



D A M S T R A

Manage Event
Subjects

Safety



[DISCLAIMER]

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Manage Event Subjects

Introduction

In Damstra Safety, Events are given an Event Type of either Injury, Illness, Incident or Near Miss, as well as a Subject, which describes the immediate cause or trigger of the Event. For example, an Event of type 'Injury' may be given a subject of 'being hit by moving obstacles' or 'falls from a height'.

This Event Subject is presented as a free-text field by default, but may be optionally configured as a drop-down list.

This guide shows how to configure this field as a drop-down selection and how to define the selectable subjects contained within.

Accountable Site: ABC Group → ABC Industries Australia → New South Wales → Kyjodimere → Finance → New Forest

Department: -- Please Select --

Location *: Building foyer

GPS Location: Edit

Event Date *: 05/02/2019

Event Time *: 09:30

Person Started Work at: 00:00

Subject *: Falls on the same level (including trips and slips) (02)

Case Number: -- Please Select --

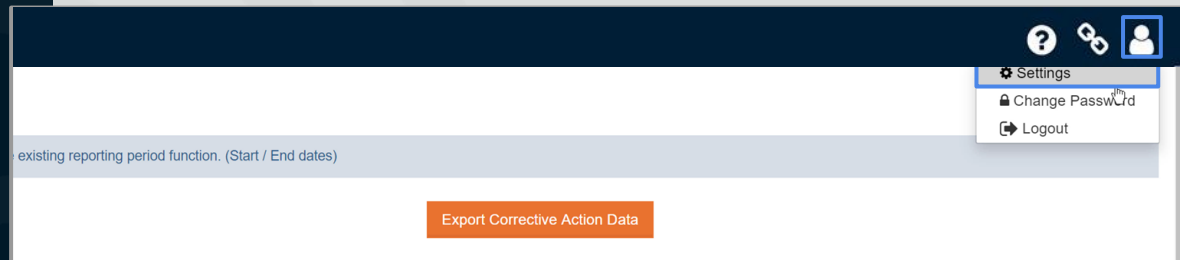
Description *: Being hit by moving objects (05)
Biological agency
Chemicals or other substances
Contact or exposure to heat and cold (12)
Contact with Animals
Contact with electricity (11)
Contact with, or exposure to, biological factors (17)
Exposure to mechanical vibration (04)
Exposure to mental stress factors (18)
Exposure to radiation (13)
Exposure to sharp sudden sound (06)
Exposure to variations in pressure (other than sound) (08)
Falls from a height (01)
Falls on the same level (including trips and slips) (02)
Foreign Body
Heat, radiation or energy
Hitting objects with a part of the body (03)
Human agencies

Event Photos

Event Categorisation

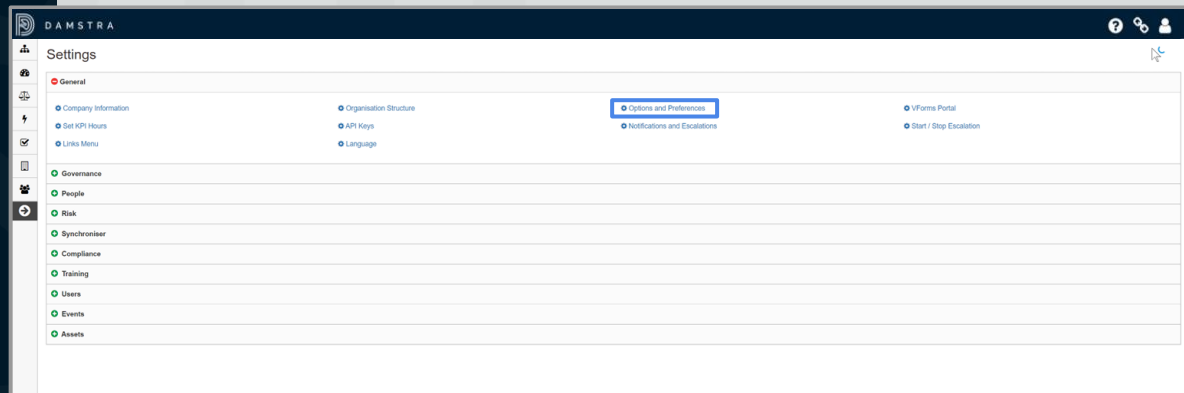
Event Categorisation: Environment Notifiable Event/Incident

Manage Event Subjects Settings



Begin in Settings, which is found under the profile icon toward the top of the screen.

