



D A M S T R A

Introduction to the Safety
Risk Module



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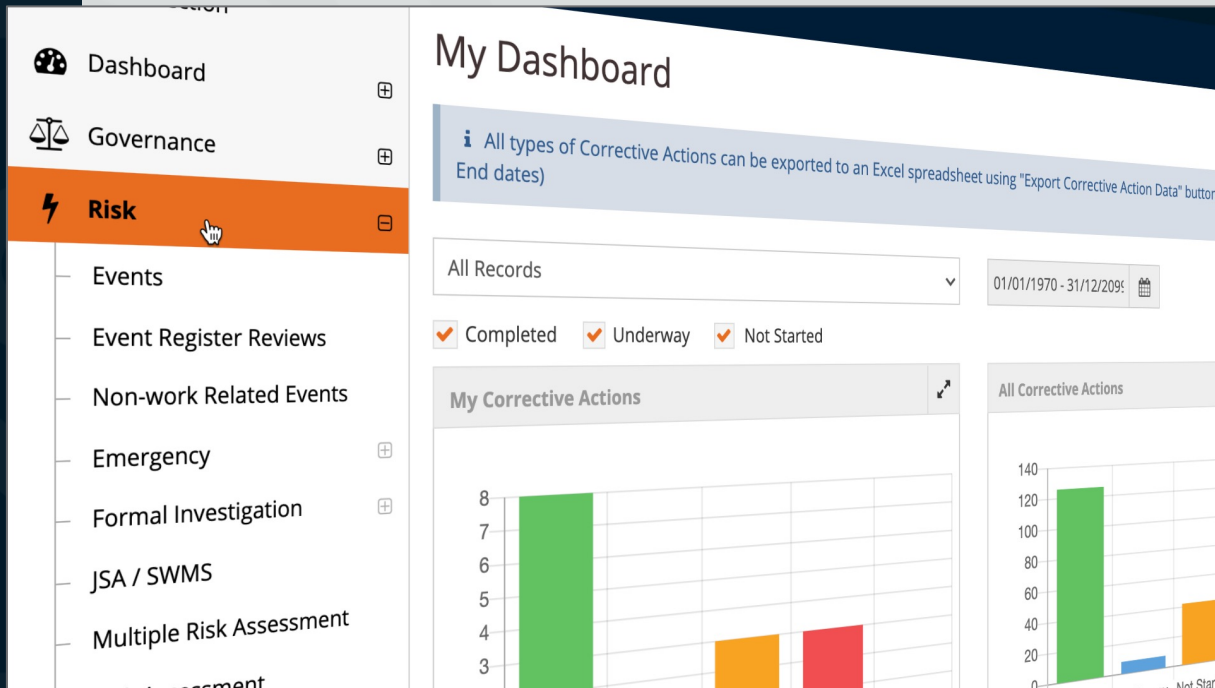
Introduction to the Risk Module

Introduction

Damstra Safety is your gateway to complete health and safety risk management.

Understanding and knowing how to get the most out of each module across the system will help you achieve a full coverage view of the health and safety landscape across your organisation.

If you haven't already done so we recommend that you first learn the fundamentals of getting around your system with our Damstra Safety Essentials video which you can find separately within the support portal.

