

1. Install Evaluation from CD



Installing is easy.

1. Place the Evaluation CD into the CD drive.
2. Select START Run and type in d:\setup.exe (replace the "d" with the drive letter of your CD drive if it is different).
3. Follow the instructions on the screen.



2. Run H&S Compliance Manager



1. Double-click this desktop shortcut run.
2. Accept the default Login and password:
Login: **DEMO**
Password: **DEMO**
3. Press the OK button.

3. Evaluate... browse through the features

See how using it will save you time...

→ You'll know when hazard assessments are due...

Hazard#	Assessment Due	Risk	Department	Description
211	18/05/1999	4	Seedhouse	When sampling in
212	18/05/1999	4	Seedhouse	Worklift usage in seed
56	25/06/2001	2	Seedhouse	Bin Dryer And Rubber seal placement when loa
209	25/06/2001	6	Farm	Field Operatio Working around combine harvest
215	25/06/2001	6	Seedhouse	Seed Barn Access to seed bins over equipm
192	27/07/2001	60	All	Access Blind Spot on entering paddock 2
226	17/08/2001	12	Seedhouse	Seed Barn Locked in Coolstore
162	22/08/2001	4	Farm	Harvesting E Slipping when entering the grain t
228	27/09/2001	9	All	All Tasks Inappropriate use due to poor cor

Overdue hazard reviews

→ Delegate required actions to others

Action

Brief Summary of Action: **Notify H&S Members Of Next Meeting**

Date Raised: 12/06/2001

Date Required: 12/06/2001

By Whom: William Fallon

Department: Seedhouse

→ And know when they're done...

Date Due	Completed	Brief Summary Of A
10/12/95	11/06/01	Reposition Wiring L
30/06/99	11/06/01	Find Solution
1/08/99	1/08/99	Follow Up On Depa
30/06/97	30/06/97	Install Mirror

Navigation - "Easy to Use" yet comprehensive too!

The pull-down menu exposes a powerful list of features.

- To Do Actions
- Meetings
- Training
- Vital Telephone Numbers
- Employee Rehabilitation
- Notifiable Diseases
- Health Monitoring
- Hazardous Substances
- Hazards
- Accidents & Incidents
- Document Library
- Suppliers & Contractors
- Employees
- Company Preferences

Most commonly used features are accessible from toolbar icons for easy use.

→ Track Incident Costs & Lost Time

Description	Qty	Unit	Rate	Cost
Incident Costs				
People Associated Costs				
Administration				
Management				
Outside People				
Overtime				
Supervisor				
Joe Brown	1.00	Hours	\$25.00	\$25.00
The Injured Person				
Robert Curran	10.00	Hour	\$14.00	\$140.00
Workmates				
Product Costs				
Asset Costs/Repair/Replacement				

Highlight a cost type (blue) then press the INS key to add a new cost item under this cost type.

Lost Time Incident? No Yes

Lost Time Hours: 10.00 Total Cost: \$165.00

→ Employee Management & Training

Personal Details

ID Code: 03

First Name: Carolyn

Last Name: Baker

Address: 46 Beach Road

Suburb: Sheffield

City: Christchurch

Home Phone:

Birthdate: 22/08/1959

Ethnic Origin: NZ EUROPEAN

Gender: Male Female

Photo File: G:\JUSTDATA\H&S CI...

Personal
Employment
Work Details
Crisis Contact
Certificates
Documents Issued
Equipment Issued
Training Topics
Training History
Incidents
Rehabilitation
Health Monitoring
Action/Reminders
History/Notes

→ Extensive Management Reporting



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Call **FREE 0800 438 674**
sales@cslnz.co.nz



For a quick tour of features we suggest the following procedure. Press the toolbar icon shown to see each selection.

Incidents

Note: Press the restore  button at top right of Incidents window to **reduce window size**.

- Select **first incident** in the list with mouse.
- Press **Change** button (or double click mouse).
- Tabs show data that can be collected.
- Note **Costs & Lost Time** tab for costings.
- Press OK to save incident.
- **Incident Reports** – From incidents list press  Incident Reports and Statistics button.
- For **Statistics** press  Statistics Report & View
- Key Report To Date: **10/07/01** (latest incident) and press  View Incident Statistics to view Statistics on screen. *Don't print detail report without selecting just one incident!*
- Close out of all Incident Windows.




NOTE: If the Evaluation Window gets in the way, clicking it with the mouse will make it move- it is supposed to be a 'bit irritating'.

Hazards

- On entry shows hazards needing assessment.
- Click on **Significant Hazards** tab on right.
- Select first hazard. Press Change button.
- Key Date Assessed: **dd/mm/yy** or press calendar look up button.
- Assessed By: press staff lookup button
- Key rest of data press OK to save assessment.

NOTE: While in the Hazards Change screen you can add actions to do, hazard photo, tasks, processes work locations where staff may be exposed to the hazard (matched to staff).

Actions Required

- To see all actions (things to do) from Main menu select **Actions**
- Then select  All Actions to see actions to be done for the entire site.
- Press tabs to sort by Due date, department person etc.
- Highlight an action by clicking once on it then press the  button to tag the action required.
- Print the tagged action, by pressing Print Action Details, choose Preview, Print only tagged records. Most reports can be previewed on screen first then printed.
- Press  to exit preview without printing.
- Press Change button over action and fill in completion details and the OK.
- Close out of action windows.

Employees

- Highlight employee **Mary Black** and press Change Button.
- Look at data on various tabs. Note that on Work Details tab, tasks, processes & work locations can be selected **linking the employee to hazards**.
- Other tabs show employee **Certificates, training required and given, Linked incidents/ accidents, rehabilitation programmes...** Press OK when finished.
- Tag individual employees in list and preview Reports.

You can run through the other toolbar icons and menu items. From the Edit menu you can set up training, induction, departments and other preferences.

Comprehensive Health and Safety Management Software

Benefits from using H&S Compliance Manager

- Easy to use - by all staff.
- Standard software used by hundreds of N.Z. companies.
- Comprehensive and covers most requirements of OSH and A.C.C. safety management.
- Health & safety information is instantly available any time.
- Management reporting saves time, mistakes and effort.
- You can cost justify a safety budget from reduced incident costs as safety improves.
- Can be used to keep quality requirements and costing for quality incidents.



■ Requirements

Windows 95, 98, ME, NT,2000
32 MB Memory. 10MB Disk space.
CD Drive (Floppy version avail.)

■ Technical Features

Multi user software for NT, Novel, Citrix Metaframe and others. Full database referential integrity with rollback. ODBC Driver available for open database access.

■ Upgrade Subscription Plan Available – includes

At least 1 main upgrade per year plus all updates available. Plus free telephone and email help in NZ.



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