



D A M S T R A

Report Risk

Web  
Portal



## [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.

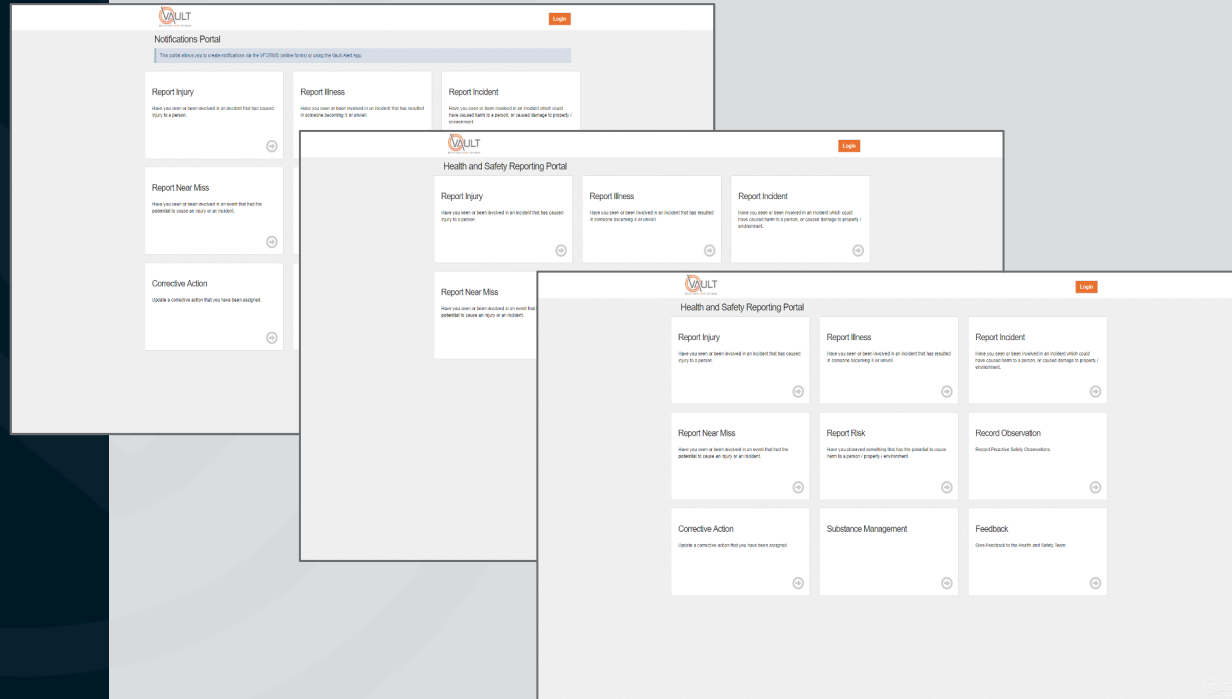
Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

