



D A M S T R A

Introduction to the
Compliance Module

Safety



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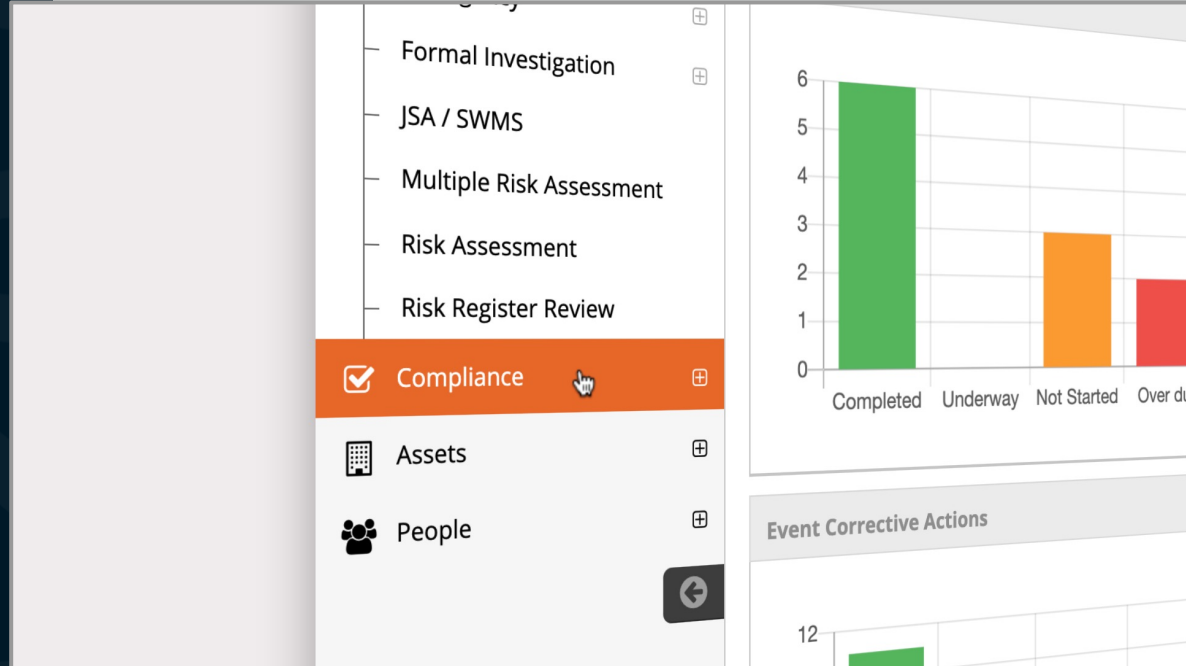
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Introduction

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 Compliance module.



Introduction to the Compliance Module

H&S Groups

The 'H & S Groups' section generates convenient, printable posters showing the Workers who fill various Health & Safety positions in your Organisation and their contact details. These are automatically created based on Worker records, in the People module.

These are ideal for posting in staff areas or for hosting digitally on your intranet.

The screenshot displays the DAMSTRA software interface. The top navigation bar includes the DAMSTRA logo, a search icon, a refresh icon, and a user profile icon. The left sidebar contains a menu with categories: Site Selection, Dashboard, Governance, Risk, Compliance (selected), Audits, Inspections, Monitoring, Surveys, Meetings, Quality, Tool box talk, H & S Groups (expanded), Safety Committee (selected), First Aid Attendants, Emergency/Fire Wardens, Observations, Documents, Health Surveillance, Skills Matrix, VAUDIT, Vault Audit, Vault Check, and Assets. The main content area is titled 'H & S Groups / Safety Committee' and features a grid of 18 worker profiles, each with a photo and name. A 'Print' button is located in the top right corner of the grid. A 'Help' button is in the bottom right corner. The URL at the bottom of the page is <https://digitalcontent-01.vaultgrc.com/organiser/theGroups/health>.

Worker Name
Jethan Abuzar
George Admas
Joshua Blake
Lesley Boon
Rebecca Corson
Martin Daniels
Alan Humphries
Lee Jenkins
Bob Jones
Henry Kent
Kerry Langton
Robyn O'Grady
Jeffrey Small
Luke Sullivan
Lenny Summers
Ian Tapper
William Telford

Observations

The '*Observations*' section collects Health & Safety related observations submitted via Web Portals or the Notify mobile app.

