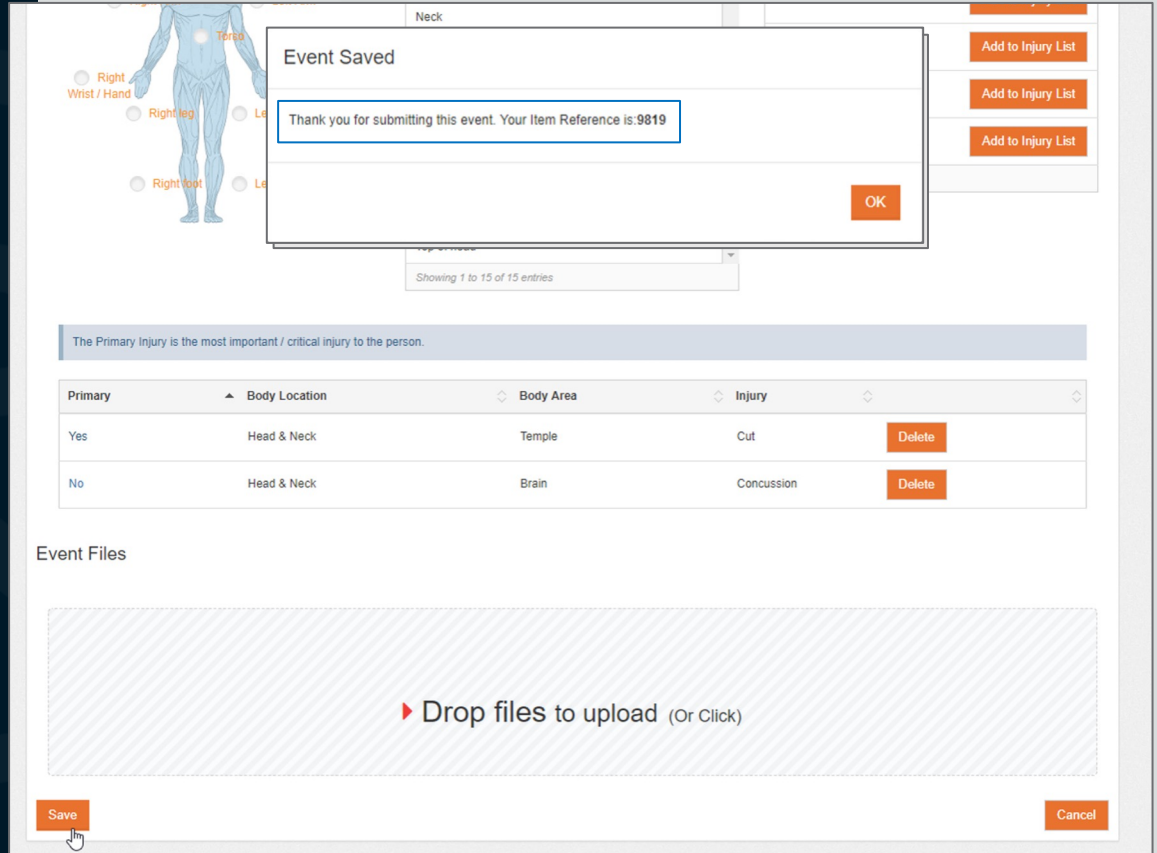
Add an Event

Save Event

Once all information is completed **Click** 'Save'.

A Pop-Up notification will advise the event has been submitted successfully and provide an 'Event Reference'

'If' saved successfully - the event has now been added to your 'Pending Events'.



The screenshot shows a web interface for adding an event. A pop-up window titled "Event Saved" is displayed, containing the message "Thank you for submitting this event. Your Item Reference is: 9819" and an "OK" button. In the background, a human body diagram is visible with labels for various body parts: Neck, Torso, Right Wrist / Hand, Right leg, Right foot, Left leg, and Left foot. Below the diagram, a table lists injuries with columns for Primary, Body Location, Body Area, and Injury. The table has two rows: one for a "Cut" on the "Temple" and another for "Concussion" on the "Brain". Each row has a "Delete" button. Below the table, there is a section for "Event Files" with a large dashed box and the text "Drop files to upload (Or Click)". At the bottom of the form, there are "Save" and "Cancel" buttons.

