



# 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 [Safe@Work](#) and [Audit@Work](#) 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?



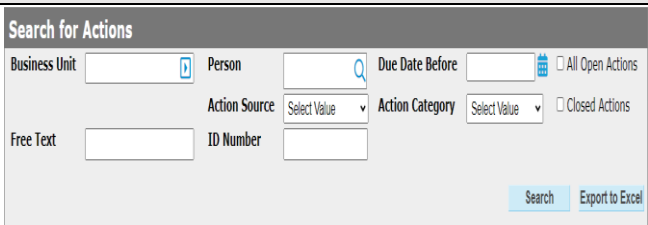
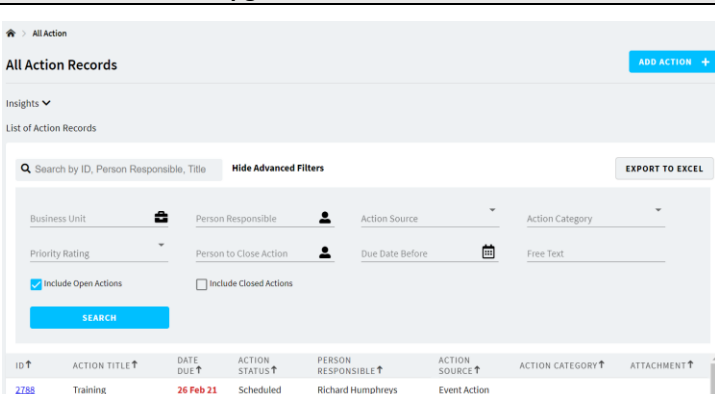
The user interface upgrade will provide an enhanced user experience and improve the mobile responsiveness of the platform.

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
<b>1. "Incident", Event Category drop down values</b>	
Current Incident, Event Category drop down values: <ul style="list-style-type: none"> <li><input type="checkbox"/> Controlled exposure</li> <li><input type="checkbox"/> Direct Contact skin/eye (absorption)</li> <li><input type="checkbox"/> <b>Illness</b></li> <li><input type="checkbox"/> Ingestion</li> <li><input type="checkbox"/> Inhalation</li> <li><input type="checkbox"/> <b>Injury</b></li> <li><input type="checkbox"/> MIQ Access</li> <li><input type="checkbox"/> Near Miss</li> <li><input type="checkbox"/> Open Wound or Injection</li> <li><input type="checkbox"/> <b>Pain and discomfort</b></li> </ul>	The following values will be presented after the upgrade when selecting the Incident event type: <ul style="list-style-type: none"> <li><input type="checkbox"/> Illness</li> <li><input type="checkbox"/> Injury</li> <li><input type="checkbox"/> Pain and Discomfort</li> </ul>
<b>2. "Near Miss", Event Category drop down values</b>	
Current Near Miss, Event Category drop down values: <ul style="list-style-type: none"> <li><input type="checkbox"/> Controlled exposure</li> <li><input type="checkbox"/> Direct Contact skin/eye (absorption)</li> <li><input type="checkbox"/> Illness</li> <li><input type="checkbox"/> Ingestion</li> <li><input type="checkbox"/> Inhalation</li> <li><input type="checkbox"/> Injury</li> <li><input type="checkbox"/> MIQ Access</li> <li><input type="checkbox"/> <b>Near Miss</b></li> <li><input type="checkbox"/> Open Wound or Injection</li> <li><input type="checkbox"/> Pain and discomfort</li> </ul>	The following value will be presented after the upgrade when selecting the Near Miss event type: <ul style="list-style-type: none"> <li><input type="checkbox"/> Near Miss</li> </ul>

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

## 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
	
Actions Module	
<b>All Actions</b>	
After the upgrade, an "Insights" section will present a snapshot of Overdue, Closed and Actions to complete. Select Show/Hide Advanced Filters to expand or hide the advance filter. Additional fields such as Business Unit, Action Source, Action Category and Person to Close Action will be available to filter information.	
Current	Post user interface upgrade
	

## 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


### Add/Edit Event

Please enter the details of your Incident below. Note: Fields with a \* are mandatory.

