

# Safety Managers Log



MANAGERS LOG



**Risk Interactive**

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Risk Interactive offers complete solutions for Safety Managers

SAFETY MANAGERS LOG is a web-based system which provides for the recording, reporting and management of:

**Audits**  
**Risk Assessments**  
**Hazards**  
**Incidents**



**SITE SAFETY MANAGERS**



**GROUP SAFETY MANGER**

**Assists in compliance with legal requirements**

**Overcomes problems of paper based systems**

**Keeps all relevant information in one place**

**Promotes clear and complete communication**

**Employees collaboratively involved in safety decisions**



THE DASH BOARD



learn

managers log

[Log Out](#)

Home

Facility Issues

Security Issues

Hazard Register

Incident Register

Documents

Reports

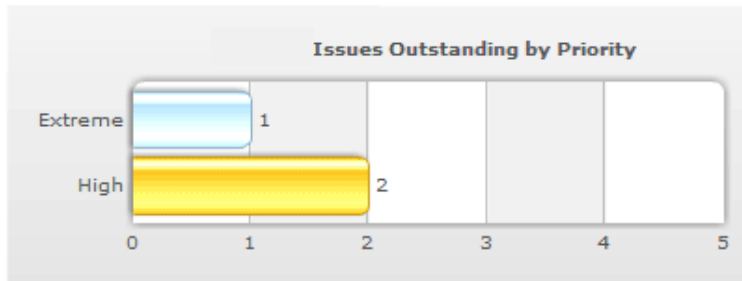
Admin

Home

AUDIT REGISTER

Add New Issue

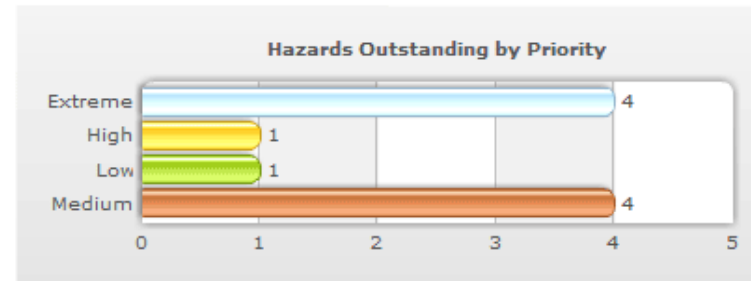
Report Wizard



HAZARD REGISTER

Add New Hazard

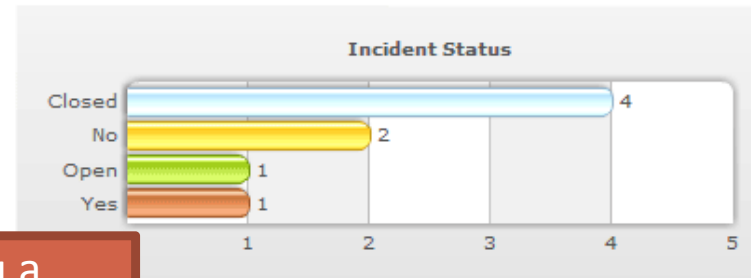
Report Wizard



INCIDENT REGISTER

Add New Incident

View Incidents



The Dash Board gives you a summary of any outstanding Issues

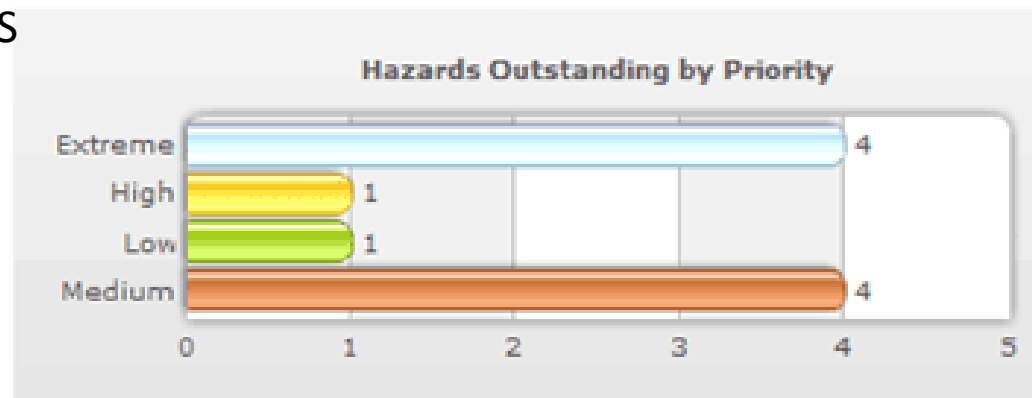
Internet | Protected Mode On



# MODULE #1

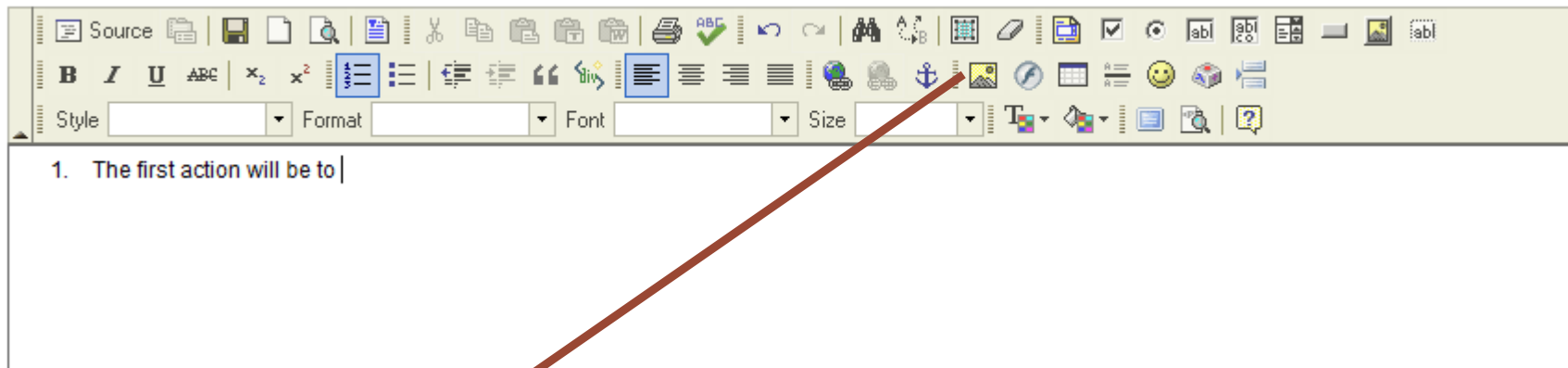
## HAZARD MANAGEMENT & REPORTS

### WEB BASED HAZARD REGISTERS



## UNIQUE

**MANAGERS LOG is unique in that it uses a web based mini word processor to describe hazards in the Hazard Register and to outline action to be taken in the replies**



Includes the ability to upload photos and files



## CASE STUDY



collaborate  
communicate  
