



How to

for worker users

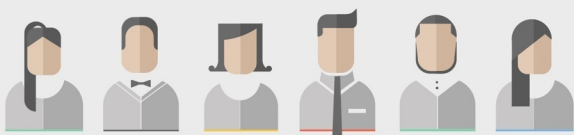
DASHBOARD

The Dashboard is the hub or home of your Safety Champion experience, providing you with a dynamic 'to-do' list and access to all the information and updates you need. The Dashboard allows you to navigate among the modules via the Top Bar and perform safety-related tasks quickly and directly in the 'Active Tasks' section. The noticeboard gives you an overview of task status and other safety information that is relevant to you.

This manual will cover the following:

1. How do I navigate the Dashboard?
2. What do the icons in the Top Bar do?
3. What are the Widgets?
4. How does the Active Tasks section work?
5. How do I report an Incident?
6. How do I report a Hazard?
7. Can I view and/or download a Document?
8. Can I upload a Document or a Record?
9. How do I sign-off an active task?

Having technical difficulties? [Click here](#).

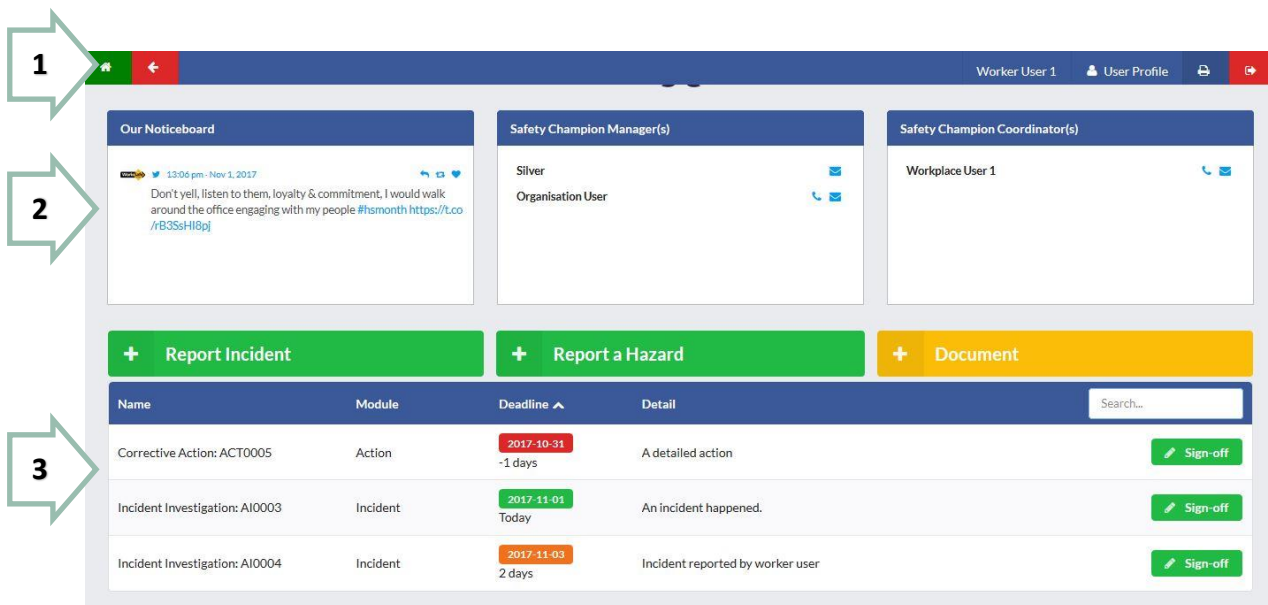


Safety Champion is built on privileges. If you find that you cannot perform a task as outlined in this manual, it may be that you do not have access. Please contact your system administrator to discuss your access privileges further.

1. How do I navigate the Dashboard?

The Dashboard has the following three sections to help you get things done:

- 1) Top Bar
- 2) Widgets
- 3) Active Tasks Section





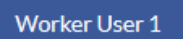



The screenshot shows the dashboard interface with three numbered callouts:

- 1** points to the top navigation bar containing a home icon, a back arrow, the user name 'Worker User 1', a 'User Profile' link, and a red sign-off button.
- 2** points to the widget area containing three panels: 'Our Noticeboard' (with a tweet), 'Safety Champion Manager(s)' (listing 'Silver Organisation User'), and 'Safety Champion Coordinator(s)' (listing 'Workplace User 1').
- 3** points to the 'Active Tasks Section' which includes three action buttons ('Report Incident', 'Report a Hazard', 'Document') and a table of tasks.

Name	Module	Deadline	Detail	
Corrective Action: ACT0005	Action	2017-10-31 -1 days	A detailed action	Sign-off
Incident Investigation: AI0003	Incident	2017-11-01 Today	An incident happened.	Sign-off
Incident Investigation: AI0004	Incident	2017-11-03 2 days	Incident reported by worker user	Sign-off

2. What do the icons in the Top Bar do?

The icons in the Top bar work in the following way:

	This takes you back to the Dashboard or 'home'
	This takes you back to the previous page
	The name of the user that you are currently logged in as
	This allows you to filter what you see
	This allows you to see the print options
	This is the logout button

DID YOU KNOW?

- Note that the system does not automatically log a user out when the browser window is closed. You must log out use the logout button to exit completely.

3. What are the Widgets?

The Widgets provide users with useful safety updates and information related to the implementation of the tasks within the system.