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

# The Damstra 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.

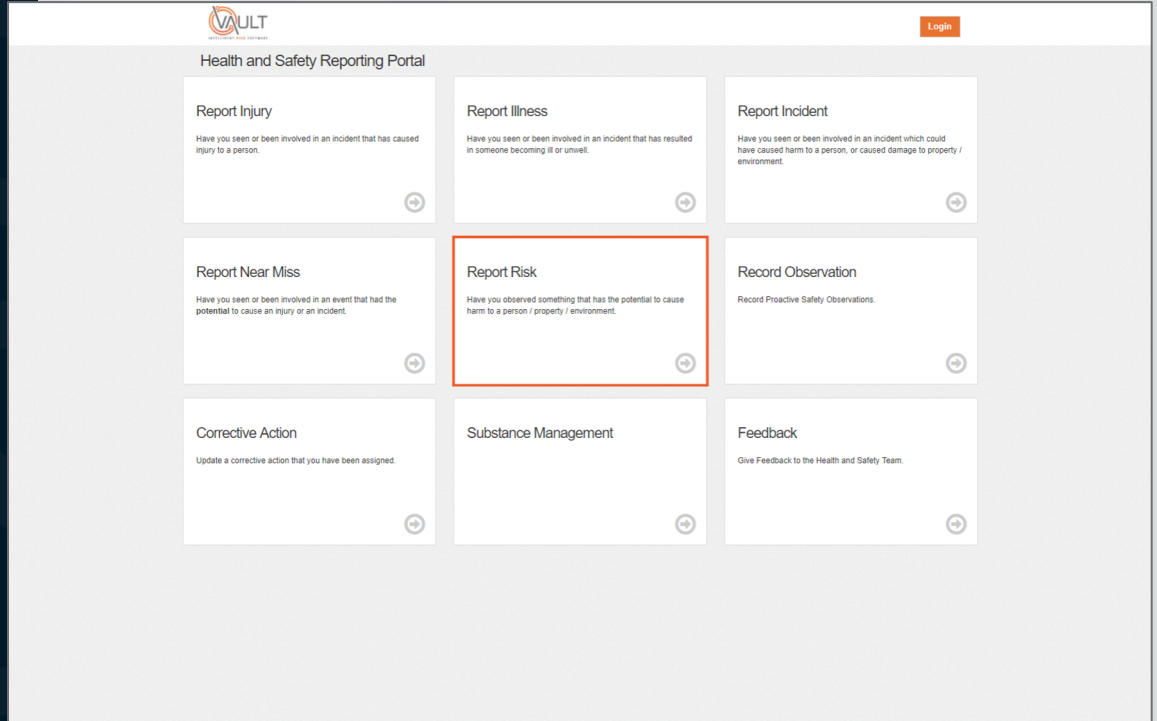


# Report Risk

## Initiate Report Risk

To **Report** a Risk select the relevant option.

Then Complete the resulting form.



The screenshot displays the 'Health and Safety Reporting Portal' interface. At the top left is the VULT logo, and at the top right is a 'Login' button. The portal features a grid of nine reporting options, each with a title, a brief description, and a right-pointing arrow icon. The 'Report Risk' option is highlighted with a red border. The options are as follows:

| Report Injury                                                                                        | Report Illness                                                                                         | Report Incident                                                                                                                     |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Have you seen or been involved in an incident that has caused injury to a person.                    | Have you seen or been involved in an incident that has resulted in someone becoming ill or unwell.     | 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                                                                                     | Report Risk                                                                                            | Record Observation                                                                                                                  |
| Have you seen or been involved in an event that had the potential to cause an injury or an incident. | Have you observed something that has the potential to cause harm to a person / property / environment. | Record Proactive Safety Observations.                                                                                               |
| Corrective Action                                                                                    | Substance Management                                                                                   | Feedback                                                                                                                            |
| Update a corrective action that you have been assigned.                                              |                                                                                                        | Give Feedback to the Health and Safety Team.                                                                                        |



# Report Risk

## Person Reporting

**Populate** the 'Person Reporting' type from the dropdown.

**Note:** If the person reporting is a Third Party **select** 'other' as this provides a free text field for their name.

### Report Risk

**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 your supervisor advising a form has been submitted

Person Reporting ⓘ

Person Reporting Name

Accountable Site ⓘ

Accountable Department

Risk Date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Risk Files

Please Select ▼

Please Select

Worker

Contracted Worker

Student

Volunteer

Other

Please Select ▼

Please select date 

Drop files to upload (Or Click)

# Report Risk

## Person Reporting cont.

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

**Assign** the correct person.

### Report Risk

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 your supervisor advising a form has been submitted

Person Reporting ⓘ

Worker

Person Reporting Name ⓘ

luk

Accountable Site ⓘ

Luke John Sullivan [Brisbane Warehouse] Warehouse  
Lucy Patricia Macintosh [Christchurch Human Resources]  
Lucas George Cloony [Auckland Workshop]