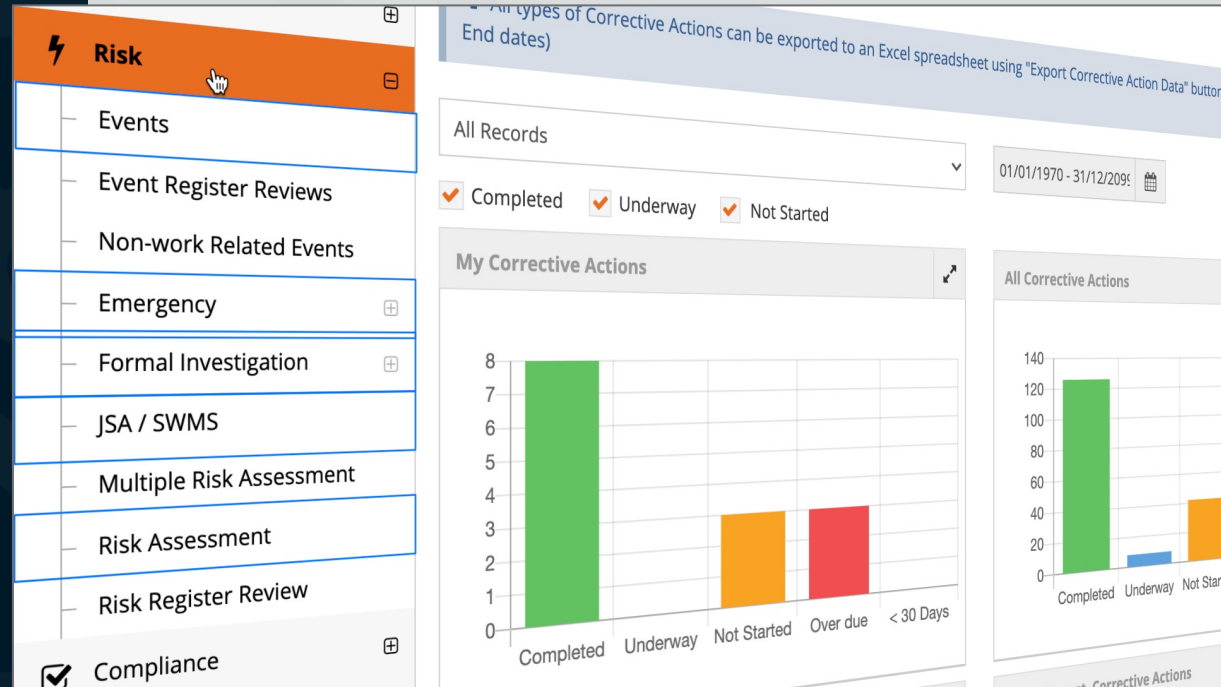


Introduction to the Risk Module

Introduction

The **Risk** module is a key component and encompasses all areas of risk management across several interconnected sections.

From registering Event's, performing risk assessments and undertaking formal investigations, to JSA's and logging emergency response plans. Your Safety system can help you stay on-track and compliant.



