Health & Safety

Table of Contents

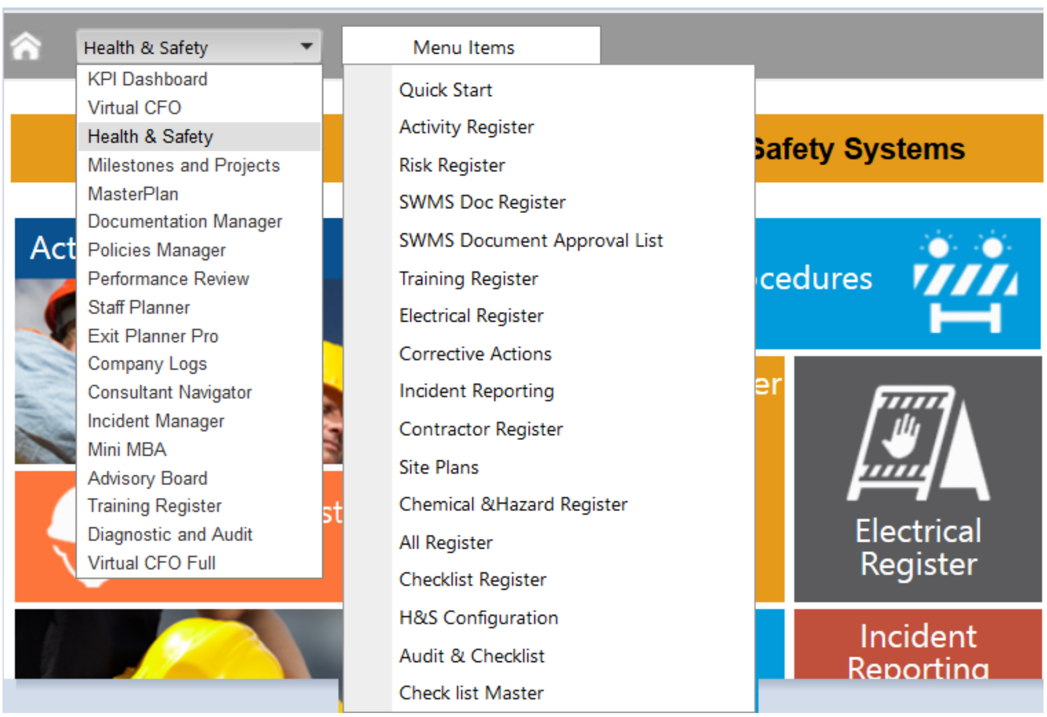
About this Quick Start guide

The Quick Start button from the right hand menu brings up this Health & Safety Guide. If you have received you help file through an email or other means, you can access it again by:

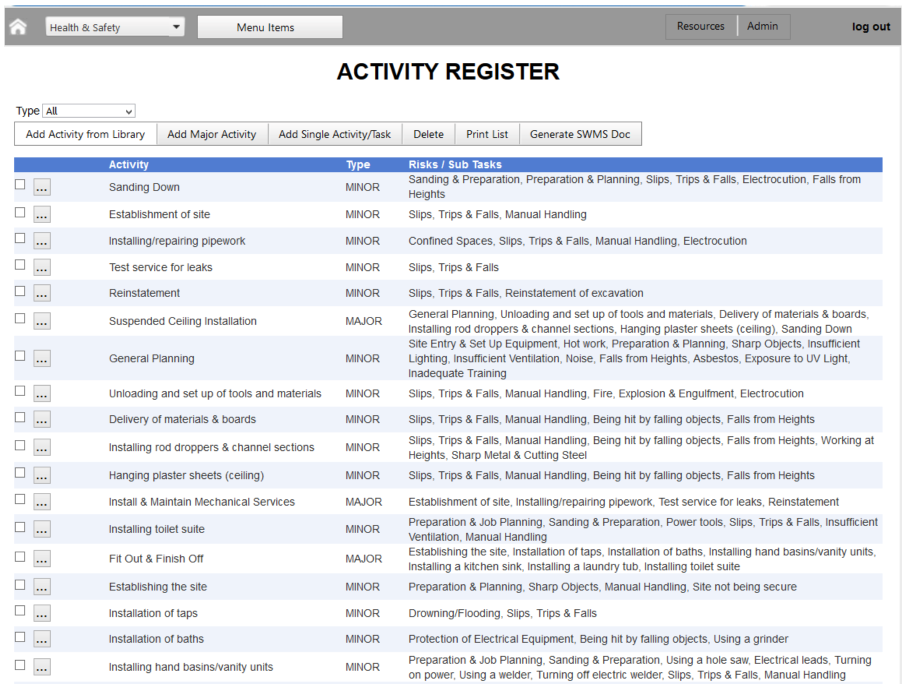
1. Hovering over **Menu Items** within **Health & Safety**
2. Selecting **Quick Start**

General Navigation tips:

There are two drop-down lists on the left side of the **Toolbar** at the top of the screen. The left one allows you to navigate between different modules that MAUS offers. The right hand one allows you to navigate through the sections within the selected module. In the example below you can see that the Health & Safety Module has been selected on the left, and on the right hand menu the contents of Health & Safety are listed on the right.



Activity Register

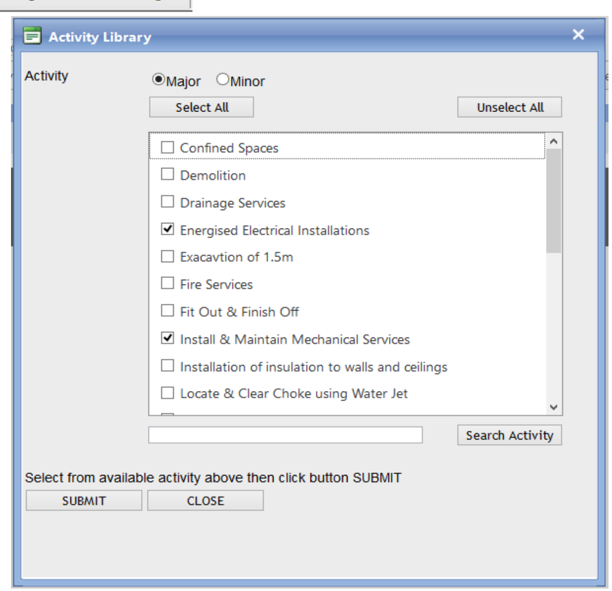


The Activity Register can be used to create a controlled register of business activities carried out by staff. The register integrates with several other features of the Health & Safety module.

To get started, you can add an activity from the predefined library or create one yourself:

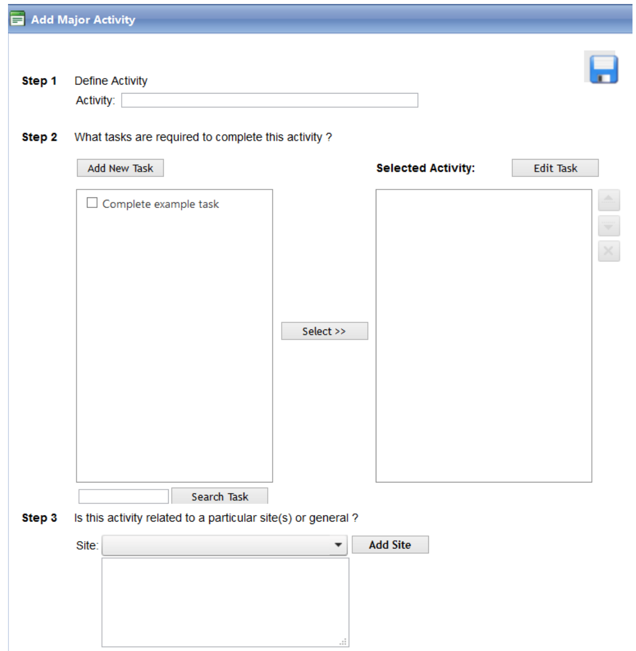
To use activities from the library:

1. Click **Add Activity from Library.**
2. This will display the **Activity Library.**
3. Select which activities you'd like to include. You can choose as many as you'd like from the Major or Minor lists.
4. Once you have selected your activities, click **Submit.**



Add a Major Activity:

1. Click **Add Major Activity.**
2. This will bring up the **Add Major Activity** window.



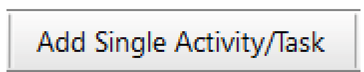
Step 1. Define the activity.

