Notification



Safe@Work and Audit@Work (Risk Manager) User interface upgrade

What's happening?

The Safe@Work and Audit@Work (Risk Manager) platform will be upgraded to a new and improved user interface.

Current <u>Safe@Work</u> and <u>Audit@Work</u> functionality and business process flows will remain unchanged, but you will notice changes to the look and feel of the modules after the upgrade.

When will this happen?

24 July 2023 - 1700-1900

Why are we upgrading the user interface?

The user interface upgrade will provide an enhanced user experience and improve the mobile responsiveness of the platform.

In addition, in the **Event Module**, the Event Category filtering for **Incident**, **Near Miss** and **Exposure to Hazardous Biological Substance** event types have been improved and **Work Area** drop down values have been made available.

Current		Post user interface upgrade	
1. "Incident", Event Category drop down values			
Current Incident, Event Category drop down values:		The following values will be presented after the upgrade	
	Controlled exposure	when selecting the Incident event type:	
	Direct Contact skin/eye (absorption)	□ Illness	
	Illness	🗆 Injury	
	Ingestion	Pain and Discomfort	
	Inhalation		
	Injury		
	MIQ Access		
	Near Miss		
	Open Wound or Injection		
	Pain and discomfort		
2. "N	2. "Near Miss", Event Category drop down values		
Current	Near Miss, Event Category drop down values:	The following value will be presented after the upgrade when	
	Controlled exposure	selecting the Near Miss event type:	
	Direct Contact skin/eye (absorption)	Near Miss	
	Illness		
	Ingestion		
	Inhalation		
	Injury		
	MIQ Access		
	Near Miss		
	Open Wound or Injection		
	Pain and discomfort		

Current	Post user interface upgrade		
3. "Exposure to Hazardous Biological Substance", Event Category drop down values			
Current values displayed:	The following values will be presented after the upgrade		
Controlled exposure	when selecting the Exposure to Hazardous Biological		
Direct Contact skin/eye (absorption)	Substance event type:		
□ Illness	Controlled exposure		
□ Ingestion	 Direct Contact skin/eye (absorption) 		
Inhalation	□ Ingestion		
Injury	□ Inhalation		
MIQ Access	MIQ Access		
Near Miss	Open Wound or Injection		
Open Wound or Injection	 Precautionary exposure report (no direct contact) 		
Pain and discomfort	COVID-19		
Precautionary exposure report (no direct contact)			
4. "Work Area" drop down values			
Current Work Area value displayed:	The following values will be available after the upgrade when		
None (blank field)	selecting the Work Area drop down:		
Select value button	Appliance or Vehicle		
	BA / Workshop		
	Engine Bay		
	Incident / Fire ground		
	□ Office		
	Public or Private Location		
	Station depot / other		
	Station gymnasium		
	Training Centre		

What changes can I expect to see in the new user interface?

User interface			
The current blue menu bar at the top has been replaced with	a black drop-down menu positioned on the left-hand side		
Current	Post user interface upgrade		
SAFE WORK Fire and Emergency New Zealand Actions Events Audit Safety Toolbox Psychological Wellbeing	Impac RISK MANAGER Detivering foresight to protect people from harm SAFE@WORK Fire and Emergency New Zealand Image: Audits > Add New Audit		
Actions Module			
All Actions	not of Overdue. Closed and Actions to complete. Select		
Show/Hide Advanced Filters to expand or hide the advance f Action Category and Person to Close Action will be available	The filter information.		
Show/Hide Advanced Filters to expand or hide the advance f Action Category and Person to Close Action will be available Current	ilter. Additional fields such as Business Unit, Action Source, to filter information. Post user interface upgrade		
Show/Hide Advanced Filters to expand or hide the advance f Action Category and Person to Close Action will be available Current Search for Actions	ilter. Additional fields such as Business Unit, Action Source, to filter information. Post user interface upgrade		
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Events Module Add New Event The user interface upgrade introduces an event progress bar. When adding or editing an event, information fields will be presented via the Event, General, Hazard Analysis, Contractor, Consequence and Investigation Details sections for each event and will indicate completed sections with a tick icon on the progress bar. Current Post user interface upgrade Injury Investigation Details Finish & Save Event General Hazard Analysis Contractor Consequence Add/Edit Event Please add the details for your Event below Please enter the details of your Incident below. Note: Fields with a * are mandatory. Event Details **General Details** EVENT TITLE* 🕕 Business Unit* () Test 1 EVENT TYPE* Organisational Strategy & Capability Dev Branch: Information and Comms Technology Direc Incident O Near Miss O Exposure to Hazardous or Biological Substance ICAD No, GPS coordinates or Specific Event Address 0 Add Event Details Reported By* 1 Investigation Details Finish & Save Event Hazard Analysis Contractor Consequence Injury Q Ajith Nair Please add the details for your Event below Person Affected* 1 Q **General Details** Assessor* 1 BUSINESS UNIT * Q Letitia Rippey Organisational Strategy & amp; Capability Dev Branch: Information and Comms Technology Di ATES OD SDECIEIC EVENT AF DRESS **Event Details** Add Event Hazard Analysis Event Type* 0 • Incident ONear Miss OExposure to Hazardous or Biological Substance azard Analysi Work Area* 🕕 Please add the details for your Event below Select Value v Hazard Analysis Work activity type* 0 HAZARD TYPE * Select Value ~ 1. Physical Work activity being undertaken* 1 HAZARD SUB-TYPE* Select Value ~ Static objects and furniture CRITICAL RISK* Date of Occurrence* 0 Acute and chronic psychological stress an... 11 Jul 23 d Mmm yy) Contractor Time of Occurrence* 1 This is a new feature introduced into "Add New Event" which help us to add the contractor details 13:10 (hh:mm) ♠ > Events > Add New Ever Event Title* 1 Add Event Details What Happened?* 🜖 -Hazard Analysis Investigation Details Finish & Save Event General Contracto Injury Please add the details for your Event below Contractor Details SUB OR OTHER CONTRACTOR ABC Secuity Ltd Q

