



D A M S T R A

Manage Risk Control
Plan Settings

Safety



[DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

Risk Control Plan Settings Introduction

When carrying out a Risk Assessment, Users are able to add new controls manually or via a template.

In this guide, we'll go through how to add new templated controls which will then be available to Users for selection.

The screenshot displays a web interface for configuring a Risk Control Plan. At the top, there is a section for 'Inherent Risk Rating' with an 'Existing Risk Assessment' button. Below this, a red minus icon indicates the 'Risk Control Plan (Includes existing and proposed controls)'. The form is divided into two columns. The left column contains labels for various fields: Type, Template Control Name, Impact Addressed, Control Type, Control Name, Date Assigned, Status (with a help icon), Date For Completion, Responsible Type, Description, and File(s). The right column contains the corresponding input fields: a search box for 'Select Templated Control', a list of options including 'PPE|', 'Correct use of PPE', 'PPE (Specify)', 'Usage of appropriate PPE' (which is highlighted in blue), and 'Use appropriate PPE/Harness's use of Mandatory PPE'. Below the list are date pickers for 'Date Assigned' (06/07/2018), 'Status' (Not Started) 'as at' (06/07/2018), and 'Date For Completion' (06/07/2018). There is also a dropdown for 'Responsible Type' set to 'Worker' and a text input field with the placeholder 'Type Something...'. The 'Description' field is a large empty text area.

Risk Control Plan Settings

Settings

Templated controls are managed in Settings, which can be found under the *Profile* icon at the top of the screen.

Click to expand the *Risk* section, then **click** 'Risk Control Plan'.

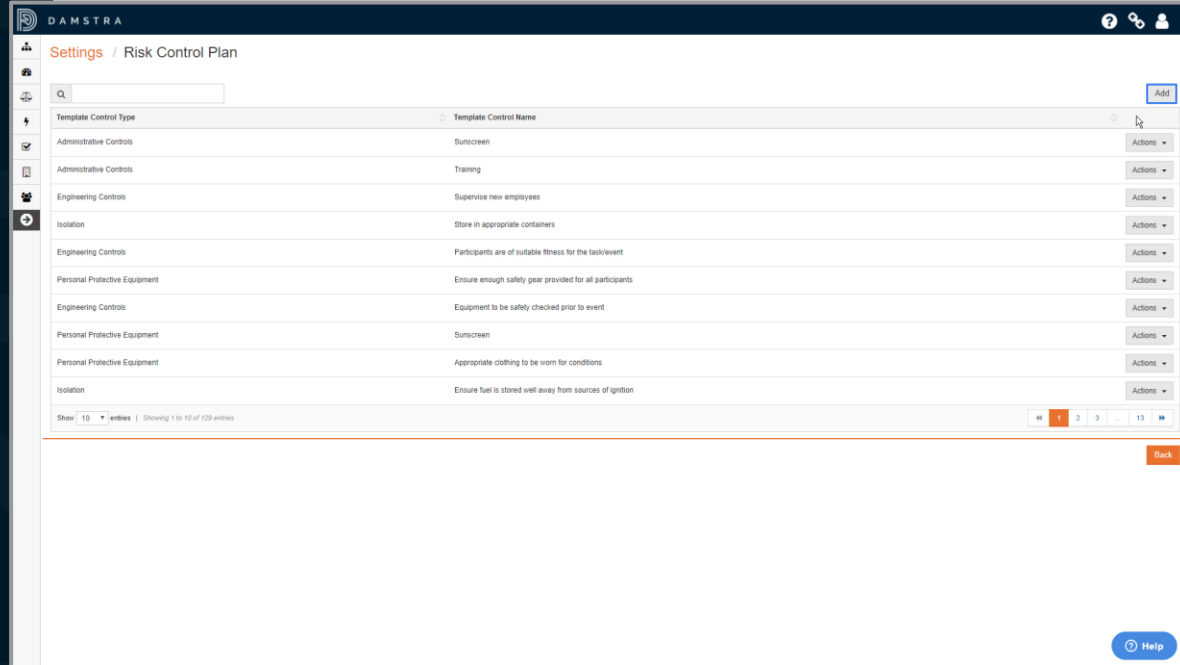
The screenshot displays the DAMSTRA Settings interface. At the top right, a user profile icon is highlighted, and a dropdown menu is open, showing options: Settings, Change Password, and Logout. The main Settings page is divided into sections: General, Governance, People, and Risk. The Risk section is expanded, showing sub-sections: Risk Management, Risk Score Matrix Settings, Risk Categories, and Risk Classes. Under Risk Categories, the 'Risk Control Plan' link is highlighted with a blue box and a mouse cursor. Other sections include Company Information, Organisation Structure, Options and Preferences, Set KPI Hours, API Keys, Notifications and Escalations, Links Menu, and Language. The bottom right corner features a 'Help' button.

