



D A M S T R A

Add, Edit or Delete
PPE

Safety



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Add, Edit or Delete PPE Introduction

In Damstra Safety, PPE is managed across two different modules:

The *PPE Register* is where the variety of equipment used or required by the Organisation are recorded.

It records detail such as the parts of the body protected, the lifespan once allocated, and cost per unit.

PPE Register

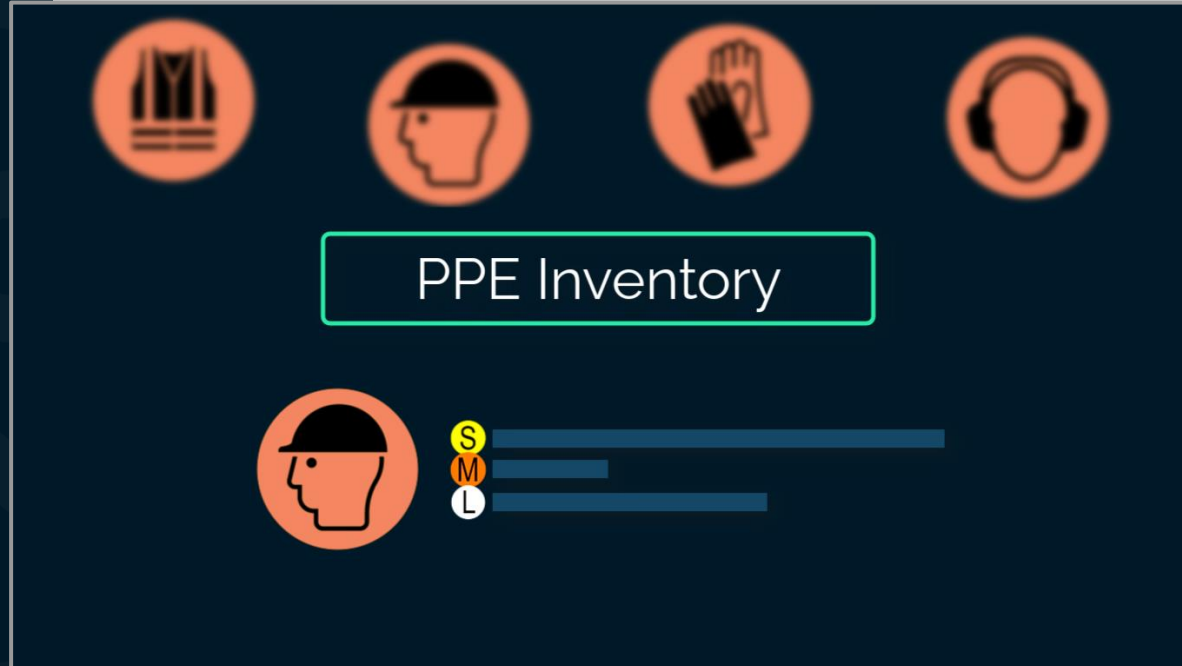


Add, Edit or Delete PPE Introduction cont.

The *PPE Inventory* is an additional, optional module which keeps track of your PPE stock.

It records details such as the quantities, sizes and colours available at particular sites across the Organisation.

In this guide, we'll cover how to add a new variety of PPE to the PPE Register.



Add, Edit or Delete PPE PPE Register

The PPE Register is found under *Assets* in the Menu Bar.

The screenshot displays the DAMSTRA dashboard interface. The top navigation bar includes the DAMSTRA logo, a search icon, and a user profile icon. The main content area is titled "My Dashboard" and features several data visualization components:

- All Records:** A dropdown menu for filtering records, currently set to "All Records".
- Completed, Underway, Not Started:** A row of status filters with checkboxes.
- Assets:** A menu bar on the left with "PPE Register" highlighted in blue.
- Incident Corrective Actions:** A bar chart showing counts for Completed, Underway, Not Started, and Over due categories.
- Formal Invest. Corrective Actions:** A bar chart showing counts for Completed and Underway categories.
- Feedback Corrective Actions:** A bar chart showing counts for Completed, Underway, Not Started, and Over due categories.
- Observations Corrective Actions:** A bar chart showing counts for Completed and Underway categories.
- VRSK Corrective Actions:** A bar chart showing counts for Completed and Underway categories.

