



D A M S T R A

Update Worker
Incentive Scheme

Safety

[DISCLAIMER]

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Worker Incentive Scheme Introduction

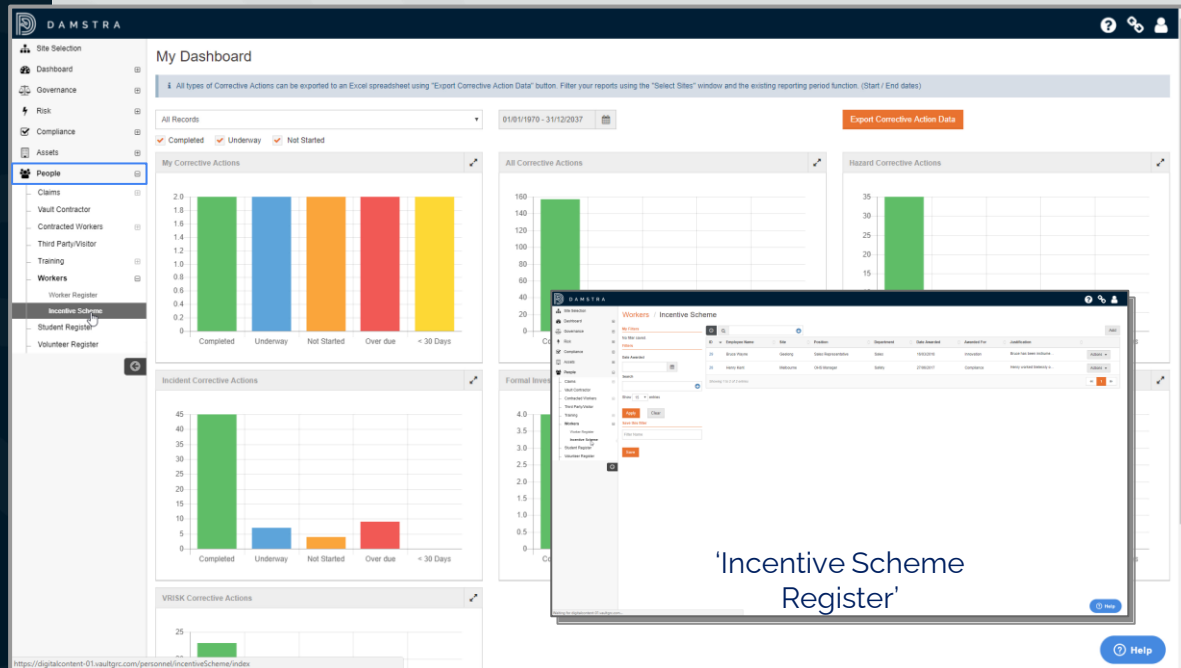
To help encourage a culture of good Health & Safety habits among your Workers and Contracted Workers, Damstra Safety includes support for recording nominations and selections for awards that your organisation may offer in recognition of observed good behaviours.



Worker Incentive Scheme Incentive Scheme Register

For Workers, this is managed via the *Incentive Scheme Register*.

This is found under *People* in the Menu bar.



Worker Incentive Scheme

Add Recipient

The register shows the details of any previously nominated or selected recipients.

To add a new recipient, **click 'Add'**.

Workers / Incentive Scheme

My Filters

No filter saved

Filters

Date Awarded

Search

Show 15 entries

Apply Clear

Save this filter

Filter Name

Save

ID	Employee Name	Site	Position	Department	Date Awarded	Awarded For	Justification	Actions
29	Bruce Wayne	Geelong	Sales Representative	Sales	16/03/2018	Innovation	Bruce has been instrume...	Actions
28	Henry Kent	Melbourne	OHS Manager	Safety	27/06/2017	Compliance	Henry worked tirelessly o...	Actions