Within the 'General' section, **click** to select 'Options and Preferences'.



Manage Event Subjects

Enabling Incident Subject

Tick the 'Incident Subject' checkbox to enable selection via dropdown list, noting the following:

- any existing free text data in the Subject field of existing Event records will remain and will still appear in reports.
- Once an existing Event is edited for any reason, the free text data in the Event subject field will be hidden and the user will be required to select a subject from the picklist before the edited item can be saved.
- We recommend that you communicate this change to your users well in advance before applying this feature to an existing system.

The screenshot displays a configuration interface for 'Manage Event Subjects'. The 'Incident Subject' checkbox is highlighted with a blue border. The interface includes various settings for event management, such as 'Claims Weekly Benefits Start', 'Financial Year Start', 'Performance Indicators Default Year', 'Company KPI Targets', 'Inventory Control', 'Incident Severity Levels', 'Hospitalisation in Incident Management', 'Incident Outcome (Actual and Potential)', 'Global Investigators', 'Hour of Day for Escalation Engine', and 'Global Corrective Controls'.

Claims Weekly Benefits Start ?	Monday
Financial Year Start ?	July
Performance Indicators Default Year ?	Calendar Year
Company KPI Targets ?	15.00 Target LTIFR 20.00 Target AIFR
Inventory Control ?	<input checked="" type="checkbox"/> Check to use stock control in the Inventory Tab
Incident Subject ?	<input type="checkbox"/> Show Dropdown List for Incident Subject
Incident Severity Levels ?	5 Severity
Hospitalisation in Incident Management ?	<input checked="" type="checkbox"/> Show Hospitalisation in Incident Management Treatment Required
Incident Outcome (Actual and Potential) ?	<input checked="" type="checkbox"/> Show incident outcome risk score boxes
Global Investigators ?	<input checked="" type="checkbox"/> Allow assignment of any designated investigators across all sites
Hour of Day for Escalation Engine ?	9 ?
Global Corrective Controls ?	<input checked="" type="checkbox"/> Allow assignment of Corrective Actions / Controls across all Sites / V
	<input checked="" type="checkbox"/> Allow reassignment of Corrective Actions / Controls via Web Form a

