Contractor User Manual

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Contents

1 INTRODUCTION TO EQSAFE

EQSafe is Main Roads Safety, Health and Wellbeing, Environmental and Quality Electronic Management System. All Main Roads Employees and selected Contractors have access to EQSafe and are responsible for reporting.

EQSafe is an internet based application used for:

- Health and Safety incident reporting and record keeping
- Environment incident reporting and record keeping
- IMS depot inspection reporting and record keeping
- Hazard register and management
- Action registering, management, completion and close out
- Risk assessments and management of critical risk
- Proactive behavioural safety lead indicators
- Registering of environmental improvement actions for continual improvement
- Notification of events to senior management
- Scheduling of events such as meetings and audits
- Automated and scheduled reporting within customisable timeframes
- Reporting, graphing and statistical analysis

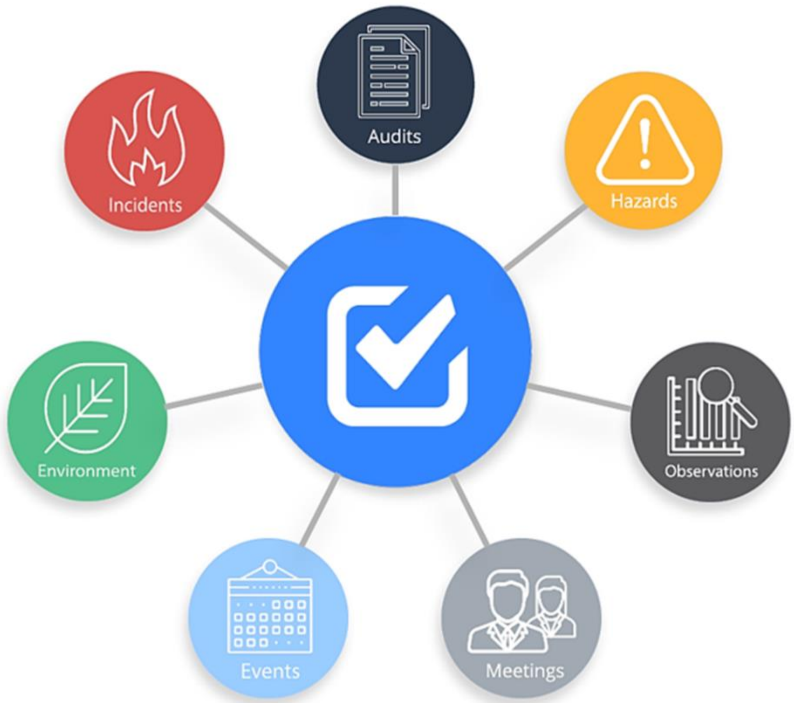


Figure 1 A representation of what EQSafe controls.

The system captures and retains data to enable identification of trends and hazards to assist risk management and planning on projects, compliance with statutory reporting requirements and detail for reviews and annual reports.

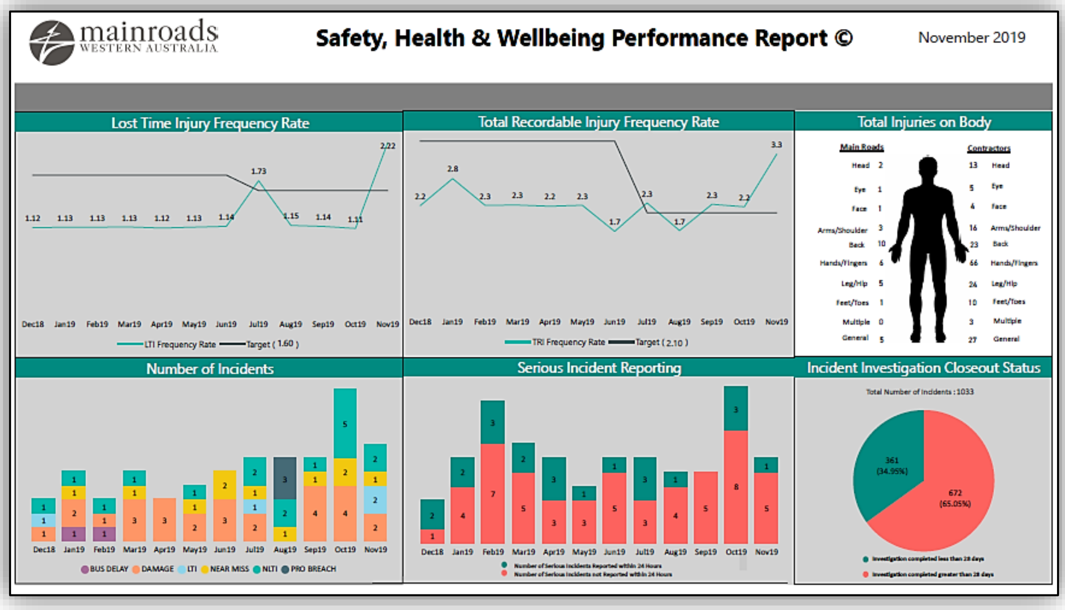


Figure 2 Example of an SHW Dashboard.

2 HOW TO ACCESS EQSAFE AND TRAINING MATERIALS

2.1 Access to EQSafe – Contractors

Contractors access is gained via an external web portal (myapps.microsoft.com) which Main Roads WA has made accessible for Contractors. All external Contractors should have already gone through the "On-Boarding" Process before reading this document.

- Any issues or questions relating to access please email eqsafe@mainroads.wa.gov.au

2.2 EQSafe Contractor Training

1) To access training please click on the Procedures Library option on the left hand side of the portal (Figure 3, 4 and 5).
2) In the Procedure Library expand the folder Contractor and click on "Contractor Training" (Figure 5).
3) Select Download on the left hand side to view the documents or videos (Figure 6).

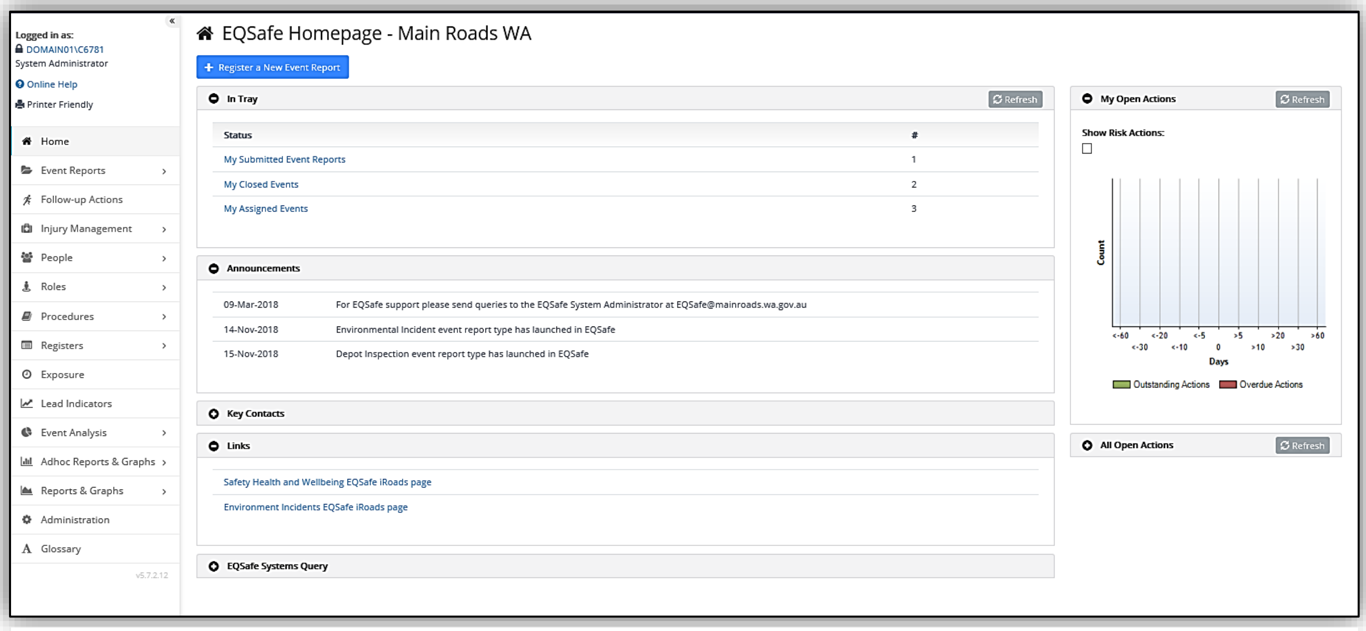


Figure 3 EQSafe Homepage.

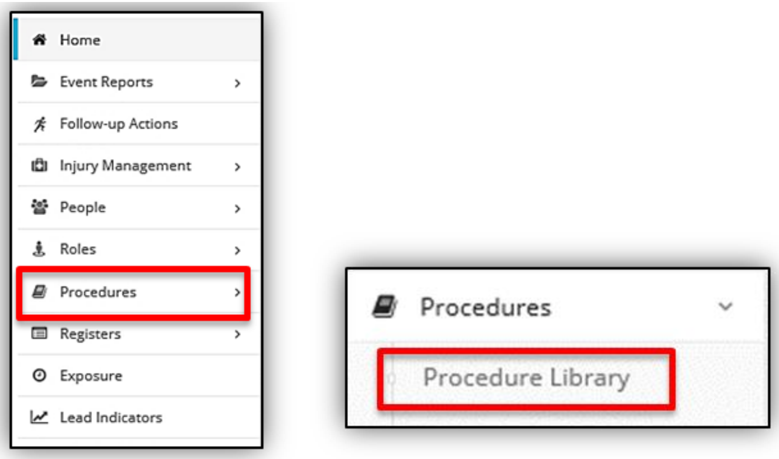


Figure 4 How to access Contractor EQSafe Training.

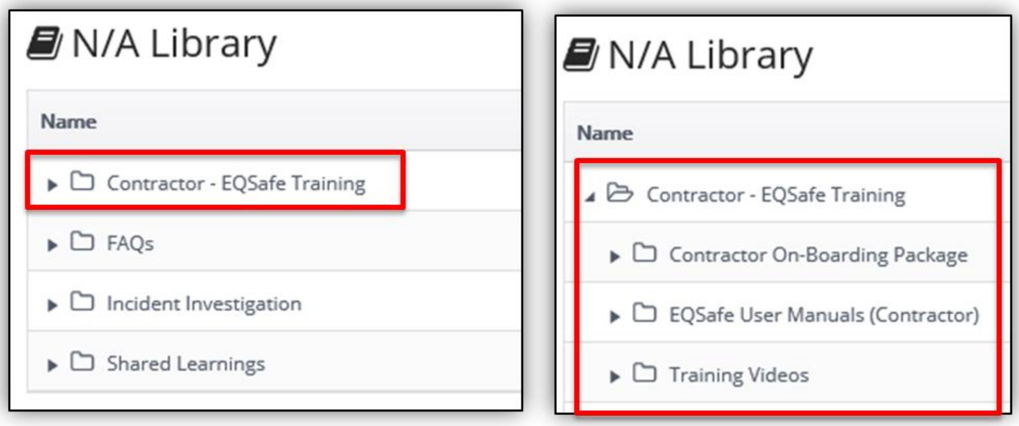


Figure 5 Accessing Training in the Procedures Library.

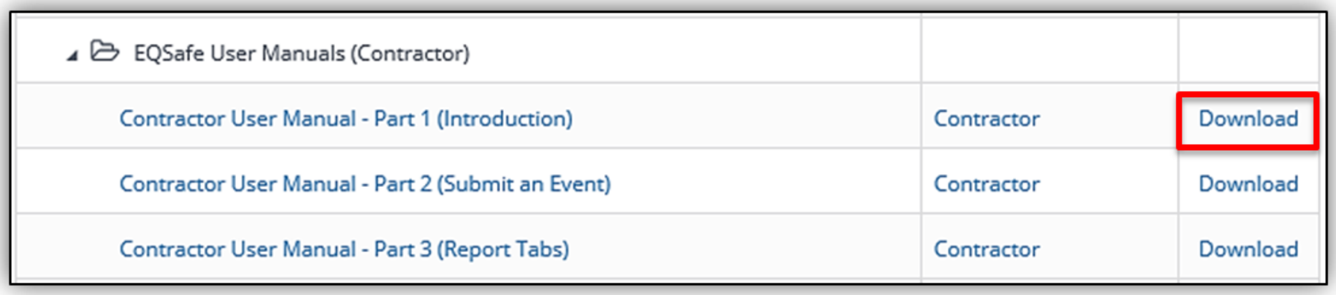


Figure 6 How to download the training document.

3 EQSAFE HOME PAGE

The EQSafe home page is the first screen that will be seen once you login (Figure 7). This serves as the main screen that can be returned to while navigating through the EQSafe system.