Risk Control Plan Settings

Templated Controls

The register shows all existing templated controls.

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



The screenshot displays the DAMSTRA web application interface for managing Risk Control Plan settings. The page title is "Settings / Risk Control Plan". A search bar is located at the top left of the main content area. On the right side, there is a blue "Add" button. The main content area contains a table with the following columns: "Template Control Type", "Template Control Name", and "Actions". The table lists several templated controls, each with a corresponding "Actions" dropdown menu.

Template Control Type	Template Control Name	Actions
Administrative Controls	Sunscreen	Actions
Administrative Controls	Training	Actions
Engineering Controls	Supervise new employees	Actions
Isolation	Store in appropriate containers	Actions
Engineering Controls	Participants are of suitable fitness for the task/event	Actions
Personal Protective Equipment	Ensure enough safety gear provided for all participants	Actions
Engineering Controls	Equipment to be safety checked prior to event	Actions
Personal Protective Equipment	Sunscreen	Actions
Personal Protective Equipment	Appropriate clothing to be worn for conditions	Actions
Isolation	Ensure fuel is stored well away from sources of ignition	Actions

At the bottom of the table, there is a pagination control showing "Show: 10 entries" and "Showing 1 to 10 of 129 entries". A "Back" button is located at the bottom right of the table area. A "Help" button is visible in the bottom right corner of the application interface.

Risk Control Plan Settings

Add Control

Select the *Control Type* that the new control belongs to.

If the control is specific to a Site or a group of Sites, locate it by searching or scrolling through the Organisational Structure, or - if the control applies to all Sites - **click** to tick the 'Add Control to All Sites' check-box.

Finally, **enter** a name and a description for the control, and **click** 'Save'.

The screenshot shows the 'Add Control' form in the DAMSTRA system. The breadcrumb trail is 'Settings / Risk Control Plan / Add'. The form includes a sidebar with navigation options: 'Control Type *', 'Site', 'Control Name *', and 'Description'. The main form area contains a dropdown menu for 'Control Type' with 'FFE (Minimisation)' selected, a checked checkbox for 'Add Control to All Site', a dropdown for 'Site' with '-- Please Select --', a text input for 'Control Name' containing 'Protective earmuffs', and a text input for 'Description' containing 'Provide protective earmuffs to Workers in environment with excessive noise'. At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Help' button in the bottom right corner.

Risk Control Plan Settings

Control Saved

The new control is added to the register and is now available for selection in Risk Assessment items.