learn

# managers log

[Log Out](#)

Home

Facility Issues

Security Issues

Hazard Re

gister

Documents

Admin

[Home](#) > [Locations](#) > [Edit Recommendation](#)

### Update Hazard

Summary:\*

Branches falling from gum tree

Hazard Assessment

Medium

Details:

Several dead branches are a hazard

I have fenced off the area



**SITE SAFETY  
MANAGER**

Site Safety Manager logs in and selects Hazard Rating/ Priority and documents the hazard and adds photo



## COLLABORATE



Select Current Status of Hazard

In Progress ▾

[Click here to update status](#)

Estimated completion date 5 ▾ June ▾ 2010 ▾

[Click here to add est.completion date](#)



### GROUP SAFETY MANAGER

#### Replies

Total Results: 1

June 6, 2010

John the tree is on Council Land. I have sent them a letter today advising them of the hazard

Document Added: [Download Attached Document](#)

Group Safety Manager can view hazard and add a reply


# COMMUNICATE

## Replies

Total Results: 2

June 6, 2010


John the tree is on Council Land. I have sent them a letter today advising them of the hazard



Document Added: [Download Attached Document](#)

June 6, 2010

Council visited today removed hazardous branches. I will close off this hazard



**SITE SAFETY  
MANAGER**

[Delete](#)

Site Safety Manager records hazard removed . Closes off hazard

## CASE STUDY



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# managers log

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[Facility Issues](#)

[Security Issues](#)

[Hazard Register](#)

[Incident Register](#)

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[Admin](#)