A Damstra Safety operator with suitable expertise should triage these Observations, reading the information provided and creating Corrective Actions to address any identified issues as necessary.

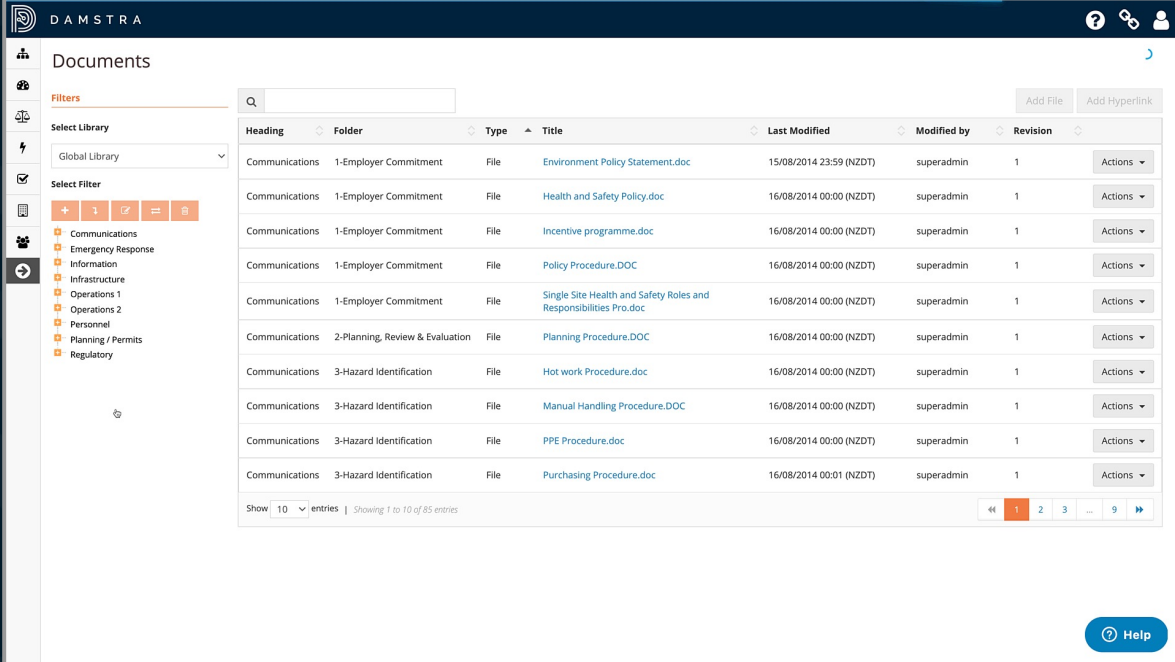
The screenshot displays the DAMSTRA Observations interface. On the left, there is a sidebar with filter options: My Filters (No filter saved), Filters, Department (All selected (71)), Classification (All selected (91)), Category (All selected (16)), Date, CA Status (All selected (4)), and Search. The main area shows a table of observations with columns: ID, Category, Classification, Reported By, Site, Department, Subject, Comments, Date, Status, and Actions. The table contains 10 rows of data, including entries for PPE Compliance, Damage Report, House Keeping/Work Environment, Collision, Plant & Equipment, Communications/Procedures, Quality, Plant & Equipment, Working habits / Competency Behaviours, and Walk through Audit. A bottom bar shows 'Showing 1 to 10 of 18 entries' and a 'Help' button.

