



D A M S T R A

Update Incentive Scheme Safety
For Contractor Company



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Contractor Incentive Scheme Introduction

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



Contractor Incentive Scheme Company Register

For 'Contracted Workers', this is managed via the 'Contractor Company' record in the 'Company Register'.

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

The screenshot displays the DAMSTRA Contractor Incentive Scheme Company Register interface. The main dashboard includes several charts and a table. The 'My Dashboard' section shows a bar chart for 'My Corrective Actions' with categories: Completed (2.8), Underway (1.8), Not Started (1.8), Over due (1.8), and < 30 Days (1.8). The 'All Corrective Actions' chart shows a single bar for Completed (180). The 'Hazard Corrective Actions' chart shows a single bar for Completed (35). The 'Incident Corrective Actions' chart shows bars for Completed (45), Underway (10), Not Started (5), and Over due (10). The 'VRISK Corrective Actions' chart shows a single bar for Completed (25). The 'Company Register' table lists records for 'Contracted Workers' with columns for Name, Contact Number, Email, Status, and Date.

Name	Contact Number	Email	Status	Date
John Smith	01 234 5678	john.smith@damstra.com	Active	2023-01-01
Jane Doe	01 345 6789	jane.doe@damstra.com	Active	2023-02-01
John Doe	01 456 7890	john.doe@damstra.com	Active	2023-03-01
Jane Smith	01 567 8901	jane.smith@damstra.com	Active	2023-04-01
John Smith	01 678 9012	john.smith@damstra.com	Active	2023-05-01
Jane Doe	01 789 0123	jane.doe@damstra.com	Active	2023-06-01
John Doe	01 890 1234	john.doe@damstra.com	Active	2023-07-01
Jane Smith	01 901 2345	jane.smith@damstra.com	Active	2023-08-01
John Smith	01 012 3456	john.smith@damstra.com	Active	2023-09-01
Jane Doe	01 123 4567	jane.doe@damstra.com	Active	2023-10-01
John Doe	01 234 5678	john.doe@damstra.com	Active	2023-11-01
Jane Smith	01 345 6789	jane.smith@damstra.com	Active	2023-12-01

Contractor Incentive Scheme

Edit Company

Find the Company involved by **searching** the 'Company Register'.

Once found, there are two ways to initiate editing the Company record.

Either **click** 'Actions' then 'Edit'.

or **click** to view the Company record, then **click** 'Edit'.

The screenshot displays the 'Contracted Workers / Company Register' interface. It features a search bar at the top with the text 'wai-plumb'. Below the search bar, there are filter options for 'Category' (set to 'None Selected') and checkboxes for 'Hide non-approved Companies' and 'Show Archived Company'. A search input field is also present. The main content is a table with the following columns: ID, Company, Contact Number, Contact Person, Contact Email, Contractor Manager, and Vendor Number. The table contains one entry: ID 62, Company 'Wai-Plumb Plumbing Services', Contact Number 03 3662881, Contact Person 'Bill Tonkin', Contact Email 'billt@waiplumb.nz', Contractor Manager 'Alan Humphries', and Vendor Number 3481. An 'Actions' dropdown menu is open for this entry, showing options: View, Edit (highlighted), Delete, Archive, and View workers. At the bottom of the interface, there are 'Apply' and 'Clear' buttons, a 'Save this filter' section with a 'Filter Name' input field, and a 'Save' button.

Contractor Incentive Scheme

Add Recipient

Click the 'Incentive Scheme' tab.

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

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

The screenshot shows a web application interface for managing contractor incentive schemes. The breadcrumb trail is 'Contracted Workers / Company Register / Edit Company - 62'. The 'Incentive Scheme' tab is selected. Below the breadcrumb, there are navigation tabs for 'Company Details', 'Governance', 'Files', 'Projects', 'Contracted Worker Reviews', and 'Incentive Scheme'. A section titled 'Previous Incentive Scheme Recipients' contains a search bar and an 'Add' button. Below this is a table with columns: ID, Employee Name, Site, Position, Department, Date Awarded, Awarded For, and Justification. The table contains one entry with ID 2, Employee Name Terrance Hill, Site Brisbane Administration, Position Operations Manager, Department Dispatch, Date Awarded 14/06/2012, Awarded For Safe Act, and Justification Safe Act while working on... An 'Actions' dropdown menu is visible next to the entry. At the bottom of the table, there is a 'Show 10 entries | Showing 1 to 1 of 1 entries' indicator and navigation arrows. Below the table, there are 'Save' and 'Cancel' buttons.