[Home](#) > [Locations](#) > Recommendations

### Inspection

#### Location:

| Address: 26 Right Street, NSW, 2111, Australia

#### Inspection Details:

Notes:

Hazard is now recoded as completed

### Hazards

[Add New Hazard](#)

<a href="#">Date Entered</a>	<a href="#">Priority</a>	<a href="#">Summary</a>	<a href="#">Complete</a>	<a href="#">Replies</a>	<a href="#">Update</a>
05 /06/ 2010	Medium	<a href="#">Branches falling from gum...</a>		2 - <a href="#">View Replies</a>	
06 /06/ 2010	<b>Extreme</b>	<a href="#">Banking Cash</a>	In Progress	1 - <a href="#">View Replies</a>	
06 /06/ 2010	Medium	<a href="#">Slippery floor in Kitchen</a>		0	<a href="#">Edit</a>
06 /06/ 2010	Medium	<a href="#">Tile broken</a>		0	<a href="#">Edit</a>



# CASE STUDY



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## managers log

[Log Out](#)

Home

Facility Issues

Security Issues

Hazard Register

[Home](#) > Locations

### Locations

Division:

State:

Inspection Date: From  To:

### Inspection search results

Total Results: 4

**Bankstown** 6 Fred Street, Bankstown, NSW,  
[View Hazards](#)

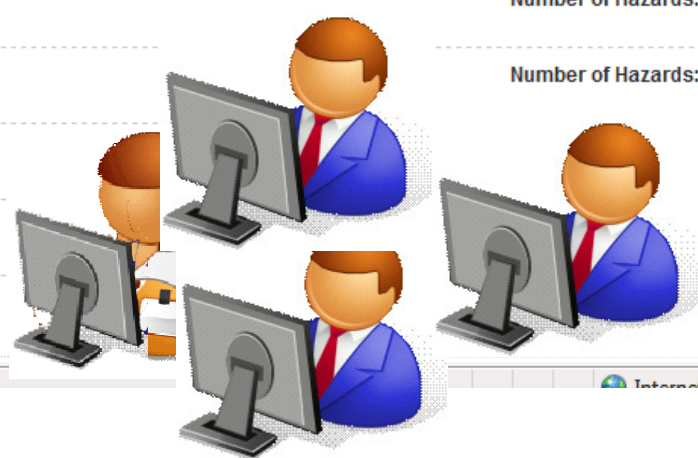
**Mt. Kuring-gai** unk Street, Mt Kuring-gai, NSW,  
[View Hazards](#)

**North Sydney** !6 Right Street, North Sydney, NSW,  
[View Hazards](#)

**Penrith** 34 Eve Street, Penrith, NSW,  
[View Hazards](#)

[<< Previous](#) [Next >>](#)

All site Safety Managers in the Group have access to the Hazard Registers. They can learn from how other Rangers have identified and treated hazards. They are also prompters as many of the hazards will be common across the Parks



Number of Hazards: 2 | Completed: 0

Number of Hazards: 1 | Completed: 0

4 | Completed: 1

1 | Completed: 0

RANGERS



# LEARN



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The Group Safety Manager can use the Report Wizard to Identifying Priority Hazards ie Extreme and outstanding.

Home

Hazard Register

Incident Register

**Report Wizard** Sort the data by clicking on the Column title (if

Division

Location

Priority

Status

All

All Locations

Extreme

Outstanding

Refine Report

Click Here to go to Download Page

<u>Rec. No.</u>	<u>Location</u>	<u>Town</u>	<u>State</u>	<u>Title</u>	<u>Priority</u>	<u>Status</u>	<u>Est. Date</u>	<u>Replies</u>
123	North Sydney	North Sydney	NSW	<a href="#">Banking Cash</a>	Extreme			1 - <a href="#">View Replies</a>
	Bankstown	Bankstown	NSW	<a href="#">Banking Cash</a>	Extreme			
	Mt. Kuring-gai	Mt Kuring-gai	NSW	<a href="#">Banking money</a>	Extreme			
	Penrith	Penrith	NSW	<a href="#">Bankin Money</a>	Extreme			



**GROUP SAFETY  
MANAGER**



EXPORT TO EXCEL

The Report Wizard has a facility to export to Excel



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[Log Out](#)