ID	Category	Classification	Reported By	Site	Department	Subject	Comments	Date	Status	Actions
102	PPE Compliance	PPE Not Worn	Lenny Summers	New Forest	GO Unit 1	Hard hat not worn	Contractors at new forest we...	28/10/2021	No Actions	Actions
92	Damage Report	Other - please describe	Michael Farley	Sydney Payroll		Cable run over by Forklift	Power cable was run over by...	18/03/2019	Completed	Actions
90	House Keeping/Work Environment	Hygiene	Clinton Stott	New Forest	Finance	Free text observation	More information on observ...	18/07/2017	No Actions	Actions
78	Damage Report	Collision		Sydney Warehouse	Warehousing	Something was hit	something was hit by somet...	08/01/2016	No Actions	Actions
77	Plant & Equipment	Mobile & Transport		Adelaide Administration	Engineering	Front right tyre of loader is ...	Front right tyre of loader is fl...	30/12/2015	Completed	Actions
76	Communications/Procedures	One on One	Jethan Abuzar	Sydney Warehouse	Account Executives	contractor no harness	Bill was on the roof of F bloc...	17/12/2015	No Actions	Actions
73	Quality	Quantity short	Charlotte Bilzer	New Forest	Finance	Contractor Documents2	See attached documents fro...	06/12/2015	No Actions	Actions
69	Plant & Equipment	Tools & portable Equipment	Phillippa Drap...	Christchurch Administration	Administration	Faulty tool	inspections not kept up to d...	24/11/2015	Completed	Actions
68	Working habits / Competency Behaviours	Risk awareness	Rhonda Clithe...	Adelaide Administration	Engineering	Working at heights	ladder	24/11/2015	No Actions	Actions
55	Walk through Audit	Not sighted	Peter Minogue	Auckland Administration		Misuse of ppe	I observed contractor not we...	07/07/2015	No Actions	Actions

Documents

The 'Documents' register provides the ability to store and manage documents such as permits, forms, manuals, or anything else you would like permitted users to have access to within Damstra Safety's secure cloud for easy retrieval from anywhere in the world.

Define your own categories and sections, then add, edit, view or delete documents with version control.



The screenshot displays the DAMSTRA Documents interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The main content area is titled 'Documents' and features a search bar, 'Add File', and 'Add Hyperlink' buttons. A left sidebar contains a 'Filters' section with a 'Select Library' dropdown (set to 'Global Library') and a 'Select Filter' section with a list of categories: Communications, Emergency Response, Information, Infrastructure, Operations 1, Operations 2, Personnel, Planning / Permits, and Regulatory. The main table lists documents with the following columns: Heading, Folder, Type, Title, Last Modified, Modified by, and Revision. Each row includes an 'Actions' dropdown menu.

Heading	Folder	Type	Title	Last Modified	Modified by	Revision	Actions
Communications	1-Employer Commitment	File	Environment Policy Statement.doc	15/08/2014 23:59 (NZDT)	superadmin	1	Actions
Communications	1-Employer Commitment	File	Health and Safety Policy.doc	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	1-Employer Commitment	File	Incentive programme.doc	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	1-Employer Commitment	File	Policy Procedure.DOC	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	1-Employer Commitment	File	Single Site Health and Safety Roles and Responsibilities Pro.doc	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	2-Planning, Review & Evaluation	File	Planning Procedure.DOC	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	3-Hazard Identification	File	Hot work Procedure.doc	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	3-Hazard Identification	File	Manual Handling Procedure.DOC	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	3-Hazard Identification	File	PPE Procedure.doc	16/08/2014 00:00 (NZDT)	superadmin	1	Actions
Communications	3-Hazard Identification	File	Purchasing Procedure.doc	16/08/2014 00:01 (NZDT)	superadmin	1	Actions

At the bottom of the table, there is a pagination control showing 'Show 10 entries | Showing 1 to 10 of 85 entries' and a page navigation bar with buttons for '1', '2', '3', and '9'.

Health Surveillance

The 'Health Surveillance' register provides the ability to perform ongoing monitoring of the health of your staff so that they stay safe and healthy no matter the environment.

When adding a record, select the type of monitoring, any findings or remarks, and attach any related files.

The screenshot displays the DAMSTRA Health Surveillance interface. The main area shows a table of records with columns for ID, Site, Type, Subject, Findings, Review, Testing Organisation, Remarks, Remark Date, and Date. The table contains 6 entries, with the first one partially visible. A sidebar on the left provides filter options, including a search bar, a date selector, and a filter name input field. The interface is clean and professional, with a dark blue header and a white main content area.

ID	Site	Type	Subject	Findings	Review	Testing Organisation	Remarks	Remark Date	Date	Actions
77	Sydney Warehouse	Exposure	Noise Measurement Test...	All results within expected r...	3 Months	ABC Medical	To be tested again in Septe...	05/07/2021	05/07/2021	Actions
76	Sydney Warehouse	Exposure	Substance Irritations Che...	Lenny's skin condition has L...	3 Months	ABC Medical	Three monthly check of emp...	28/06/2021	25/06/2021	Actions
75	Auckland Workshop	Biological	Biological Effect Monitori...	Traces of cholinesterase det...	3 Months	ABC Medical	To be followed-up on ongoin...	06/05/2021	06/05/2021	Actions
60	Sydney Warehouse	Exposure	Noise Measurement Test...	All results are within the exp...	3 Months	ABC Medical	Noise measurements testing...	05/04/2021	26/03/2021	Actions
59	Sydney Warehouse	Exposure	Substance Irritations Che...	Lenny had minor skin irritatio...	3 Months	ABC Medical	Three monthly check of emp...	26/03/2021	18/03/2021	Actions
1	Melbourne	Exposure	Benzene Testing	Jeffrey was sent for testing p...	2 Years	ABC Medical	Jeffrey's monthly health surv...	22/02/2021	08/01/2021	Actions