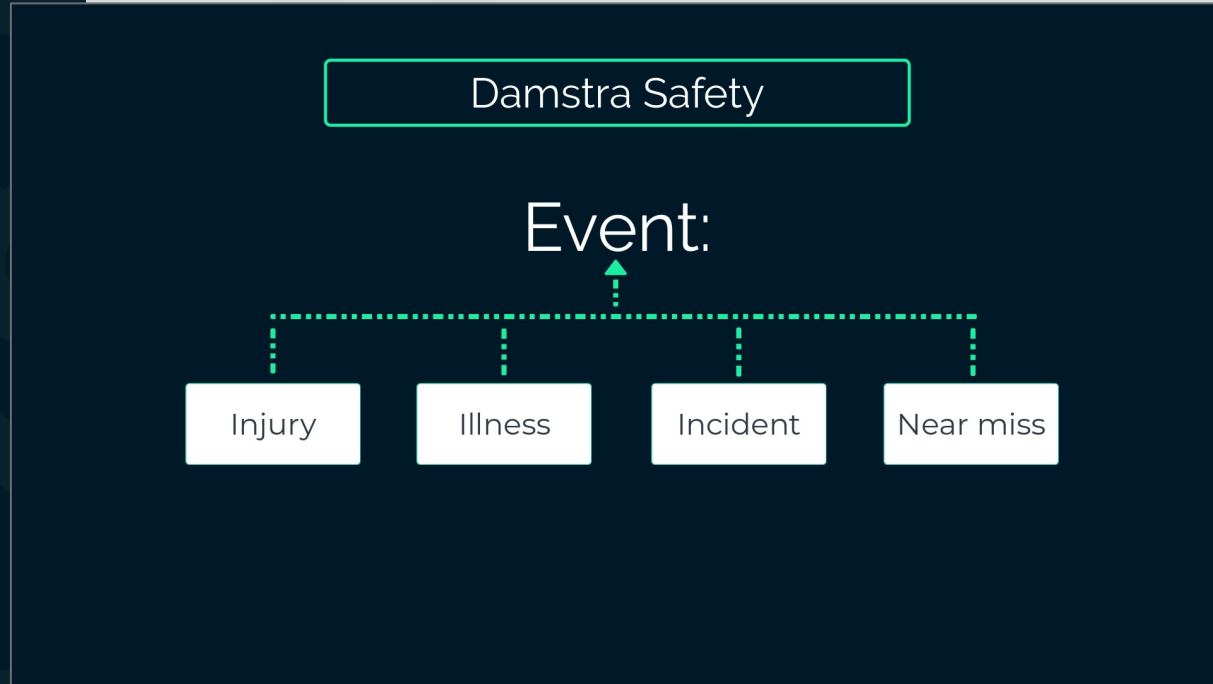
Introduction to the Risk Module

Events

In Damstra Safety - injuries, illnesses, incidents, and near misses are categorised as a "type of Event".

And the Events section is where all these event types ... and their impacts to People and the business are recorded, tracked and managed from the initial occurrence through to their eventual lifecycle conclusion.

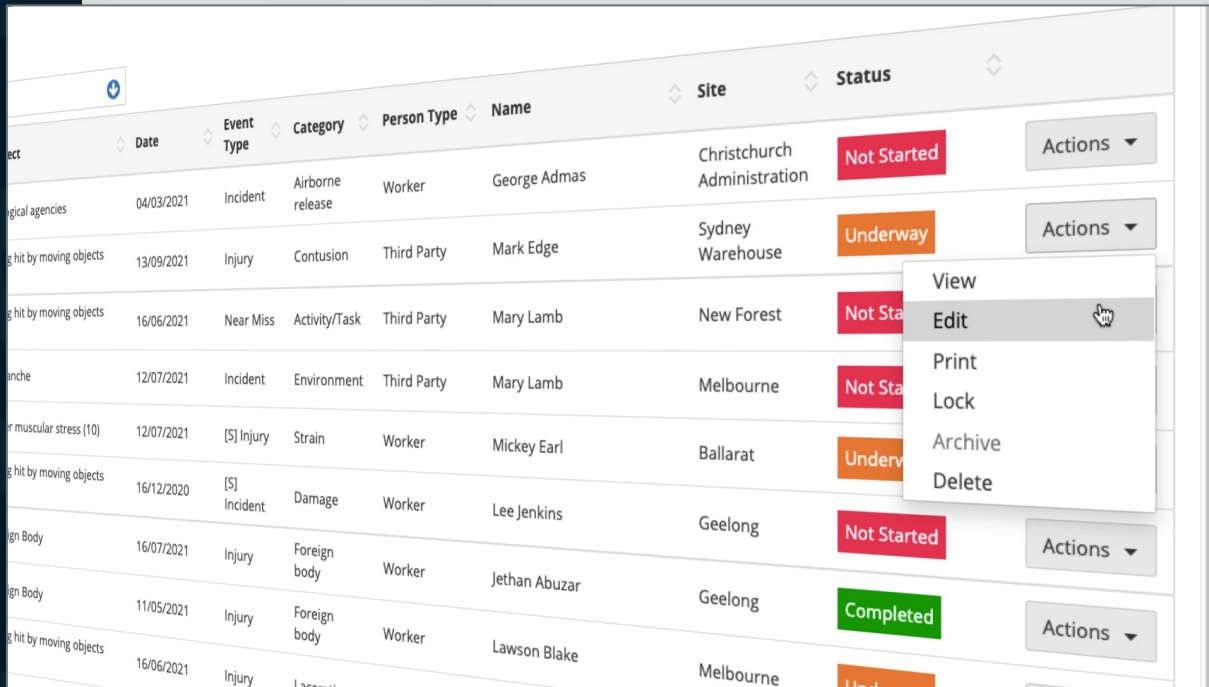
Events can be reported via submission directly into your Damstra Safety system by those with access, or by anybody within your business via a web portal or the Notify app.



Introduction to the Risk Module

Event Register

Once the event is entered, It then arrives in the Events register where a suitable Damstra Safety operator will triage and manage it, investigating where necessary to gather and add additional information to the record.