- Home
- Hazard Register
- Incident Register
- Reports
- Documents
- Admin

**Report Wizard** Sort the data by clicking on the Column title (if underlined)

	A	B	C	D	E	F	G	H
1	<u>Rec No.</u>	<u>Location</u>	<u>Town</u>	<u>State</u>	<u>Title</u>	<u>Priority</u>	<u>Status</u>	<u>Est.completi</u>
2	123	North Sydney Club	North Sydney	NSW	<a href="#">Branches falling from gum...</a>	Medium	Complete	5/06,
3	123	North Sydney Club	North Sydney	NSW	<a href="#">Banking Cash</a>	Extreme	Outstanding	
4		Bankstown Club	Bankstown	NSW	<a href="#">Slip Hazard in Kitchen</a>	Low	Outstanding	
5		Bankstown Club	Bankstown	NSW	<a href="#">Banking Cash</a>	Extreme	Outstanding	
6		Mt. Kuring-gai Club	Mt Kuring-gai	NSW	<a href="#">Banking money</a>	Extreme	Outstanding	
7		Penrith Club	Penrith	NSW	<a href="#">Banking money</a>	Low	Outstanding	



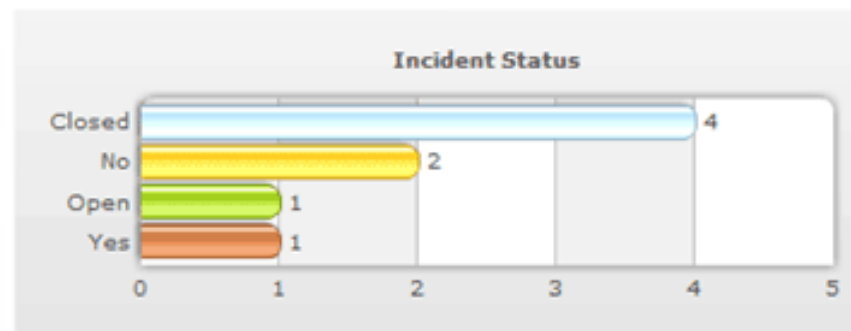
# MODULE #2

## INCIDENT REPORTING

WEB BASED INCIDENT REGISTERS

Injuries and property damage

Automatic email generation



## RECORDING INCIDENT



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Incident Report, can be customised to your requirements. Details of incident emailed to designated personnel

- Home
- Facility Issues
- Security Issues
- Hazard Register
- Incident Register
- Documents
- Reports
- Admin

[Home](#) > [Locations](#) > Add Incident  
**Add Incident**

### Incident Register

Date of Incident: 11 September 2010  
Time of Incident: 24:00

Describe the Incident

INCIDENT OR INJURY  Incident  Injury  
Potential Severity  Low  Moderate  High  Severe

**Name of Person Injured**

First Name:

Surname:

Gender  Male  Female

Location of Incident:



## RECORDING INCIDENT

Incidents listed by location and progress



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<a href="#">Home</a>	<a href="#">Facility Issues</a>	<a href="#">Security Issues</a>	<b>Incident Register</b> <small>nazaru register</small>	<a href="#">Incident Register</a>	<a href="#">Documents</a>	<a href="#">Reports</a>	<a href="#">Admin</a>
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[Home](#) > [Locations](#) > Incidents

[Add New Incident](#)

Date of Incident	Person Injured		Cause	Action Complete	Update	Replies
Tuesday, 15 June 2010	smith	mrs	Terrain	Yes	<a href="#">Update</a>	1 - <a href="#">View Replies</a> <a href="#">Add Replies</a>
Tuesday, 15 June 2010	smith	mrs	Terrain	No	<a href="#">Update</a>	0 <a href="#">Add Replies</a>
Tuesday, 15 June 2010	smith	mrs	Terrain	No	<a href="#">Update</a>	0 <a href="#">Add Replies</a>
Thursday, 13 May 2010	anderson	sue	Work Practices	Closed	<a href="#">Update</a>	2 - <a href="#">View Replies</a> <a href="#">Add Replies</a>
Thursday, 13 May 2010	howard	sue	Work Practices	Closed	<a href="#">Update</a>	0 <a href="#">Add Replies</a>
Sunday, 02 May 2010			Vehicle	Closed	<a href="#">Update</a>	0 <a href="#">Add Replies</a>
Saturday, 01 May 2010	Smith	Bob	Altercation	Closed	<a href="#">Update</a>	1 - <a href="#">View Replies</a> <a href="#">Add Replies</a>