An inset window titled "PPE Register" is overlaid on the dashboard, displaying a table with columns for ID, Code, Product Group, Item, Body Location, Date, and Link Name. The table contains multiple rows of data, and the window has a "Close" button in the top right corner.

Add, Edit or Delete PPE

Add Item

To add a new PPE Item, **click 'Add'**.

The screenshot displays the DAMSTRA PPE management interface. On the left, there is a sidebar with navigation options and filter settings. The main area shows a table of PPE items with columns for ID, Code, Product Group, Item, Body Location, Cost, and Life Span. An 'Add' button is visible in the top right corner of the table area.

ID	Code	Product Group	Item	Body Location	Cost	Life Span	Actions
621	TEST01	Hand Protection	Test PPE Item	Wrist/Hand	100.00	12	Actions
617	NPG	Hand Protection	Neoprene Gloves	Wrist/Hand	40.00	1	Actions
616	CO	Eye Protection	Chemical Goggles	Head	35.00	No Expiry	Actions
540	SAFHARR	height Safety	Safety Harness	Torso	350.00	10	Actions
538	SCBA	Hazardous Substances	Self Contained Breathing Apparatus	Respiratory	501.88	60	Actions
537	FCESHLD	Hazardous Substances	DM Uvex Face Shield	Head	75.50	36	Actions
536	FACMASK	Respiratory Protection	Face Mask	Respiratory	679.00	60	Actions
535	CHHelmet	Head Protection	Chainsaw Helmet	Head	169.95	No Expiry	Actions
534	CHAPS	General	Chainsaw STR9 Chaps	Leg	145.88	No Expiry	Actions
533	CHGLOVE	Hand Protection	Chainsaw Gloves	Wrist/Hand	36.99	No Expiry	Actions
532	CHEMSUT	Hazardous Substances	Chemical Suit M4	Torso	179.99	36	Actions
531	FCESHLD	Hazardous Substances	Face Shield	Head	35.79	36	Actions
530	GAUGLOVE	Hazardous Substances	Gauntlet Gloves 18" Model 1616	Wrist/Hand	9.99	36	Actions
529	MEAT_OVRL	Hygiene	Meat Workers Overalls	Multiple Areas	55.66	No Expiry	Actions
528	MEAT_GLVES	Hand Protection	Meat Processing Gloves	Wrist/Hand	82.33	No Expiry	Actions

Add, Edit or Delete PPE

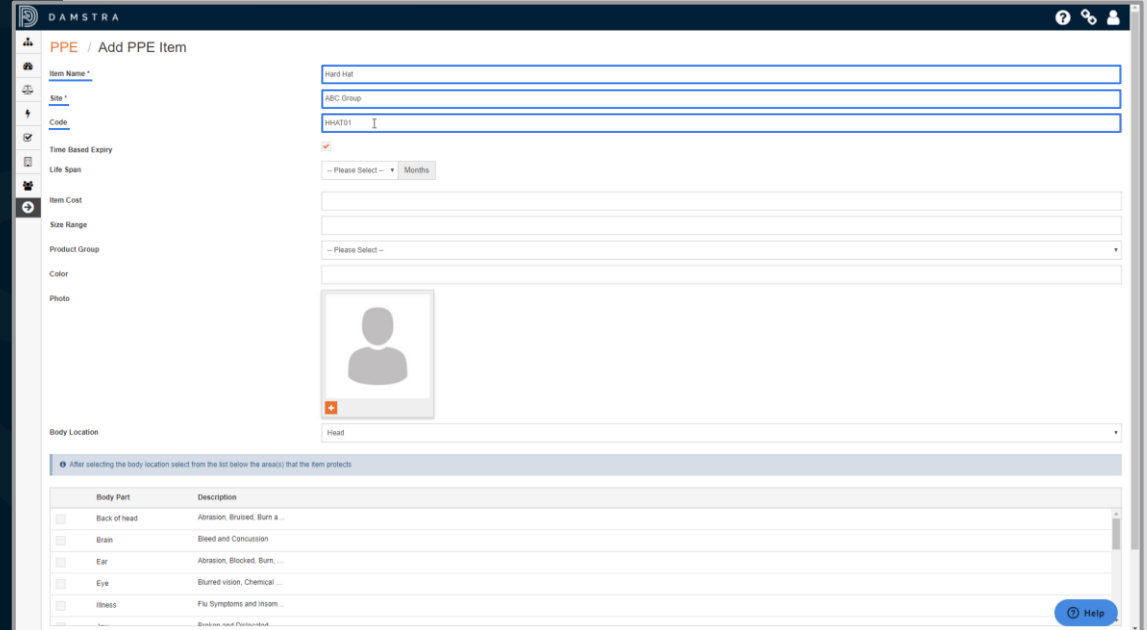
Add Item cont.