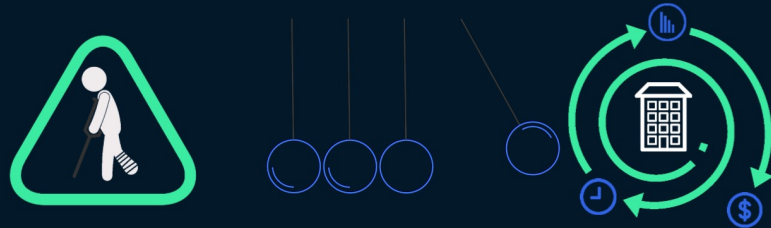
Object	Date	Event Type	Category	Person Type	Name	Site	Status	Actions
Logistical agencies	04/03/2021	Incident	Airborne release	Worker	George Admas	Christchurch Administration	Not Started	Actions ▼
Hit by moving objects	13/09/2021	Injury	Contusion	Third Party	Mark Edge	Sydney Warehouse	Underway	Actions ▼
Hit by moving objects	16/06/2021	Near Miss	Activity/Task	Third Party	Mary Lamb	New Forest	Not Started	View Edit Print Lock Archive Delete
Tranche	12/07/2021	Incident	Environment	Third Party	Mary Lamb	Melbourne	Not Started	Actions ▼
Per muscular stress (10)	12/07/2021	[S] Injury	Strain	Worker	Mickey Earl	Ballarat	Underway	Actions ▼
Hit by moving objects	16/12/2020	[S] Incident	Damage	Worker	Lee Jenkins	Geelong	Not Started	Actions ▼
Ign Body	16/07/2021	Injury	Foreign body	Worker	Jethan Abuzar	Geelong	Completed	Actions ▼
Ign Body	11/05/2021	Injury	Foreign body	Worker	Lawson Blake	Melbourne	Underway	Actions ▼
Hit by moving objects	16/06/2021	Injury	Laceration	Worker			Underway	Actions ▼

Introduction to the Risk Module

Event Impacts and Management

Because events can have wide-ranging impacts on those involved as well as the wider business, the Events section of Damstra Safety is comprehensive in its coverage, allowing the capture of every detail from the how, who, where and when of the initial incident, to longer-term impacts such as injury management, related costs and claims, standard and formal investigations, right through to Return to Work plans.

Event Impacts and Management



Introduction to the Risk Module

The Related tab

In the 'Related' tab of the Event record, link the record to the Worker involved, as well as any previously recorded, related Risk items, or any other relevant items in your Damstra Safety system to build and keep a focus on the bigger picture.

The screenshot shows a modal dialog box titled "Add New Related" overlaid on a blurred background of a software interface. The dialog has a white background and a thin grey border. It contains two main input sections: "Type *" with a dropdown menu currently showing "Third Party", and "Subject *" with a text input field containing "mark". Below the text input, a suggestion list is visible, showing "Mark, Edge (62)" in blue text. At the bottom left of the dialog is an orange button labeled "Save Related", and at the bottom right is a grey button labeled "Cancel". Below the dialog, the background interface shows a table with the message "No data available in table" and a footer indicating "0 entries".

Add New Related

Type * Third Party

Subject * mark

Mark, Edge (62)

Save Related Cancel

No data available in table

0 entries

Introduction to the Risk Module

Non-Work-Related Events

For Non-Work-Related Events ... you can add the details of illnesses and injuries that have a business impact ... such as lost time, to the dedicated Non-Work-Related Events register.

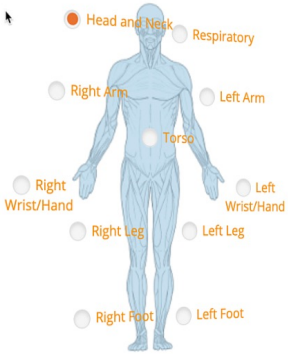
These events allow the same comprehensive detail and functionality as Work-related events but allow you to set different permissions and generate separate reporting where required.

Non-Work Related Event - 10808

Events Details **Injury Details** Treatment / Lost Time Cost Related Reviews Files Audit Log

Injury Details

Use the buttons on the picture then use the lists below to create an injury list for the person involved.



Body Area

Back of head
Brain
Ear
Eye
Face
Illness
Jaw
Mouth
Neck
...

Showing 1 to 16 of 16 entries

Injury

Abrasion	Add
Bruised	Add
Burn	Add
Cut	Add

Showing 1 to 4 of 4 entries

Body Location: Right

Body Side: Right

Body Area: Lower Leg

Injury: Fracture

Dislocated

Introduction to the Risk Module

Emergency Section

The Emergency section is both a resource in terms of being able to quickly identify the Emergency Response Personnel from across your business, and a central location for storing and updating your emergency plans so that you're ready for any eventuality.