Accountable Department

Risk Date

Please select date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Risk Files

Drop

Report Risk

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 your supervisor advising a form has been submitted

Person Reporting ⓘ

Worker

Person Reporting Name ⓘ

luk

Accountable Site ⓘ

Luke John Sullivan [Brisbane Warehouse] Warehouse  
Lucy Patricia Macintosh [Christchurch Human Resources]  
Lucas George Cloony [Auckland Workshop]

Accountable Department

Risk Date

Please select date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Risk Files

Click to Assign

Drop files to upload (20 MB)

# Report Risk

## Accountable Site/Dep.

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

### Report Risk

**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 your supervisor advising a form has been submitted

|                                                 |                                                                                                        |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Person Reporting ⓘ                              | Worker                                                                                                 |
| Person Reporting Name                           | Luke John Sullivan                                                                                     |
| Accountable Site ⓘ                              | Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse            |
| Accountable Department                          | Warehouse                                                                                              |
| Risk Date                                       | Please select date  |
| Subject                                         |                                                                                                        |
| What Happened ⓘ                                 |                                                                                                        |
| Who Else Was Involved ⓘ                         |                                                                                                        |
| What Initial Actions / Corrections Were Taken ⓘ |                                                                                                        |
| Attach Photo                                    | <div>Drop files to upload (Or Click)</div>                                                             |
| Risk Files                                      |                                                                                                        |

# Report Risk

## 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 Risk

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 your supervisor advising a form has been submitted

Person Reporting ⓘ Worker

Person Reporting Name Luke John Sullivan

Accountable Site ⓘ Vault IQ → ABC Industries Australia → Queensland

Accountable Department Search

Risk Date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Risk Files

Report Risk

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 your supervisor advising a form has been submitted

Person Reporting ⓘ Worker

Person Reporting Name Luke John Sullivan

Accountable Site ⓘ Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Accountable Department Sydney

Risk Date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Risk Files

# Report Risk

## 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.

### Report Risk

**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 your supervisor advising a form has been submitted

Person Reporting ⓘ

Person Reporting Name

Accountable Site ⓘ

Accountable Department

Risk Date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Risk Files

Worker

Luke John Sullivan

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

Please Select

Please Select  
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

Drop files to upload (Or Click)

 DAMSTRA

# Report Risk

## Risk Date

**Stipulate** the correct 'Risk Date' for when the risk was first Identified.

Report Risk

Instructions: Please complete **all fields** with as much relevant detail as possible. Once complete  
• You will be given a reference number, save or write this number down for future reference  
• An email will be sent to your supervisor advising a form has been submitted

Person Reporting ⓘ

Worker

Person Reporting Name

Luke John Sullivan

Accountable Site ⓘ

Vault IQ → ABC Industries Australia → New

Accountable Department

Warehouse

Risk Date

Please select date

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

What Initial Actions / Corrections Were Taken ⓘ

Attach Photo

Drop files to upload (Or Click)

Risk Files

« 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  |

Please select date

# Report Risk Subject

In the free 'text Subject' field state the risk identified.

**Note:** Best practice is to keep this concise and to the point.

### Report Risk

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 your supervisor advising a form has been submitted

|                                                 |                                                                                                      |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Person Reporting ⓘ                              | <div>Worker</div>                                                                                    |
| Person Reporting Name                           | <div>Luke John Sullivan</div>                                                                        |
| Accountable Site ⓘ                              | <div>Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse</div> |
| Accountable Department                          | <div>Warehouse</div>                                                                                 |
| Risk Date                                       | <div>09/11/2017</div>                                                                                |
| Subject                                         | <div>Thermostat Malfunctioning</div>                                                                 |
| What Happened ⓘ                                 | <div></div>                                                                                          |
| Who Else Was Involved ⓘ                         | <div></div>                                                                                          |
| What Initial Actions / Corrections Were Taken ⓘ | <div></div>                                                                                          |
| Attach Photo                                    | <div>Drop files to upload (Or Click)</div>                                                           |
| Risk Files                                      | <div></div>                                                                                          |

# Report Risk

## What happened?

For the 'What Happened' field, **enter** a full and detailed description of the risk.