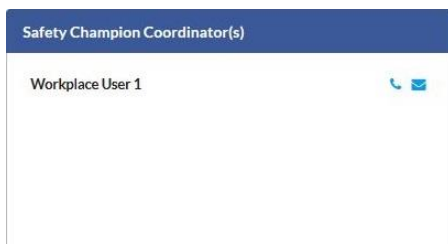
Our Noticeboard

This shows health and safety news from relevant Twitter feeds.



Safety Champion Manager(s)

This provides quick access to contact details of your Safety Champion Manager(s).



Safety Champion Coordinator(s)


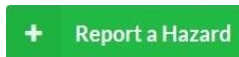









This provides quick access to contact details of your Safety Champion Coordinator(s).

DID YOU KNOW?


- If a phone or email is not displayed in this section, it means that the information hasn't yet been provided. Contact your system administrator to discuss any adjustments you feel are necessary.

4. How does the Active Tasks section work?



Here's how the buttons in the Active Tasks section help you to organise, monitor, complete and manage your tasks:

	This initiates the incident reporting process
	This initiates the hazard reporting process
	This opens a library of documents shared within the organisation
	You can sort your tasks by selecting on the column heading. The arrow symbol informs you of the order that the column has been sorted by:  = ascending;  = descending
	You can search for any item by entering a search term here
	The red date indicates that a task has passed its due date
	The green date indicates that a task is scheduled to be completed by today
	The orange date indicates that a task is scheduled to be completed within the next 14 days
	The blue date indicates that a task is scheduled to be completed in more than 14 days

5. How do I report an Incident?

- 1) Click the '+ Report Incident' button  on your Dashboard.
- 2) Complete the Incident Report fields following these instructions. Depending on which items you select from the drop-down lists, additional fields may appear.
 - Date of Incident – The date that the incident occurred, NOT the date it was reported.
 - Person Reporting the Incident - The name of person who originally raised the Incident and completed either the paper or online report form (which ever was first).
 - Brief Overview - A short description of the Incident.
 - Location of Incident - The location within the workplace where the incident occurred. If not within the workplace, include the address where the incident occurred.
 - Type of Incident - Select from the drop-down list.
 - Name of Injured Person - List the name(s) of injured person(s).
 - Mobile Number of Injured Person - List the mobile number(s) of injured person(s).
 - Injured Person Role - Select from the drop-down list. If there were multiple persons injured, select the role of the person with the most significant injury.
 - Injury Description - Remember to describe the injuries of each injured person.
 - Property and/or Environmental Damage - Select from the drop-down list.
 - Details of the Damage - Describe the property and/or environmental damage in detail.
 - Describe What Happened - Describe the incident in as much detail as possible. Include information about the lead up to the incident and any immediate corrective actions.
 - Name of Witness - List the name(s) of all witness(es). Note: these people may be contacted to support the investigation.
 - Mobile Number of Witness - List the mobile number(s) of all witness(es) if possible.
- 3) Then attach all relevant documents, and click 'Submit'.

6. How do I report a Hazard?

- 1) Click the '+ Report a Hazard' button  on your Dashboard.
- 2) Then click the '+ New Action' button  on the Action Report Register page
- 3) Complete the New Action Report following these instructions, attach all relevant documents, and then click 'Submit'.
 - *Date Action was Identified*: The date that the workplace identified the Action was required – not necessarily the date that the Action was reported.
 - *Person Reporting the Action*: The name of person(s) who originally notified, or identified that the Action was required. Note: this may not always be the person who entered the Action Report into the Safety Champion system.
 - *Brief Overview*: A brief description in a few words of the Action required.
 - *Generated By*: Select from drop-down.
 - *Describe Action Required*: A more extensive description of the Action required in as much detail as possible. Include information related to what initiated the Action along with instructions and/or expectations of specific deliverables. This information will be provided via email to the person responsible.
 - *Attachments*: Upload all photos or documentation related to the Action.



DID YOU KNOW?

- You can see any open actions for hazards reported or repair maintenance, if your action has previously been entered, you may not need to enter it again.



7. Can I view and download a Document?

Yes, you can!

- 1) Click the '+ Document' button  on your Dashboard to view documents.
- 2) On the 'Our Document' tab, select the Document you would like to view.
- 3) To download, click the 'download' icon  and download the Document to your chosen location.



8. Can I upload a Document or a Record?

Yes, you can!

However, read more to learn about the specific privileges you have as a Worker User of Safety Champion:

Can I upload a document or record to a specific Task?

Yes, you can upload a document or a record – such as meeting minutes, risk assessments, training certificates, licenses, etc – via the Dashboard to a specific task. If a Task has been allocated to you by a Workplace User, it will be displayed in the Active Task Register. In short, if the Task is there, you can add documents to it.


Can I upload a document or a record within the Documents Module?

No, as a Worker User you cannot upload a document or a record directly into the Documents Module. This Module stores all of the organisation's manuals, forms and templates and is managed by the Organisation User. To discuss this further, contact your system administrator.



9. How do I sign-off an active task?

You can only sign-off the tasks have been assigned to you. The tasks that have been assigned to you will be displayed on your Dashboard. These tasks may include Actions, Incidents, Safety Plans, Versioned Documents, and Training items.

- 1) To sign-off an assigned Task, click the 'Sign-off' button  of the specific task you'd like to sign-off.
- 2) Then, complete the fields following the instructions.

DID YOU KNOW?

- If you cannot sign-off a task that you believe you should be able to, this is likely to be because the task has not been assigned to you. Contact the Workplace User who is listed as the Safety Champion coordinator on your Dashboard Widget.
- When signing-off a task, an Action can be created. Actions that are entered as part of sign-off will be linked to the task.