Skills Matrix

The 'Skills Matrix' gives a view of the current skills landscape across the Organisation. These may be formal skills (such as work procedure training) or informal (such as computer skills or local site knowledge).

The interface itself displays Workers against the various skills measured in your workplace using a crosstab chart, with colour coding to represent a Worker's current level of competency in that particular skill in the intersecting square.

Select the people and skills you'd like to consider via the filter controls at the top of the screen and update competency levels by clicking on the intersecting square and selecting the new level from the drop-down box.

The screenshot shows the 'Skills Matrix' interface for 'Worker Skills Matrix'. It features a navigation sidebar on the left with icons for home, search, and other functions. The main area displays a grid of workers and skills. The top of the grid has filter controls for 'Filter by Person/Skill', 'Select Skills', and 'Export All Data'. The grid columns are categorized into Admin, Health & Safety, Laboratory, Logistics, and Plant and Equipment. The rows list individual workers. Each cell in the grid contains a small square with a color-coded dot representing the competency level.

Employee Name	Admin		Fl...	Fl...	Health & Safety				Laboratory			Logistics				Plant and Equipment				Sales									
	Front Line Management	MS Office	Priority Reports	Finance Qualifications	Standard First Aid	Accident Investigations	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis	Chemical Safety	Laboratory Management	Laboratory Techniques	Confined Space Course	Dispatch Scheduling	Forklift Licence	Load Compilation / Scheduling	Loading	Maintenance Management	Picking / Packing	Defensive Driving	Forklift Trucks	Level one maintenance check	Lock out Tag out	How to Write a Sales Proposal	Sales Management	
Abuzar, Jethan	█																												
Admas, George																													
Atwell, Rhonnie																													
Beggs, Robert																													
Blake, Joshua																													
Blake, Lawson																													
Boon, Lesley																													
Boyle, David																													
Brazier, Jack																													
Brown, Harry																													

Audit and Check

The Compliance module is also where you'll access Audit and Check if you subscribe to these additional features, help with which is available separately in the Support Portal.

Quality						
Tool box talk						
H & S Groups	⊕					
Observations						
Documents						
Health Surveillance						
Skills Matrix	⊕					
VAUDIT						
Vault Audit						
Vault Check						
Assets	⊕					
People	⊕					
	←					
			Standard Firs	Accident Inve	Fire Warden	First Aid
		Abuzar, Jethan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Admas, George	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Atwell, Rhonnie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Beggs, Robert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Blake, Joshua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Blake, Lawson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Boon, Lesley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Boyle, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Brazier, Jack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Brown, Harry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customisable Items

And because every business has different Compliance needs and requirements, in addition to the sections explained so far, you can also add up to a further seven custom sections which you can use for any purpose that suits your needs.

For example, if your business holds regular toolbox talks and you'd like to make a record of these, you can create a 'Toolbox Talks' section via the Settings menu. Once created, you can add records of each meeting including what was discussed, attach any related files such as meeting minutes, and even create Corrective Actions based on any decisions made.

The screenshot displays the 'Compliance' module interface. On the left, a sidebar menu lists various compliance items, with 'Tool box talk' highlighted. The main area shows a table titled 'Filter by Person/Skill' with a dropdown menu set to 'All Person'. The table lists employees and their skills, with checkboxes for each skill. The skills listed are: Standard First Aid, Accident Investigations, Fire Warden, First Aid, Safety for Supervisors, Safety Representative, Safety Skills, and Analysis.

Employee Name	Standard First Aid	Accident Investigations	Fire Warden	First Aid	Safety for Supervisors	Safety Representative	Safety Skills	Analysis
Abuzar, Jethan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admas, George	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Atwell, Rhonnie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beggs, Robert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blake, Joshua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blake, Lawson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