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

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

### Report Risk

**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 your supervisor advising a form has been submitted

|                                                 |                                                                                                                                          |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Person Reporting ⓘ                              | Worker                                                                                                                                   |
| Person Reporting Name                           | Luke John Sullivan                                                                                                                       |
| Accountable Site ⓘ                              | Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse                                                |
| Accountable Department                          | Warehouse                                                                                                                                |
| Risk Date                                       | 09/11/2017                                                                                                                               |
| Subject                                         | Thermostat Malfunctioning                                                                                                                |
| What Happened ⓘ                                 | Thermostat malfunctioning on fat fryer # 2                                                                                               |
| Who Else Was Involved ⓘ                         | No one else was                                                                                                                          |
| What Initial Actions / Corrections Were Taken ⓘ | Fat fryer # 2 was immediately switched off and an "out of order" sign posted.<br>All work was ceased on fat fryer # 2 and fault reported |
| Attach Photo                                    | <div>Drop files to upload (Or Click)</div>                                                                                               |
| Risk Files                                      |                                                                                                                                          |



# Report Risk

## Attach Photo's

**Attaching** a Photo adds even more detail to the risk report by providing visual evidence of the risk encountered. Either:

**Click** in the Field and **select** the required photo(s) from your folders.

OR

**Drag'n drop** the required photo(s) directly.

Report Risk

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 your supervisor advising a form has been submitted

Person Reporting Worker

Person Reporting Name Luke John Sullivan

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

Accountable Department Warehouse

Risk Date 20/11/2017

Subject

What Happened fat fryer # 2

Who Else Was Involved

What Initial Actions / Corrective Actions Taken switched off and an "out of order" sign posted.  
All work was ceased on fat fryer # 2 and fault reported.

Attach Photo

Risk Files

File selection window showing:

- CCTV Kitchen.mp4
- Fat fryer 1.jpg

Click & Select

Drop files

Drag'n drop

+ Copy

Drop files to upload (Or Click)

# Report Risk

## Risk Files

The 'Risk Files' field allows for extra items such as CCTV camera footage to be included if required.

Again either:

**Click** in the Field and **select** the required file(s) from your folders.

OR

**Drag'n drop** the required file(s) directly.

The screenshot displays a web form for reporting a risk. The form includes fields for 'Accountable Site', 'Accountable Department', 'Risk Date', 'Subject', 'What Happened', 'Who Else Was Involved', and 'What Initial Actions / Corrections Were Taken'. Below these fields is the 'Attach Photo' section, which shows two file icons: 'CCTV Kitchen.mp4' and 'Fat fryer 1.jpg'. A 'Click & Select' button is positioned below these icons. To the right of the 'Attach Photo' section is a large dashed box with the text 'Drop files to upload' and 'Drag'n drop'. Below this box is another dashed box with the text 'Drop files to upload (Or Click)'. At the bottom of the form are 'Save' and 'Cancel' buttons.

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

Accountable Department: Warehouse

Risk Date: 09/11/2017

Subject: Thermostat Malfunctioning

What Happened: Thermostat malfunctioning on fat fryer # 2

Who Else Was Involved: No one else was involved

What Initial Actions / Corrections Were Taken: Fat fryer # 2 was immediately switched off and an "out of order" sign posted. All work was ceased on fat fryer # 2 and fault reported.