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

Enter the Item Name.

Select the *Site(s)* that the PPE relates to by scrolling or searching the Organisation structure. If the item is to be available across the business, select the global level.

Enter a code for the item, if your Organisation uses one



The screenshot shows the DAMSTRA PPE Add PPE Item form. The form is titled "PPE / Add PPE Item" and contains several input fields and a table. The input fields are: "Item Name" (with "Hard Hat" entered), "Site" (with "ABC Group" selected), "Code" (with "HSHAT01" entered), "Time Based Expiry" (with a checked box and a dropdown menu set to "Months"), "Life Span", "Item Cost", "Size Range", "Product Group" (with a dropdown menu set to "Please Select"), "Color", and "Photo" (with a placeholder image). Below the input fields is a "Body Location" dropdown menu set to "Head". A note below the dropdown menu reads: "After selecting the body location select from the list below the areas that the item protects". Below the note is a table with two columns: "Body Part" and "Description". The table contains the following rows:

Body Part	Description
<input type="checkbox"/> Back of head	Abrasion, Bruised, Burn a...
<input type="checkbox"/> Brain	Bleed and Concussion
<input type="checkbox"/> Ear	Abrasion, Blocked, Burn, ...
<input type="checkbox"/> Eye	Blurred vision, Chemical ...
<input type="checkbox"/> Illness	Flu Symptoms and Inso...

A "Help" button is located in the bottom right corner of the form.

Add, Edit or Delete PPE

Add Item cont.

If a single instance of the Item should be considered as 'expired' after being allocated for a particular period of time, **tick** the '*Time Based Expiry*' check-box and **select** the Life Span in months.

Enter the cost of the Item and the available size range. This field is free-text and can accommodate any formatting.

DAMSTRA / Add PPE Item

Item Name *
Site *
Code
 Time Based Expiry
Life Span: 36 Months
Item Cost: 25.00
Size Range: S,M,L
Product Group: -- Please Select --
Color
Photo
Body Location: Head

After selecting the body location select from the list below the areas that the item protects

Body Part	Description
<input type="checkbox"/> Back of head	Abrasion, Bruised, Burn a...
<input type="checkbox"/> Brain	Bleed and Concussion
<input type="checkbox"/> Ear	Abrasion, Blocked, Burn, ...
<input type="checkbox"/> Eye	Blurred vision, Chemical ...
<input type="checkbox"/> Illness	Flu Symptoms and Insom...