The EQSafe Home Page provides users with access to many tools these are:

1. The Left Menu options
2. Register a New Event Report.
3. Different option groups.
4. Open Actions Charts

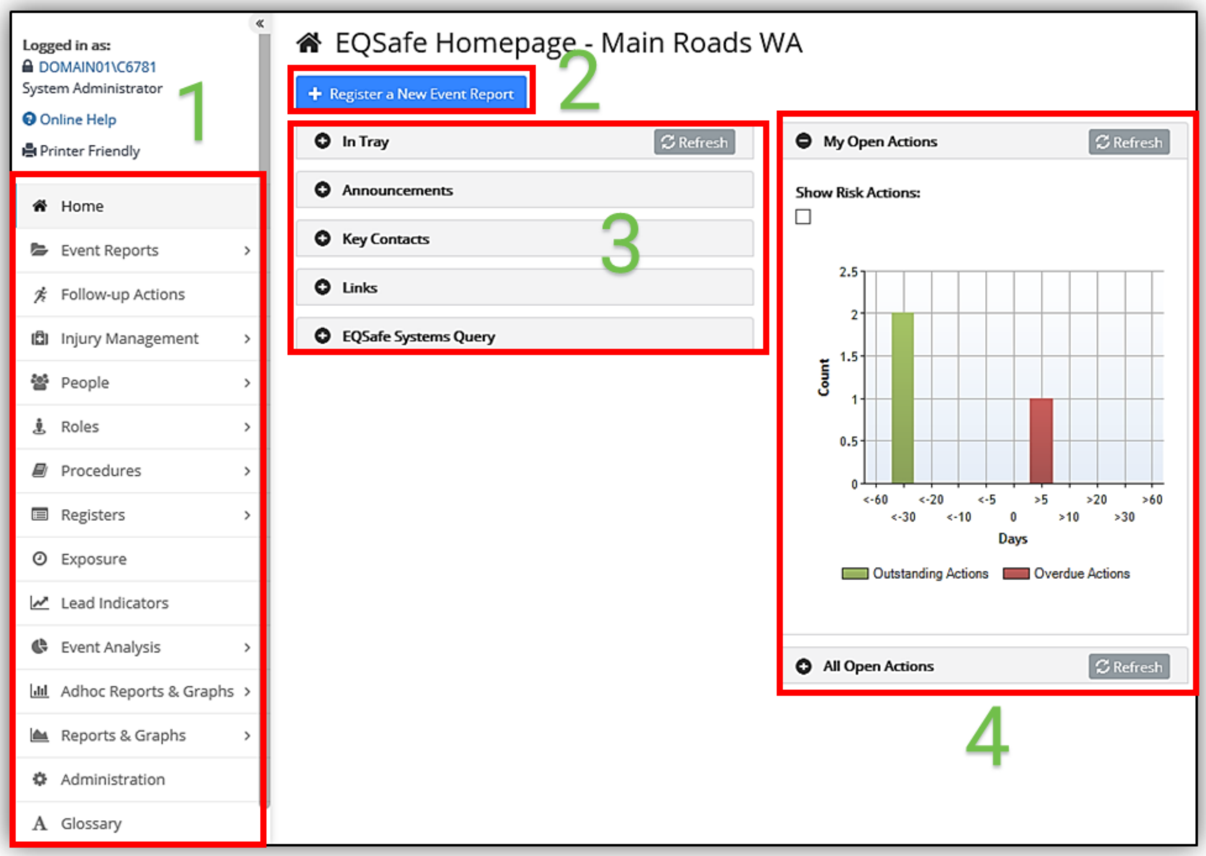


Figure 7 EQSafe Homepage

3.1 Left Menu Options

The options available in the left menu will depend on the users role within EQSafe.

Some users will have limited options while others may have full access.

Key tools include:

- **Home** – will bring the user back to the Home Page.
- **Event Reports** – allows users to search Event Reports.
- **Procedures –** is where Contractor training and information is stored.

3.2 In Tray Notifications

The In Tray is the first home page section visible when a user logs into EQSafe. Items will only display in the In Tray when action is required in the system (Figure 8).

Selecting a link in the In Tray will take you directly to a complete list of the associated events or actions. If there are no records requiring action the In Tray will display “There are no items in your intray”.

To see up to date data in the In Tray, click on the Refresh icon near the top right of the In Tray (Figure 8).

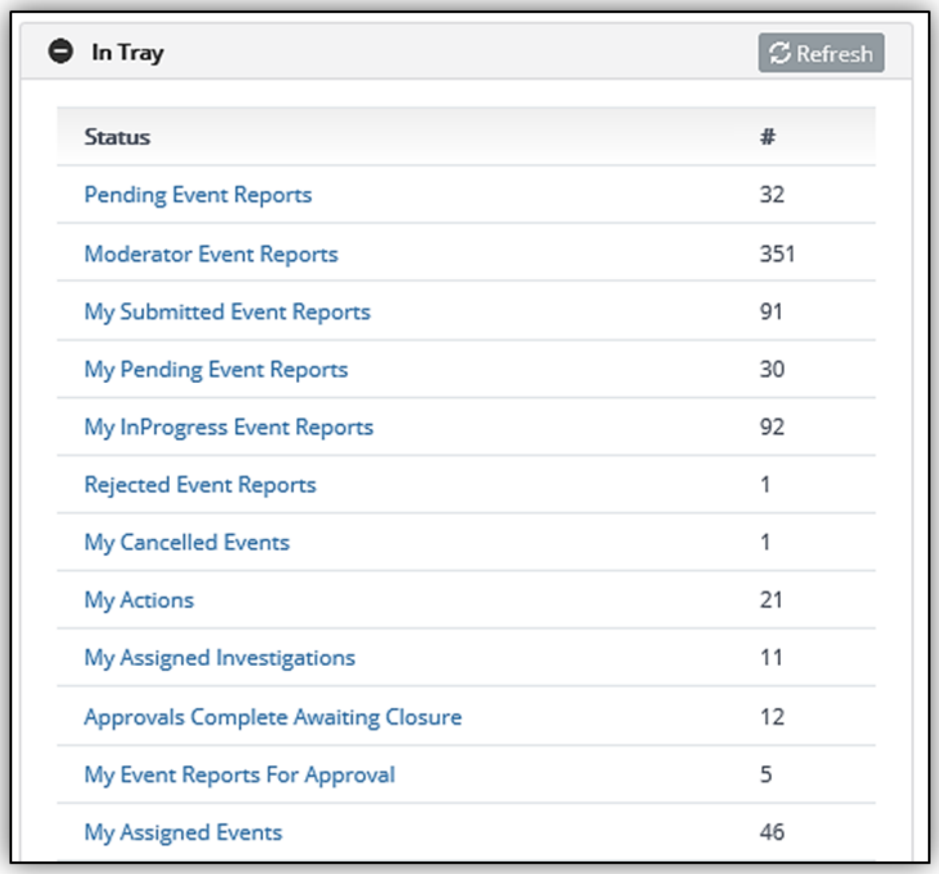


Figure 8 EQSafe In Tray

3.3 Home Page Option Groups

- **The Announcements group** - gives up to date news regarding EQSafe.
- **The Key Contacts group** - provides users with access to a list of Contacts who could provide help and support when using EQSafe.
- **The Links group** - provides users with access to Links that will have training and information on EQSafe.
- **The EQSafe Systems Query group** - allows users to send an email regarding EQSafe to the EQSafe Administrators.

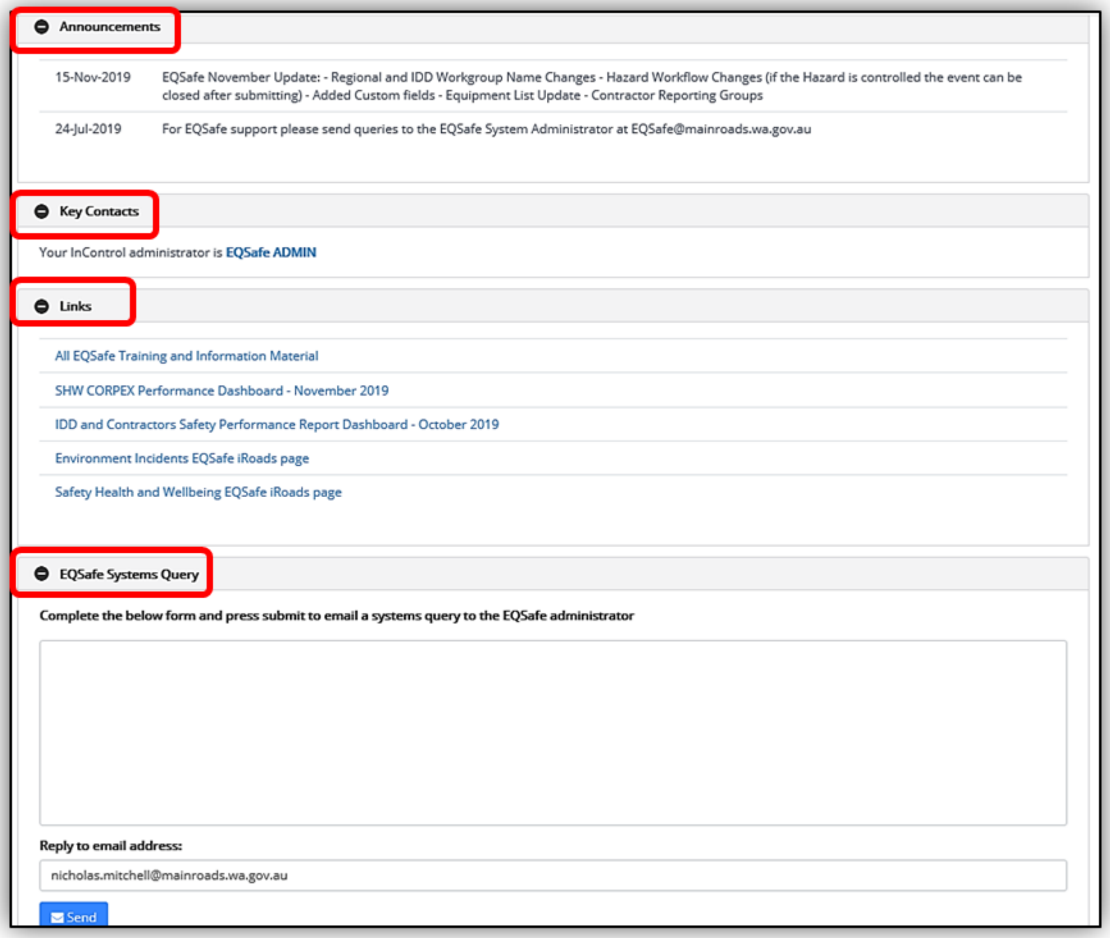


Figure 9 EQSafe Home Group Options

3.4 Register a New Event Report

Clicking "Register a New Event Report" will open a new blank Event Report form (Figure 10).

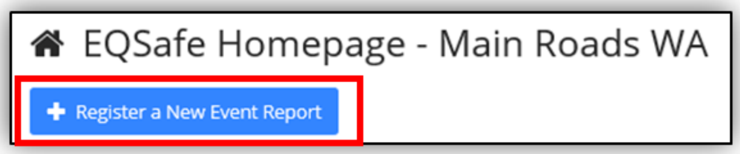


Figure 10 How to Register a New Event Report

4 ROLES & RESPONSIBILITES

The roles detailed below provide a general understanding of the functions of SHW reporting and completion of information in the online system to provide integrity of data, essential detail for mandatory reporting and identification of event trends and analysis of data.

Each role and step in the process needs to ensure accuracy of information to ensure a smooth flow of information as well as minimising events being returned for further clarification or additional information. The minimum expectations, requirements and standards of information will be detailed throughout the manual. It is a requirement that these standards are maintained.

4.1 EQSafe Workflow Roles

Role	
Submitter (Anyone)	Raises an event report
Moderator	Reviews the initial submission, corrects it and assigns an Event Report Manager. Then closes the event once the event is complete.
Event Report Manager	Completes the event report, assigns actions and organises the investigation
Event Approver	Signs off on certain event reports agreeing with the quality of the investigation and actions raised
Event Reader	Has access to events without being part of the workflow
Actionee (Anyone)	Anyone assigned an action

Table 1 EQSafe Workflow Roles

4.2 Contractor Roles

Role	
Submitter	A Submitter can be anybody as long as the person has access to the EQSafe System they can Submit.
Moderator	• Main Roads internal Moderators
Event Report Manager	• Contractor SHW Resources • Contractor Supervisors
Event Approver	• Main Roads internal Event Approvers
Event Reader	Selected users such as Health and Safety Representatives may be chosen as Event Readers.
Actionee	Anyone with access to EQSafe can be an Actionee.

Table 2 Organisation Roles

5 CONTRACTOR EVENT TYPES

The following tables represent all of the event types and sub types for Contractors. Each event type has a definition so the submitter can enter the correct event report into the system.

Important Note: For each event type the person's name must not be mentioned in the event description or the event detailed description. The language that should be used is injured person or involved person, of which both can use the acronym (IP).