ID	Employee Name	Site	Position	Department	Date Awarded	Awarded For	Justification	Actions
2	Terrance Hill	Brisbane Administration	Operations Manager	Dispatch	14/06/2012	Safe Act	Safe Act while working on...	Actions

Contractor Incentive Scheme Incentive Scheme Form

Work your way through the form, filling in all mandatory and relevant fields as you go.

Type the name of the 'Contracted Worker' being nominated or selected.

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

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

The screenshot shows a web browser window displaying the 'Contracted Workers / Company Register / Edit Company - 62' page. The 'Incentive Scheme' tab is active. The form contains the following fields:

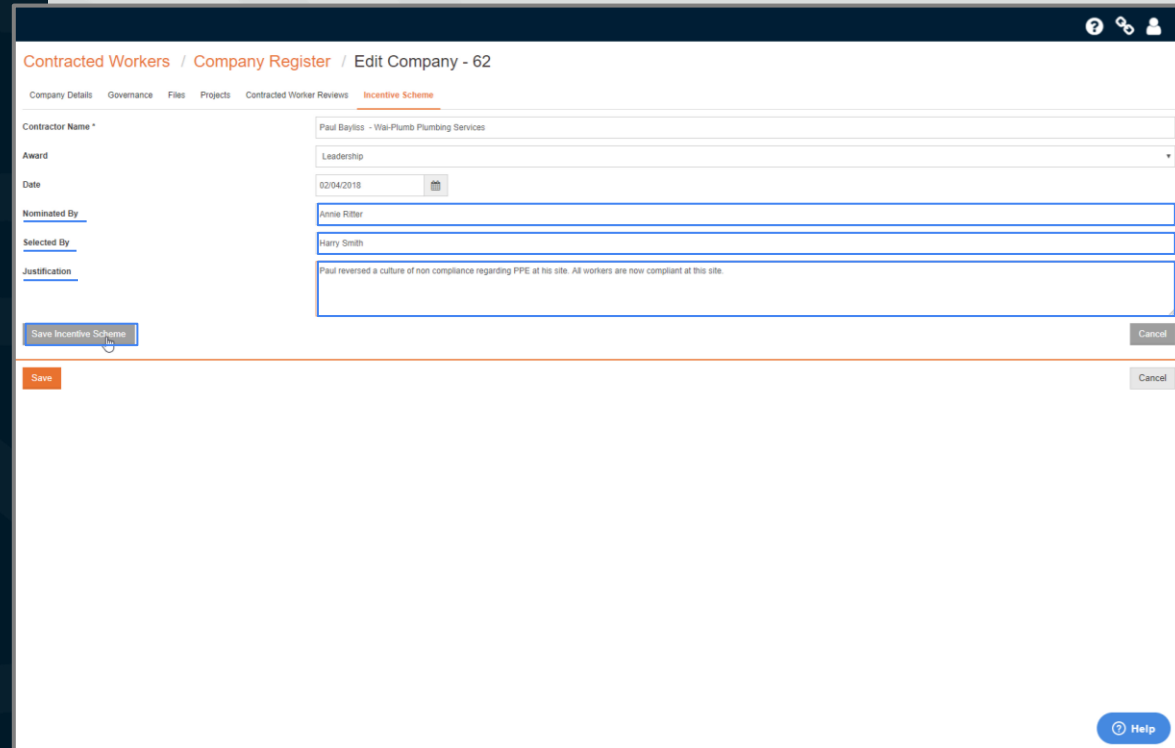
- Contractor Name ***: Text input field containing 'Paul Bayliss - Wai-Plumb Plumbing Services'.
- Award**: Drop-down menu showing 'Leadership'.
- Date**: Text input field containing '02/04/2018' with a calendar icon to its right.
- Nominated By**: Text input field with placeholder text 'Type Something...'.
- Selected By**: Text input field with placeholder text 'Type Something...'.
- Justification**: Large text area for input.

At the bottom of the form, there are two buttons: 'Save Incentive Scheme' (highlighted in orange) and 'Cancel'. Below the form, there is a 'Save' button (highlighted in orange) and another 'Cancel' button. The browser's address bar shows 'companyRegister#326'. A 'Help' button is visible in the bottom right corner of the browser window.

Contractor Incentive Scheme Incentive Scheme Form cont.