#### General Details

Business Unit\* 

Organisational Strategy & Capability Dev Branch: Information and Comms Technology Direc


ICAD No, GPS coordinates or Specific Event Address 


Reported By\* 

Ajith Nair 

Person Affected\* 



Assessor\* 

Letitia Rippey 

#### Event Details

Event Type\* 


Incident  Near Miss  Exposure to Hazardous or Biological Substance

Work Area\* 

Select Value 

Work activity type\* 

Select Value 

Work activity being undertaken\* 

Select Value 

Date of Occurrence\* 

11 Jul 23  (d Mmm yy)

Time of Occurrence\* 

13:10 (hh:mm)

Event Title\* 

What Happened?\* 

#### Post user interface upgrade



Please add the details for your Event below

#### Event Details

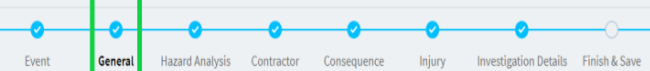
EVENT TITLE\* 

Test 1

EVENT TYPE\* 

Incident  Near Miss  Exposure to Hazardous or Biological Substance

#### Add Event Details



Please add the details for your Event below

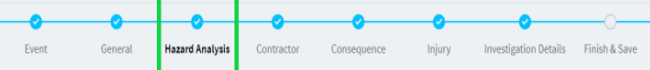
#### General Details

BUSINESS UNIT\* 

Organisational Strategy & Capability Dev Branch: Information and Comms Technology Dir 

ICAD NO, GPS COORDINATES OR SPECIFIC EVENT ADDRESS 

#### Add Event Hazard Analysis



Please add the details for your Event below

#### Hazard Analysis


HAZARD TYPE\* 

1. Physical 

HAZARD SUB-TYPE\* 

Static objects and furniture 

CRITICAL RISK\* 

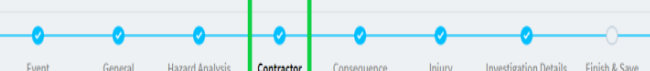
Acute and chronic psychological stress an... 

#### Contractor

This is a new feature introduced into "Add New Event" which help us to add the contractor details

Events > Add New Event

#### Add Event Details



Please add the details for your Event below

#### Contractor Details

SUB OR OTHER CONTRACTOR 

ABC Security Ltd 

What action has been taken?\*

Text input area for 'What action has been taken?'

Additional Comments

Text input area for 'Additional Comments'

Hazard Analysis

Hazard Type\* dropdown menu

Hazard sub-type\* dropdown menu

Critical Risk\* dropdown menu

Operational Area dropdown menu

Consequence Assessment

Consequence did result in:\* dropdown menu

Risk Analysis

Risk Rating (Potential)\* dropdown menu

Investigation Details

Initial Investigation Level\* dropdown menu

Investigation Comments

Text input area for 'Investigation Comments'

Investigation Log

Modified	Modified By	Investigation Leader	Investigation Level	Investigation Comments
No records found.				

Updates

Created By

Last Updated

Buttons: Add, Save draft, Cancel

Events > Add New Event



Please add the details for your Event below

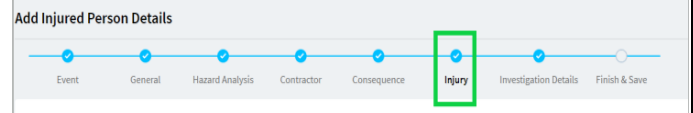
Consequence Assessment

CONSEQUENCE DID RESULT IN:\* dropdown menu

Risk Analysis

RISK RATING (POTENTIAL)\* dropdown menu

Injured People > Add New Injured Person



Please add the relevant Injured Person details below

ADD ANOTHER INJURED PERSON +

Injury Details

Form fields for Injury Details: PERSON INJURED\*, MEMBER OF PUBLIC, INJURY TYPE\*, PART OF BODY\*

Events > Add New Event



Please add the details for your Event below

Investigation Details

Form fields for Investigation Details: INITIAL INVESTIGATION LEVEL\*, ASSESSMENT ONLY, ASSIGNED INVESTIGATOR