Event Type	Definition
Hazard – Workplace Hazard Report	A source or a situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.
SHW Incident – Damage / Loss	An incident with a single event or continuous repetitive series of events that results in damage / loss for the following sub-type events; • Fixed Plant • Property / Buildings • Road Assets • Third Party Assets • Vehicles and Mobile Plant
SHW incident – Health	An incident with a single event or continuous repetitive series of events that results in health for the following sub-type events; • Asbestos • Biological • Noise • Psychological • Radiation • Thermal Stress
SHW incident - Injury / Illness	An incident with a single event or continuous repetitive series of events that results in injury / illness to one or more persons. Injury illness events are categorised into the following sub-type events; • Non Work • Work Related
Event Type	**Definition**
SHW Incident – Near Miss	A near miss is an unplanned event where no actual injuries or damage / loss occurred but had the potential to do so. A near miss incident is categorised into the following event sub-types; • Damage /Loss • Injury
SHW Incident – Security	An incident with a single event or continuous repetitive series of events that results in a security breach. Security events are categorised into the following sub-type events;

Event Type	Definition
	• Theft / Vandalism • Unauthorised Entry
SHW Incident – SHW Procedure Breach	An incident with a single event or continuous repetitive series of events that results in a Main Roads Procedural breach.

Table 3: SHW Event types, sub types and their definitions

Event Type	Definition
Environment – Environmental Incident	An incident with a single event or continuous repetitive series of events that results in an environmental impact. Environmental incident events are categorised into the following sub-type events; • Contamination • Disturbance/ damage to Aboriginal heritage site • Disturbance/ damage to European heritage site • Disturbance/ removal of Threatened plants or ecological communities • Dust/ air quality • Erosion and sedimentation • Fauna • Fire • Ground or surface water impact • Native title • Noise/ vibration/ light emission • Other • Spills (includes fuel, oil, pain, chemical or other polluting substances) • Spread of weeds, pests or disease • Unauthorised vegetation clearing • Unauthorised waste disposal

Table 4: Environment Event types, sub types and their definitions.

6 WORKFLOWS

This is the Event Workflow / Business Process that is required to be implemented. It is comprised of multiple stages, components, traditions and rules that together define how a user will move through the event workflow.

A workflow can be used for any combination of Event Types, Event Sub-Type, Company Levels and Risk Assessments. When a workflow "Applicable To" section is left blank, it will apply to all possible options which have not been included in other workflows.

A workflow is made up of a number of steps. Each step sets out the actions needed at that point in the workflow. For example, a step may require a person to review and approve an action. Once that step is completed, the event in the workflow continue on to the next step.

Currently there are four contractor workflows in the system:

6.1 SHW All Incidents

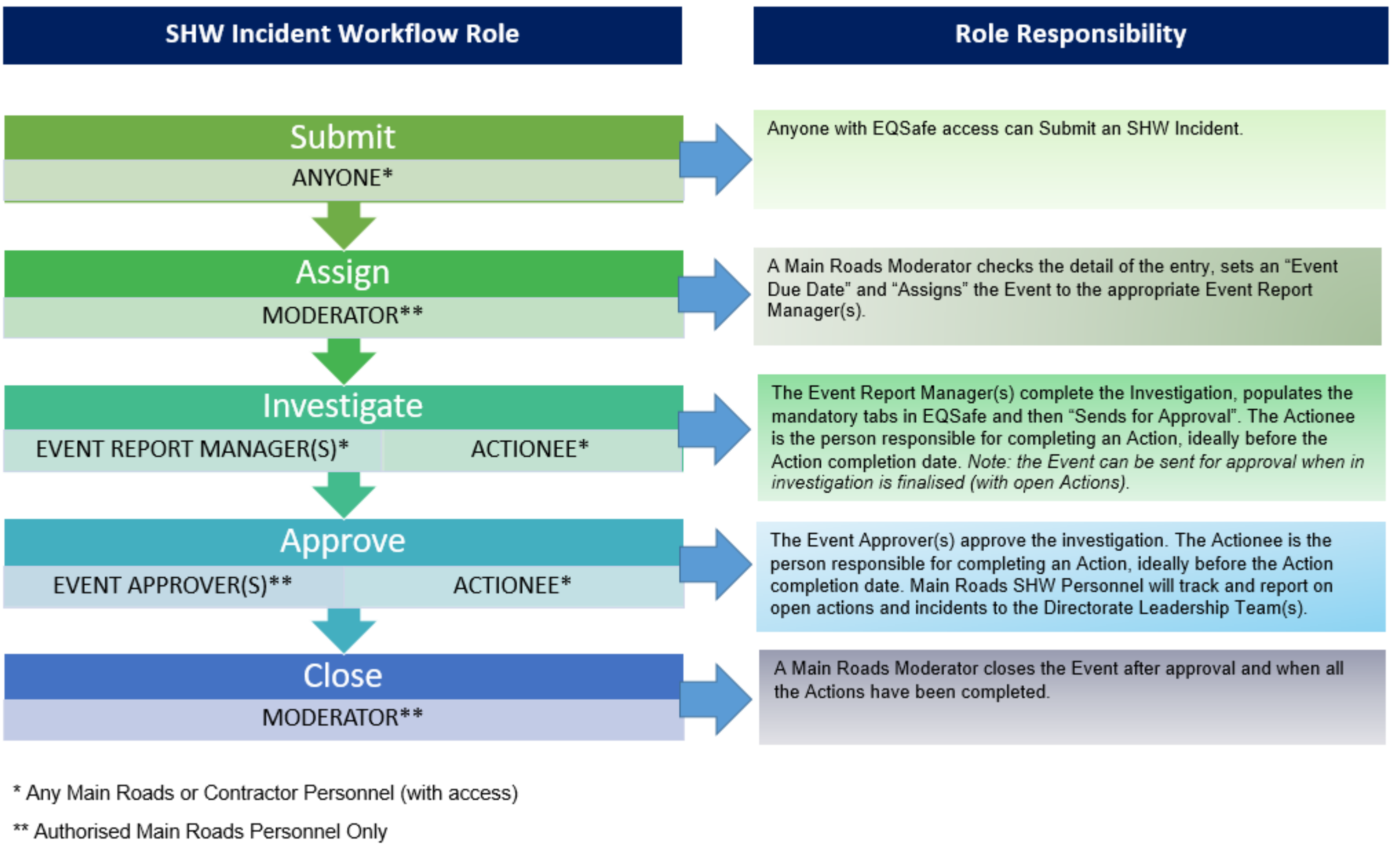
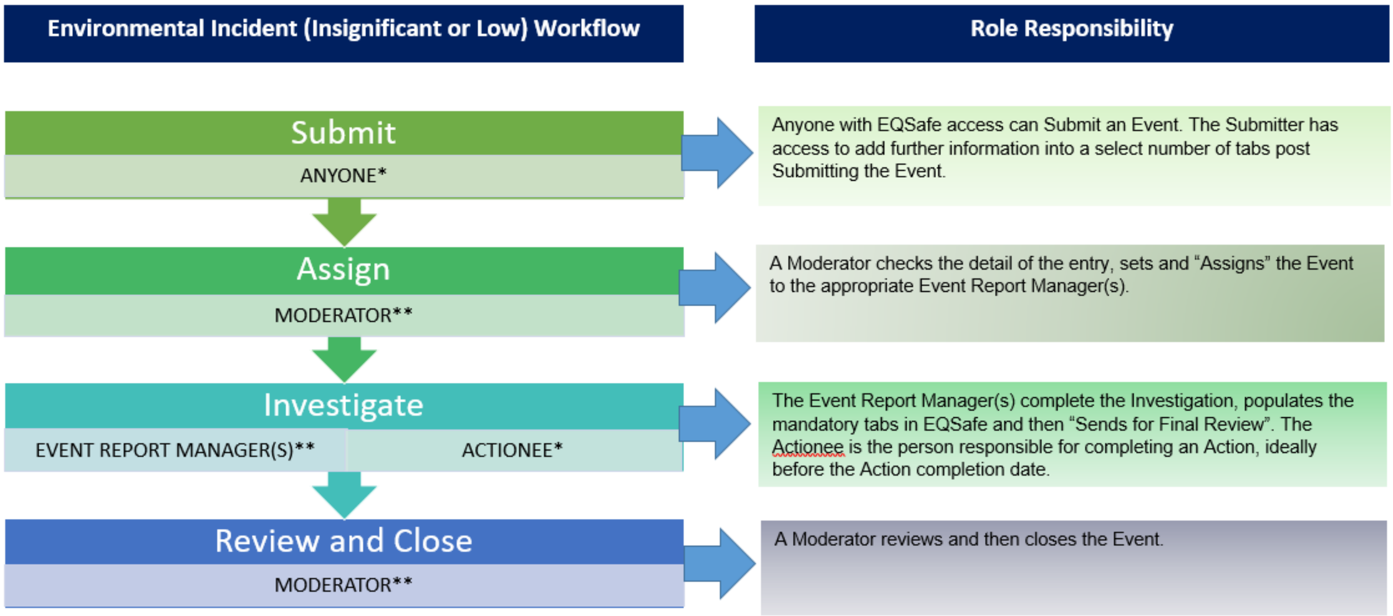


Figure 11 SHW Incident Workflow

6.2 Environmental Incident (Actual Consequence – Insignificant or Low)

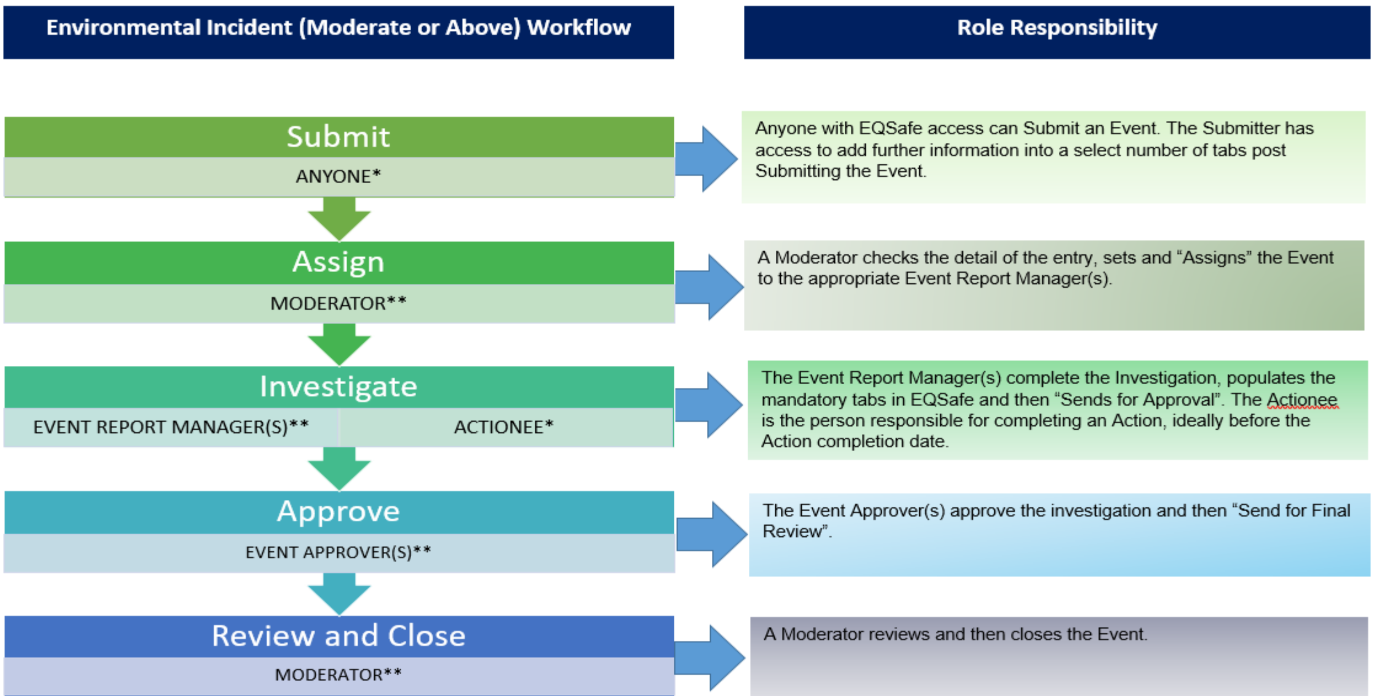


*Any Main Roads or Contractor Personnel (with access)

** Authorised Main Roads Personnel Only

Figure 12 Environmental Incident Workflow (Actual Consequence - Insignificant or Low)

6.3 Environmental Incident (Actual Consequence – Moderate, Major or Catastrophic)



*Any Main Roads or Contractor Personnel (with access)

** Authorised Main Roads Personnel Only

Figure 13 Environmental Incident Workflow (Actual Consequence - Moderate, Major or Catastrophic)