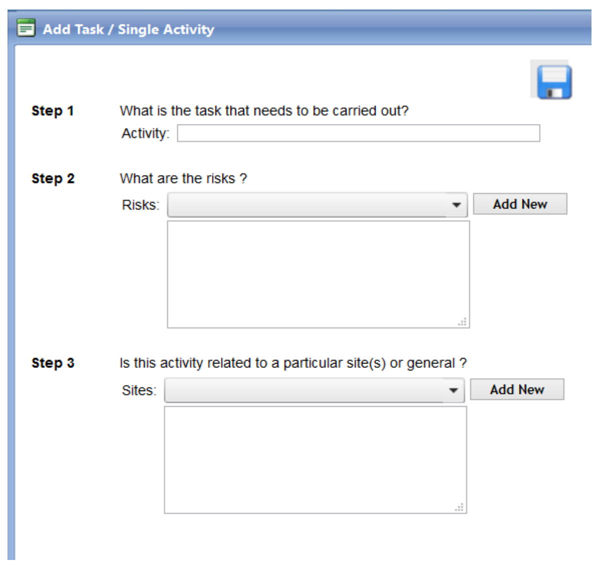
Step 2. Include and/or create tasks – you can create new ones if you'd like by clicking **Add New Task.**

Step 3. Link the activity to an existing site, or you can add a site by clicking **Add Site.**

Add a Single Activity/Task:

1. Click **Add Single Activity/Task.**
2. This will bring up the **Add Task/Single Activity** Window.





Step 1. Define the task that is being carried out.

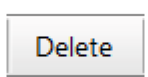
Step 2. Include and/or create risks that relate to the activity.

Step 3. Link the task to an existing site, or you can add a site by clicking **Add Site.**

Additional Activity Register Features:

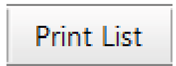
To Delete Activities

1. Tick one or more of the activities listed in the Activity Register using the tickboxes on the left side of the screen.
2. Click the **Delete** button.



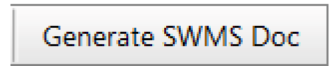
3. You will be prompted to confirm if you'd like to delete your selected items.

To print your entire activity list

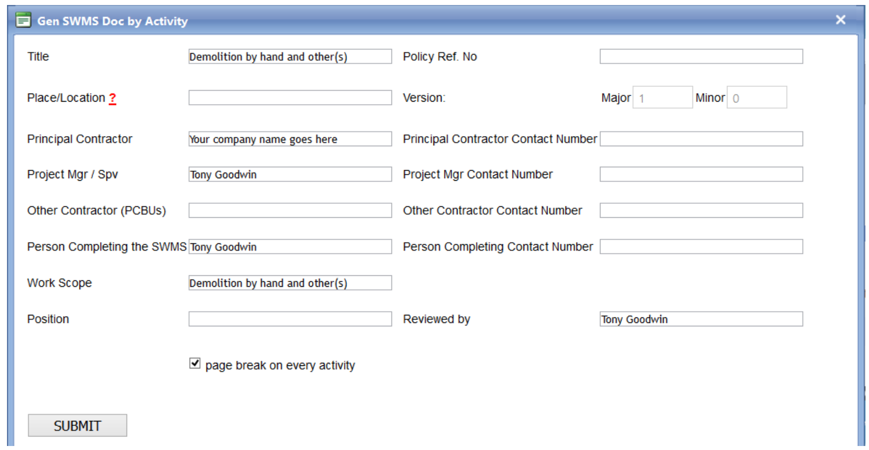


1. Click the **Print List** button.
2. This will open your default print setup window.
3. Apply your own print settings, and print when ready.

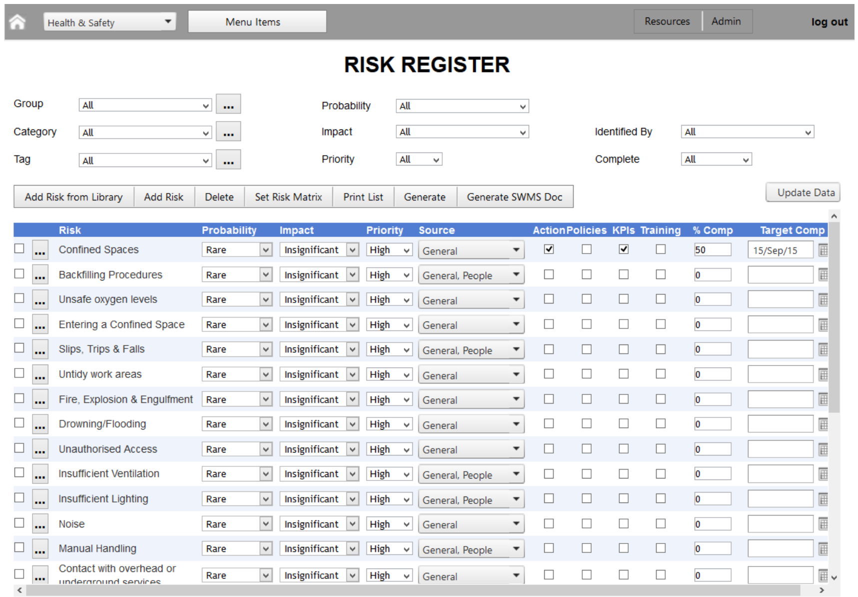
To Generate a SWMS Document



1. Tick one or more the activities listed which you would like to include in your SWMS Document.
2. Click **Generate SWMS Document.**
3. This will bring up the **Generate SWMS Document by Activity** window.
4. Click the **Submit** button to finalise your SWMS document which will generate and redirect you to the **SWMS Document Register.**



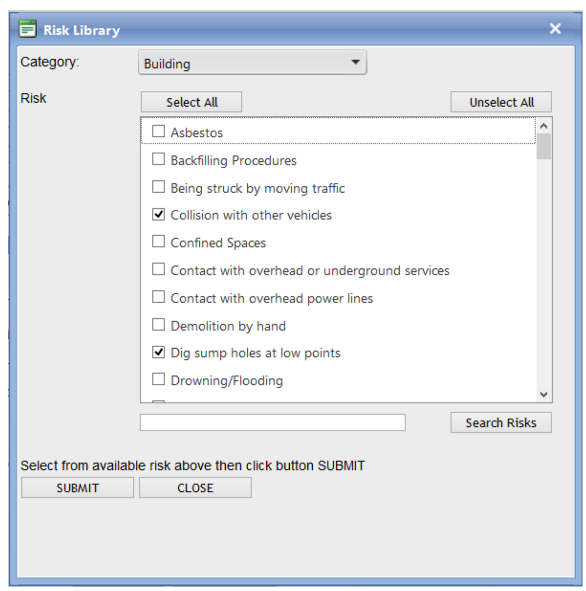
Risk Register



The risk register allows you to create a repository of risks that a business will face during its operations. There are several functions within the risk register such as defining and adding a risk, defining a risk matrix, and generating SWMS documents based on specific risks.

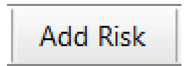
Adding a Risk from the Library

1. Click **Add Risk from Library.**
2. This will bring up the **Risk Library** window.
3. Tick one or more risks that you wish to add to the risk register.
4. The **Search Risks** button lets you search for specific risks based on keywords.
5. Click **Submit** once you have selected the risks that you want to add.
6. You will now see your risk register be populated with the risks you selected.

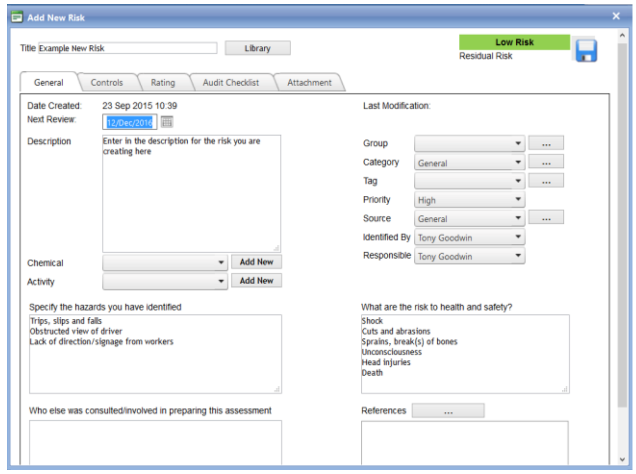


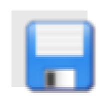
Adding a New Risk

1. Click **Add Risk.**



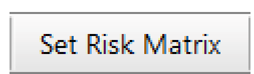
2. This will bring up the **Add New Risk** window.
3. Here you can enter in all of the details for the new risk such as:
    a. Dates of creation and review
    b. Description of the risk
    c. Chemicals & Activities which link to their corresponding registers.
    d. Further specific information such as group, category, tags, priorities, and many more.