Enter the name of the person nominating and/or 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 a company's incentive scheme. The breadcrumb trail is "Contracted Workers / Company Register / Edit Company - 62". The "Incentive Scheme" tab is active. The form contains the following fields:

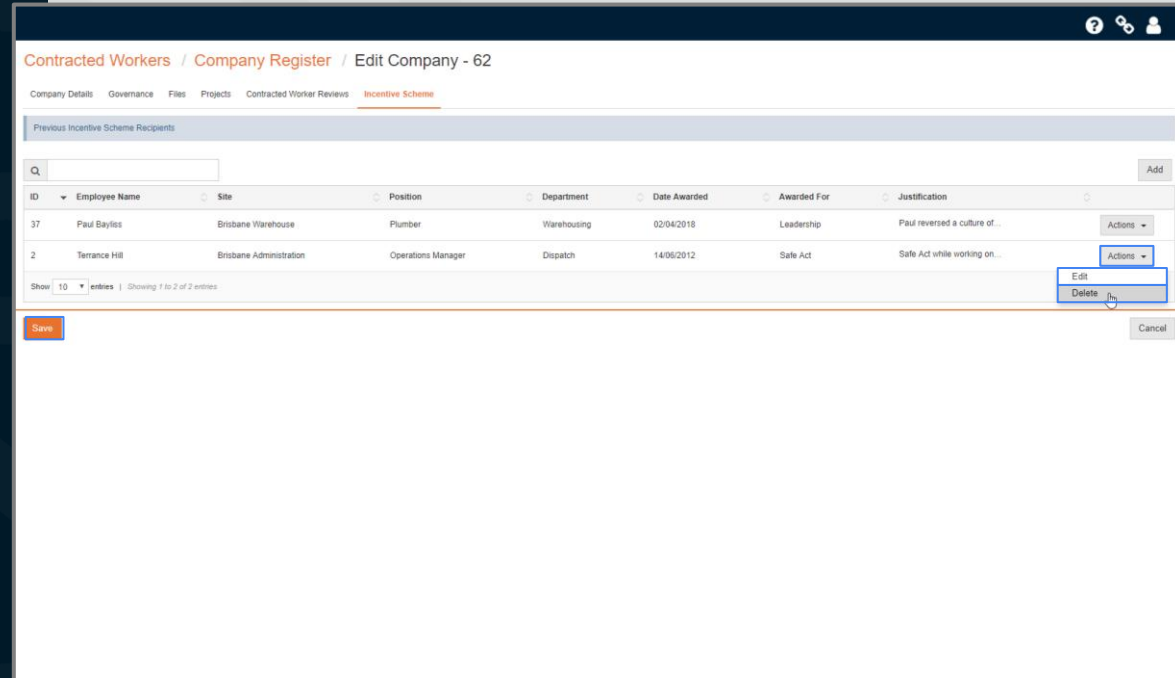
- Contractor Name ***: Paul Bayliss - Wai-Plumb Plumbing Services
- Award**: Leadership
- Date**: 02/04/2018
- Nominated By**: Anne Ritter
- Selected By**: Harry Smith
- Justification**: Paul reversed a culture of non compliance regarding PPE at his site. All workers are now compliant at this site.

Buttons for "Save Incentive Scheme" and "Cancel" are visible at the bottom of the form. A "Save" button is also present in a separate section below the form. A "Help" button is located in the bottom right corner of the page.

Contractor Incentive Scheme Incentive Scheme Form cont.

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

Once all updates have been made, **click** 'Save' to return to the 'Company Register'.



The screenshot displays a web application interface for editing a company's incentive scheme. The breadcrumb trail is 'Contracted Workers / Company Register / Edit Company - 62'. The 'Incentive Scheme' tab is active. Below the breadcrumb, there is a search bar and an 'Add' button. A table lists two records with columns for ID, Employee Name, Site, Position, Department, Date Awarded, Awarded For, and Justification. The first record is for Paul Baylis, a Plumber at Brisbane Warehouse, awarded on 02/04/2018 for Leadership. The second record is for Terrence Hill, an Operations Manager at Brisbane Administration, awarded on 14/06/2012 for Safe Act. Each record has an 'Actions' dropdown menu. The 'Delete' option is highlighted in a blue box. Below the table, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 2 of 2 entries' indicator. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

ID	Employee Name	Site	Position	Department	Date Awarded	Awarded For	Justification	Actions
37	Paul Baylis	Brisbane Warehouse	Plumber	Warehousing	02/04/2018	Leadership	Paul reversed a culture of...	Actions
2	Terrence Hill	Brisbane Administration	Operations Manager	Dispatch	14/06/2012	Safe Act	Safe Act while working on...	Actions