Investigation Comments



Save New Event

Thank you for adding the event. Click finish to save this information

Buttons: PREVIOUS, FINISH

## 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

## Audit Module

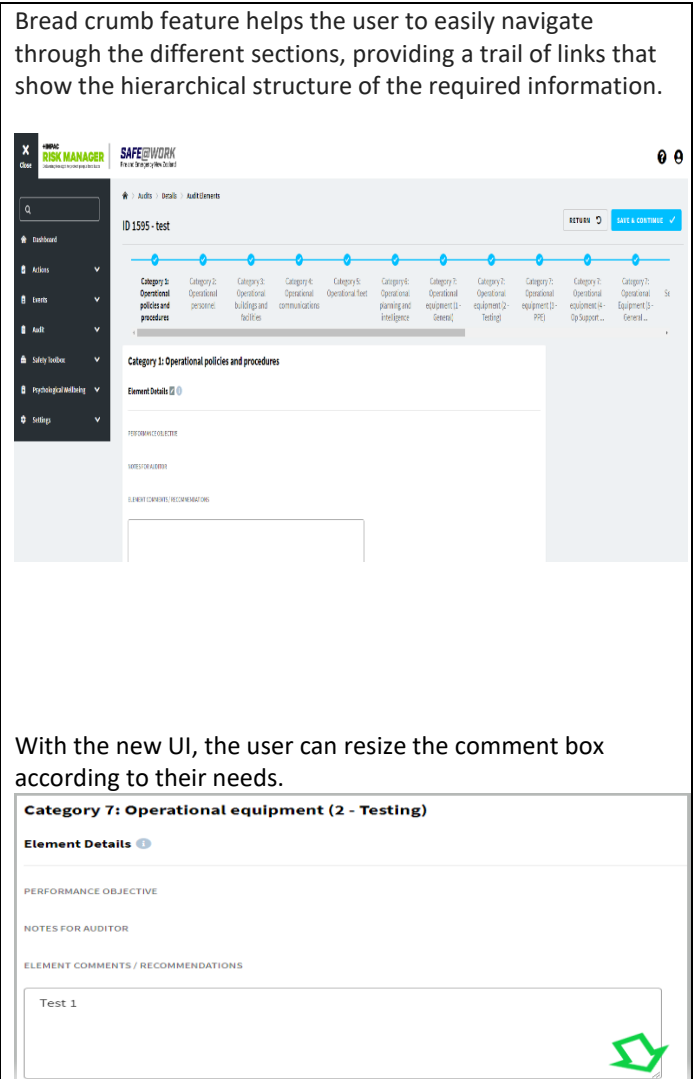
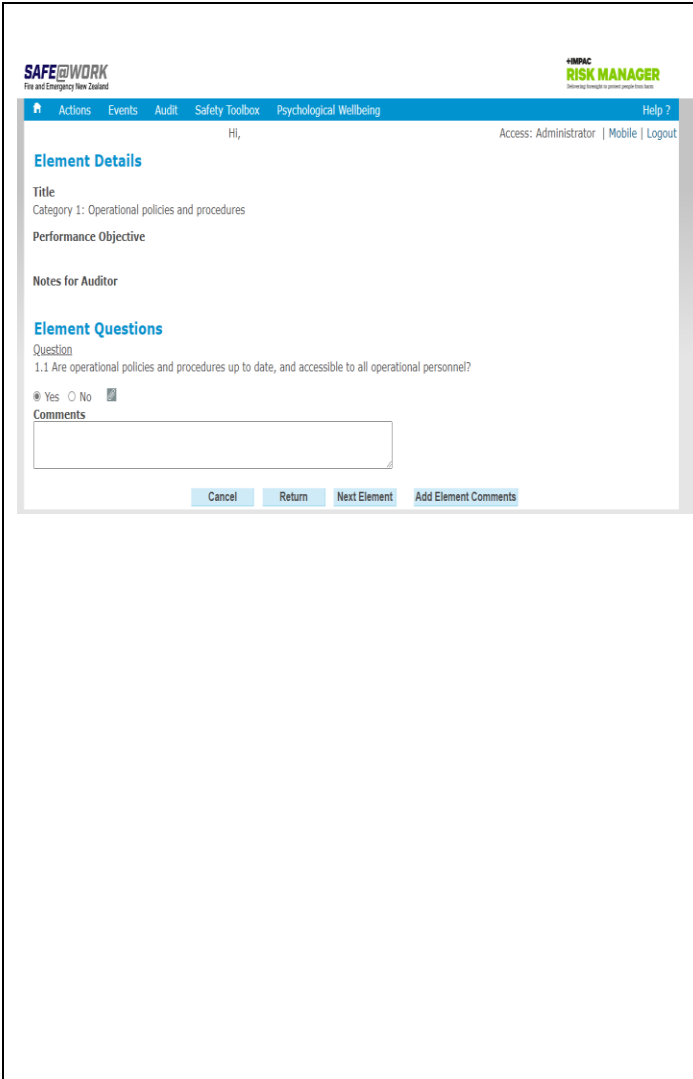
### Add New Audit

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.