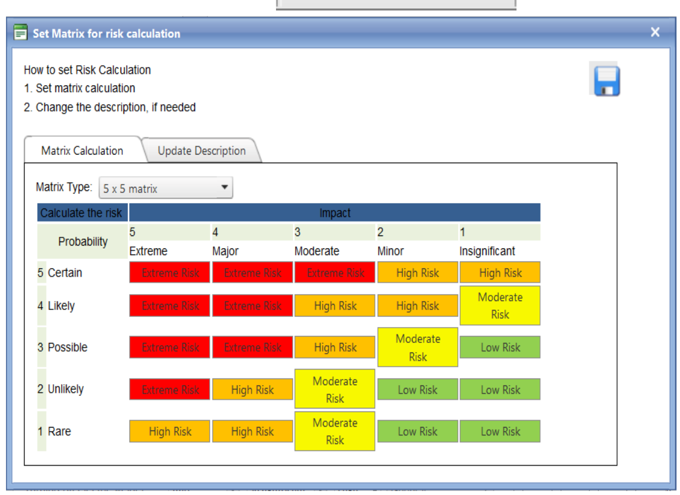
4. Note the other tabs in this setup; Controls, Rating, Audit Checklist, and Attachment.
    a. **Controls** refers to information that involves managing the risk you are adding.
    b. **Rating** allows you to edit the Risk Matrix for the risk you are adding, so that you can select the risk levels before and after controls have been put in place.
    c. **Audit Checklist** lets you add existing, or create new checklists which relate to the risk you are adding.
    d. **Attachment** is where you can add upload a document that is associated with the risk you are adding.
5. Once you have finished adding in details for the new risk, click the **Save** icon 

Set Risk Matrix

1. Click **Set Risk Matrix.**

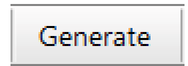


2. This brings up the **Set Matrix for Risk Calculation** window.
3. Clicking the **Matrix Type** drop down list lets you choose the size of the risk matrix
4. You can also add a description for the matrix in the **Update Description** tab.
5. Click the **Save** icon when you are finished with entering details.

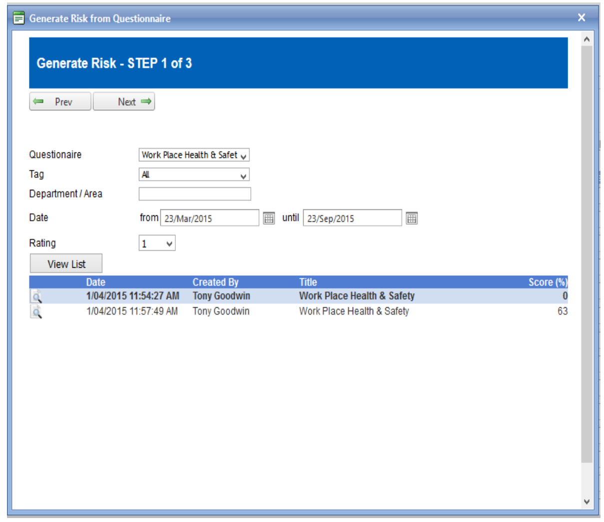


Generate Risk

To use the questionnaire wizard to generate a risk:



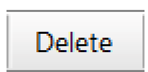
1. Click **Generate.**
2. This brings up the **Generate Risk from Questionnaire** window.
3. Select which questionnaire you wish to use and what other details you require.
4. **View List** lets you see a list of previous questionnaires that have been filled out.
5. Click the **Next** button to move on.
6. Select the questions that will be created as risks, then click **Next**.
7. Choose the Group, Category, Risk Source, and Tags for the Risk.
8. Click **Submit** to generate the new risk in the risk register.



Additional Risk Register Features

Deleting Activities

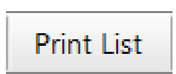
4. Tick one or more of the risks listed in the Risk Register using the tickboxes on the left side of the screen.
5. Click the **Delete** button.



6. You will be prompted to confirm if you'd like to delete your selected items.

Printing a List of your Activities

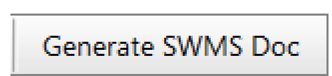
4. Click the **Print List** button.



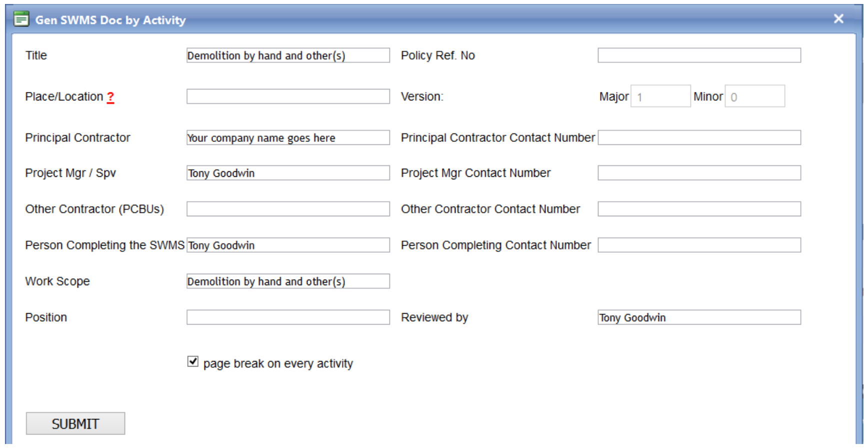
5. This will open your default print setup window.
6. Apply your own print settings, and print when ready.

Generating a SWMS Document

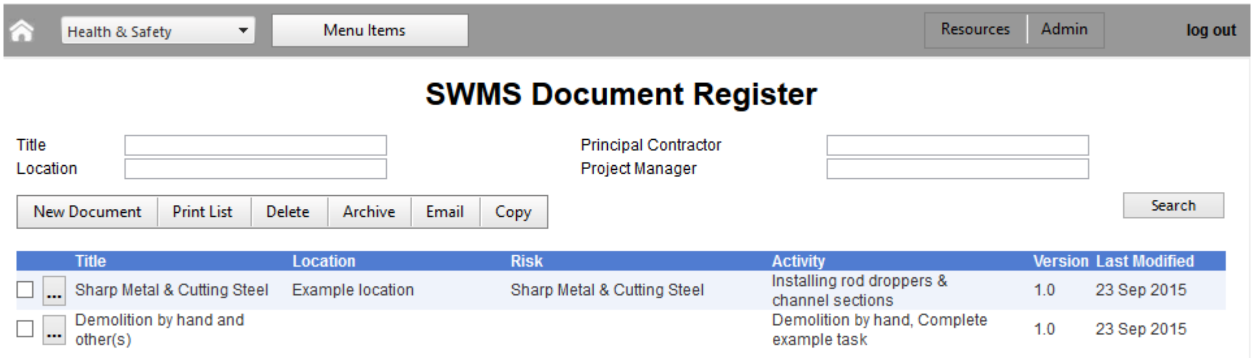
5. Tick one or more the Risks listed that you would like to include in your SWMS Document.



6. Click **Generate SWMS Document.**
7. This will bring up the **Generate SWMS Document by Risk** window.
8. Click the **Submit** button to finalise your SWMS document which will generate and redirect you to the **SWMS Document Register.**



SWMS Document Register

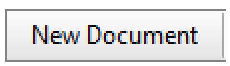


The SWMS Document Register allows you to create a repository of SWMS documents that your business can use it day to day operations. You can create SWMS documents based on activities or risks from the corresponding registers, or by uploading your own documentation which can then be amended or dispersed.

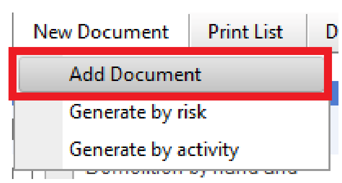
Creating a New SWMS Document

To add a new SWMS document into the register:

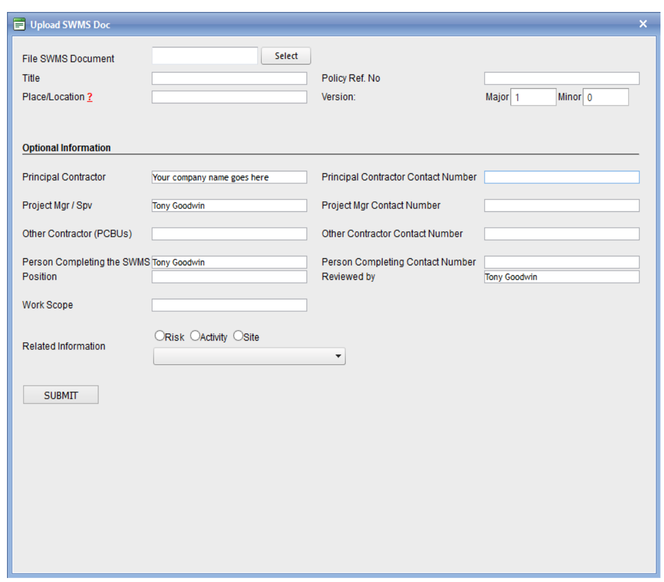
1. Hover over **New Document**



2. Select either:
    a. Add Document.
    b. Generate by Risk (Refer to Page 8).
    c. Generate by Activity (Refer to Page 5).
3. Click the **Add Document** button to bring up the **Upload SWMS Document** window.



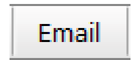
4. Click the **Select** button to attach a SWMS file.
5. Fill in all of the fields with the relevant information for your SWMS document.
6. Click the **Submit** button to add the SWMS document to your SWMS Register.