Key Personnel

Emergency Response Chief

GM - Logistics



Greg Smith

Department:Head Office

Start Date:05/04/2017

Site:Melbourne

Emergency Response Deputy

Warehouse Supervisor



Introduction to the Risk Module

The Check and Registers Section

The Checks and Registers section provides spaces for reviewing the appropriateness or availability of emergency equipment facilities across your sites, recording findings and actions required as discovered from site evacuations and drills, as well as reviewing your Emergency systems and procedures.

Event Register Reviews	
Non-work Related Events	
Emergency	
Emergency Response Personnel	
Emergency Response Plans	
Checks and Registers	
Emergency Contacts	
Formal Investigation	

ID	Site
58	New Forest
55	Sydney Payroll
50	Melbourne
49	Ballarat
48	Melbourne
47	Sydney Warehouse

Introduction to the Risk Module

Emergency Contacts

The 'Emergency Contacts' section provides an area to record contact details for both internal and external contacts in case of an emergency.

The screenshot displays the Risk Module interface. On the left is a sidebar menu with the following items: 'Event Register Reviews', 'Non-work Related Events', 'Emergency' (highlighted with a hand cursor), 'Emergency Response Personnel', 'Emergency Response Plans', 'Checks and Registers', 'Emergency Contacts' (highlighted with a hand cursor), and 'Formal Investigation'. The main content area on the right shows a table of emergency events. The table has columns for ID, Date, Type, Site, and Department. It contains three entries: ID 1021 (Fire Appliances at Brisbane Warehouse), ID 21 (Fire Appliances at New Forest), and ID 9 (First Aid at Melbourne). Below the table, there is a 'Show 10 entries' dropdown and a note 'Showing 1 to 3 of 3 entries'. At the bottom of the main area, there are links for 'Facility / Site Evacuations' and 'System Procedure Review'.

ID	Date	Type	Site	Dep
1021	25/08/2021	Fire Appliances	Brisbane Warehouse	War
21	09/07/2021	Fire Appliances	New Forest	Acco
9	07/09/2021	First Aid	Melbourne	Hea

Show 10 entries | Showing 1 to 3 of 3 entries

+ Facility / Site Evacuations

System Procedure Review

Introduction to the Risk Module

Formal Investigations

The 'Formal Investigations' section is used to provide detailed information capture, analysis and control functions where your Organisation has determined that an existing recorded Event requires a formal investigation.

In this situation, a Formal Investigation record is initially generated from the original Event and should be used by personnel who have a sound understanding and background in health and safety.

The screenshot displays a software interface for 'Formal Investigations'. On the left is a sidebar menu with the following items: 'Non-work Related Events', 'Emergency' (which is expanded to show 'Emergency Response Personnel' and 'Emergency Response Plans'), 'Checks and Registers', 'Emergency Contacts', 'Formal Investigation' (highlighted with a mouse cursor), and 'JSA / SWMS'. On the right, the main content area shows a table with a 'Name' header. It contains two entries: 'Vaultiq' with ID '23' and 'Worksafe' with ID '22'. Below the table is a control for 'Show 10 entries' and a status 'Showing 1 to 2 of 2 entries'. At the bottom of the main area, there are three expandable sections, each with a green plus icon: 'Fire Evacuation', 'Medical', and 'Internal'.

