



D A M S T R A

Introduction to the
Governance Module

Safety



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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 in the Support Portal.

In this video we'll take a high-level look at each section within the Governance module.

The screenshot displays the 'My Dashboard' interface of the Damstra Safety Governance Module. On the left, a navigation menu lists several options: 'Site Selection', 'Dashboard', 'Governance' (highlighted in orange with a hand cursor), 'Planner', 'Process Reviews', 'Reports', 'Feedback', 'Risk', and 'Compliance'. The main content area on the right is titled 'My Dashboard' and includes a blue information banner stating 'All types of Corrective Actions can be exported to End dates)'. Below this is a section for 'All Records' with filters for 'Completed', 'Underway', and 'Not Started', each accompanied by a checkmark icon. The bottom section, 'My Corrective Actions', features a bar chart with a y-axis ranging from 4 to 6. The chart shows a single green bar at the value of 6 and a small orange bar at the value of 4.

Getting Started with Governance

The *Governance* module offers tools to ensure that your business runs smoothly and compliantly by defining your governance objectives, providing visual progress tracking, and recording decisions and outcomes.

To get started, you'll first need to define your Organisation's high-level Governance objectives as a hierarchy of Categories and Classes via Settings. For example, if your Organisation manages facilities such as worksites or vehicles, you might need to review and manage leases for these items as time goes on. These governance objectives can be reflected into Damstra Safety by adding a 'Facilities Management' *Class* with a child *Category* of 'Lease Reviews'.

Getting Started with Governance

Example:



The screenshot shows the 'Add New Governance Class' interface. The 'Class Name' field is populated with 'Facilities Management'. The 'Class Active' checkbox is checked. The 'Category' field is empty, but a search dropdown is visible below it, showing a list of categories. The first category in the list is 'Lease Reviews', which is marked as 'Active' with a green checkmark. The 'Show' dropdown is set to '10 entries', and the 'Showing 1 to 1 of 1 entries' text is displayed. The 'Save' button is highlighted in orange, and the 'Cancel' button is in grey.

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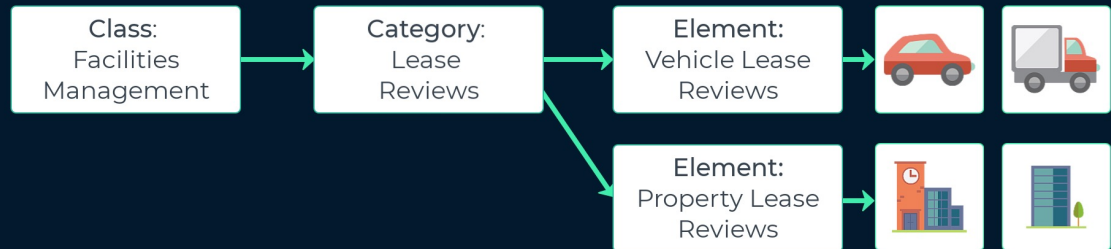
Getting Started with Governance (cont)

Now, you can break these high-level objectives down into more granular tasks – known in Damstra Safety as 'Elements' – via the *Governance Elements* section. Continuing the example of lease reviews, you might break this objective down into 'Vehicle lease reviews' and 'Property lease reviews'.

Finally, in the 'Elements Assigned' section, link these tasks to the people, plant or asset items that will become the subject of those tasks. For example, assign the 'Vehicle Lease Reviews' Element to each leased vehicle in your fleet so that each vehicle is individually considered and select an accountable party. Do the same for 'Property Lease Reviews'. Those accountable will be notified and will find the details in the 'My Governance' Dashboard.

Getting Started with Governance

Example:



Governance Status

You can monitor the progress of these activities using the intuitive red-amber-green dashboard in the *Governance Status* section. For overdue or at-risk elements, drill-down for a concise view of what's being held-up and who is accountable to keep things on-track.

DAMSTRA

Site Selection

Dashboard

Governance

Governance

Governance Status

Governance Elements

Elements Assigned

Matrix

Planner

Process Reviews

Reports

Feedback

Risk

Compliance

Assets

People

Governance / Governance Status

- Accountability (1)
- Appointments (1)
- Compliance (1)
- Facilities Management (3)
- Financial (2)
- Health & Safety (5)
- Insurances (5)
- Property Leases (1)
- Vehicle Lease Reviews (1)
- Vehicle Lease Reviews (1)

Status Description

- Not Started (Overdue, Required)
- Underway (Due < 1 Month)
- Completed (On Track)

Governance Matrix

For additional filtered views of Governance progress across departments and teams, the *Governance Matrix* section provides a flexible crosstab view of the Governance landscape when required.