Attach Photo

CCTV Kitchen.mp4

Fat fryer 1.jpg

Click & Select

Drop files to upload

Drag'n drop

Drop files to upload (Or Click)

Save

Cancel

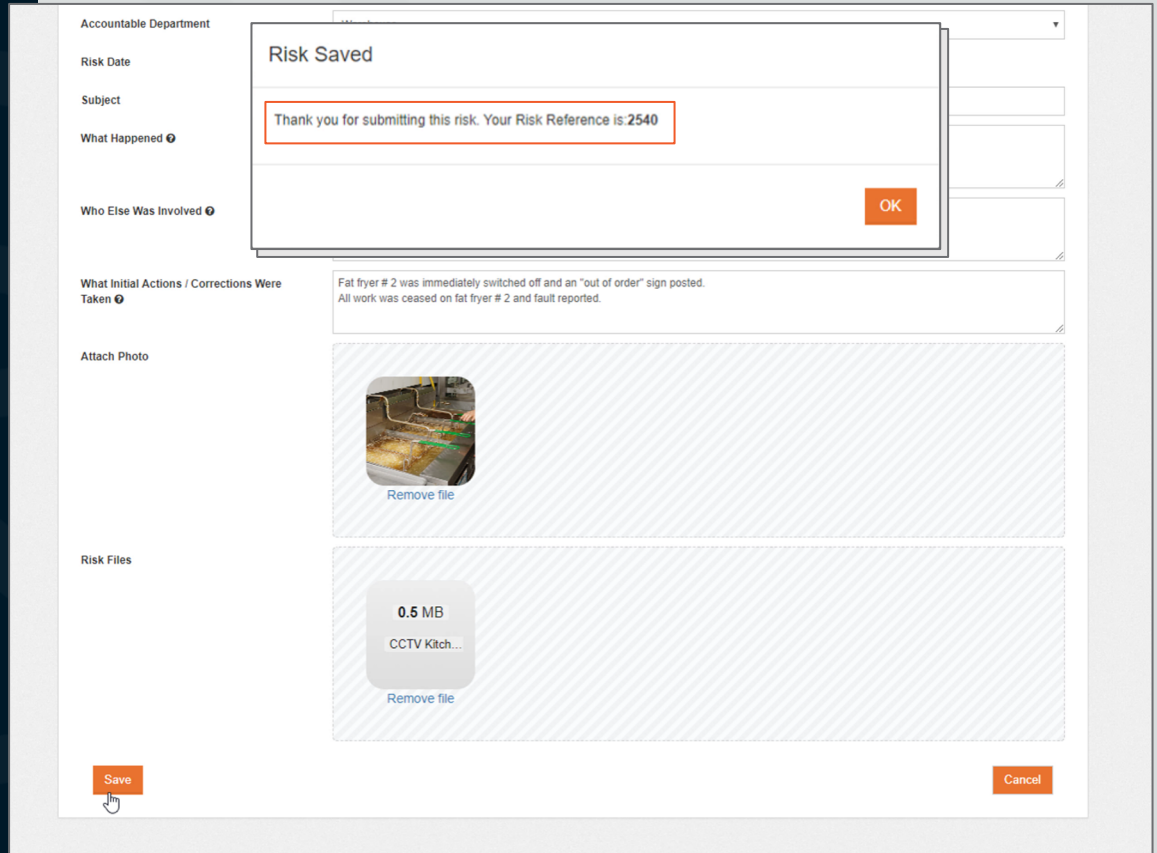
# Report Risk

## Save Risk Report

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

A Pop-Up notification will advise the risk report has been submitted successfully and provide an 'Risk Reference'

'If' saved successfully - the risk report has now been added to your 'Risk assessment Register'.



The screenshot shows a web form for saving a risk report. A modal window titled "Risk Saved" is displayed in the center, containing the message "Thank you for submitting this risk. Your Risk Reference is 2540" and an "OK" button. The background form is partially visible, showing fields for "Accountable Department", "Risk Date", "Subject", "What Happened", "Who Else Was Involved", "What Initial Actions / Corrections Were Taken", "Attach Photo", and "Risk Files". A "Save" button is at the bottom left, and a "Cancel" button is at the bottom right. A mouse cursor is pointing at the "Save" button.