What action has been taken?* 🛈	♠ > Events > Add New Event
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	cvent oerean nazaroznanjsis contractor concequence injory investigation becans rainsi a save
	Please add the details for your Event below
4	Consequence Assessment 🕦
Additional Comments 0	
•	CONSEQUENCE DID RESULT IN:
	2. Minor - (Minor injury)
	Risk Analysis
1	RISK RATING (POTENTIAL)* 🚺
Hazard Analysia	2. Medium
	♠ > Injured People > Add New Injured Person
Select Value	Add Injured Person Details
Hozard cub type* 0	
Select Value	Event General Hazard Analysis Contractor Consequence Injury Investigation Details Finish & Save
	Please add the relevant injured Person details below
Critical Risk* 0	
Select Value	Injury Details
Operational Area	PERSON NULIERD*
Select Value	Ajith Nair Q
Consequence Assessment 6	
Consequence did result in:* 0	manan ur renne 🖉
Risk Analysis	Nuxer me:
Risk Rating (Potential)* 🔮	
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	Prease and the details for your Event below
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No records found.	INITIAL INVESTIGATION LEVEL*
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Created By	ASSIGNED INVESTIGATOR
Last Updated	<u> </u>
Add Save draft Cancel	INVESTIGATION COMMENTS
	♠ > Events > Add New Event
	Add Event Details
	Event General Hazard Analysis Contractor Consequence Injury Investigation Details Finish & Save
	Save New Event
	Thank you for adding the event. Click finish to save this information
	K PREVIOUS TIMISH 🗸

All Event Records

The user interface upgrade will introduce an advanced search filter. Select "Show Advanced Filters" to filter event information.

Current	Post user interface upgrade	
Actions Events Audit Safety Toolbox Psychological Wellbeing Help ?	R > All Event	
Hi, Ajith Nair BUSINESS SOLUTIONS ANALYST 3870 Access: User Mobile Logout	All Event Records	ADD EVENT +
Search for Events		_
Business Unit Di Hazard Type Select Value V Date From 11. Jul 22	Insights 🗸	
Site Date To 11 Jul 23	List of Event Records	
Free Text Assessor Q Choose Date Reported By Date V	Q Search by ID, Title, Assessor Hide Advanced Filters	EXPORT TO EXCEL
Event Type Select Value V Id Number Status Select Value V		
Consequence did result in: Select Value Risk Rating Select Value Assigned Investigator	Business Unit Assessor L Event Type Event Category	· ·
	Date Type Status Consenuence did result in: Hazard Type Incident Date	*
Search Export to Excel		
Search Findings: List of Events	Date From 🗰 Date To 🗰 Assigned Investigator 💄 Free Text	
ID No. Date of Event Title Event Type Reporting Line Reported Date Risk Rating Site Name Status Est Close Date Event Closed No. Actions	SEADEN	
No records		
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Audit Module

Add New Audit

The user interface upgrade introduces an event progress bar. When adding or editing an audit, information fields will be presented for each element and will indicate completed sections with a tick icon on the progress bar.