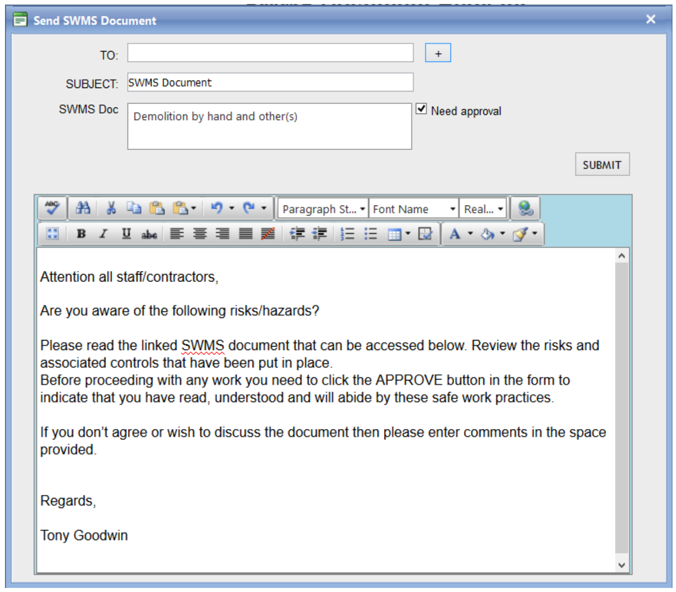
Sending a SWMS Document for Approval

To send a SWMS document to another staff member to be approved:

1. Tick one or more of the SWMS documents in your SWMS register.



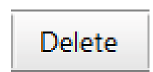
2. Click **Email.**
3. This will bring up the **Send SWMS Document** window.
4. Enter in the email address, or click the **Plus (+)** icon to add email addresses from hub user accounts.
5. Click **Submit** to send the email.



Additional SWMS Document Register Features

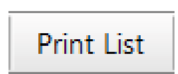
Deleting SWMS Documents

7. Tick one or more of the SWMS Documents using the tickboxes on the left side of the screen.
8. Click the **Delete** button.
9. You will be prompted to confirm if you'd like to delete your selected items.

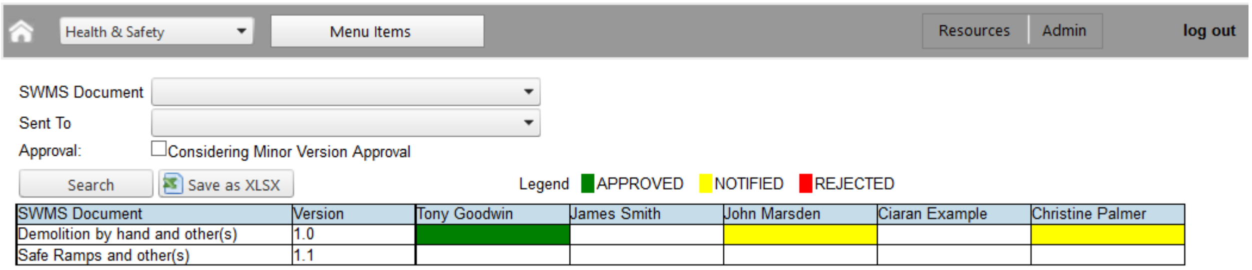


Printing a List of your SWMS Documents

7. Click the **Print List** button.
8. This will open your default print setup window.
9. Apply your own print settings, and print when ready.



SWMS Approval List

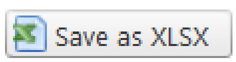


The SWMS Approval List provides a description of all of your SWMS documents that have been sent for approval. It follows a simply traffic light system comparing SWMS documents against users. By adjusting the search criteria you can easily see which users have been notified of a specific SWMS document, and if they have Accepted or Rejected the document.

- Approvals are **Green**
- Notifications are **Yellow**
- Rejections are **Red**

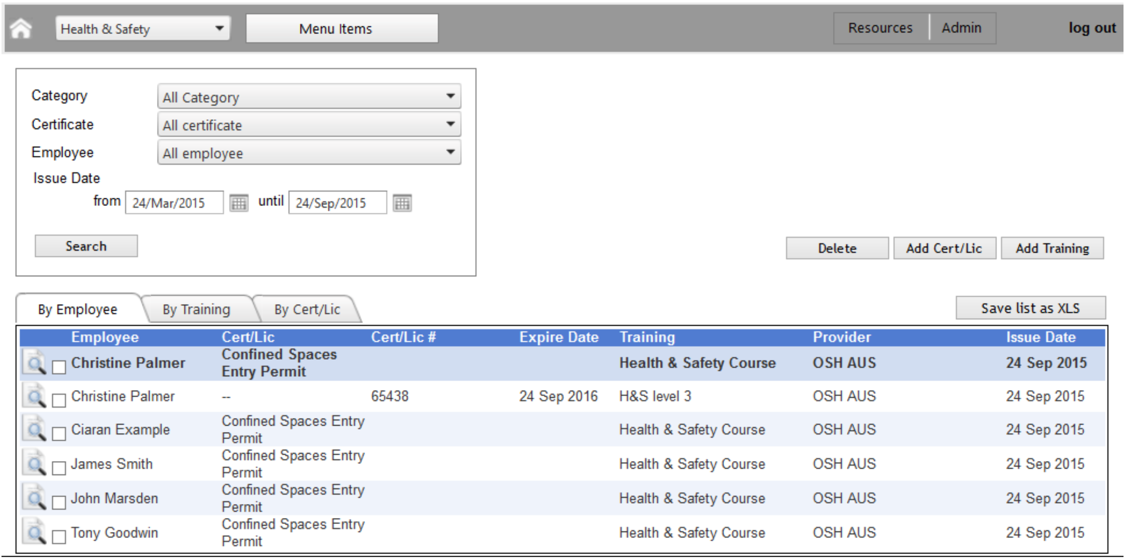
Exporting the SWMS Approval List

To export the SWMS Approval List:

1. Click **Save as XLSX.** 

2. This will open your download window for your browser.
3. Save the file, or open it straight away in MS Excel.

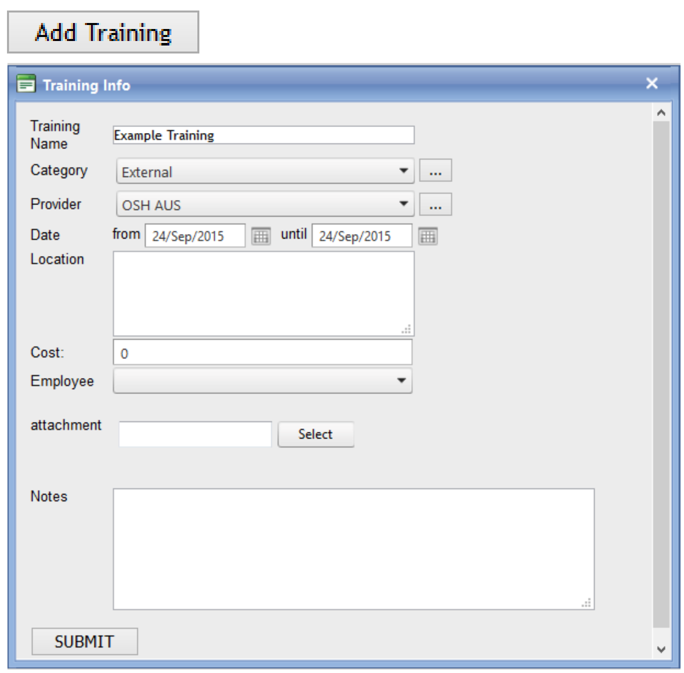
Training Register



Adding Training Details for a User or Employee[1]

To add in training details:

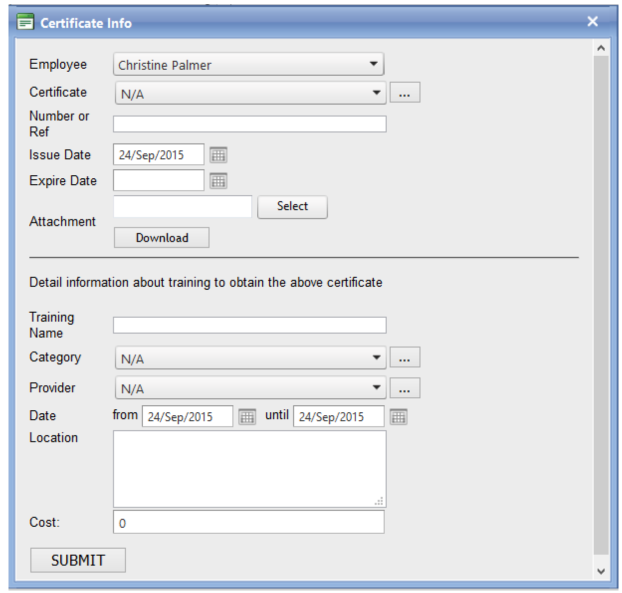
1. Click **Add Training.**
2. This will bring up the **Training Info** window.
3. Enter in the details of the training.
    a. You can add or create categories and providers
    b. Choose a date range
    c. Select the cost and which employees took part in the training
    d. Add any relevant attachments such as documentation or information about the course
4. Click the **Submit** button to add the training into the register.