### Current

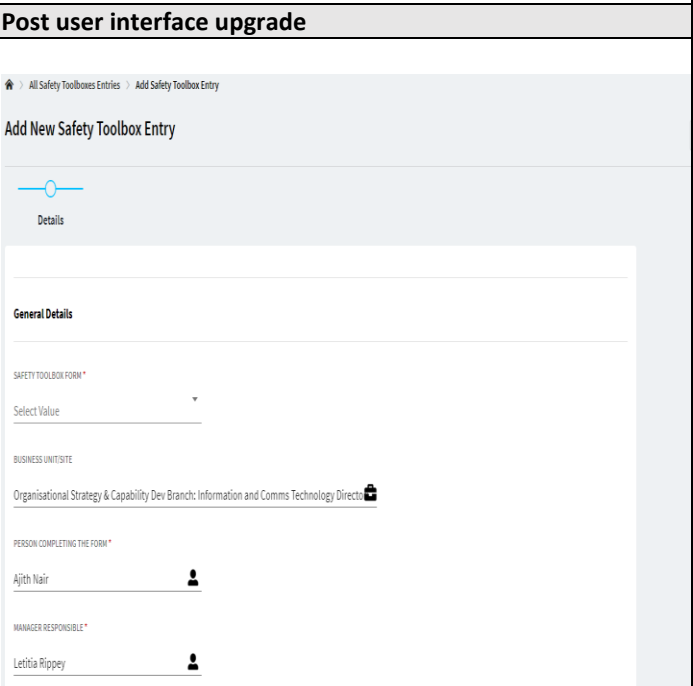
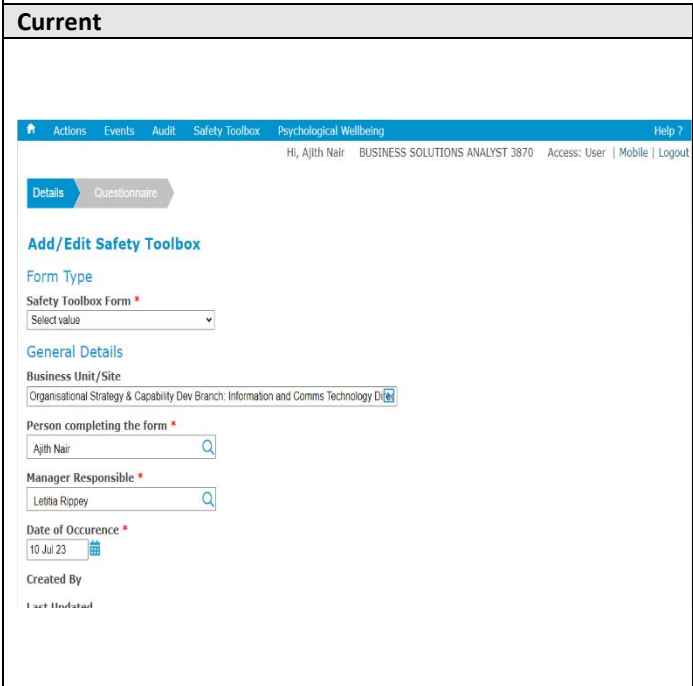
### Post user interface upgrade

In order to provide more information about the audit element, it can be broken down into more sub-elements.



## SafetyToolbox Module

The user interface upgrade introduces a new look to the form and all existing fields will remain unchanged.



## Psychological Wellbeing Module

The user interface has been upgraded to include a new design that incorporates an additional feature while retaining all of the existing fields.

### Current

This feature is not available on the current page

New Details Questionnaire

### Add/Edit Wellbeing Event

#### Psychological Wellbeing Type

Psychological Wellbeing Form \* ?

Select Value

#### Overview ?

#### General Details

Business Unit \* ?

Organisational Strategy & Capability Dev Branch: Information and Comms Technology Direct

ICAD No - GPS - Specific Address ?

Person Affected \* ?

Irene Scheepers

Date of Occurrence \* ?

11 Oct 22

Other People Exposed ?

Created By

Last Updated

Next

Cancel

### Post user interface upgrade

This feature will allow the user to view the list of Psychological Wellbeing Records

The screenshot shows a web application interface for 'All Psychological Wellbeing'. A sidebar menu on the left contains various navigation options, with 'All Psychological Wellbeing' highlighted. The main content area displays a table titled 'List of Psychological Wellbeing Records'. The table has columns for 'id', 'name', 'sequence', and 'active'. One record is visible with 'id' 1, 'name' 'Psychological Wellbeing', 'sequence' 1, and 'active' 'Yes'. Below the table, there is a '1 record' indicator and pagination controls. At the bottom of the screenshot, there is a breadcrumb trail: 'All Psychological Wellbeing Events > Add Psychological Wellbeing Event'.

### Add New Psychological Wellbeing Event

RETURN

CONTINUE

#### Details

#### General Details

PSYCHOLOGICAL WELLBEING FORM \* ?

Select Value

BUSINESS UNIT \* ?

Organisational Strategy & Capability Dev Branch: Information and Comms Technology Direct

ICAD NO - GPS - SPECIFIC ADDRESS ?

PERSON AFFECTED \* ?

Irene Scheepers

DATE OF OCCURRENCE \* ?

11 Oct 22

OTHER PEOPLE EXPOSED ?

RETURN

CONTINUE

## Questions?

If you have any questions about the upgrade, please contact the Safe@Work support team by emailing, [safeatwork@fireandemergency.nz](mailto:safeatwork@fireandemergency.nz)