The screenshot displays the DAMSTRA Governance Matrix interface. The sidebar on the left contains navigation links: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, and People. The main content area is titled "Governance / Matrix" and features a "Select Element" button and an "Export All Data" button. Below these are filter sections for "Target" (set to "Vehicle"), "Department" (a dropdown menu), "Position" (a text input), and "Shift" (a dropdown menu). A search bar is also present. The central table lists vehicle entries with columns for "Target" and "Assigned to". The table includes a vertical scrollbar on the right labeled "Vehicle Lease Reviews". At the bottom, there is a "Show 10 entries" dropdown and a "Showing 1 to 10 of 20 entries" indicator. A "Help" button is located in the bottom right corner.

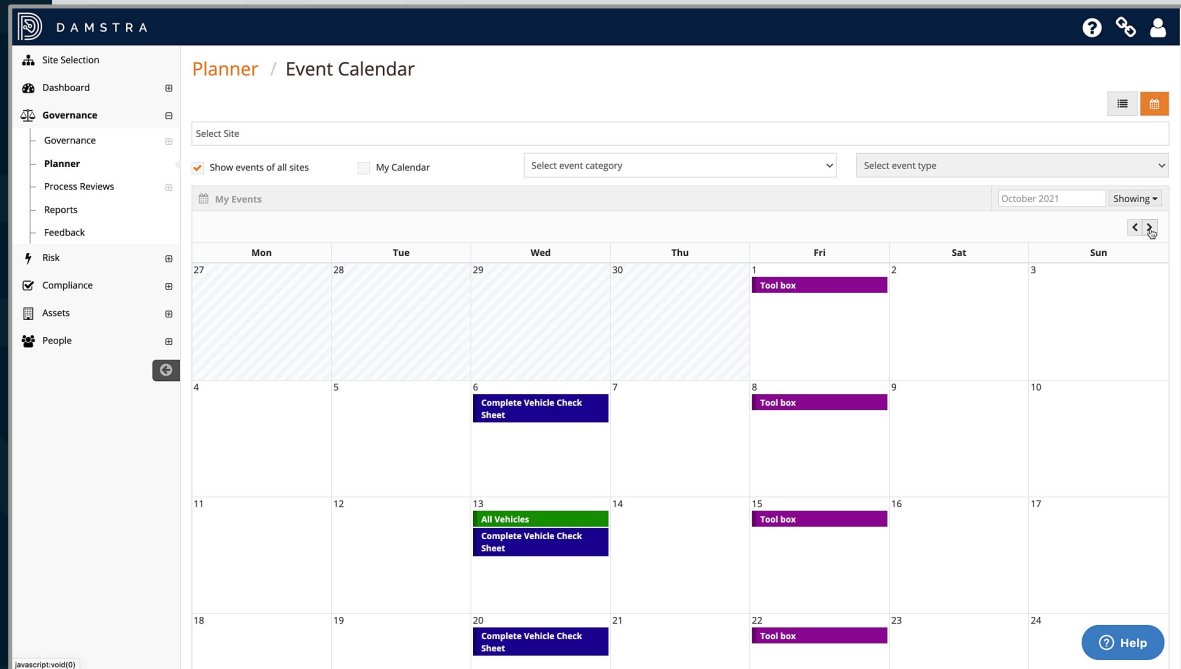
Target	Assigned to
Vehicle	BBG411
Vehicle	BCC731
Vehicle	BI5722
Vehicle	C785SD
Vehicle	DF6YDY
Vehicle	DF414
Vehicle	FKL089
Vehicle	FS25987
Vehicle	JHV022
Vehicle	JY433

Introduction to the Governance Module

Planner

The *Planner* provides a consolidated calendar or register view of both upcoming and historical events that are recorded in the Compliance module of your Damstra Safety system but are relevant to Governance activities and are surfaced here so that you don't need to search for them.