6.4 Hazards

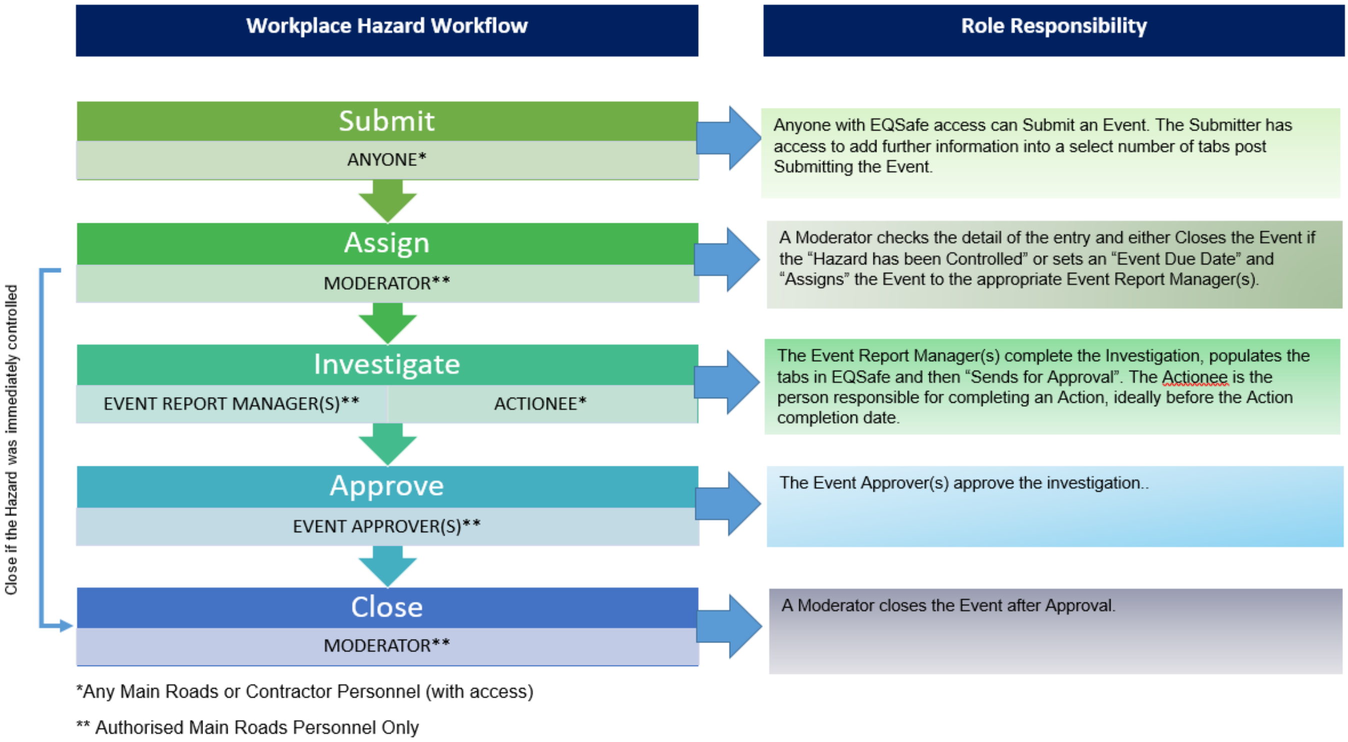


Figure 14 Hazard Workflow

6.5 Workflow Progress Bar

The progress bar at the top of the Event visually represents the workflow..

Hover over each step to see:

- ➢ Step properties
- ➢ Step transitions
- ➢ Responsible role for the step
- ➢ Audit trail

- As the event progresses through the workflow each step will change to blue.
- When the event is cancelled the colour changes to red (Figure 16).

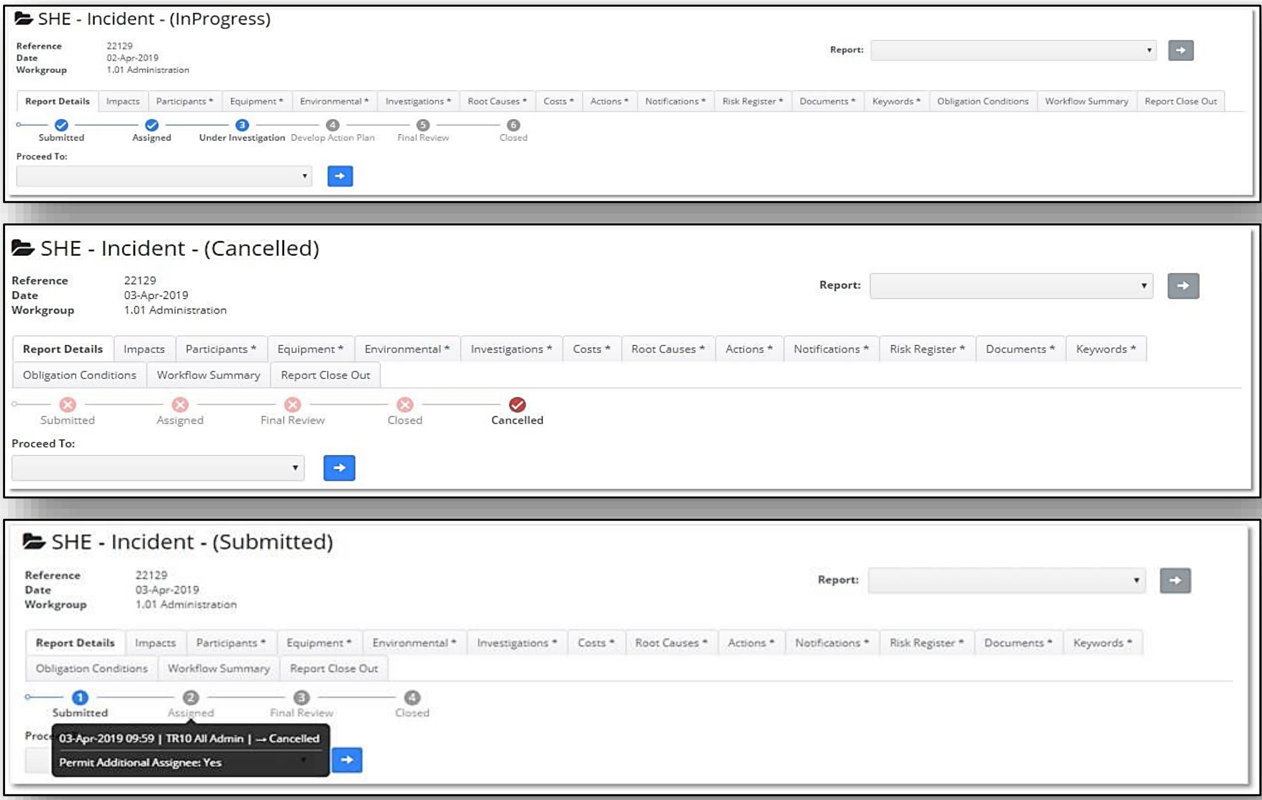


Figure 15 Examples of the Workflow Progress Bar

6.6 Mandatory Tabs

The asterisk after the Tab name represents a Mandatory tab (Figure 17).

This function makes it easier for users to know which tabs they're required to complete.

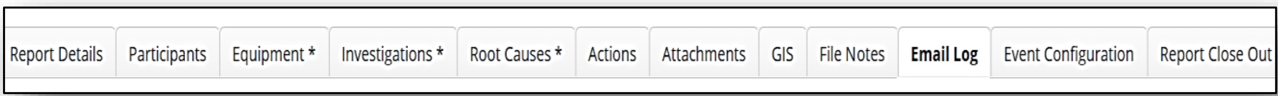


Figure 16 Mandatory Tab Asterisk

7 WORKGROUP NAMING CONVENTIONS

Contracting Organisations can have one or multiple workgroups that exist in EQSafe. It is important for users to understand workgroup naming conventions, so events are logged against the correct workgroups.

7.1 Regional Contractor Workgroups

Regional Contractor Workgroup names contain the initials of the Region they belong to, dash (with no spaces) the Contract Number, dash (with no spaces) and the Contractor Name *e.g. MWG-C160/18-BMD Constructions Pty Ltd*

- Region Initials:
  - KIM = Kimberley
  - GE = Goldfields – Esperance
  - MWG = Mid-West Gascoyne
  - PIL = Pilbara
  - MET = Metropolitan
  - GSR = Great Southern Region
  - SWR = South West Region

7.2 Infrastructure Delivery Directorate (IDD) Contractor Workgroups

- IDD Contractor Workgroup names are to contain the initials IDD, dash (with no spaces) the contract number, dash (with no spaces) and the project name. *e.g. IDD-C20/15-Northlink WA-Central*

8 SUBMITTER ROLE

A Submitter can be anyone with EQSafe Access.

8.1 How to Submit an Event

Select “Register a New Event Report” on the EQSafe Homepage (Figure 18).

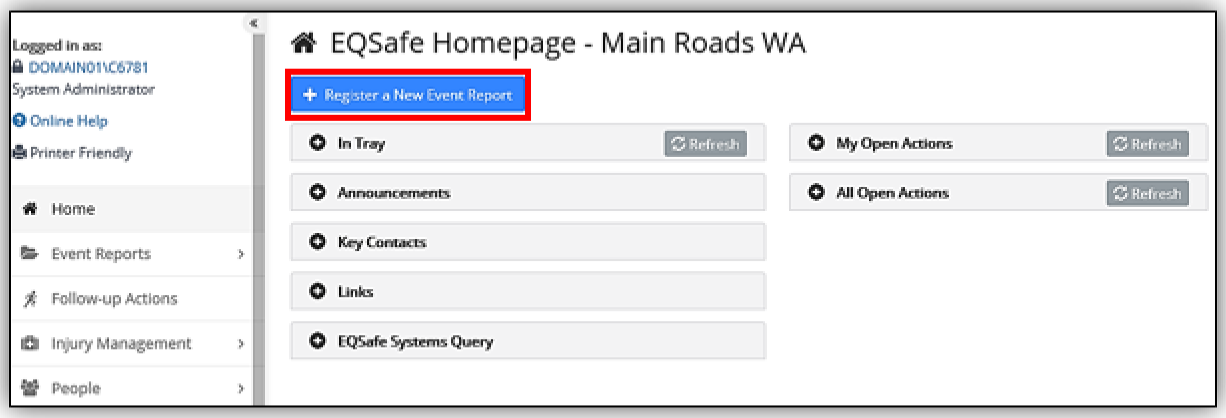


Figure 17 How to Register a New Event Report

Complete all the yellow mandatory fields:

1. Choose the appropriate event type and subtype.
2. Select your Workgroup – click on the organisation structure icon to search for your workgroup.
3. Confirm the Date of Event and Date Reported.
4. Reported By: Change the name if the person wasn’t you (all Figure 19).

   For an Environmental Incident please choose the Responsible Organisation.

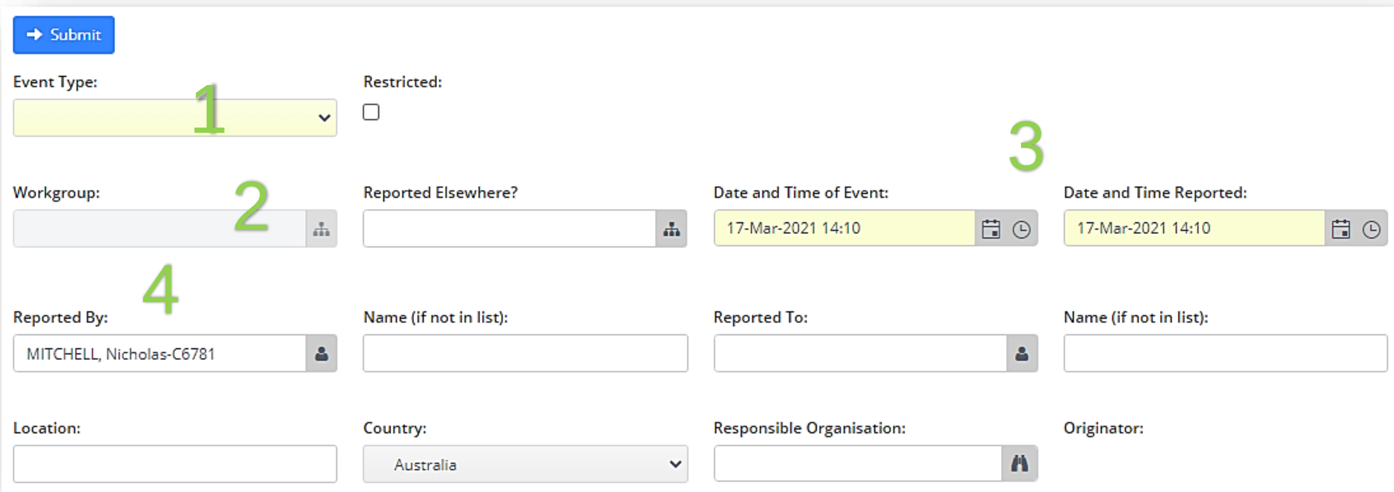


Figure 18 A blank Event Report

The Workgroup Selector (Figure 20):

- Is used to search for workgroups and company levels.
- All people and events are allocated to a workgroup.
- Workgroups belong to one of any number of company levels in a hierarchical structure.
- Clicking on the section of Operations for example Finance and Commercial Services, this will select all the records with workgroups in that department.
- User is to select the Workgroup that is responsible for managing the event. For Example:
    - If the event occurred on a project select the 'project contract' workgroup under the Division/Region where the incident occurred for example CNR-C91/17-DM Roads under Goldfields Esperance.
    - If the event occurred on an IDD project select the 'project contract' workgroup under the Directorate Infrastructure Delivery.