Help

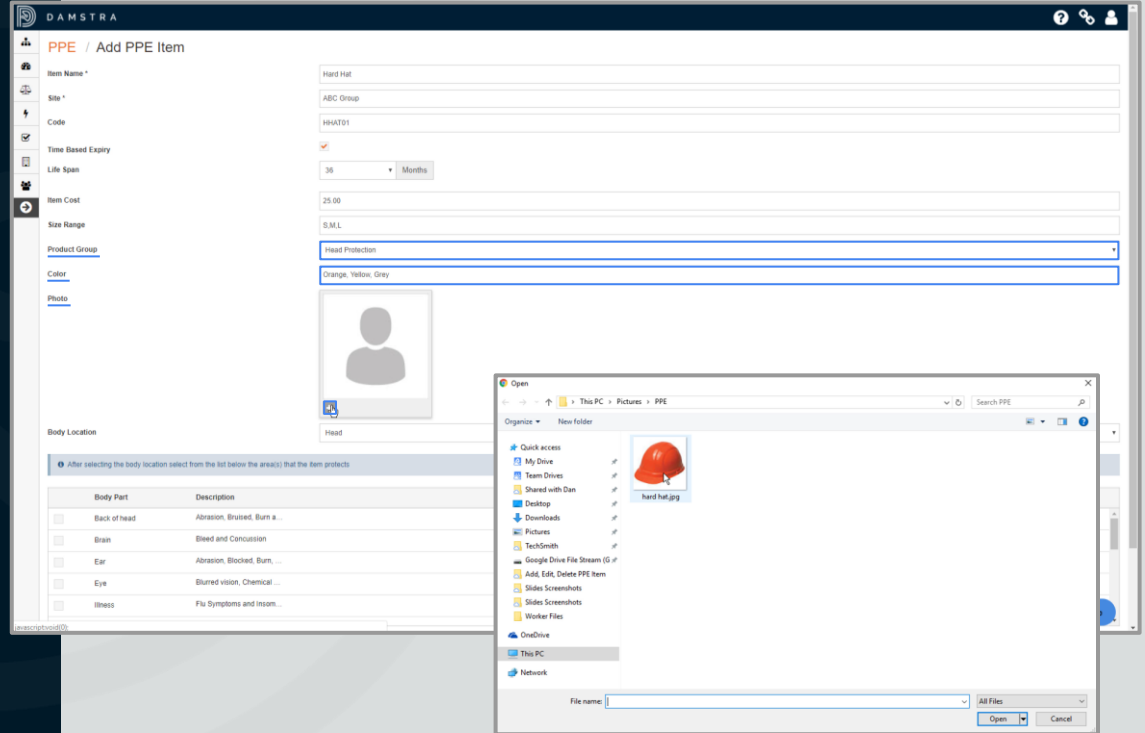
Add, Edit or Delete PPE

Add Item cont.

Select the *Product Group* that the PPE belongs to from the pre-defined list.

Enter the colour or colours of the PPE.

To add a photo, **click** the '+' button and locate the file on your computer. A copy of the file will be added to the record.



The screenshot shows the DAMSTRA 'Add PPE Item' form. The form is divided into several sections:

- Item Name:** Hard Hat
- Site:** ABC Group
- Code:** HHAT01
- Time Based Expiry:** (checked)
- Life Span:** 36 Months
- Item Cost:** 25.00
- Size Range:** S,M,L
- Product Group:** Head Protection
- Color:** Orange, Yellow, Grey
- Photo:** A placeholder image with a '+' button to add a photo.
- Body Location:** Head
- Body Part Selection:** A table with columns 'Body Part' and 'Description'. A note above the table says: "After selecting the body location select from the list below the areas that the item protects".

Body Part	Description
<input type="checkbox"/> Back of head	Abrasion, Bruised, Burn a...
<input type="checkbox"/> Brain	Blow and Concussion
<input type="checkbox"/> Ear	Abrasion, Blocked, Burn...
<input type="checkbox"/> Eye	Blurred vision, Chemical...
<input type="checkbox"/> Illness	Flu Symptoms and Insom...

An 'Open' file explorer window is overlaid on the bottom right, showing the 'Pictures' folder with a file named 'hard hat.jpg' selected.