You can use the filters to find specific events or events of a particular type. You can even add new Events right from the planner.

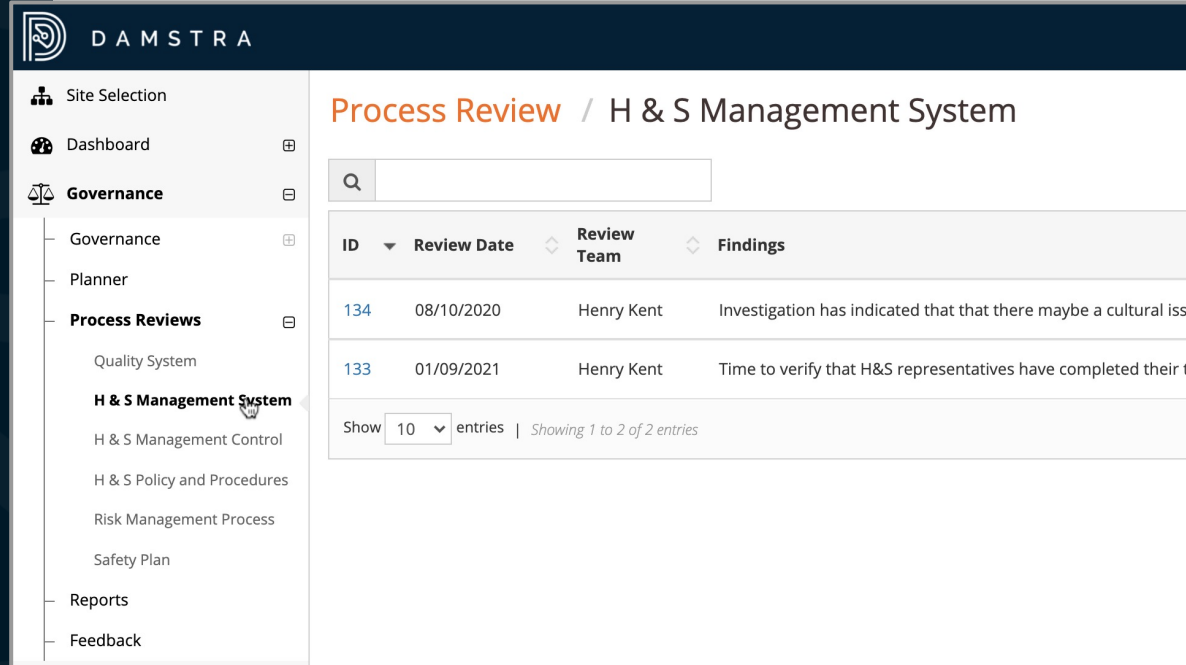


Process Reviews

As your business changes and grows over time, it's important to ensure that the efficiency of your Safety Management System – of which Damstra Safety plays a key role – is periodically reviewed.

The *Process Reviews* section is built for this specific purpose, with registers for recording and tracking reviews of the various elements of your wider Safety Management System.

For each type of review, add detailed findings, actions and schedule the next review.



The screenshot displays the DAMSTRA web application interface. The left sidebar contains a navigation menu with the following items: Site Selection, Dashboard, Governance, Planner, Process Reviews (highlighted), Quality System, H & S Management System (sub-item under Process Reviews, highlighted with a mouse cursor), H & S Management Control, H & S Policy and Procedures, Risk Management Process, Safety Plan, Reports, and Feedback. The main content area is titled "Process Review / H & S Management System" and features a search bar. Below the search bar is a table with the following columns: ID, Review Date, Review Team, and Findings. The table contains two entries: ID 134 on 08/10/2020 by Henry Kent, and ID 133 on 01/09/2021 by Henry Kent. At the bottom of the table, there is a "Show 10 entries" dropdown and a status "Showing 1 to 2 of 2 entries".

ID	Review Date	Review Team	Findings
134	08/10/2020	Henry Kent	Investigation has indicated that that there maybe a cultural iss
133	01/09/2021	Henry Kent	Time to verify that H&S representatives have completed their t

Reports

And to help with gaining insights from your data, the built-in *Reporting* suite provides basic reporting capability.

Search or browse for the data you're interested in, select the parameters, then share the output with stakeholders.