Manage Event Subjects

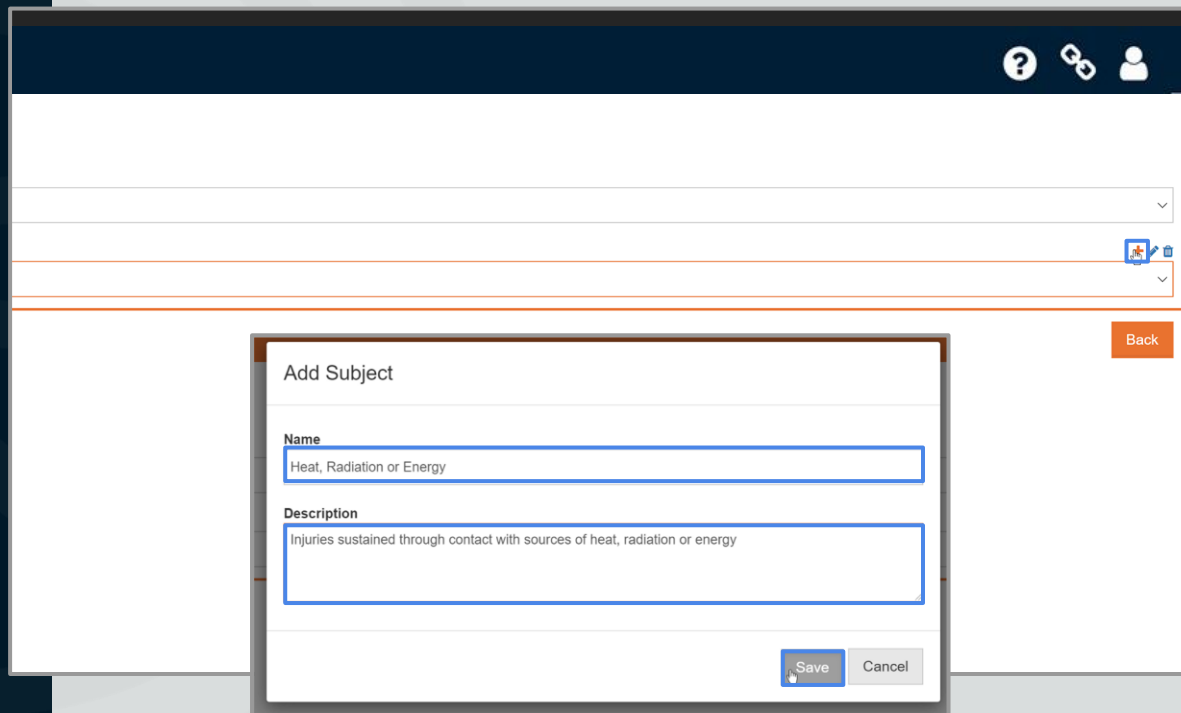
Add Event Subject

To populate the drop-down lists, **return** to Vault Settings and **expand** the 'Events' section. Then, **click** 'Event Subject'.

In the 'Event Type' field, **select** from the list to populate the 'Subject' field with the existing subjects that relate to that Event type.

In this example, we see all the available Subjects that belong to the Event Type 'Injury'.

To add a new subject, **Click** the '+' icon and **type** the name of the new item before **clicking** 'Save'.



The screenshot shows a web application interface with a dark blue header containing a help icon, a refresh icon, and a user profile icon. Below the header is a white content area with a dropdown menu. A modal dialog box titled 'Add Subject' is open in the foreground. The dialog has a title bar and contains two text input fields: 'Name' with the text 'Heat, Radiation or Energy' and 'Description' with the text 'Injuries sustained through contact with sources of heat, radiation or energy'. At the bottom right of the dialog are 'Save' and 'Cancel' buttons. In the background, a 'Back' button is visible in the top right corner of the content area.

Manage Event Subjects

Edit / Delete Event Subjects

To edit or delete an existing Subject item, **select** the item from the list and **choose** the appropriate icon.

The Event Subjects are now defined and can be selected when working with new and existing records in your Events register.

The screenshot displays the DAMSTRA application interface for managing event subjects. The main window is titled "Settings / Event Subject". It features a sidebar with navigation icons and a main content area with a dropdown menu for "Type of Event" (set to "Injury") and a list of "Subject" items. The "Subject" list includes various categories such as "Heat, Radiation or Energy", "Being hit by moving objects (05)", "Biological agency", "Chemicals or other substances", "Contact or exposure to heat and cold (12)", "Contact with Animals", "Contact with electricity (11)", "Contact with, or exposure to, biological factors (17)", "Exposure to mechanical vibration (04)", "Exposure to mental stress factors (16)", "Exposure to radiation (13)", "Exposure to sharp sudden sound (06)", "Exposure to variations in pressure (other than sound) (08)", "Falls from a height (01)", and "Falls on the same level (including trips and slips) (02)". The "Falls on the same level (including trips and slips) (02)" option is currently selected, and a blue box highlights the "Falling body" option in the dropdown menu. A magnified view of the bottom right corner shows the edit and delete icons being clicked. A "Back" button is visible at the bottom right of the magnified view. A "Help" button is also present in the bottom right corner of the main interface.