[1] Employees are staff members that do not login into the MAUS Hub. Users are staff members that have their own login details and an associated email address.

Adding Certificate Information for a User or Employee

To add in certificate details:



1. Click **Add Cert/Lic**.
2. This will bring up the **Certificate Info** window.
3. Enter in the details of the Certificate.
    a. Select the employee and the certificate, or create a new certificate by clicking on the **Ellipses** button.
    b. The **Select** button lets you upload a certificate.
    c. The **Download** button lets you download a previously uploaded certificate.
4. Click the **Submit** button to add the certificate into the register.

Exporting the Training Register List

To export the Training Register List:

1. Click **Save as XLSX.**

2. This will open your download window for your browser.
3. Save the file, or open it straight away in MS Excel.

Additional Training Register Features

Deleting Activities

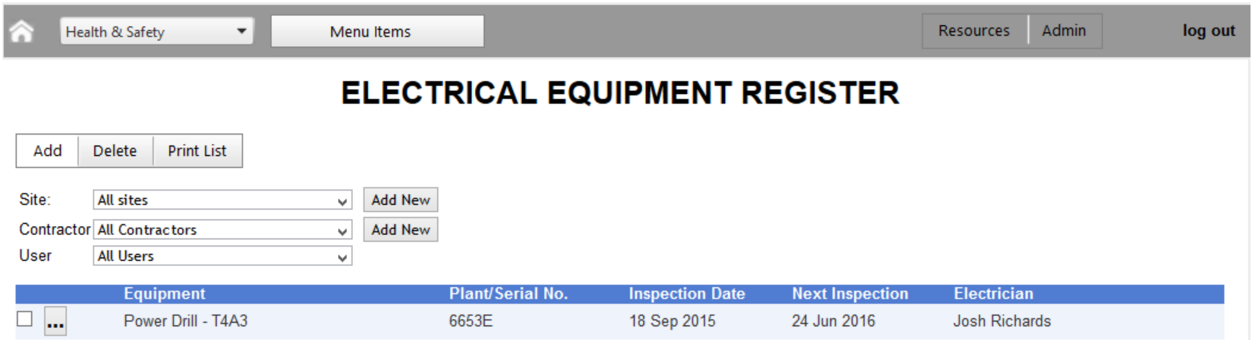
1. Tick one or more of the training register entries using the tickboxes on the left side of the screen.
2. Click the **Delete** button.

3. You will be prompted to confirm if you'd like to delete your selected items.

Searching for Specific Criteria

1. Select a Category, Certificate, Employee, or Date Range.
2. Click the **Search** button.
3. You can also filter by **Employee**, **Training**, and **Certificate** by clicking on the corresponding tabs.
    a. The **Save List as XLXS** button will give you a list based on your filtered search.

Electrical Equipment Register

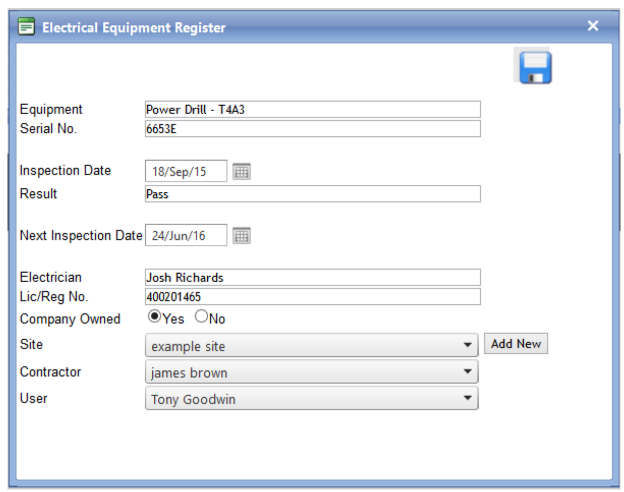


The Electrical Equipment Register can be used as a repository for all electrical equipment used for work.

Adding Equipment to the Register

To Add Equipment to the electrical register:

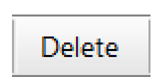
1. Click **Add**
2. Thing brings up the **Electrical Equipment Register** window.
3. Enter in the details for the piece of equipment.
    a. You can tag a site that relates to the piece of equipment, or click **Add New** to create a new site.
4. Once you have entered all relevant details, click the **Save** button.



Additional Electrical Register Features

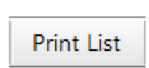
Deleting Equipment Entries

10. Tick one or more of the SWMS Documents using the tickboxes on the left side of the screen.
11. Click the **Delete** button.
12. You will be prompted to confirm if you'd like to delete your selected items.

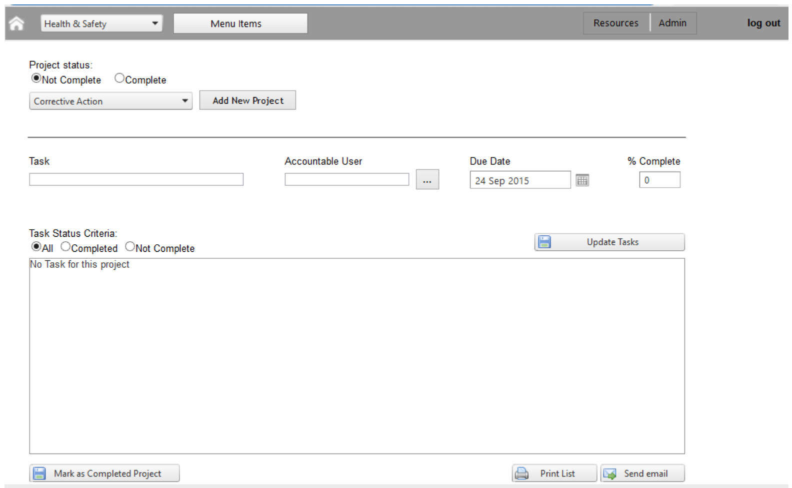


Printing a List of your Equipment Register

10. Click the **Print List** button.
11. This will open your default print setup window.
12. Apply your own print settings, and print when ready.
    a. Filtering the **Site, Contractor,** or **User** will change the list to suit.



Corrective Actions



The corrective actions plugin for Health & Safety uses the same method as the **MAUS Projects & Milestones Module**. This module allows you to create tasks within the Corrective Actions Project and assign these tasks to users. You can also email users, and print off lists of tasks.

Adding a Task

To Add a Corrective Action Task:

1. Type the name of the task into the **Task** field.
2. Click the **Ellipsis** icon to add an accountable user.
3. Add in a due date, and a percentage of current completion.
4. Click the **Update Tasks Button.**

Updating Existing Tasks

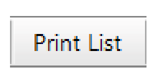
To Update an Existing Task:

1. Click the **Magnifying Glass** button.
2. This will bring up the **Action of Corrective Action** window.
3. Add additional or amend any existing details of the existing task.
4. Click the **Save** button to keep your changes and close the window.

Additional Corrective Actions Features

Printing a List of your Corrective Actions Tasks:

1. Click the **Print List** button.
2. This will open your default print setup window.
3. Apply your own print settings, and print when ready.



Emailing Tasks to Employees:

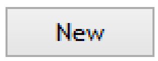
1. Click the **Send Email** button.
2. This brings up the **Sending Email – Project Status** window.
3. Enter the email address/es, and CC anyone you'd like as well as adding a subject.
4. Edit the contents of the email if you wish.
5. Click Submit to send the email.

Incident Reporting Manager

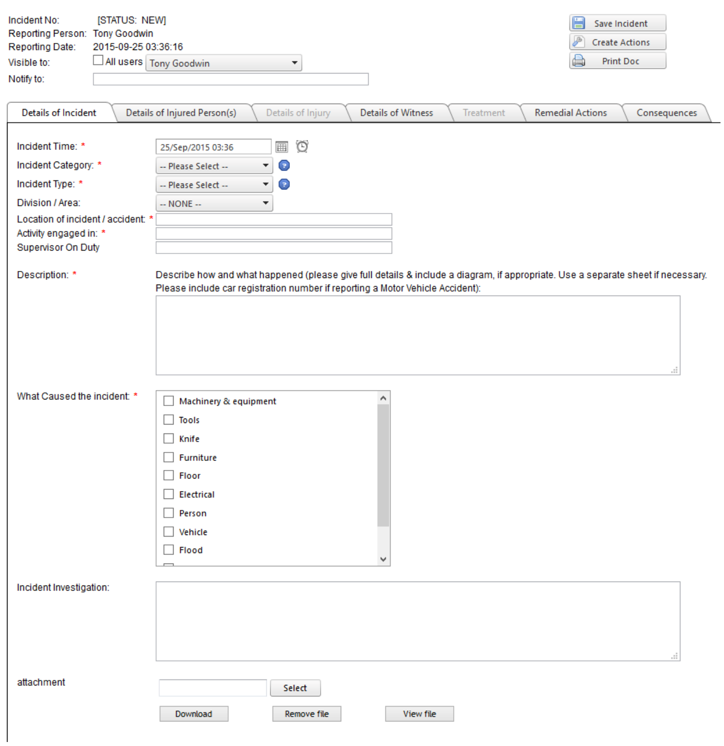
The incident reporting module within Health & Safety allows you to log incidents to a high level of detail for audits and quality control purposes.