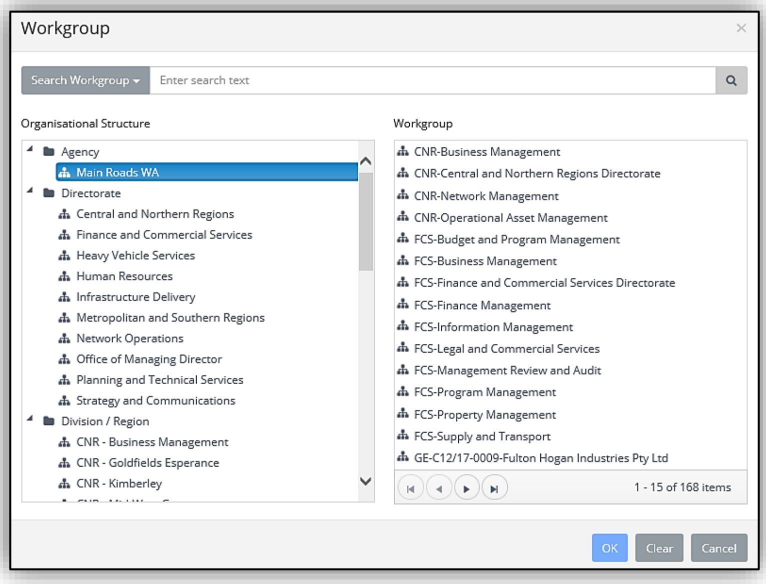


Figure 19 The Workgroup Selector

5. Add additional information into the custom fields (Figure 21).

    - Custom fields vary depending on the event type.
    - If the custom field is yellow it is mandatory.

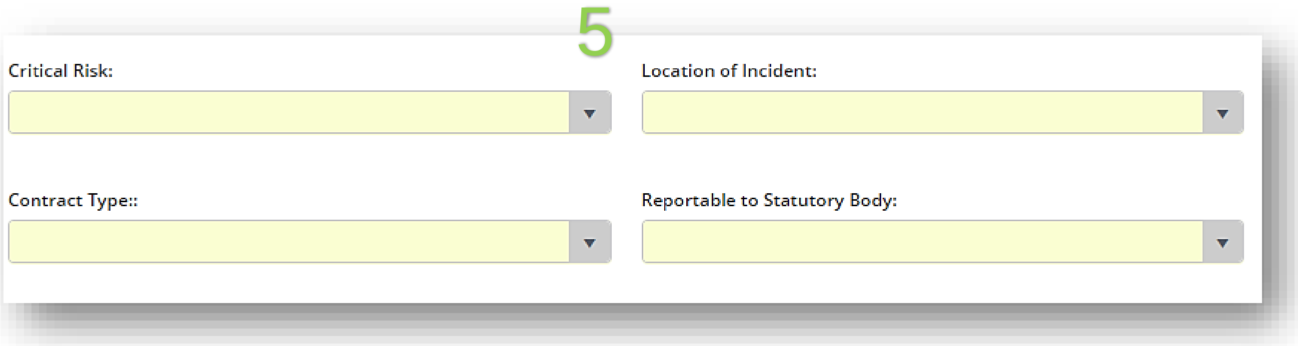


Figure 20 Event Report Custom Fields

6. Complete a Brief Description of the Event.
7. Describe the Event in Sufficient Detail below, ensure to use people's job titles and not their name.
8. If applicable enter in any immediate actions taken (all Figure 22).

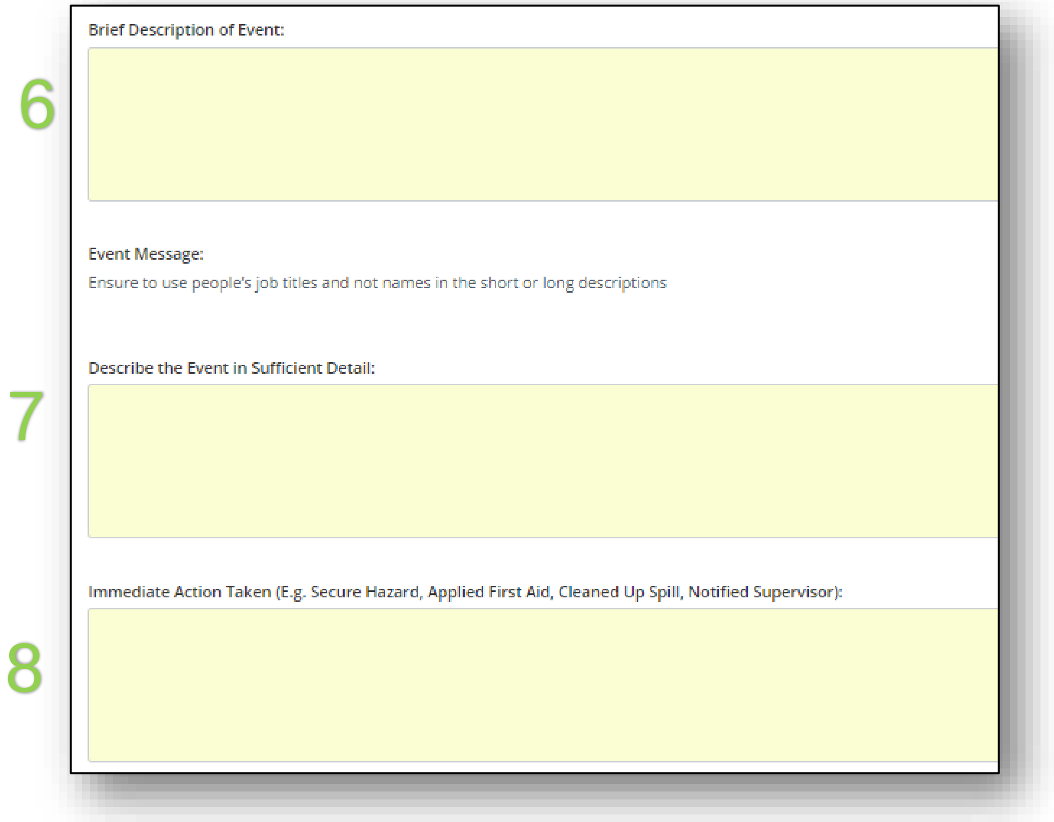


Figure 21 Brief Description, Sufficient Description and Immediate Actions.

9. Complete the Incident Rating

All Event Reports which are an "Incident" or "Hazard" will require the Incident Rating section to be completed.

When selecting a value a description will appear in which you can base your selection on.

The Potential Risk Rating is calculated based on the follows two (2) elements (Figure 23):

Potential Consequence – this can be rated from a value of Insignificant to Catastrophic. The Potential Consequence can never be lower than the Actual Consequence.

Potential Likelihood – how likely is it that this type of Event will reoccur? The likelihood ranges from Rare to Almost Certain.

For an Environmental Incident please choose “Almost Certain” as the Potential Likelihood.

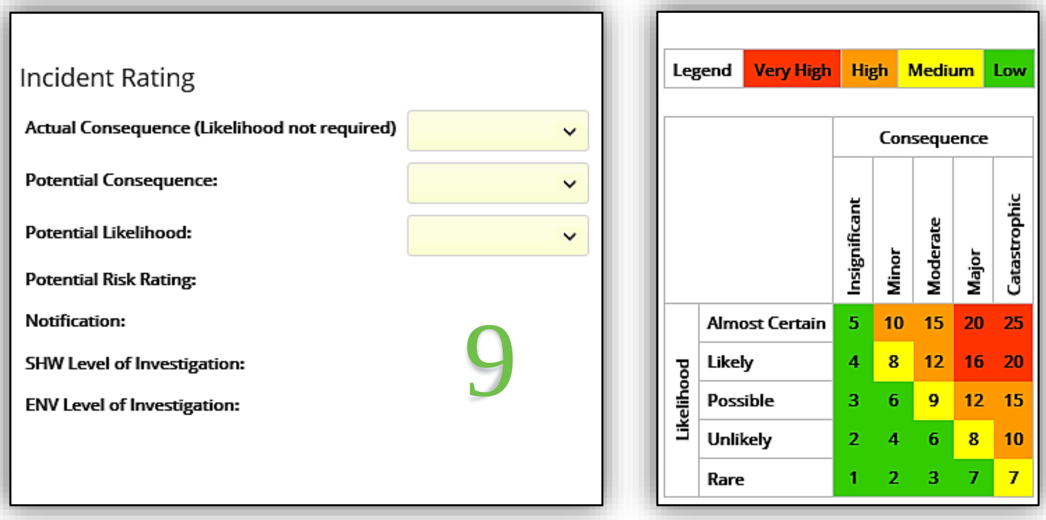


Figure 22 Event Report Risk Rating and Matrix

10. Click the Blue Arrow at the top of the page to Submit the Event.

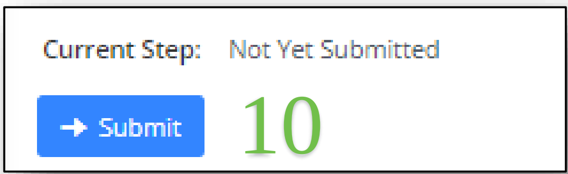


Figure 23 Submit.

8.2 Submitter’s Responsibility

After an Event is Submitted two things happen:

- The Event Tabs appear.
- And Notifications are sent - For all incidents and hazards an email will be sent to the appropriate Main Roads **Moderator(s)** to review the event detail and risk rating.

Moderator	Business, Branch or Regional Managers SHW Safety Business Partners SHW Regional Resources Environmental Officers

Once an Event is submitted it is the **Submitter’s** responsibility to:

1. Add any additional information to the event tabs. Please note not all tabs may be available for editing until the event is assigned back to you by the **Main Roads Moderator.**
2. For an Environmental Incident please only Submit the Incident and complete any additional information.

9 CONTRACTOR EVENT REPORT MANAGER ROLE

Event Report Managers manage the event, collect the required information and enter this information into the relevant event tabs. Then send the event for approval.

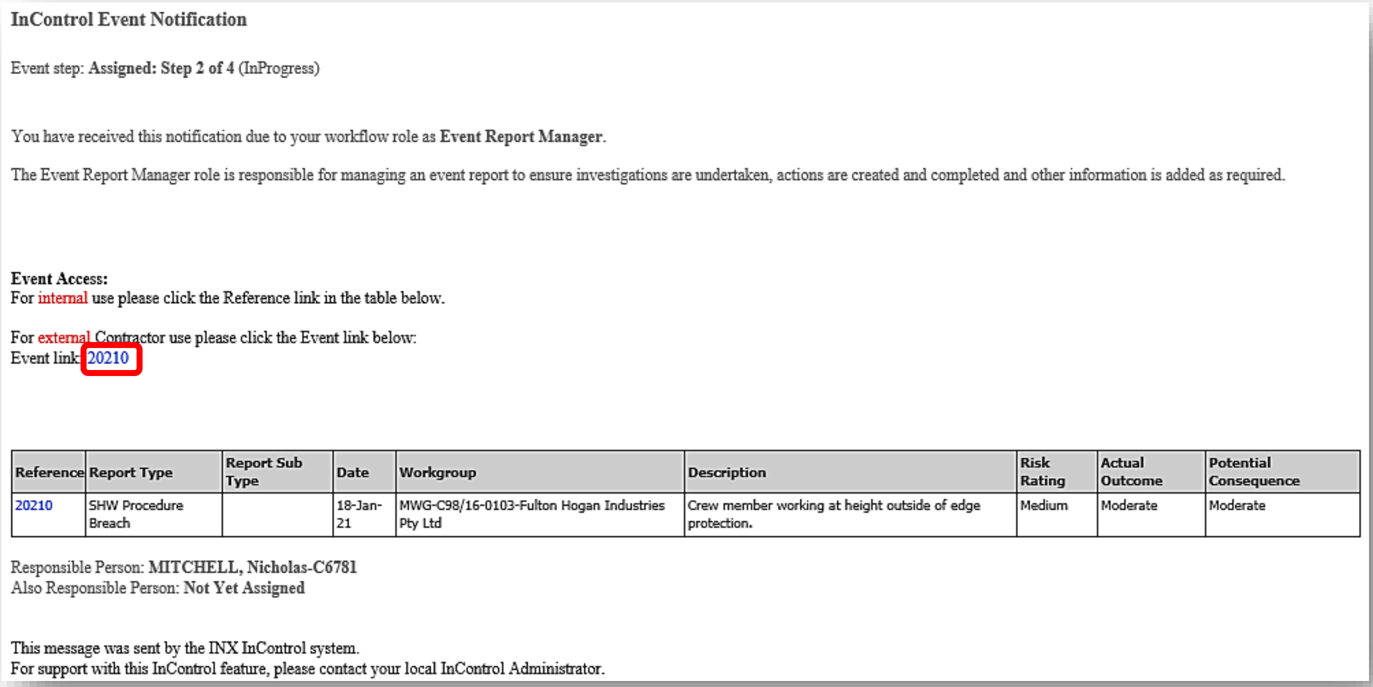
Some of the roles that may find themselves as Event Report Managers are:

- Contractor SHW Resources
- Contractor Supervisor

9.1 Event Report Manager Notifications and Homepage

Once the Incident or hazard has been Assigned by the **Main Roads Moderator** the Event Report Managers will receive an email with a link to the event (Figure 22).