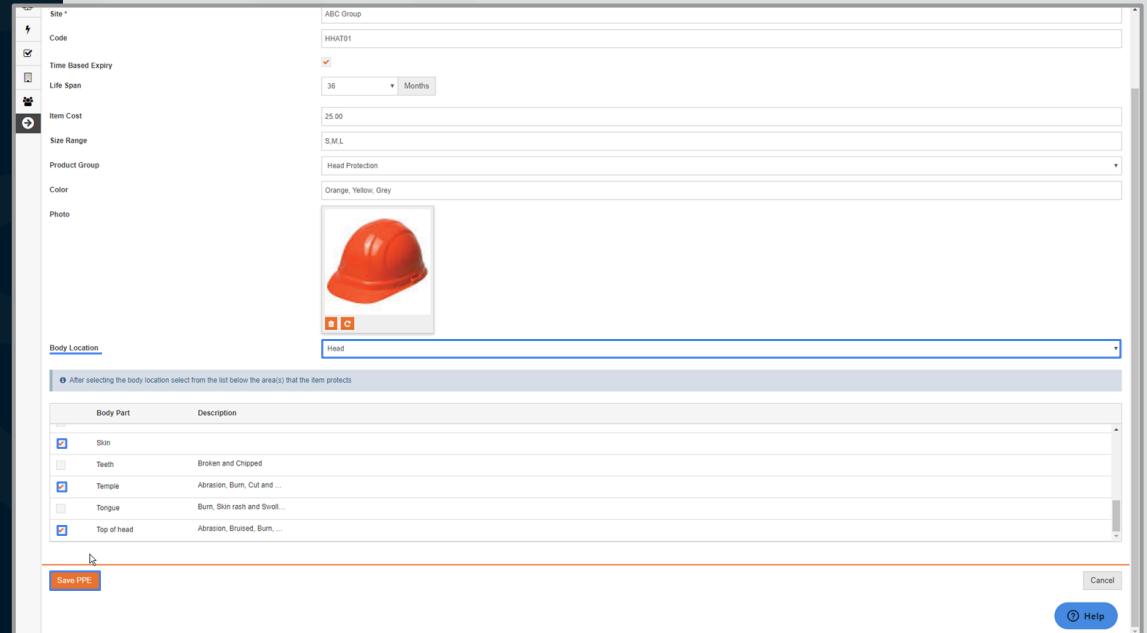
Add, Edit or Delete PPE


Add Item cont.

Select the general area of the body protected by the PPE. If the PPE protects more than one of these locations, **select** 'Multiple Areas'.

Then, **select** the specific parts of the body protected by scrolling the list and ticking applicable areas. The selections made here will determine which PPE is suggested when identifying suitable PPE for particular Job Positions. Help with this is available in the Support Portal

Once all selections are made, **click** 'Save PPE'.



Site * ABC Group
Code HHAT01
Time based Expiry
Life Span 36 Months
Item Cost 25.00
Size Range S,M,L
Product Group Head Protection
Color Orange, Yellow, Grey
Photo 
Body Location Head

After selecting the body location select from the list below the area(s) that the item protects

Body Part	Description
<input checked="" type="checkbox"/> Skin	
<input type="checkbox"/> Teeth	Broken and Chipped
<input checked="" type="checkbox"/> Temple	Abrasion, Burn, Cut and ...
<input type="checkbox"/> Tongue	Burn, Skin rash and Swoll...
<input checked="" type="checkbox"/> Top of head	Abrasion, Bruised, Burn, ...

Save PPE Cancel Help

Add, Edit or Delete PPE Item Saved

We are now returned to the PPE Register. Where the item has been saved and is now visible.

Note: If *PPE Inventory* is enabled by your organisation, the quantity available must be added to the inventory before the item can be allocated to a Person or Vehicle. If stock has not yet been purchased, your system can create a *Shopping List* to aid the purchasing process. Help with these procedures is available in the Support Portal.

The screenshot displays the DAMSTRA PPE Register interface. A green success message at the top right reads "Success Record saved successfully!". The main area contains a table of PPE items with columns for ID, Code, Product Group, Item, Body Location, Cost, Life Span, and Actions. The table lists various items such as Hard Hat, Test PPE Item, Neoprene Gloves, Chemical Goggles, Safety Harness, Self Contained Breathing Apparatus, DM Uves Face Shield, Face Mask, Chainsaw Helmet, Chainsaw SSI Chaps, Chainsaw Gloves, Chemical Suit M4, Face Shield, Gauntlet Gloves 10' Model 1815, and Meat Workers Overalls. A sidebar on the left includes filters for Product Group and Body Location, a search bar, and buttons for Apply, Clear, Save this filter, and Save. A pagination bar at the bottom indicates "Showing 1 to 15 of 23 entries".