Event Saved

Thank you for submitting this event. Your Item Reference is: 9819

OK

Showing 1 to 15 of 15 entries

The Primary Injury is the most important / critical injury to the person.

Primary	Body Location	Body Area	Injury	
Yes	Head & Neck	Temple	Cut	Delete
No	Head & Neck	Brain	Concussion	Delete

Event Files

Drop files to upload (Or Click)

Save Cancel

Add an Event

Information missing

If some mandatory information has been missed colour coding on the form will direct you to the required fields.

Simply **update** these fields and **click** 'Save' again.

The event has now been added to your 'Pending Events'.

Event happened offsite

Accountable Site  Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse

Accountable Department  Select Department ▼

Location Of Event Shop Floor at lathe # 4

Event Date 07/11/2017 

Event Time 14:25 

Subject Being hit by moving objects (05) ▼

What Happened  Peter was walking across the shop floor when a piece from a working lathe broke off and struck him in the right temple. Causing a deep gash and concussion.

Who Else Was Involved 
This field is required.

What Initial Actions / Corrections Were Taken  Compression was immediately applied to the wound and an ambulance was called. All work on lathe #4 was immediately stopped pending full investigation.

Attach Photo

▶ Drop files to upload (Or Click)

Injury Details

 Head & Neck

 Respiratory

 Right Arm

 Left Arm



Body Area ▼

Mouth

Neck

Ailment ▼

Abrasion

Add to Injury List

Add an Event

What next?

The Pending event can now be assigned and fully investigated by the appropriate personnel.

 DAMSTRA

 Site Selection

 Dashboard

 Governance

 Risk

 Events

 Event Register Reviews

 Emergency

 Formal Investigation

 JSA / SWMS

 Multiple Risk Assessment

 Risk Assessment

 Risk Register Review

 Compliance

 Assets

 People

Events

My Filters

Pending Injury

Filters

☐ Sensitive

Event

Pending, Active

Status

All selected (3)

Event Type

All selected (4)

Search

Show 15 entries

Apply

Clear

Save this filter

Filter Name

Save

Events

Q

Add

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status		
9892		Other and multiple mechanisms of injury (08)	13/12/2017	Injury		Contracted Worker	Brayson, Jack	Sydney Accounting	Pending	Not Started	Actions
9891		Chemicals or other substances	14/12/2017	Incident		Worker	Chambers, Amanda	New Forest	Not Started		Actions
9890		Being hit by moving objects (05)	14/12/2017	[S] Injury	Laceration	Third Party	Edge, Mark	Sydney Warehouse	Not Started		Actions
9889		Being hit by moving objects (05)	22/11/2017	[S] Injury	Concussion	Third Party	Brammield, Lee	Sydney Warehouse	Not Started		Actions
9888		Contact or exposure to heat and cold (12)	07/12/2017	Incident		Worker	Admas, George	Sydney Warehouse	Not Started		Actions
9887		Contact with Animals	06/12/2017	Injury		Worker	McPhail, Jacob	Sydney Accounting	Pending	Not Started	Actions
9886		Contact or exposure to heat and cold (12)	29/11/2017	Injury		Worker	McPhail, Jacob	Sydney Accounting	Not Started		Actions
9885		Foreign Body	07/12/2017	[S] Injury		Worker	Gomez, Hannah	Christchurch Administration	Pending	Not Started	Actions
9882		Falls from a height (01)	29/11/2017	Injury		Worker	Admas, George	Sydney Accounting	Not Started		Actions
9881		Contact with Animals	29/11/2017	Injury		Worker	Admas, George	Sydney Accounting	Not Started		Actions
9880		Exposure to mental stress factors (18)	28/11/2017	Injury		Contracted Worker	Alexander, Peter	Auckland Administration	Not Started		Actions
9879		Contact with Animals	28/11/2017	Injury		Worker	Mannix, Peter	Sydney Accounting	Not Started		Actions
9878		Chemicals or other substances	28/11/2017	Injury		Worker	Small, Jeffery	Brisbane Human Resources	Pending	Not Started	Actions
9877		Being hit by moving objects (05)	28/11/2017	Injury		Worker	Lee, Christine	Sydney Payroll	Not Started		Actions
9876		Chemical or substances	08/11/2017	Incident	Contamination	Worker	Lee, Christine	Sydney Payroll	Underway		Actions

Showing 1 to 15 of 164 entries

1

2

3

11