Alternatively clicking on “My Assigned Events” in the In Tray will take you through to all the events that require your attention (Figure 23).



InControl Event Notification

Event step: **Assigned: Step 2 of 4** (InProgress)

You have received this notification due to your workflow role as **Event Report Manager**.

The Event Report Manager role is responsible for managing an event report to ensure investigations are undertaken, actions are created and completed and other information is added as required.

Event Access:
For internal use please click the Reference link in the table below.

For external Contractor use please click the Event link below:
Event link: 20210

Reference	Report Type	Report Sub Type	Date	Workgroup	Description	Risk Rating	Actual Outcome	Potential Consequence
20210	SHW Procedure Breach		18-Jan-21	MWG-C98/16-0103-Fulton Hogan Industries Pty Ltd	Crew member working at height outside of edge protection.	Medium	Moderate	Moderate

Responsible Person: **MITCHELL, Nicholas-C6781**
Also Responsible Person: **Not Yet Assigned**

This message was sent by the INX InControl system.
For support with this InControl feature, please contact your local InControl Administrator.

Figure 24 Event Assigned Email Notification (Contractor link circled).

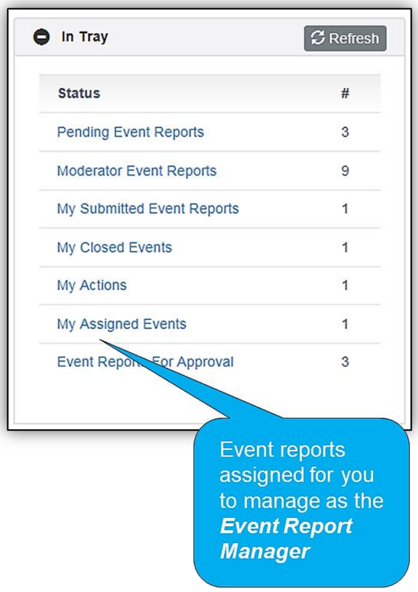


Figure 25 Event Report Manager In Tray.

9.2 Event Assigned

An Event Report Manager:

- Completes the event report, assigns actions and organises the investigation. The final risk assessment will determine the level of investigation.
- Event Report Managers only have access to edit event tabs when an Incident or Hazard has been assigned to them.
- After all the mandatory event tabs are complete the event can be sent for approval or final review by selecting "Send for Approval" from the "Proceed To" dropdown and clicking the blue arrow (Figure 24).

For more information on Event Tabs please see section 10.

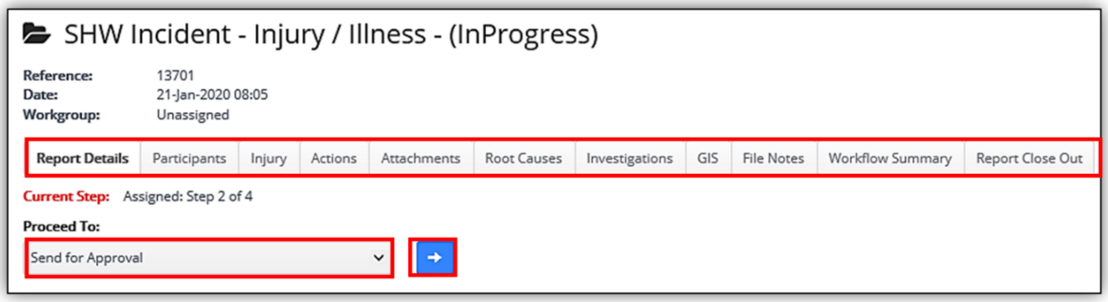


Figure 26 Screenshot of the event tabs and "Proceed To" dropdown.

- The event will not proceed unless all mandatory tabs have been completed (Figure 25).

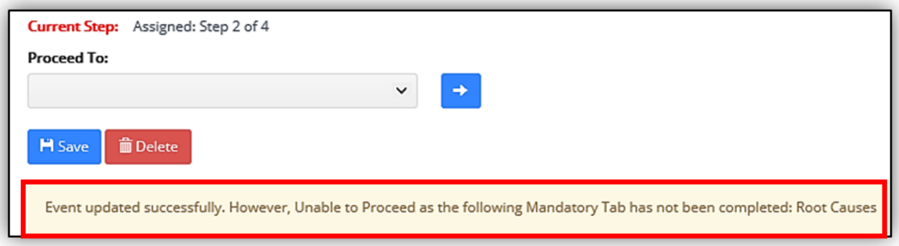


Figure 27 Error message received when not all Mandatory Tabs are complete.

Once the event has been sent for approval the **Main Roads Event Approver(s)** will verify if the report meets all the requirements. At this point the Contractors have completed their part, if further information is required a Main Road Representative will be in contact.

10 EQSAFE MANDATORY AND NON-MANDATORY TABS

This section is a supplement to Specification 203 Safety and Health Management where the use of EQSafe is detailed in the specification. The following matrix identifies the mandatory and non-mandatory fields which must be populated in EQSafe for incident / injury events submitted and managed by the Contractor. The key for using the table below is as follows:

The key for using the table is as follows:

	If the field is blank, the field is not applicable to the event type or sub-type.
YES	If the field is "**YES**" and grey, the field is mandatory for completion.
YES *	If the field is **YES *** and grey, the field is mandatory where the investigation identifies preventative / corrective actions or there is information (i.e. photos, statements) supporting the investigation findings.
IA	If the field is "**IA**" (if available), the information is to be added where available and supportive to the incident investigation process.
IR	Attach investigation report – Mandatory requirement for all ICAM investigations.
MR	The responsibility of Main Roads (Superintendent).

Table 5 Tab completion requirements for event types and subtypes

Event Type	Event Sub-Type	Report Details	Participants	Injury	Actions	Attachments	Items	Vehicles / Plant	Equipment	Forms	Checklist	Fire / Explosion	Root Cause	Investigation	GIS	File Notes	Event Configuration	Report Close Out
SHW Incident – Damage / Loss	Fixed Plant	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
	Property / Buildings	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
	Road Assets	YES	IA		YES *	YES * IR			YES				YES	YES	IA	IA		MR
	Third Party Assets	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
	Vehicles & Mobile Plant	YES	IA		YES *	YES * IR			YES			IA	YES	YES	IA	IA		MR
SHW Incident - Health	Asbestos	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Biological	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Noise	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Particulate, Gas or Vapour	YES	IA	YES	YES *	YES * IR						IA	YES	YES	IA	IA		MR
	Psychological	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Radiation	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Thermal Stress	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR

Event Type	Event Sub-Type	Report Details	Participants	Injury	Actions	Attachments	Items	Vehicles / Plant	Equipment	Forms	Checklist	Fire / Explosion	Root Cause	Investigation	GIS	File Notes	Event Configuration	Report Close Out
SHW Incident - Injury or Illness	Work Related	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
	Non Work Related	YES	IA	YES	YES *	YES * IR							YES	YES	IA	IA		MR
SHW Incident – Near Miss	Damage / Loss	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
	Injury	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
SHW Incident - Security	Theft or Vandalism	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
	Unauthorised Entry	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
SHW Incident - Procedure Breach		YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR
	Alcohol or other Drugs	YES	IA		YES *	YES * IR							YES	YES	IA	IA		MR

Table 6 SHW event type and subtype tab completion requirements.

Event Type	Event Sub-Type	Report Detail	Participants	Actions	Attachments	Environment	Root Cause	Investigation	File Notes	Email Log	GIS	Related Events	Workflow Summary	Report Close Out
Environmental – Environmental Incident	**Any**	YES	IA	IA	IA	YES	YES	IA	IA		IA	IA	YES	YES

Table 7 Environmental event type and subtype tab completion requirements

Important Note: For each event type the person's name must not be mentioned in the event description or the event detailed description. The language that should be used is injured person or involved person, of which both can use the acronym (IP).

10.1 Participants Tab

The participants tab is used to add in people who were involved or a witness in an event. The names of the “reported by” and “reported to” are automatically added to the participants tab. If prohibited by legal requirements or there is a risk to the safety or human rights of the affected or involved persons, the name of all involved persons associated with the incident must be recorded. This includes but not limited to the incident reporter, uninjured involved persons, complainant, eye witness, injured / ill person, first aider, implicated person and external agency.

The steps for adding participants are as follows:

1. Click on the + sign to add a new participant (Figure 28).
2. Complete all the yellow mandatory fields.
3. Click on the green tick to save the new participant (all Figure 29).

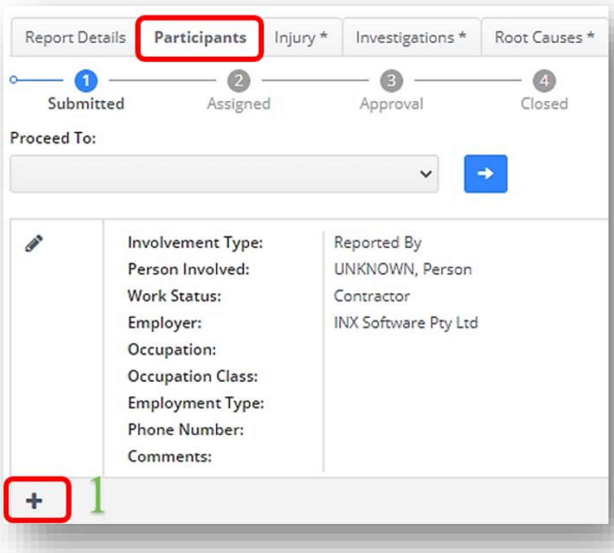


Figure 28 Screenshot of the Participants tab.

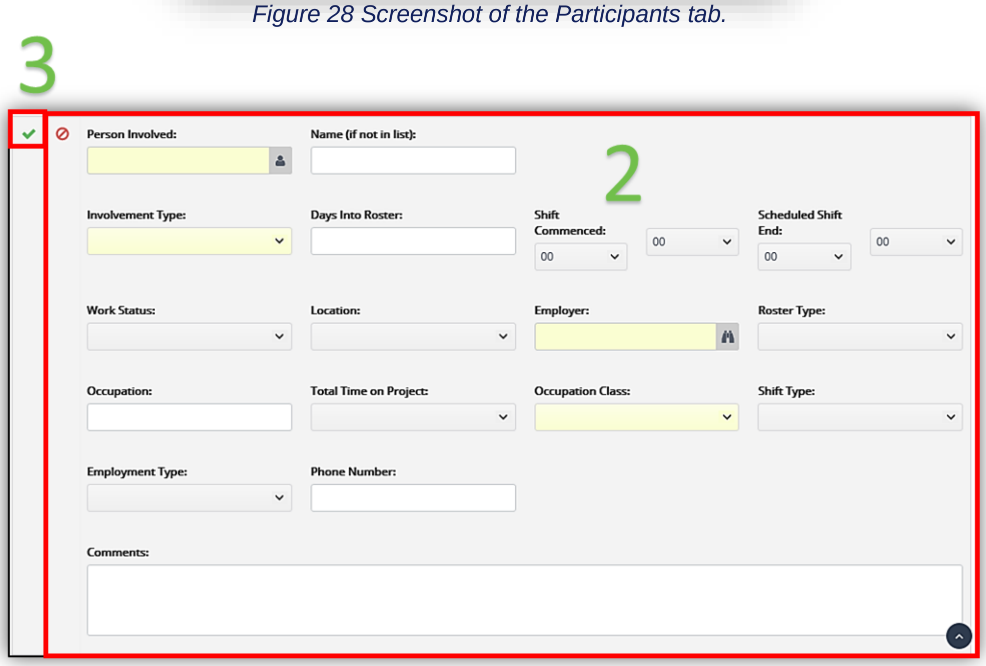


Figure 29 Screenshot of how to add in a new participant.

10.2 Actions Tab

The Actions Tab holds a record of the action and also provides a comment box for the assigned person to detail the corrective action that was put in place for the assigned action.