Name
23 Vaultiq
22 Worksafe

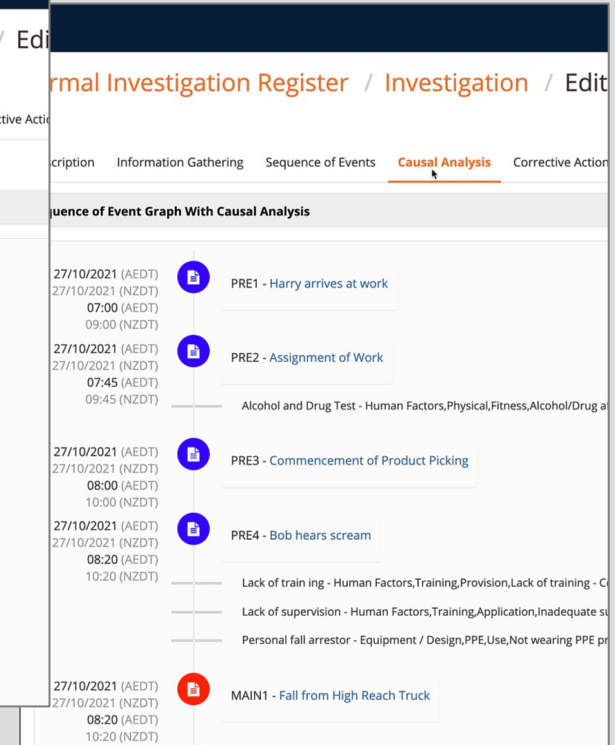
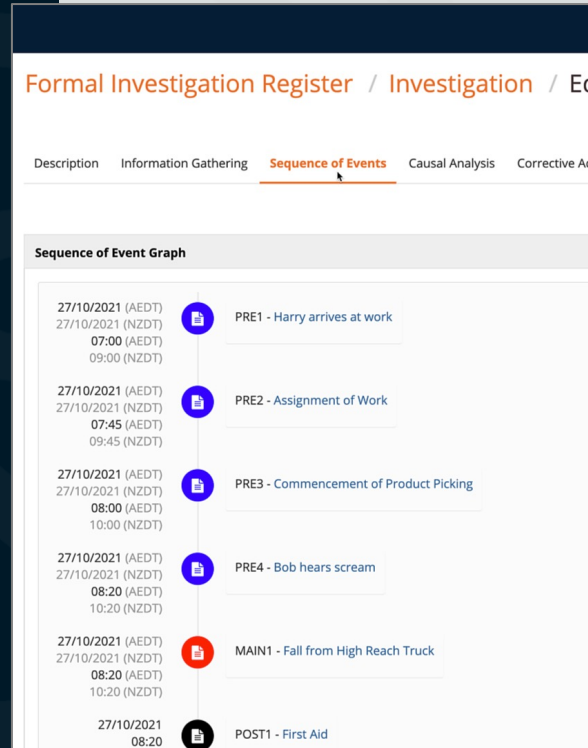
Show 10 entries | Showing 1 to 2 of 2 entries

- + Fire Evacuation
- + Medical
- + Internal

Introduction to the Risk Module

Formal Investigations

The module allows a fully comprehensive picture of the investigation to be captured including information gathering, the sequence of events before and after the event, causal analysis, any corrective actions required, a summary of the investigation outcomes, and the lessons learnt.



Introduction to the Risk Module

Formal Investigations

Additionally, the 'Lessons Learnt' from completed Formal Investigations can be reflected into a master 'Lessons Learnt' register so that they can remain front of mind until addressed and resolved.

Non-work Related Events	
Emergency	+
Formal Investigation	-
Investigation	
Lessons Learnt	
JSA / SWMS	
Multiple Risk Assessment	
Risk Assessment	
Risk Register Review	

32	Equipment / Design
31	Human Error
22	Environment
20	Systems
18	Equipment / Design
14	Miscellaneous
13	Environment
	Human Error

Introduction to the Risk Module

JSA/SWMS

The JSA/SWMS section provides a place to store Job Safety Analysis and Safe Work Method Statements.

The key workflow when adding a new item is to:

- Describe the work, location and authorisers.
- Add descriptive photos.
- Create a numbered step by step description of the process to be followed.
- Specify all factors to be considered in the creation of the JSA / SWMS.
- Identify personnel to undertake work.
- And note any risk items associated with the task.

