



D A M S T R A

Managing Process
Reviews

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.

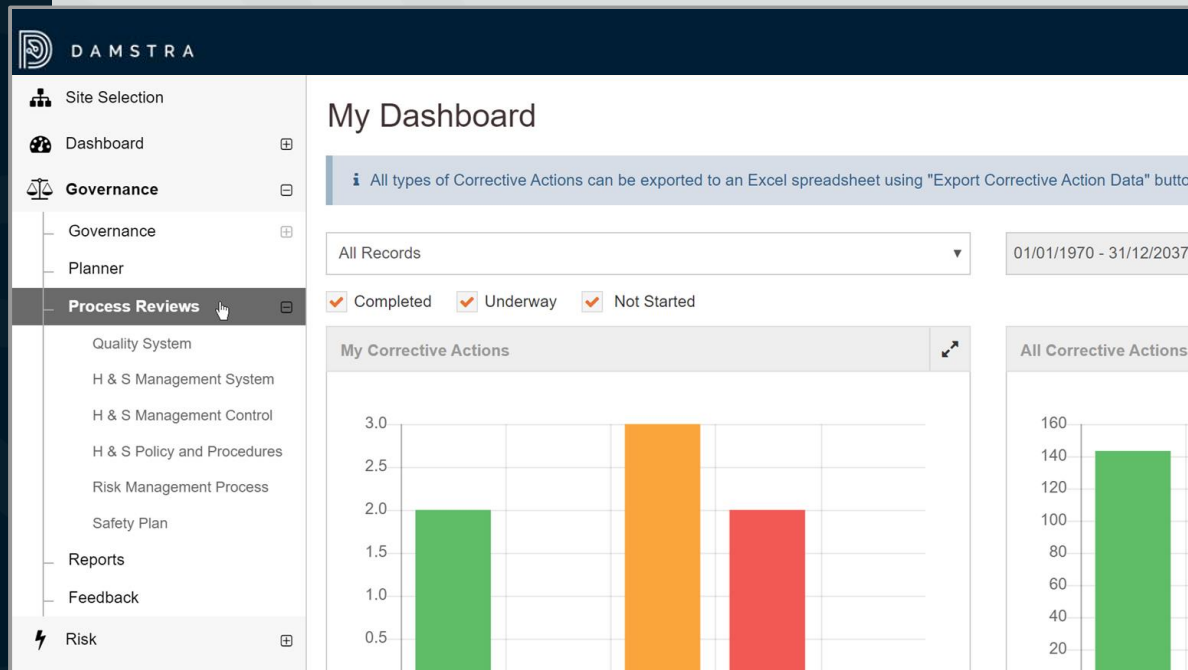
Managing Process Reviews

Introduction

As your business changes and grows over time, it's important to ensure that your Safety Management System adapts to and reflects those changes, by periodically reviewing its effectiveness.

To support this, the 'Process Reviews' module contains 6 registers for recording and tracking reviews of your:

- Quality System
- H&S Management System
- H&S Management Control
- H&S Policy & Procedures
- Risk Management Process
- Safety Plan



Managing Process Reviews

Add a new Review

Each register shows key, summary information for any recorded reviews.

To add a new review, **click** the *Add* button.

The screenshot displays the DAMSTRA web application interface. The main content area is titled "H & S Policy and Procedures" and contains a table of review records. The table has the following columns: ID, Review Date, Review Team, Findings, Policy/Procedure, Accountable, Status, and Next Review Date. There are two rows of data:

ID	Review Date	Review Team	Findings	Policy/Procedure	Accountable	Status	Next Review Date
113	10/12/2019	Henry Kent, Greg Smith and ...	It is now time to review the Drug and Alcoh...	Drug and Alcohol Policy	Kent, Henry	Underway	10/12/2020
14	10/09/2019	Henry Kent and Greg Smith	Update Policy	Environmental Policy	Kent, Henry	Completed	10/09/2020

An "Add" button is located in the top right corner of the table area. The interface also includes a sidebar with navigation options such as Site Selection, Dashboard, Governance, Planner, Process Reviews, H & S Management System, H & S Policy and Procedures, Risk Management Process, Safety Plan, Reports, Feedback, Risk, Compliance, Assets, and People. A "Help" button is visible in the bottom right corner.

Managing Process Reviews

Add a new Review

Enter:

- The date of the review
- The name of the person accountable for the review
- The current status of the review
- The date for the next scheduled review
- Any findings from the current review
- Any identified actions
- The policy or procedure being reviewed (noting that this particular field is different for each register)
- The names of the Team Members involved with the review
- Upload any files by clicking 'Add file' and locating the file on your computer or click 'Add URL' to link to a file or page stored on a server.

H & S Policy and Procedures / Add H & S Policy and Procedures

New URL has been successfully added...