This provides documented evidence that the corrective action was implemented to prevent reoccurrence.

To Add an Action:

1. Select the Actions tab and then click on New Action (Figure 30).
2. Complete required fields – Agreed Action, the responsible person and the due date. Then Save and Close Action (Figure 31).

Action added to Event Report, Email will be sent to the responsible person (Figure 32).

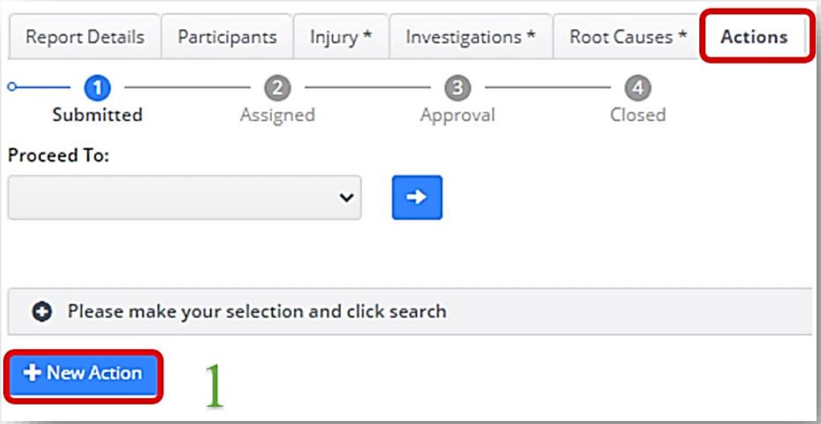


Figure 30 How to add a new action.

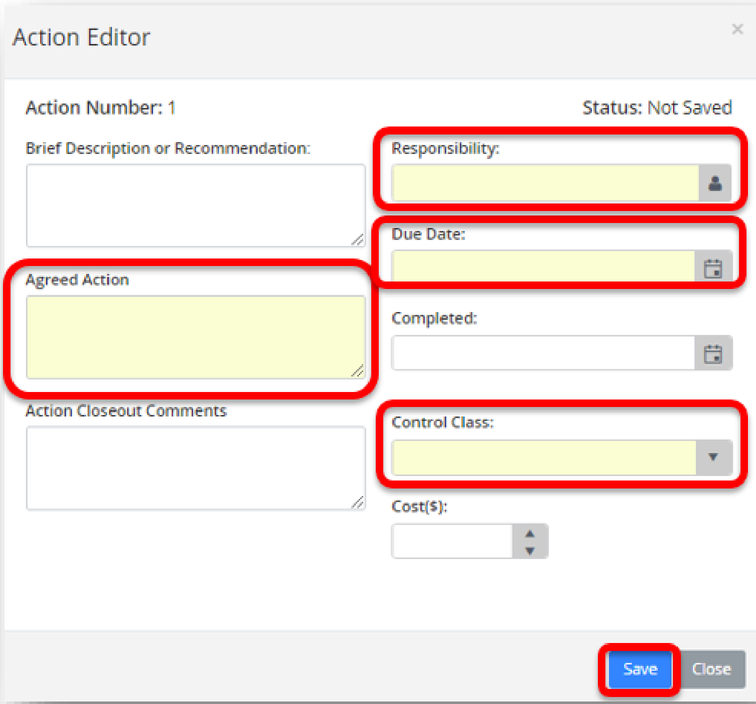
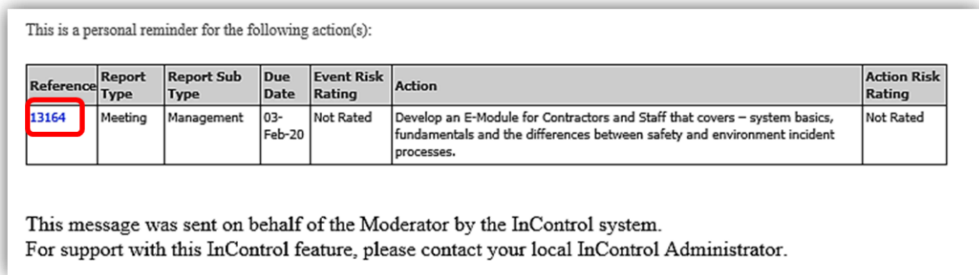


Figure 31 How to complete and save the mandatory fields.

10.2.1 Complete an Action

The Action can be viewed and complete by either clicking on the reference link in the Email (Figure 32) or following the link "My Actions" in your In Tray (Figure).
Please note the Contractor Link will be above the table in the email.



This is a personal reminder for the following action(s):

Reference	Report Type	Report Sub Type	Due Date	Event Risk Rating	Action	Action Risk Rating
13164	Meeting	Management	03-Feb-20	Not Rated	Develop an E-Module for Contractors and Staff that covers – system basics, fundamentals and the differences between safety and environment incident processes.	Not Rated

This message was sent on behalf of the Moderator by the InControl system.
For support with this InControl feature, please contact your local InControl Administrator.

Figure 32 Email sent to the Actionee.

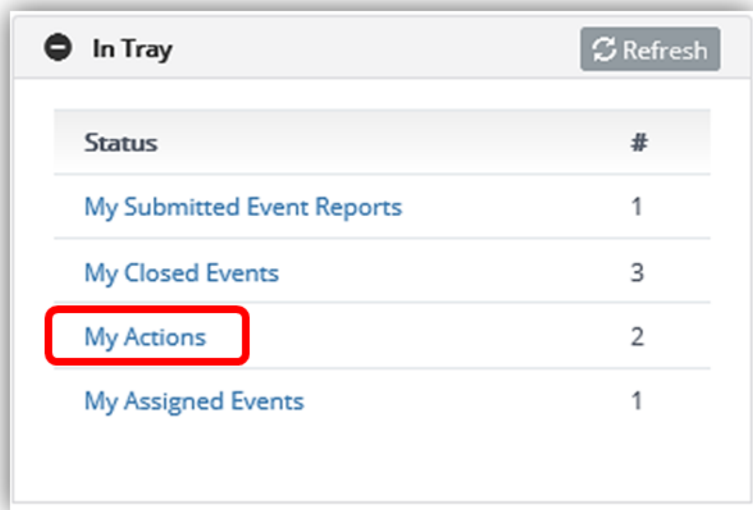


Figure 33 The "My Actions" link in the In Tray.

Once inside the Actions tab:

1. Click the  icon to open the action (Figure 34).
2. Complete a comment.
3. Populate the completion date.

4. Save (all Figure 35).

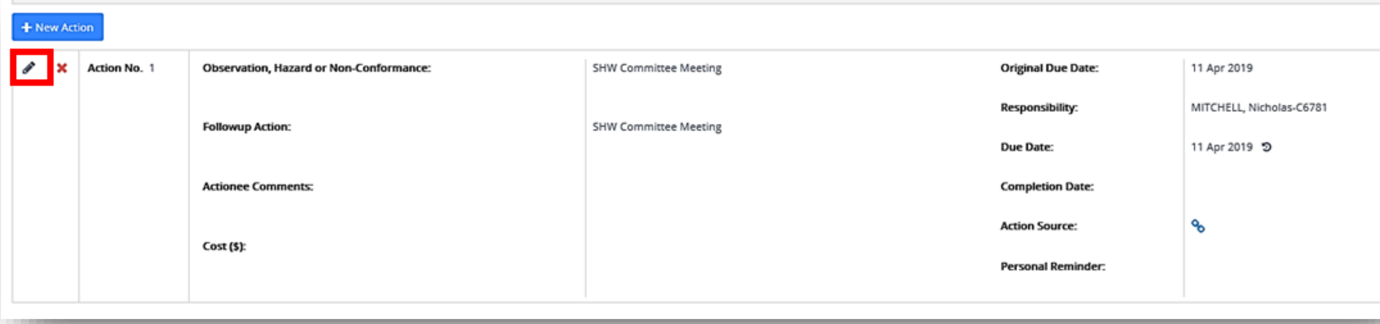


Figure 34 How to access an action.

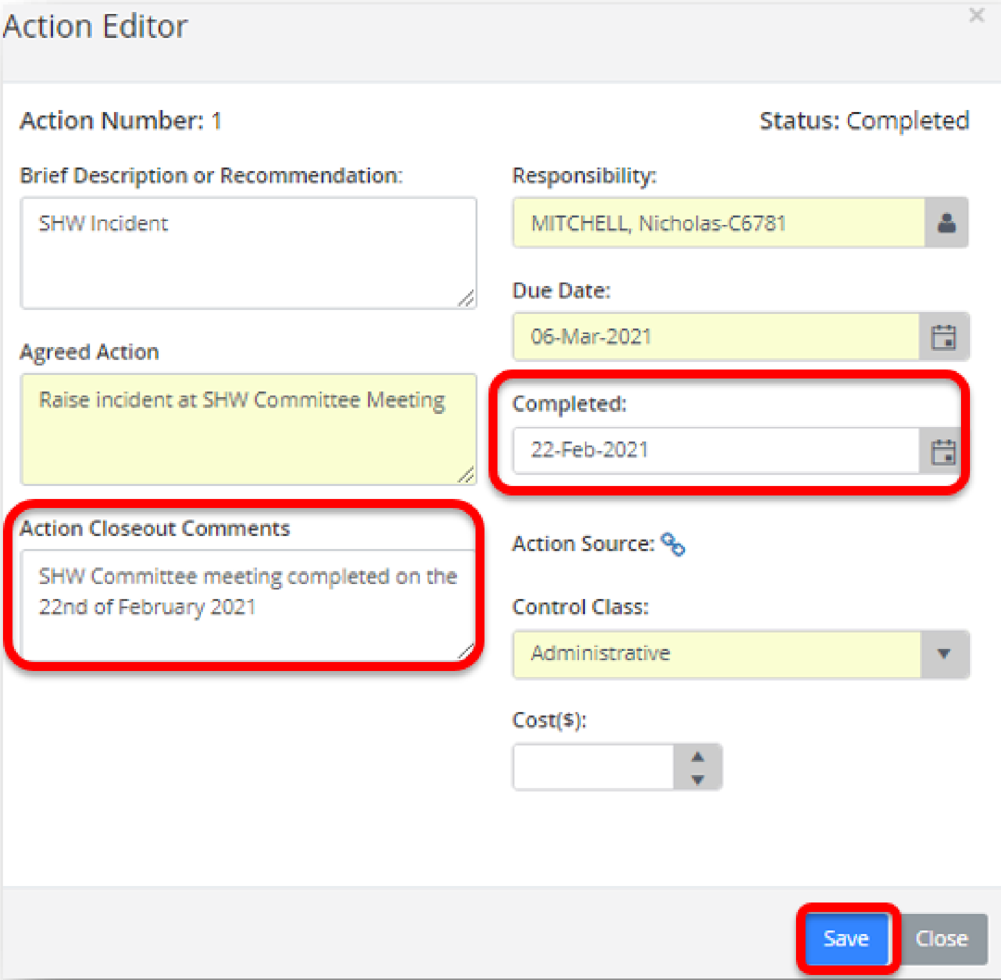


Figure 35 How to edit and complete an action.

10.3 Attachments Tab

The Attachments tab is used to attach various types of files or link a web page to an event report which can be used as a reference. Some of the main types of files which can be attached may include, but not limited to the following;

- Trim documents (attachment of URL) & web page links
- Witness statements, evidence & sketches
- Investigation reports & client reports
- Incident, audit or inspection photographs

To attach a document (Figure 36):

1. Add a Description.
2. Select your file to Upload.
3. Click Upload.

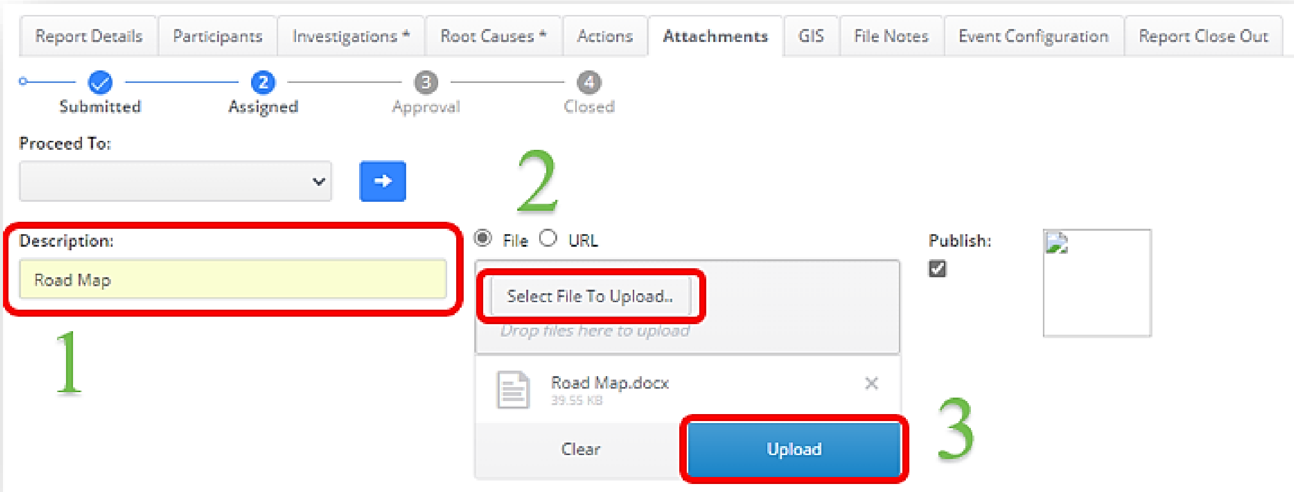


Figure 36 How to upload a document in the Attachments tab.