Accountable Department

Risk Date

Subject

What Happened

Who Else Was Involved

What Initial Actions / Corrections Were Taken

Attach Photo

Risk Files

Save

Cancel

**Risk Saved**

Thank you for submitting this risk. Your Risk Reference is 2540

OK

Fat fryer # 2 was immediately switched off and an "out of order" sign posted. All work was ceased on fat fryer # 2 and fault reported.

Remove file

0.5 MB

CCTV Kitch...

Remove file

# Report Risk

## 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 risk report has now been added to your 'Risk Assessment Register' in a 'Pending' status.

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

# Report Risk

## What next?

The Pending status risk report can now be assigned and fully investigated by the appropriate personnel.

Site Selection

Dashboard

Governance

Risk

Events

Event Register Reviews

Emergency

Formal Investigation

JSA / SVIMS

Multiple Risk Assessment

**Risk Assessment**

Risk Register Review

Compliance

Assets

People

+

### Risk Assessment

AddCopyPrint

| Hazard ID | Alert No. | Category      | Subject                   | Site                        | Department | Sig Hazard | Inherent Risk | Residual Risk | Review Date | Status             |         |
|-----------|-----------|---------------|---------------------------|-----------------------------|------------|------------|---------------|---------------|-------------|--------------------|---------|
| 2543      |           | Activity/Task | Vehicle movements onsite  | Christchurch Warehouse      |            | No         |               |               |             | PendingNot Started | Actions |
| 2542      | BM445     | Activity/Task | Unloading curtain sider   | Sydney Payroll              | Logistics  | No         |               |               |             | PendingNot Started | Actions |
| 2540      |           |               | Thermostat Malfunctioning | Sydney Warehouse            | Warehouse  | No         |               |               |             | PendingNot Started | Actions |
| 2539      |           |               | Risk                      | Christchurch Administration |            | No         |               |               |             | PendingNot Started | Actions |
| 2536      |           |               | no fire extinguisher      | Sydney Payroll              |            | No         |               |               |             | PendingNot Started | Actions |
| 2534      |           |               | unsafe seat               | Sydney Warehouse            |            | No         |               |               |             | PendingNot Started | Actions |
| 2527      | JO265     | Activity/Task | Use of Tardis Press       | Sydney Accounting           |            | No         | 88 High       | 8 Moderate    | 28/10/2014  | Not Started        | Actions |
| 2526      |           | Activity/Task | Stacking of logs          | Christchurch Warehouse      |            | No         |               |               |             | PendingNot Started | Actions |
| 2523      |           |               | Reporting email hazard    | Christchurch Warehouse      |            | No         |               |               |             | PendingNot Started | Actions |
| 2522      |           |               | Email                     | Christchurch Warehouse      |            | No         |               |               |             | PendingNot Started | Actions |
| 2521      |           |               | Email notification        | 23 Colombo Street           |            | No         |               |               |             | PendingNot Started | Actions |
| 2520      |           |               | Hazard no email           | 23 Colombo Street           |            | No         |               |               |             | PendingNot Started | Actions |
| 2519      |           |               | Email?                    | 23 Colombo Street           |            | No         |               |               |             | PendingNot Started | Actions |
| 2518      |           |               | Hazard                    | Christchurch Administration |            | No         |               |               |             | PendingNot Started | Actions |
| 2517      |           |               | Email?                    | Christchurch Warehouse      |            | No         |               |               |             | PendingNot Started | Actions |

Showing 1 to 15 of 48 entries

1

2

3

4

5

DAMSTRA

[https://demo-00.vaultgpc.com/hazard\\_management/hazards/index#](https://demo-00.vaultgpc.com/hazard_management/hazards/index#)

VULT