Adding an Incident to the Incident Manager

To Add an Incident:

1. Click **New Incident**. 

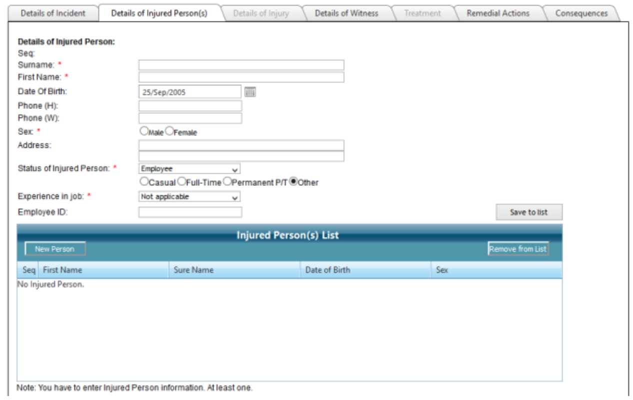
2. Fill out the information in the **Details of Incident** section.
    a. Note all sections with red asterisks are mandatory.



3. If you'd like to add an attachment alongside the details, click the **Select** button near the bottom of the page in the **Attachment** section. You can view or download that file later.
4. When ready, click the **Details of Injured Person(s)** Tab at the top of the page.

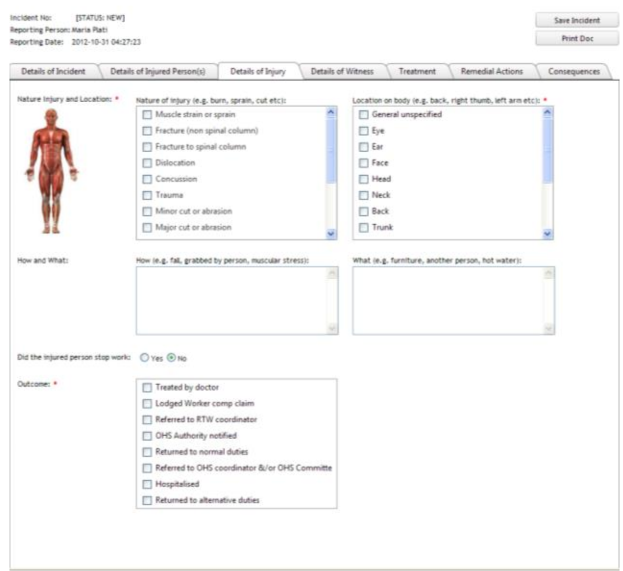
Details of Injured Person

1. Here you can enter the specific details about the person who received the injury.
2. In the **Injured Person(s) List** at the bottom of the page you can also click **New Person** to add additional people to the same incident. If you incorrectly enter details or need to remove a person, you can click **Remove from List.**
3. Once you have finished entering details, click **Save to List.**
4. Once you have added at least one person to the list, you will the some of the tabs at the top are no longer greyed out.
5. Select the **Details of Injury** tab to move on.



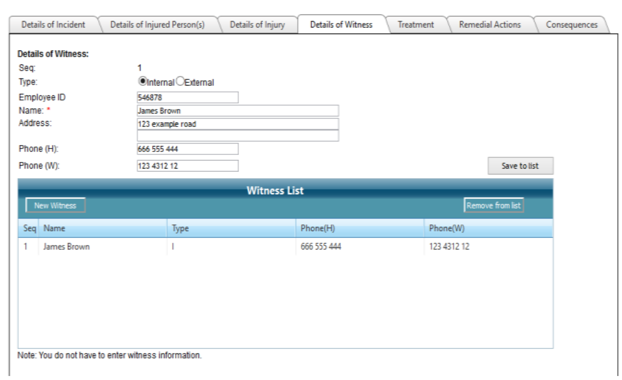
Details of Injury

1. Enter the details of the injury by ticking the relevant boxes for the incident.
    a. Note that the areas with **Asterisks** are mandatory.
2. You can add in additional comments in the two text boxes in the middle to provide additional explanations of the injury.
3. Click on the **Details of Witness** tab to move on.



Details of Witness

1. In this tab you can select if the witness to the injury was within the organisation or not by clicking the **Type:** radio box options.
2. The **Name** field is mandatory.
3. Click **Save to List** to confirm the witness you have entered details for, and click **New Witness** if there are additional witnesses.
4. Click on the **Treatment** tab to move on.

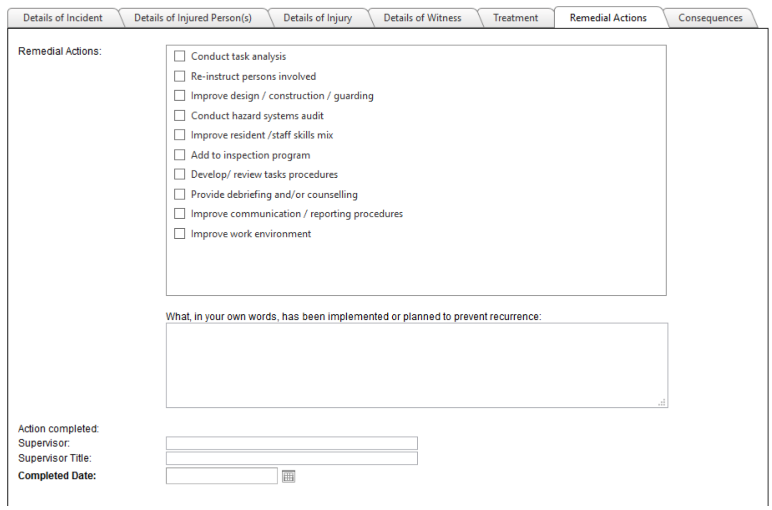


Treatment

1. Fill out the required information if there was treatment required.
    a. You can select if first aid was given, provide reference information and supervisor information.
2. Click on the **Remedial Actions** tab to move on.

Remedial Actions

1. Select from a library of remedial actions which ones are being or have been taken to mediate the injury or its cause to prevent it reoccurring.
2. Enter in information about how this can be prevented in future.
3. Click on the **Consequences** tab to move on.



Consequences

1. Here you can enter the fields to depict the hours, and the financial costs associated with the incident that has occurred.

2. To finalise the incident, click the **Save Incident** button at the top of the screen.

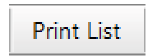
Note: The **Save Incident** tab is in every section. Click this tab to save the incident.
You can only save an incident once you have logged the details of the injury

Incident Register Additional Features

Editing an existing incident

1. Click the **Magnifying Glass** icon to enter an existing incident and make changes to it.

Printing a List of your Incidents:



1. Click the **Print List** button.
2. This will open your default print setup window.
3. Apply your own print settings, and print when ready.

Searching for Specific Criteria

1. Select a Category, Type, Injury Number, or Date Range.
2. Click the **Search** button.

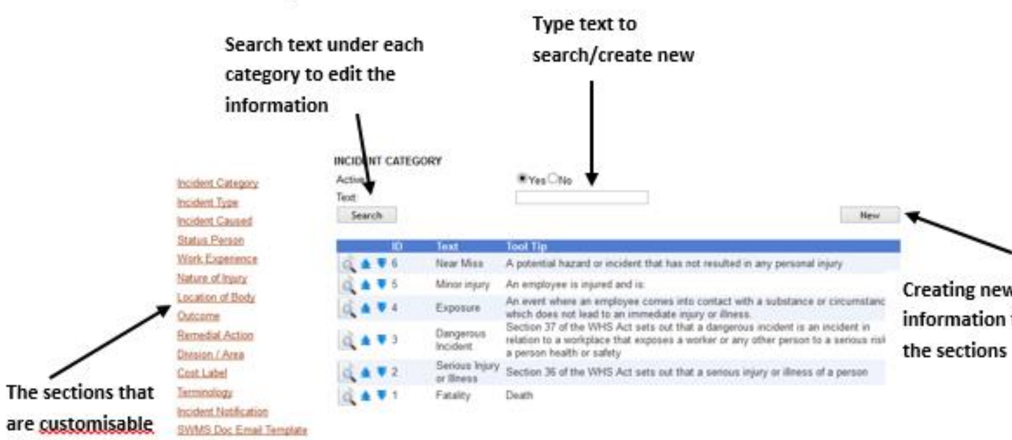
Health & Safety Incidents Register Configuration