ID	Code	Product Group	Item	Body Location	Cost	Life Span	Actions
622	HHAT01	Head Protection	Hard Hat	Head	25.00	36	Actions
621	TEST01	Hand Protection	Test PPE Item	Wrist/Hand	100.00	12	Actions
617	NPG	Hand Protection	Neoprene Gloves	Wrist/Hand	40.00	1	Actions
616	CG	Eye Protection	Chemical Goggles	Head	35.00	No Expiry	Actions
540	SAFHARN	Height Safety	Safety Harness	Torso	350.00	10	Actions
538	SCBA	Hazardous Substances	Self Contained Breathing Apparatus	Respiratory	501.88	60	Actions
537	FCESHLD	Hazardous Substances	DM Uves Face Shield	Head	75.50	36	Actions
536	FACMASK	Respiratory Protection	Face Mask	Respiratory	678.00	60	Actions
535	CHRHMET	Head Protection	Chainsaw Helmet	Head	169.95	No Expiry	Actions
534	CHAPS	General	Chainsaw SSI Chaps	Leg	145.88	No Expiry	Actions
533	CHGLOVES	Hand Protection	Chainsaw Gloves	Wrist/Hand	35.99	No Expiry	Actions
532	CHEMSUIT	Hazardous Substances	Chemical Suit M4	Torso	179.99	36	Actions
531	FCESHLD	Hazardous Substances	Face Shield	Head	35.79	36	Actions
530	GAUGLOVE	Hazardous Substances	Gauntlet Gloves 10' Model 1815	Wrist/Hand	9.99	36	Actions
528	MEAT_OVR	Hygiene	Meat Workers Overalls	Multiple Areas	55.00	No Expiry	Actions

Add, Edit or Delete PPE

Edit, Delete Item

To edit or delete an existing *PPE Item*, click 'Actions', then choose the appropriate option.

Note that deleting an item from the PPE Register will also delete it from the PPE Inventory. It will remain visible in the PPE Tab for any People or Vehicles to which the PPE was still allocated at the time of deletion.

The screenshot displays the DAMSTRA PPE Register interface. On the left, there is a sidebar with navigation options: 'My Filters' (No filter saved), 'Product Group' (All selected (17)), 'Body Location' (All selected (8)), and a search bar. The main area shows a table of PPE items with columns for ID, Code, Product Group, Item, Body Location, Cost, and Life Span. An 'Actions' dropdown menu is open for the item with ID 821, showing options: View, Edit, Delete, Add to Shopping List, and Add to Inventory. The table contains 23 items, and the footer indicates 'Showing 1 to 15 of 23 entries'.

ID	Code	Product Group	Item	Body Location	Cost	Life Span	Actions
822	HRAT01	Head Protection	Hard Hat	Head	25.00	36	Actions
821	TEST01	Hand Protection	Test PPE Item	WristHand	100.00	12	View Edit Delete Add to Shopping List Add to Inventory
817	NPG	Hand Protection	Neprene Gloves	WristHand	40.00	1	Actions
816	CG	Eye Protection	Chemical Goggles	Head	35.00	No Expiry	Actions
540	SAFHARN	Height Safety	Safety Harness	Torso	350.00	10	Actions
538	SCBA	Hazardous Substances	Self Contained Breathing Apparatus	Respiratory	501.88	60	Actions
537	FCESHLD	Hazardous Substances	DM Uvex Face Shield	Head	75.50	36	Actions
536	FACMASK	Respiratory Protection	Face Mask	Respiratory	678.00	60	Actions
535	CHHELMET	Head Protection	Chainsaw Helmet	Head	169.95	No Expiry	Actions
534	CHAPS	General	Chainsaw STH Chaps	Leg	145.88	No Expiry	Actions
533	CHGLOVES	Hand Protection	Chainsaw Gloves	WristHand	35.99	No Expiry	Actions
532	CHEMSUIT	Hazardous Substances	Chemical Suit M4	Torso	179.99	36	Actions
531	FCESHLD	Hazardous Substances	Face Shield	Head	35.79	36	Actions
530	GAUGLOVE	Hazardous Substances	Gauntlet Gloves 10' Model 1815	WristHand	9.99	36	Actions
528	MEAT_OVRL	Hygiene	Meat Workers Overalls	Multiple Areas	55.00	No Expiry	Actions