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ID 1700	> 0.158-test
Title Station Annual Audit	
Reporting Line Service Delivery Branch: Nga Tai ki te Puku: Walkato	
Site Audit Elements	mary Corrective Actions ADD NEW + V
Location <u>Title Score</u> Generaldet	la l
Audit Start Date 9 Dec 22 Select Category 1: Operational policies and procedures 100%	Notes And Documents ADD NEW 🕂 🗸
Audit Completed 4 May 23 Select Category 2: Operational personnel 100% automatical Select Category 2: Operational personnel 100% test	
Date Select Category 5. Operational outmings and relinings 100%	Audit Elements 11
Auditor Select Category 5: Operational fleet 100% Service Deal	ery Branch: Te Hiku: Auckland District: Auckland Administration TITLE T SCORE SCORE SCORE
Audit Owner	Category 1: Operational policies and procedures
Purpose Description Select Category 7: Operational equipment (1 - General) 100%	Category 2: Operational personnel
Audits are to be completed by 30th June each year. Auditors should not <u>Select Category 7: Operational equipment (2 - lesting)</u> 100%	Category 3: Operational buildings and facilities
Smart Reports and Volunteer Dashboard should be used for Category 2 Select Category 7: Operational equipment (3 - VPC) 100%	Category 4: Operational communications
and 8. All vehicles housed at the audit location should be audited PPE) 111423	Category 5: Operational fleet
Audit Findings Uniform) Select Category 7: Operational Equipment (5 - General 100%	Gategory & Operational planning and intelligence
Compulsory Standards 16/16 (100%) Select Category 8: Service Delivery Guidelines 100%	Category 7: Operational equipment (1 - General)
Audit Closed? Yes Select Category 9: Workplace safety audits 100% Kari Lauric	Category 7: Devrational equipment (2 - Testing) 0 %

SAFE@ WORK Fire at Samples the Juliant Actions Events Audit Safety Toolbox Psychological Wellbeing Help? It Actions Help P	Bread crumb feature helps the user to easily navigate through the different sections, providing a trail of links that show the hierarchical structure of the required information.
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Question 1.1 Are coverational policies and procedures up to date, and accessible to all operational personnel?	step totox Category 1: Operational policies and procedures
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	With the new UI, the user can resize the comment box
	Category 7: Operational equipment (2 - Testing)
	Element Details 🕕
	PERFORMANCE OBJECTIVE
	NOTES FOR AUDITOR
	ELEMENT COMMENTS / RECOMMENDATIONS
	Test 1
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SafetyToolbox Module	
The user interface upgrade introduces a new look to the form a	and all existing fields will remain unchanged.
Current	Post user interface upgrade
	♠ > All Safety Toolbouss Entries > Add Safety Toolbox Entry
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Safety Toolbox Form * Select value	General Details
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Business Unit/Site Organisational Strategy & Capability Dev Branch: Information and Comms Technology D	Seer TUDUBAHON"
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Manager Responsible *	BUSINESS UNITSTE
Letina Ropey Q Date of Occurrence *	чунтончани очваду в карвани уст отвиси, планивани виб Uлипо (Cлионду UriCLa ₩
10 Jul 23	PESON COMPLETING THE FORM *
Leateu by Laet Indatad	
	MANAGER RESPONDE.*

Psychological Wellbeing Module		
The user interface has been upgraded to include a new desig	n that incorporates an additional feature while retaining all of	
the existing fields.		
Current	Post user interface upgrade	
This feature is not available on the current nage	This feature will allow the user to view the list of Psychological	
This reactive is not available on the current page	Wellbeing Records	
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Business Unit * 0	Select Value	
Organisational Strategy & Capability Dev Branch: Information and Comms Technology Dieg	BUSINESS UNIT • ()	
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Person Affected * 1	ICAD NO - GPS - SPECIFIC ADDRESS 💿	
Irene Scheepers Q		
Date of Occurrence * 1	PERSON AFFECTED*	
11 Oct 22	Irene Scheepers	
Other People Exposed 3	DATE OF OCCURRENCE • (]	
	11 Oct 22 🇰	
Created By		
Last Updated		
Next Cancel		
	V BUNITAD	

Questions?

If you have any questions about the upgrade, please contact the Safe@Work support team by emailing, <u>safeatwork@fireandemergency.nz</u>