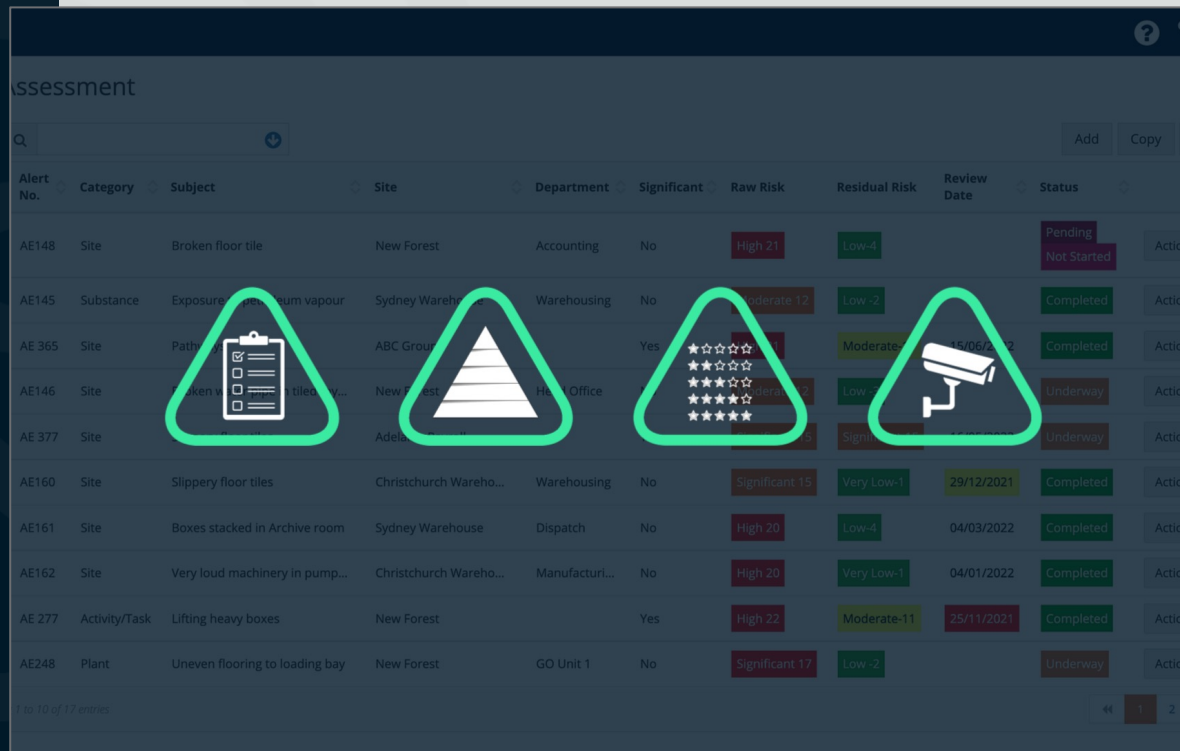


Introduction to the Risk Module

Risk Assessment Register

The 'Risk' Assessment register is a key component of Damstra Safety and contains tools to ensure identified hazards are captured and their associated risks assessed, controlled, reviewed and monitored.

Similar to the Events registers, risks may be entered directly into Damstra Safety for those with access or can be submitted via a Web Portal or the Notify app, meaning everybody in your Organisation can contribute.



The screenshot shows a table titled 'Assessment' with columns: Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, and Status. The table contains 17 entries. Four icons are overlaid on the table: a clipboard icon on the 'Subject' column of row AE146, a pyramid icon on the 'Site' column of row AE145, a star rating icon on the 'Significant' column of row AE365, and a camera icon on the 'Status' column of row AE365.

Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status
AE148	Site	Broken floor tile	New Forest	Accounting	No	High 21	Low-4		Pending Not Started
AE145	Substance	Exposure to petroleum vapour	Sydney Wareh...	Warehousing	No	Moderate 12	Low -2		Completed
AE 365	Site	Pathway	ABC Group		Yes	★★★★★	Moderate	15/06/2022	Completed
AE146	Site	Broken floor tiles	New Forest	Head Office		★★★★★	Low		Underway
AE 377	Site	Broken floor tiles	Adelaide			★★★★★	Significant		Underway
AE160	Site	Slippery floor tiles	Christchurch Wareh...	Warehousing	No	Significant 15	Very Low-1	29/12/2021	Completed
AE161	Site	Boxes stacked in Archive room	Sydney Warehouse	Dispatch	No	High 20	Low-4	04/03/2022	Completed
AE162	Site	Very loud machinery in pump...	Christchurch Wareh...	Manufacturi...	No	High 20	Very Low-1	04/01/2022	Completed
AE 277	Activity/Task	Lifting heavy boxes	New Forest		Yes	High 22	Moderate-11	25/11/2021	Completed
AE248	Plant	Uneven flooring to loading bay	New Forest	GO Unit 1	No	Significant 17	Low -2		Underway

1 to 10 of 17 entries

Introduction to the Risk Module

Risk Assessment

The initial submission includes fundamental information including a description of the hazard identified, its location, who reported it and when. It then arrives in the Risk Assessment register as a 'pending' risk assessment where an operator with suitable knowledge and experience in risk assessment will triage and manage it, gathering and adding additional information to the record, including with who will be accountable for the implementation of any identified controls.