Showing 1 to 2 of 2 entries

Add

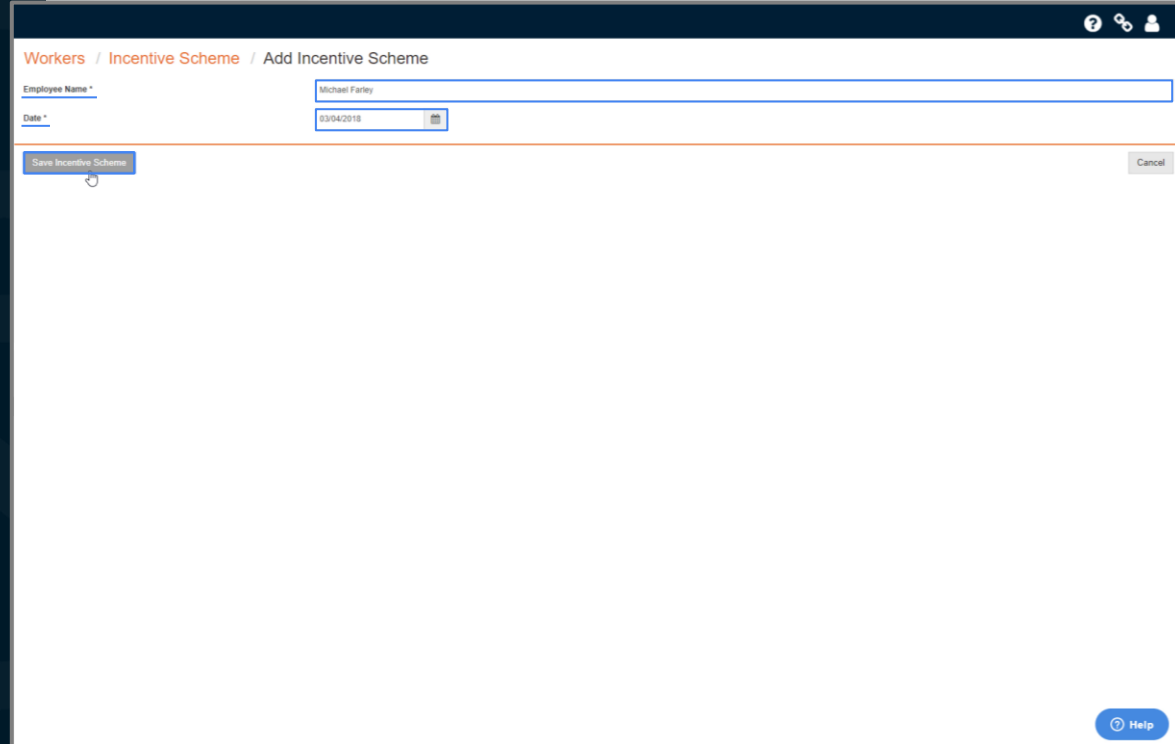
Worker Incentive Scheme Incentive Scheme Form

A short form appears, which will collect the minimum, mandatory information required to add a record to the Incentive Scheme Register.

Type the name of the Worker being nominated or selected. Smart Search will intelligently locate the right person as you begin to type.

Enter the date either by typing it directly into the Date field, or by clicking the calendar icon and selecting the date.

Then, **click** 'Save Incentive Scheme'.



The screenshot shows a web application interface for adding an incentive scheme. The breadcrumb navigation at the top reads "Workers / Incentive Scheme / Add Incentive Scheme". There are two input fields: "Employee Name" with the value "Michael Farley" and "Date" with the value "03/04/2018". A calendar icon is visible next to the date field. At the bottom left, there is a blue button labeled "Save Incentive Scheme", and at the bottom right, there is a grey button labeled "Cancel". A "Help" button is located in the bottom right corner of the application window.

Worker Incentive Scheme

Incentive Scheme Form cont.

Additional fields now appear.

Select the type of award from the drop-down list.

Enter the name of the person nominating /selecting this recipient, then **supply** some detail about what was observed in the *Justification* free-text field.

Once all information has been entered, **click** 'Save Incentive Scheme'.

The screenshot shows a web application interface for editing an incentive scheme. The breadcrumb trail is 'Workers / Incentive Scheme / Edit Incentive Scheme - 32'. The form fields are as follows:

Employee Name *	Michael Farley
Awarded For	Safe Act
Date *	19/04/2018
Nominated By	Fred Martin
Selected By	Dayton Scott
Justification	Michael proactively identified and mitigated risks in the staff tea-room

At the bottom of the form, there is a 'Save Incentive Scheme' button (highlighted with a mouse cursor) and a 'Cancel' button. A 'Help' button is located in the bottom right corner of the application window.

Worker Incentive Scheme

View, Edit or Delete Item

The award nomination or selection has now been saved.

To view, edit or delete an existing record, **click** 'Actions', then **select** the appropriate option.

The screenshot displays a web application interface for managing the Worker Incentive Scheme. The page title is "Workers / Incentive Scheme". On the left, there is a "My Filters" section with a search bar and a "No filter saved." message. Below this, there are sections for "Filters" (with a "Date Awarded" filter), "Search" (with a search bar and a dropdown for "Show 15 entries"), and "Save this filter" (with a "Filter Name" input field and a "Save" button). The main content area features a table with columns: ID, Employee Name, Site, Position, Department, Date Awarded, Awarded For, and Justification. The table contains three rows of data. The first row is for Michael Farley, the second for Bruce Wayne, and the third for Henry Kent. Each row has an "Actions" dropdown menu. The dropdown menu for the first row is open, showing options for "View", "Edit", and "Delete".

ID	Employee Name	Site	Position	Department	Date Awarded	Awarded For	Justification	Actions
32	Michael Farley	Sydney Accounting	Accountant	Account Executives	10/04/2018	Safe Act	Michael proactively identf...	Actions
29	Bruce Wayne	Geelong	Sales Representative	Sales	16/03/2018	Innovation	Bruce has been instrume...	Actions
28	Henry Kent	Melbourne	OHS Manager	Safety	27/06/2017	Compliance	Henry worked tirelessly o...	Actions