This section allows you to customise the information that is in each of the sections below:

- Incident category
- Incident type
- Incident caused
- Status person
- Work experience
- Nature of injury
- Location of body
- Outcome
- Remedial action
- Division/Area
- Cost label

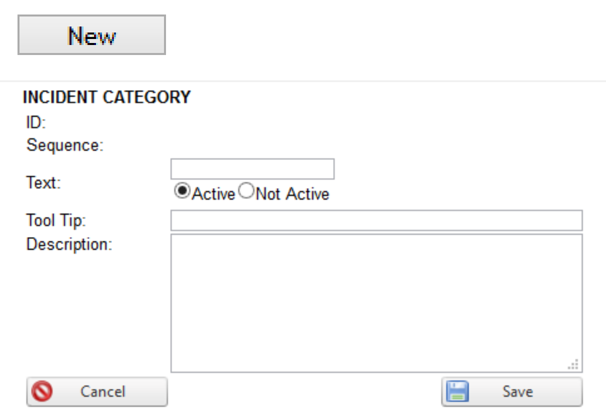
The Health & Safety Incidence Register Interface

The image below explains the functions of the configuration interface, and which buttons can be used to customise the Health & Safety module.



Creating a custom entry

1. Select the section you wish to customise.
2. Click on the **New** button.
3. Enter the details of the new category.
4. Set it to active or not active (active will be displayed in the incident register).
5. Click the **Save** button to save the new category.

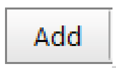


Contractor Register

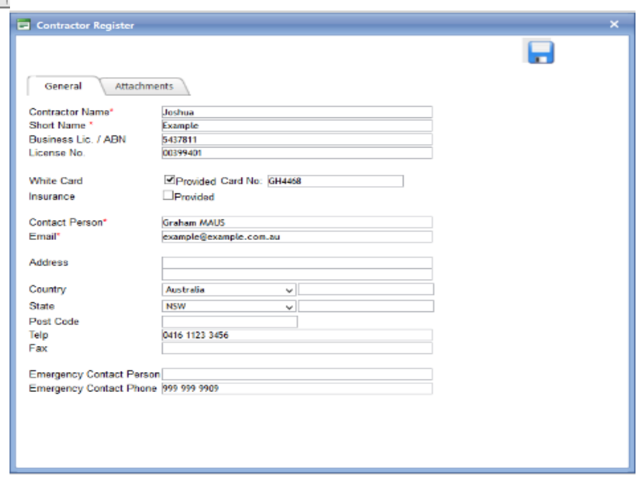
The Contractor Register is where you can store information about contractors that are entering worksites temporarily and need their paperwork securely stored and accessible.

Adding a Contractor to the Register

To Add a Contractor into the Contractor Register:



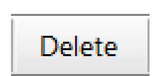
1. Click **Add**.
2. This will bring up the **Contractor Register** Window.
3. Enter in all of the relevant contractor information.
4. Click the **Attachments** tab to add a file alongside the details.
5. Click the **Save** button to keep the information and close the window.



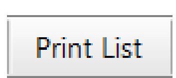
Additional Features of the Contractor Register

Deleting Contractors from the Register

1. Tick one or more of the Contractors using the tickboxes on the left side of the screen.
2. Click the **Delete** button.
3. You will be prompted to confirm if you'd like to delete your selected items.

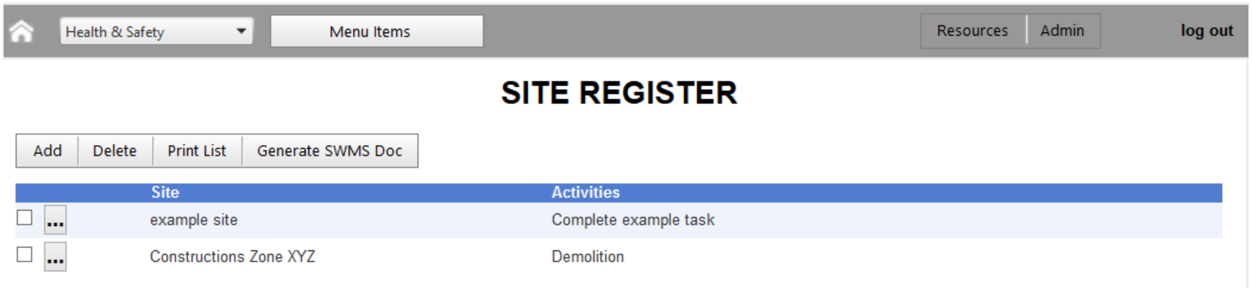


Printing a List of your Contractor Register



1. Click the **Print List** button.
2. This will open your default print setup window.
3. Apply your own print settings, and print when ready.
    a. The search function allows you to filter the list before you print it.

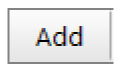
Site Register



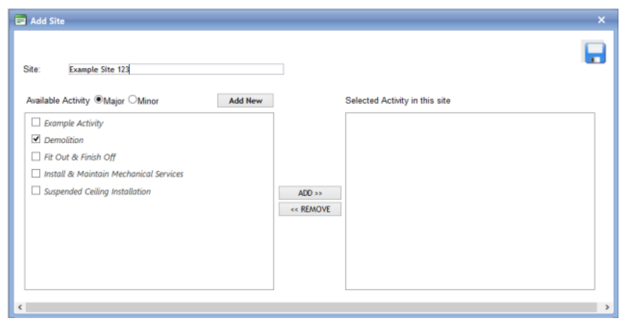
The Site Register allows you to create a work site and include details about activities and risks which relate to that specific site.

Adding a New Site

To Add a New Site to the Site Register:

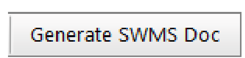


1. Click **Add.**
2. This brings up the **Add Site** window.
3. Enter the name of the site, and select any relevant activities.
4. Click the **Save** button to keep your entry and close the window.
5. To edit the site information click the **ellipsis** button.

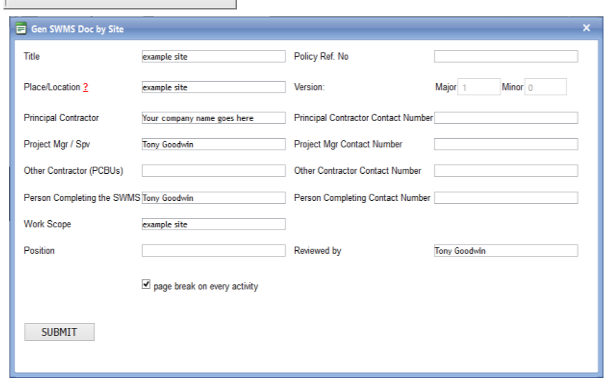


Generate a SWMS Document

To Generate a SWMS Document Based on a Site:



1. Click **Generate SWMS Doc.**
2. This brings up the **Gen SWMS Doc by Site** window.
3. Add in any details to the SWMS document.
4. Click the **Submit** button to finalise your SWMS document which will generate and redirect you to the **SWMS Document Register.**



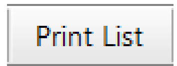
Additional Features of the Site Register

Deleting Sites from the Register

1. Tick one or more of the Sites using the tickboxes on the left side of the screen.
2. Click the **Delete** button.

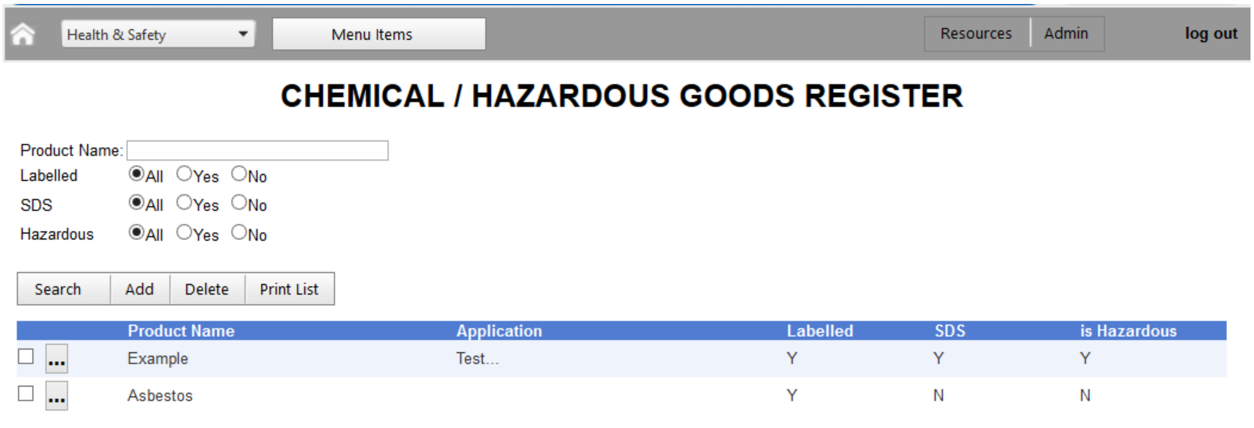
3. You will be prompted to confirm if you'd like to delete your selected items.

