Management Training

FlinSafe
WHS Management Software Solution

Presented by: Matt Lindner
Overview of Session

• Software Solution Overview / Progress
• What is my role?
• Why do we have Moderators?
• Accessing Application / Portals and Support
• Dashboards, Views and Charts
• Stages of an Entity
• Discussion – Hazard, Incident and Corrective Action
• Overview level of access for different roles
• Overview of Session and Questions

Software Solution Overview / Progress

Phase 1
- Hazards
- Accident / Incidents
- Audits
- Corrective Actions

Future Phases (including Phase 2)
- Risk Assessments / Management
- Workplace Inspections / Checklists
- Registers – Plant & various
- Training – including Training Needs Analysis, Plans & Register
- Safe Work Method Statements (SOP)
What is my role?

• Reviewing and signing off on hazards processed by Moderators in your School / Division.

• Reviewing corrective actions undertaken.

• Management overview via dashboards and reporting (quick reference / access).

• Review WHS information to assist in identifying ‘hot spots’ in your area; allocating future budgets (capital expenditure); operational and strategic planning.

• Ability to record / report hazards and incidents.

As a Supervisor what do I need to do?

• Record / report hazards and incidents.

• Investigate hazards identified by the people that report to you as their supervisor.

• Process any corrective actions you create or those that are assigned to you.

• Investigate incidents of people that report to you as their supervisor.
Why Moderators? What is their role?

- FlinSafe champion at the local level.
- Central point representing each School / Division in ‘routing’ records to the correct person where this is not identified in the reporting process.
- Mechanism for checking records to ensure activity has been performed.
- To keep records moving or escalate to management.
- Moderators work with records at a School / Division level (not a Faculty / Portfolio level). Only see their School data.
- All their work is conducted in the Application, not portals.
- Report system feedback to the WHS Unit.

Software Access Overview

- Three access levels
- Each has different functionality

SCRM Links:

Public Portal:

FlinSafe Portal:
https://flinsafeportal.flinders.edu.au/FlindersESSPortal/Login.aspx

Application:
https://flinsafe.flinders.edu.au/SCRIM/
## Software Access Overview

<table>
<thead>
<tr>
<th>Public Portal</th>
<th>FlinSafe Portal</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Access to anyone</td>
<td>• Access to non-casual staff (2500 users)</td>
<td>• Access to 250 users (Management)</td>
</tr>
<tr>
<td>• No Authentication required</td>
<td>• Authentication is required</td>
<td>• Pass-through authentication used</td>
</tr>
<tr>
<td>• Will use ‘Re-Captcha’ (internet attacks)</td>
<td>• Authentication based on network login (i.e. FAN and password)</td>
<td>• Have greater access to more entities and functions</td>
</tr>
<tr>
<td>• Limited to reporting only</td>
<td>• Limited access to entities and functions</td>
<td></td>
</tr>
</tbody>
</table>

## Software Support

- Email: flinsafe@flinders.edu.au (Main contact)
- Main Contact: Matt Lindner
- Support Materials
  - Hazard, Incident, Audit Guides – Public, FlinSafe and Application (Corrective Actions included in all relevant guides)
  - Quick Reference Guides and Frequently Asked Questions
  - Training Videos
- Phone number: ext (820) 13024
- Supported Browsers: IE (PC) and Safari (Mac). Firefox and Google Chrome while working are not the recommended browsers.
Dashboards – Drill Down

1. Click record to see details

2. Click here to Drill down

3. Shows list of records behind the chart

Refresh Chart

Entity View

1. Click on Dashboards to view charts, graphs and summarised information.
2. Click on an entity to view those records.
3. Entity view showing list of records.
4. Use the search option to find a record.
5. Click on the Chart bar to make the Chart View visible.
Entity Process – 5 Stages

1. Enter Section 1 details of the record
2. Notification / Report to Team notified of record creation
3. Investigation assigned, investigated and completed
4. Verification of record details and select ready for sign off
5. Sign off and closure of the record

Hazard Entity

*(Training System)*

Demonstration of signing off records

- Hazard Reporting - Application
Hazard – Sign Off

When Moderators have reviewed a record they will mark it Ready for Sign-off, which will send a notification to the Sign Off team.

Incident Entity

(Training System)

Explanation of reporting and initial investigation

- Incident Reporting – Application
- Secondary Investigation and Sign Off process – Explanation (WHS Unit)
Corrective Actions Entity Overview

- **Audit** – includes non-conformance details
- **Hazard** – standard corrective action
- **Incident** – includes ICAM details

All follow the same process
- Create and assign
- Action to be taken
- Action updates / Completion Comments
- Mark as Complete (closing – near Save button)
### Corrective Actions Entity 1

**• Hazard** – standard corrective action

<table>
<thead>
<tr>
<th>Action Taken</th>
<th>Control Type</th>
<th>Priority</th>
<th>Completed</th>
<th>Actual Completion Date</th>
<th>Action Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engineering</td>
<td>Medium</td>
<td>No</td>
<td>23/9/2013</td>
<td>Have added guard to the drill press.</td>
</tr>
</tbody>
</table>

**Description**: Drill press has lost its guard.

### Corrective Actions Entity 2

**• Hazard** – standard corrective action

<table>
<thead>
<tr>
<th>Action To Be Taken</th>
<th>Control Type</th>
<th>Priority</th>
<th>Completed</th>
<th>Actual Completion Date</th>
<th>Action Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace the guard on the drill press (tag out person needs to remove when complete)</td>
<td>Engineering</td>
<td>Medium</td>
<td>Yes</td>
<td>23/9/2013</td>
<td>Have added guard to the drill press.</td>
</tr>
</tbody>
</table>

**Description**: Guard added today (23/8): Users have been made aware.
Corrective Actions Entity 3

- **Audit** – includes non-conformance details

  - **Responsible Person**: Matt Under
  - **Category**: 
  - **Non-conformance Details**: Not all confined spaces are on a register
  - **What Was Observed**: Incomplete register
  - **Criteria Reference**: Complete confined spaces register

Corrective Actions Entity 4

- **Incident** – includes ICAM details

  - **Reference ID**: INC2007014-A001
  - **Responsible Person**: Stewart Ayer
  - **Category**: Incident Management
  - **Location Details**:
    - **Faculty / Portfolio**: School / Division
    - **Site**: Location
    - **Building Floor / Level**: Building Room / Area
    - **Further Location Details**: Mean stairs to the place
  - **ICAM Reference**:
    - **ICAM**: INC2007014-ICAM/000000
    - **Contributing Factor**: 
    - **Root Cause**: Yes
  - **Description**: Floor by flapping poster
Where does everyone fit?

- **Public Portal** – anyone (no login)
- **FlinSafe Portal** – non-casual staff only (FAN login / password)
- **Application** – Moderators; WHS Unit; Management (including Executive Deans, School Deans & Managers, Faculty General Managers, Portfolio Heads, Directors and Executive Officers)

Summary of Session

- Software Solution – Phase 1 and future phases
- Two Portals and Application Interface
- Learnt about the Management, Supervisor and Moderator Roles.
- Reviewed stages of an Entity
- Reviewed Dashboards, Views and Charts
- Discussed – Hazard, Incident and Corrective Action
- Overview level of access for different roles
Questions

Thank you for attending