Note that for those looking for even more power and flexibility to build complex, custom reports, talk to your account manager about our optional *Business Intelligence* module.

Reports / Detailed Risks - All Risks

Report Parameters

Report Period

Start Date

End Date

Department

Risk

Output Format

Use Logo

Select Period

Select Period

All Records

Current Month

Last Month

Year to Date

Previous 12 Months

Previous Calendar Year

This Financial Year

Last Financial Year

Custom

Include Common Risks

☒ Include Reviews

☐ Include Considered Controls

Select Risk

Preview

Company Name

Introduction to the Governance Module

Feedback

And finally, hear what the wider business has to say about Health & Safety matters with the central *Feedback* register which anyone in your business can contribute to via simple, online Web Portals or the Notify mobile app.

Review each feedback item and create any Corrective Actions required to address issues and improve safety. Those responsible for the Corrective Actions are notified and they will also appear in that person's Worker record.

ID	Date	Type	Reported By	Site	Department	Subject	Comments	Status	Actions
1038	20/09/2021 13:28 (NZDT)	Idea / Suggestion	Michael Farley	New Forest		Implement a Safety Role Mo...	To encourage better safety h...	Not Started	Actions
1037	14/11/2019 19:18 (NZDT)	Idea / Suggestion	Michael Farley	New Forest	GO Unit 1	Recognition for Laurie Davi...	Laurie organised a lunch & le...	Underway	View Edit
1036	14/11/2019 18:56 (NZDT)	Issue	Lora Dunn	Brisbane Warehouse	Storage	More safety railings needed ...	Can we look at installing mor...	Completed	Actions
1035	14/11/2019 18:55 (NZDT)	Feedback	Marva Norman	Adelaide Warehouse	Warehousing	New PPE store is great	This is much better than bef...	Completed	Actions
1034	14/11/2019 18:53 (NZDT)	Complaint	Alan Humphr...	Christchurch Accounting		Unsafe carpark	The Christchurch carpark is ...	Underway	Actions
1033	14/11/2019 18:52 (NZDT)	Commendation	Robert Brown	Sydney Payroll		Great safety training	Thanks to George Martin for ...	Underway	Actions
1032	14/11/2019 00:48 (NZDT)	Issue	George Martin	Ballarat		Electrical cabling in office no...	We have daisy-chained powe...	Underway	Actions
1031	14/11/2019 00:45 (NZDT)	Commendation	Clinton Stott	Sydney Payroll		Recognition for Laurie Davi...	Laurie organised a lunch & le...	Completed	Actions
1030	14/11/2019 00:36 (NZDT)	Feedback	Annie Ritter	Christchurch Warehouse	Dispatch	Safety procedures being ign...	Safety procedures in the War...	Underway	Actions
1029	14/11/2019 00:29 (NZDT)	Commendation	Sandra Thorpe	Adelaide Payroll		Soap in ladies restrooms	Soap is continually running o...	Underway	Actions

Showing 1 to 10 of 27 entries

Help

In-depth Help

For more in-depth help with any item in the Governance module, navigate to the Governance section of the Support Portal, or search using the built-in Help Widget.

The screenshot displays the 'Damstra Safety | Governance' interface. It features a top navigation bar with the title and a sidebar with links to 'Governance', 'Process Reviews', 'Reports', and 'Feedback'. The main content area shows several data dashboards, including 'Corrective Actions' and 'Compliance Types Corrective Actions', each with a bar chart and a table. A blue arrow points from the 'Compliance Types Corrective Actions' dashboard to a 'Help' widget. The 'Help' widget is a search bar with the text 'Governance' and a list of 'Top suggestions'.

Damstra Safety | Governance

Governance

- Governance Overview - Damstra Safety

Process Reviews

- Managing Process Reviews - Damstra Safety

Reports

- Basic reporting suite - Damstra Safety

Feedback

- Manage User Feedback - Damstra Safety

Corrective Actions

Completed	Underway	Not Started	Over due	< 30 Days
55	5	15	15	10

Compliance Types Corrective Actions

Completed	Underway	Not Started	Over due	< 30 Days
10	2	0	2	0

Help

Search: Governance

Top suggestions

- Managing Dashboards
- Using the Performance Indicators Dashboards - Damstra Safety
- Using the Operational Dashboard - Damstra Safety