Review Date * 27/02/2020

Accountable Laurie Davison

Status Completed

Next Review Date 27/08/2020

Findings A management review of manual handling is required due to the increase in near miss manual handling incidents

Policy/Procedure Manual Handling

Team Members Lenny Summers, Michael Farley

File(s)

Title	Filename	Actions
Manual Handling Review Findings	http://myserver.com/file.pdf	Actions
Manual Handling Policy Review Feb 2020.pdf	Manual Handling Policy Review Feb 2020.pdf	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Save Cancel

Help

Managing Process Reviews

Edit / Delete Review

Once all details are entered, **click Save**.

The review is now saved and is visible in the register.

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

The screenshot displays the DAMSTRA interface for managing H & S Policy and Procedures. The left sidebar shows a navigation menu with categories like Site Selection, Governance, Process Reviews, and Risk. The main content area shows a table of reviews with the following data:

ID	Review Date	Review Team	Findings	Policy/Procedure	Accountable	Status	Next Review Date	Actions
128	27/02/2020	Lenny Summers, Michael Far...	A management review of manual handling L...	Manual Handling	Laurie Davison	Completed	27/08/2020	View, Edit, Delete
113	10/12/2019	Henry Kent, Greg Smith and ...	It is now time to review the Drug and Alchoh...	Drug and Alcohol Policy	Kent, Henry	Underway	10/12/2020	View, Edit, Delete
14	10/09/2019	Henry Kent and Greg Smith	Update Policy	Environmental Policy	Kent, Henry	Completed	10/09/2020	View, Edit, Delete

The interface includes a search bar, a table with columns for ID, Review Date, Review Team, Findings, Policy/Procedure, Accountable, Status, and Next Review Date. A blue box highlights the 'Actions' dropdown menu for the first row, showing options for 'View', 'Edit', and 'Delete'. The bottom of the page shows a URL: <https://digital.content.01.vaultgc.com/organisations/process/review/fullpolicy/ProceduresFullId-128> and a 'Help' button.

Managing Process Reviews

Safety Plan Reviews

Each register works in a nearly identical way, with the exception of *Safety Plan*, where the register is able to store the plans themselves as well as subsequent reviews thereof.

The register is divided into two sections. *Safety Plan*, at the top of the screen, is where you can record the progress of your emergency response plans for events such as fire or bomb threats as they are being formulated, and store copies of them once they are complete.

To add a new Safety Plan, simply **click Add** and supply the details.

The screenshot shows the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile icons. The left sidebar contains a menu with categories: Site Selection, Dashboard, Governance, Planner, Process Reviews, Safety Plan, Reports, Feedback, Risk, Compliance, Assets, and People. The main content area is titled 'Process Reviews / Safety Plan' and features a search bar, a 'Show Only Uncompleted Tasks' checkbox, and an 'Add' button. Below this is a table with the following data:

ID	Subject	Action	Accountable	Responsible	Target Date	Site	Status	Actions
33	Earthquake evacuation		Adamas, Harry	Adamas, Harry	03/11/2019	Christchurch Pa...	Completed	Actions
9	Fire evacuation plan		Wilson, Jonathan Albert	Wilson, Jonathan Albert	29/11/2019	Sydney Wareho...	Completed	Actions

Below the table, there is a pagination control showing 'Show 10 entries' and 'Showing 1 to 2 of 2 entries'. At the bottom right of the interface, there is a 'Help' button.

Managing Process Reviews

Safety Plan Reviews cont.

Once published, you can use the *Safety Plan Review* section to schedule and record the outcome of subsequent reviews.

The screenshot displays the DAMSTRA software interface. The left sidebar contains a navigation menu with categories: Site Selection, Dashboard, Governance, Planner, Process Reviews, Safety Plan, Reports, Feedback, Risk, Compliance, Assets, and People. The main content area is titled 'Process Reviews / Safety Plan' and is divided into two sections: 'Safety Plan' and 'Safety Plan Review'.

Safety Plan Section:

- Search bar and 'Show Only Uncompleted Tasks' checkbox.
- Table with columns: ID, Subject, Action, Accountable, Responsible, Target Date, Site, Status, and Actions.
- Table data:

ID	Subject	Action	Accountable	Responsible	Target Date	Site	Status	Actions
63	Bomb threat procedure		Lenny Summers	Michael Farley	27/02/2020	ABC Industries A...	Completed	Actions
33	Earthquake evacuation		Adamas, Harry	Adamas, Harry	03/11/2019	Christchurch Pa...	Completed	Actions
9	Fire evacuation plan		Wilson, Jonathan Albert	Wilson, Jonathan Albert	29/11/2019	Sydney Wareho...	Completed	Actions

Footer: Show 10 entries | Showing 1 to 3 of 3 entries

Safety Plan Review Section:

- Search bar.
- Table with columns: ID, Review Date, Review Team, Findings, Action, Accountable, Site, Status, and Actions.
- Table data:

ID	Review Date	Review Team	Findings	Action	Accountable	Site	Status	Actions
22		Annie Ritter, Michael Fa...	Key missing steps identified that need to ...	Bomb threat procedure to be updated ...	Lenny Summers	ABC Industries Australia	Completed	Actions

Footer: Show 10 entries | Showing 1 to 1 of 1 entries

A 'Help' button is located in the bottom right corner of the interface.