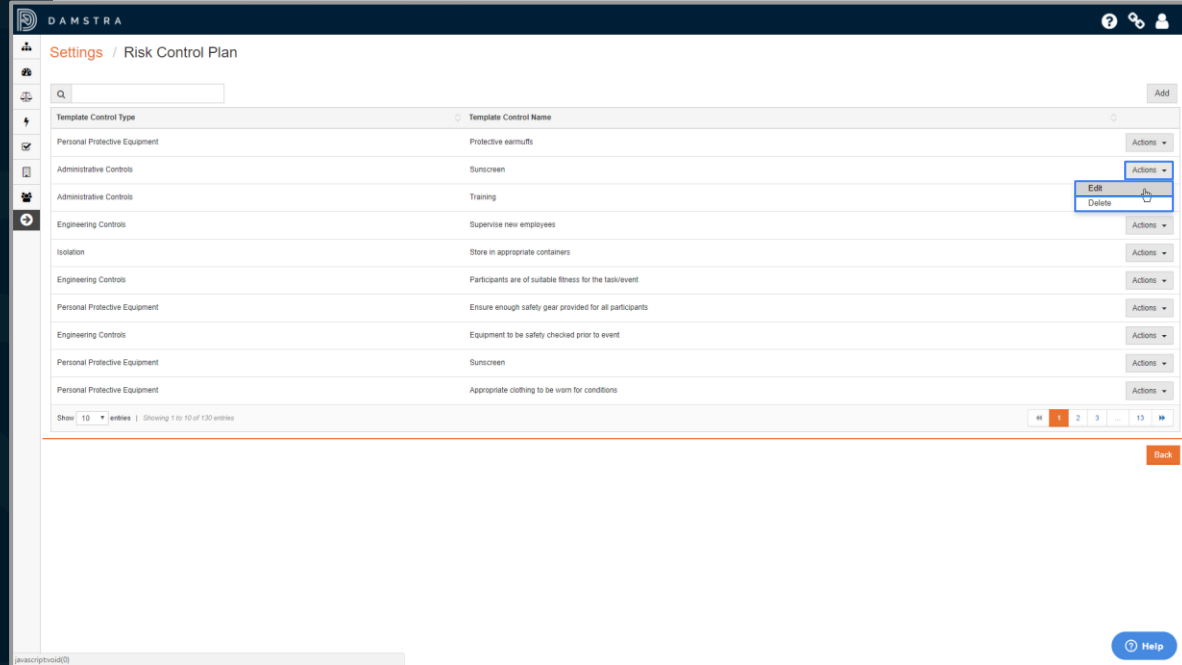
The screenshot displays the DAMSTRA Risk Control Plan Settings interface. At the top right, a green success message reads: "Success Record saved successfully." The main content area is a table with two columns: "Template Control Type" and "Template Control Name". The table lists various control types and their corresponding names, with a blue highlight on the first row. The "Actions" column contains a dropdown menu for each row. At the bottom of the table, there is a pagination control showing "Showing 1 to 10 of 130 entries" and a "Back" button. A "Help" button is located in the bottom right corner.

Template Control Type	Template Control Name	Actions
Personal Protective Equipment	Protective earmuffs	Actions
Administrative Controls	Sunscreen	Actions
Administrative Controls	Training	Actions
Engineering Controls	Supervise new employees	Actions
Isolation	Store in appropriate containers	Actions
Engineering Controls	Participants are of suitable fitness for the task/event	Actions
Personal Protective Equipment	Ensure enough safety gear provided for all participants	Actions
Engineering Controls	Equipment to be safety checked prior to event	Actions
Personal Protective Equipment	Sunscreen	Actions
Personal Protective Equipment	Appropriate clothing to be worn for conditions	Actions

Risk Control Plan Settings

Control Saved

To edit or delete an existing item, **click** 'Actions', followed by the appropriate option.



The screenshot displays the DAMSTRA web application interface for Risk Control Plan settings. The page title is "Settings / Risk Control Plan". A search bar is located at the top left. The main content area is a table with columns for "Template Control Type" and "Template Control Name". The table lists various control items, each with an "Actions" dropdown menu. The "Actions" menu for the "Training" item is open, showing "Edit" and "Delete" options. The table also includes a pagination bar at the bottom showing "Showing 1 to 10 of 130 entries".

Template Control Type	Template Control Name	Actions
Personal Protective Equipment	Protective earmuffs	Actions
Administrative Controls	Sunscreen	Actions
Administrative Controls	Training	Edit Delete
Engineering Controls	Supervise new employees	Actions
Isolation	Store in appropriate containers	Actions
Engineering Controls	Participants are of suitable fitness for the task/event	Actions
Personal Protective Equipment	Ensure enough safety gear provided for all participants	Actions
Engineering Controls	Equipment to be safety checked prior to event	Actions
Personal Protective Equipment	Sunscreen	Actions
Personal Protective Equipment	Appropriate clothing to be worn for conditions	Actions