Risk Assessment / Add New Risk

Risk Type

New Risk

Subject *

Exposure to petroleum vapour

Site *

ABC Group → ABC Industries Australia → New South Wales

Department

Warehousing

Description *

Staff are exposed to petrol fumes in the forklift maintenance area

-- Please Select --

Introduction to the Risk Module

Risk Analysis

The potential impacts of any identified risks, including severity and likelihood are added to the Risk Analysis tab, where a Raw Risk Score is calculated based on your organisation's Risk Score Matrix.

Select all the Risk Analysis items to identify the risk. Note: Administrators can edit the Risk Analysis items.

1. Add all the risks you have identified to the Risk Analysis tab.

Class

Environment

Chemical

Chemical

Show 10 entries | Showing 1 to 3 of 10 entries

Evaluation

Risks are evaluated and given a subject risk rating. 2. Do an Assessment of the Risk Rating. The highest score will automatically determine the risk rating.

Risk Type

Environment -

Personal Injury -

Show 10 entries | Showing 1 to 2 of 10 entries

Save to Risk Assessment

Add New Evaluation

Impact *
Equipment Damage

Description
Continued leakage of fuel into drainage system will lead to environmental harm

Probability * ⓘ
Likely

Consequence * ⓘ
Moderate

Risk Rating
Significant - 15

Risk Description
This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk. Senior Management must maintain close daily attention to these risks and ensure remedial action is performed to schedule. Immediate Higher level notification and sign-off is mandatory for risks at this level.

Probability Notes

Consequence Notes

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	Extreme-50	High-22	High-20	Significant-14	Moderate-8
Likely	High-24	High-21	Significant-15	Moderate-10	Moderate-7
Possible	High-22	Significant-12	Moderate-12	Moderate-8	Low-3

Saving

Cancel

Help

Introduction to the Risk Module

Impacts

You can then identify and implement controls to eliminate or reduce the risk. Enter the control details and align them to the identified impacts. Select who will be responsible for implementation and your Damstra Safety system will automatically generate Corrective Actions so that those people can get to work.

Once the controls have been implemented, review their effectiveness in the 'Impacts' tab to derive a residual risk score, and ensure regular reviews are carried-out to ensure the controls remain effective in the long-term.

Select all the Risk Analysis items to identify the risk. Note: Administrators can edit the Risk Analysis items.

1. Add all the risks you have identified to the system.

Class

Environment

Chemical

Chemical

Show 10 entries | Showing 1 to 3 of 10 entries

Evaluation

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Equipment Damage

Description
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Probability * ⓘ
Likely

Consequence * ⓘ
Moderate

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Significant - 15

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Almost Certain	Extreme-50	High-22	High-20	Significant-14	Moderate-8
Likely	High-24	High-21	Significant-15	Moderate-10	Moderate-7
Possible	High-22	Significant-13	Moderate-12	Moderate-9	Low-3

Saving

Cancel

Help

Introduction to the Risk Module

Support Portal/System Help

For more in-depth help for any item in the Risk Module navigate to the Risk section of the Support portal or search using the built in Help widget.

Events

[Add an Event - Damstra Safety](#)
[Managing a Pending Event - Damstra Safety](#)
[\[Standard Investigation\] Assign Investigator - Damstra Safety](#)
[\[Standard Investigation\] Update Findings - Damstra Safety](#)
[\[Standard Investigation\] Causal Analysis - Damstra Safety](#)
[See More](#)

Risk Assessment

[Risk Assessment: Overview - Damstra Safety](#)
[Export Risk Assessment - Damstra Safety](#)
[Remove Risk Assessment - Damstra Safety](#)
[Copy Risk Assessment - Damstra Safety](#)
[Using the impacts feature for Risk Assessments](#)