Printing a List of your Site Register

1. Click the **Print List** button. 

2. This will open your default print setup window.
3. Apply your own print settings, and print when ready.

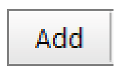
Chemical/Hazardous Goods Register

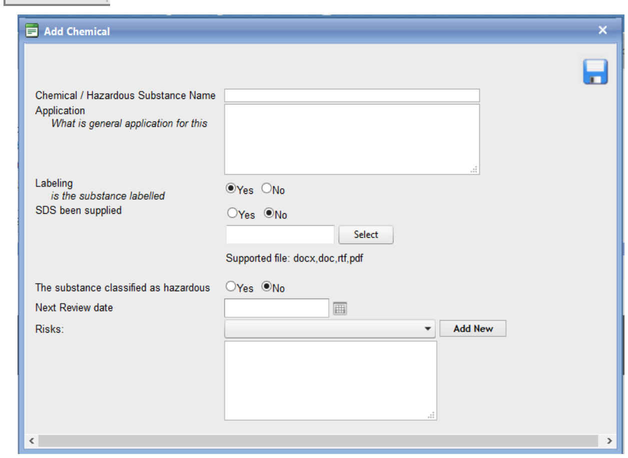


The Chemical and Hazardous Goods Register allows you to enter the details of any chemicals that are encountered or might be encountered within your work operations.

Adding to the Register

To add a Chemical or Hazardous Good to the Register:





1. Click **Add.**
2. This brings up the **Add Chemical** window.
3. Add in the details of the new chemical including any labelling or SDS documentation which can be uploaded by clicking the **Select** button.
4. You can also add relevant risks which relate the chemical, or add a new risk entirely by clicking **Add New**.
5. Click the **Save** button to close the keep changes and close the window.
    a. Clicking the **Ellipsis** button will let you edit an existing chemical.

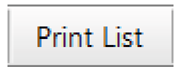
Additional Features of the Chemical Register

Deleting Chemicals from the Register

1. Tick one or more of the Chemicals using the tickboxes on the left side of the screen.
2. Click the **Delete** button.
3. You will be prompted to confirm if you'd like to delete your selected items.

Printing a List of your Contractor Register

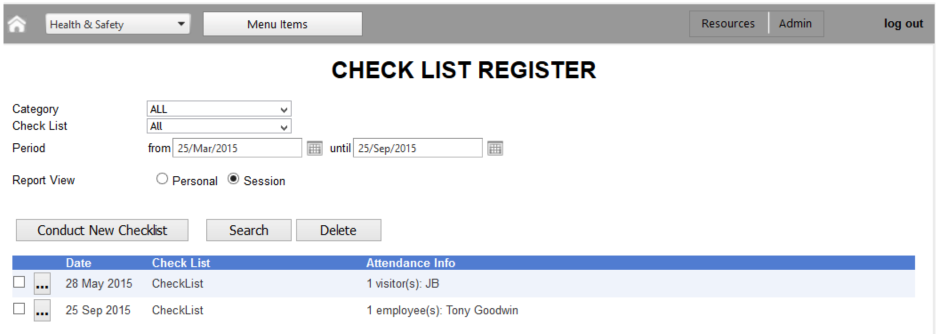
1. Click the **Print List** button.
2. This will open your default print setup window.
3. Apply your own print settings, and print when ready.
   a. The search function allows you to filter the list before you print it.



Searching for a specific Chemical

1. Filter your search by changing the options in the upper left of the register.
2. Click the **Search** button.
   a. This will impact the printed list which only includes what is displayed when you click **Print.**

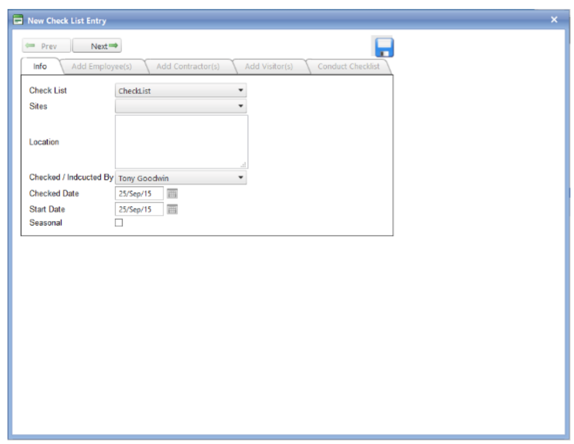
Check List Register



The Check List Register allows you to conduct a new check list which employees can fill out when on a site. The check lists are based on ones created in the **Check List Master** page.

Conducting a New Checklist

To add a new check list to the register:



1. Click **Conduct New Checklist.**
2. This brings up the **New Check List Entry** window.
3. This is a step by step wizard where you can enter in the details of the check list at each page, and then use the **Next** button to progress through. The **Prev** button returns you to the previous page.
4. On the last page, tick the **Ready for the final inspection** tick box, and then click **Save.**
    a. Clicking save at any stage through the checklist will keep what you have entered and give you a percentage based on how far through the wizard you are.

Additional Features of the check List Register

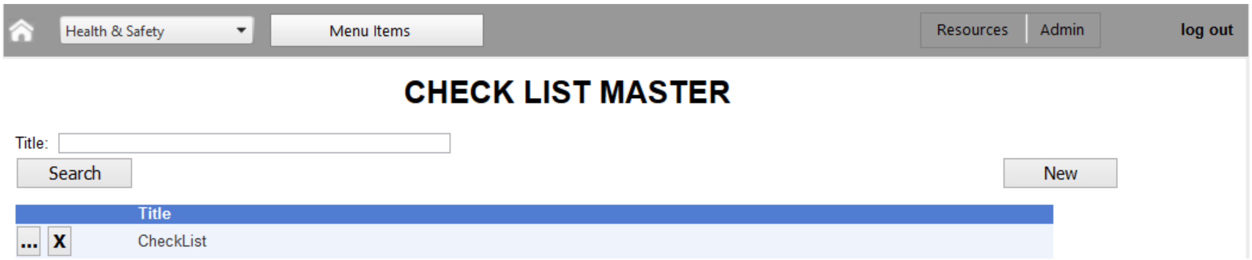
Searching for specific Check Lists

1. Specify a category.
2. Specify a Check list.
3. Choose a date range you wish to search within.
4. Click the **Search Button.**

Adjusting the View

1. The **Report View** radio buttons allow you to view by either Personal or Session check lists.
2. The **Personal View** allows you to view percentage completion for each checklist for each individual, whereas the **Session View** displays who has attended or used a specific check list.

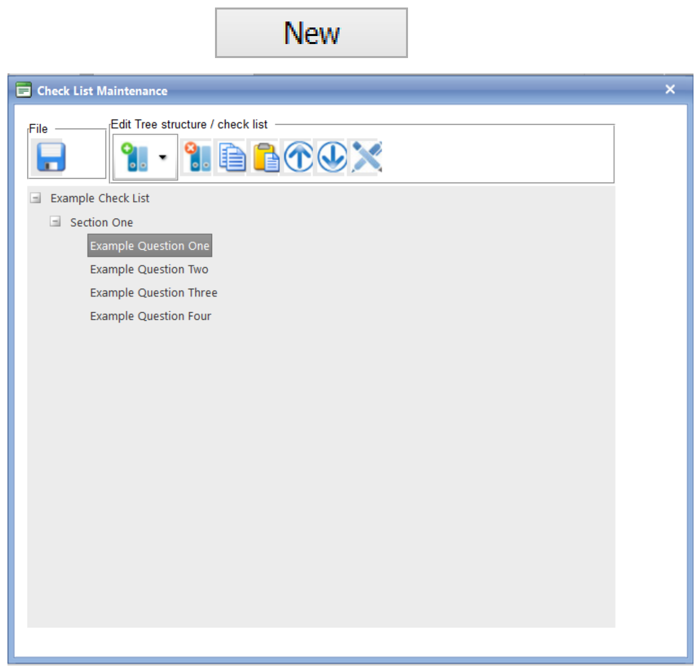
Check List Master



The Check List Master allows you to add new check lists, and view and edit the existing check lists.

Adding a New Check List

To Add a New Check List:



1. Click **New.**
2. This will bring up the **Check List Maintenance** window.
3. Enter the **Title,** and then click the **Next** button.
4. The next page is a tree structured document manager. You can create headings and questions, re-order items, and create a logical flow for the questionnaire.
5. Once you have created a questionnaire, click the **Save** button.