< >

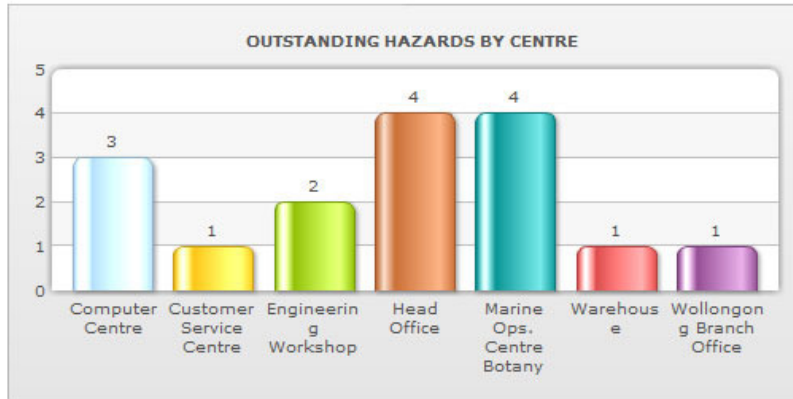


# REPORTING

Meaningful reports and graphs



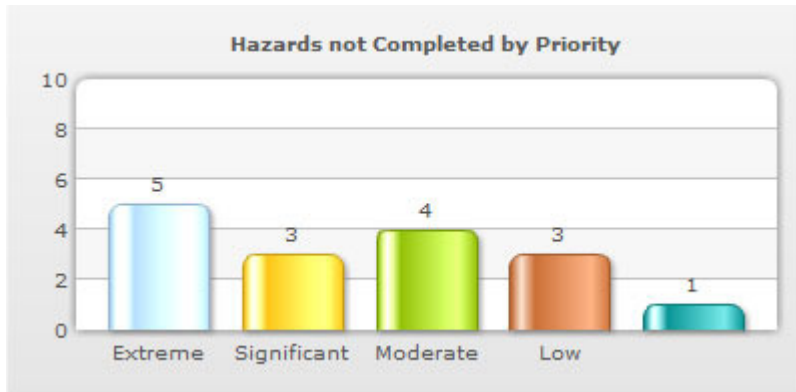
## Graphical Analysis



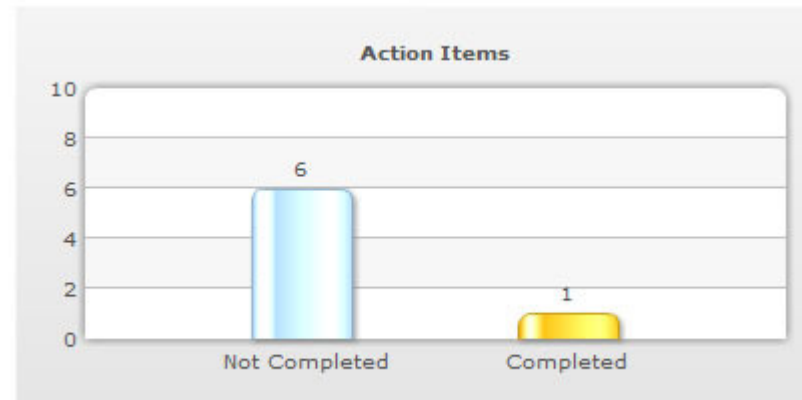
## Live Graphical Analysis



## Outstanding by Priority



## Outstanding Action Items



**VALUE** Snap shot comparison across departments , by priority and not completed action items



## DOCUMENT DOWNLOAD CENTRE



## Document Download Centre

### Account Documents

Add New Document

Description	
OH & S Procedure Manual	<a href="#">Open Document</a>
Dangerous Goods Regulations	<a href="#">Open Document</a>
Hazard Identification Checklist	<a href="#">Open Document</a>
Incident Report Form	<a href="#">Open Document</a>



All users of Managers Log can upload and download documents

**VALUE** Central repository of all documents that can easily accessed by local personnel



## ADDITIONAL MODULES CAN BE ADDED

- Security Issues
- Personnel Issues
- General Business Issues
- Facility Management



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