To Attach a URL (*Figure 37*):

1. Click on URL
2. Enter a Description.

3. Add a URL and then click +Add.

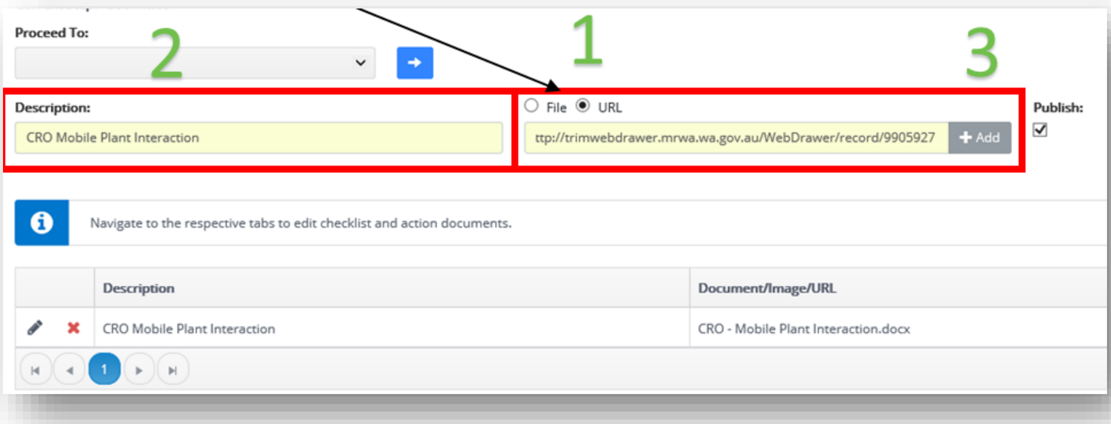


Figure 37 How to attach a URL.

Documents that have been uploaded successfully can be viewed, edited and deleted (*Figure 38*).

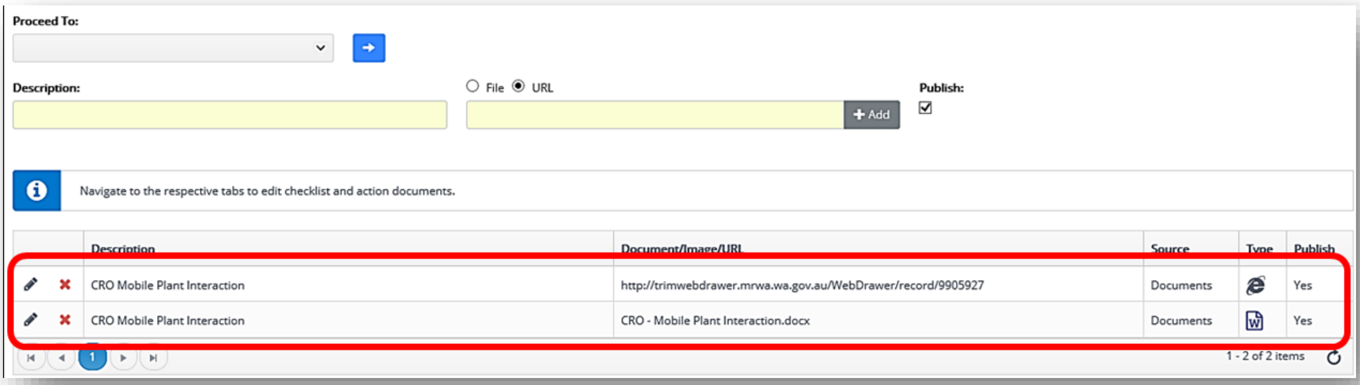


Figure 38 Screenshot of successfully uploaded documents.

10.4 Injury Tab

All injury and illness information is captured in the injury tab of an event report.

1. Click on the icon  to add an injured /ill person (Figure 39)

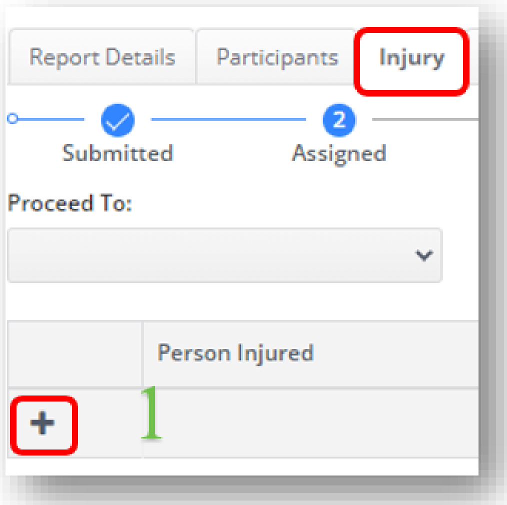


Figure 39 How to add an injured person.

2. Complete all the yellow mandatory fields (Figure 40):
   a. The Person Injured. **Note:** If the person is not identified as being in the system, select UNKNOWN, Person.
   b. The injured persons Employer.
   c. The Persons Work Status. Only Direct Employees (E Numbers) are allocated as staff. For all other persons please select Contractor.
   d. Occupation Class
   e. Injury Type, Nature, Mechanism, Agency and Body Part.

3. Once all the mandatory fields are completed click on green tick to save (Figure 40).

Figure 40 The required fields when adding an injured person.

10.5 Environmental Impacts Tab

The Environment tab is used to record the environmental impact resulting from the environmental incident event. This tab is mandatory for environmental incidents.

To add information:

a. Click on the icon (Figure 41).

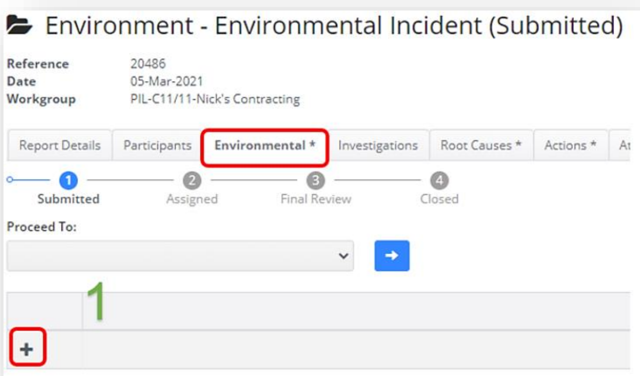


Figure 41 How to add the environmental impact.

b. Complete all mandatory fields in yellow (Figure 42):
   i. Incident Type,
   ii. Non Compliance type,
   iii. Non-Compliance subtype,
   iv. whether the impact is Reportable to Regulatory Body,
   v. estimated Area Cleared without Approval,
   vi. estimated Volume Released,
   vii. estimated Volume Recovered,
   viii. whether the Department of Fire and Emergency Services (DFES) has control of the Site.
   ix. The user must select N/A from the dropdown if information is relevant or not applicable.
   x. Other fields that are available under this tab are non-mandatory.

c. Click the Green tick to Save (Figure 42).

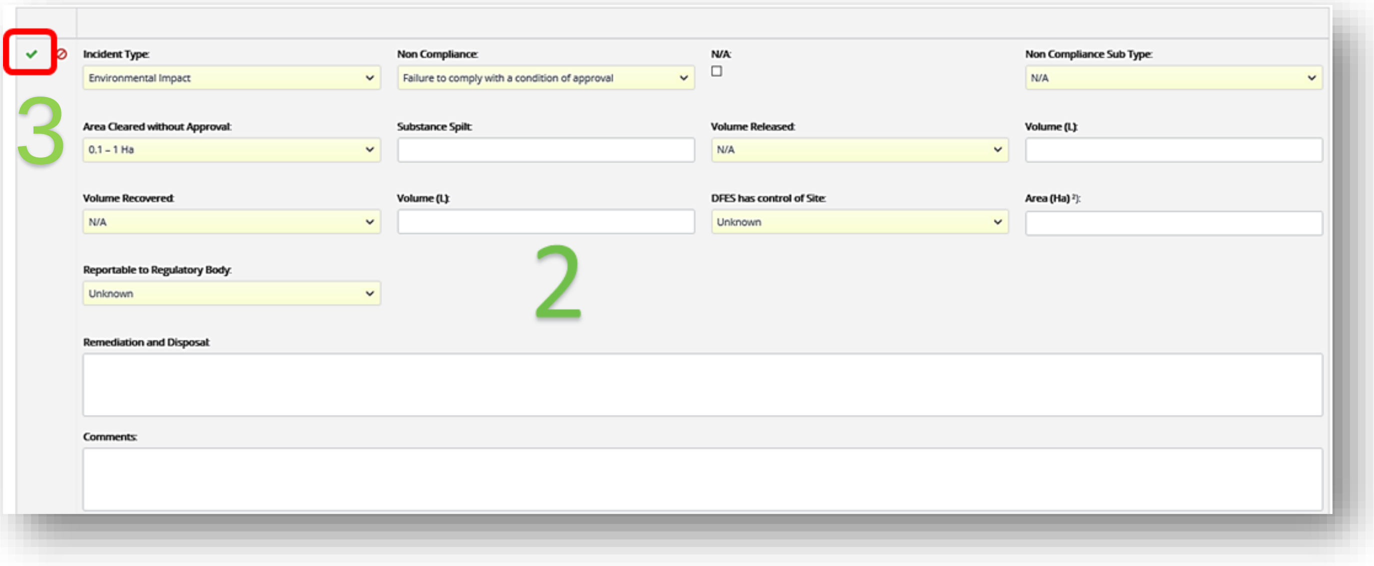


Figure 42 How to add information into the Environmental tab.

a. Types of Occurrence Classification System (TOOCS)

The types of occurrence classification screen (TOOCS) is used to identify the agency code, bodily location of the injury, the mechanism of injury and the nature of injury.

Steps for entering the root cause analysis;

2) In the TOOCS tab click on one of the 4 event keywords (all require completion where applicable) (Figure 43).
3) Expand the applicable field for the information on the injured / ill person (Figure 44).
4) Select the most appropriate field (Figure 45).
5) Once all fields are completed click on the save button (Figure 46).

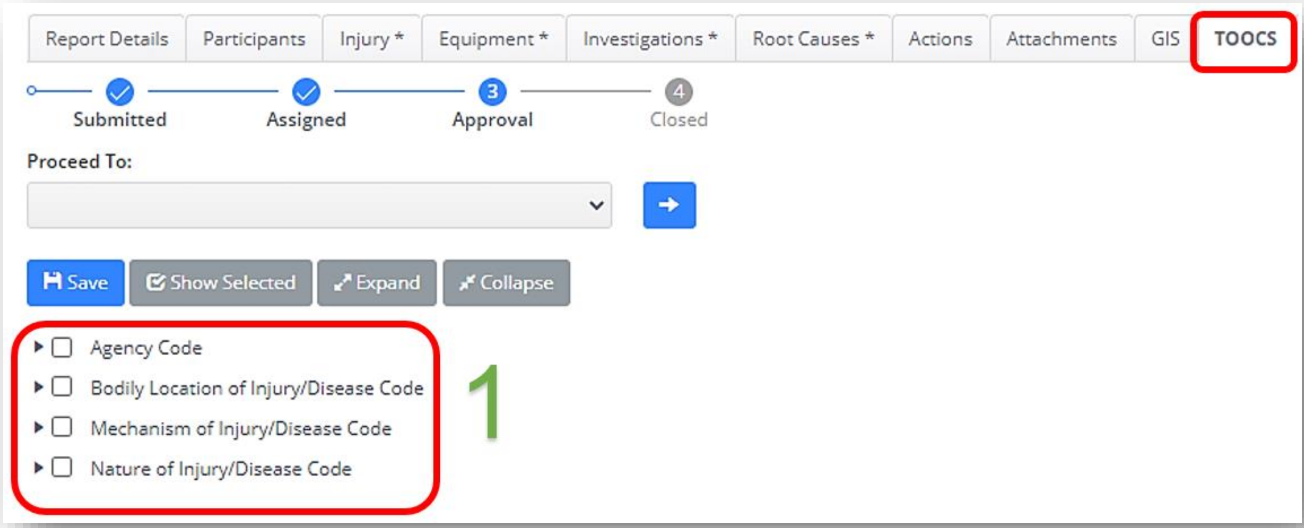


Figure 43 The selections in the TOOCS tab.

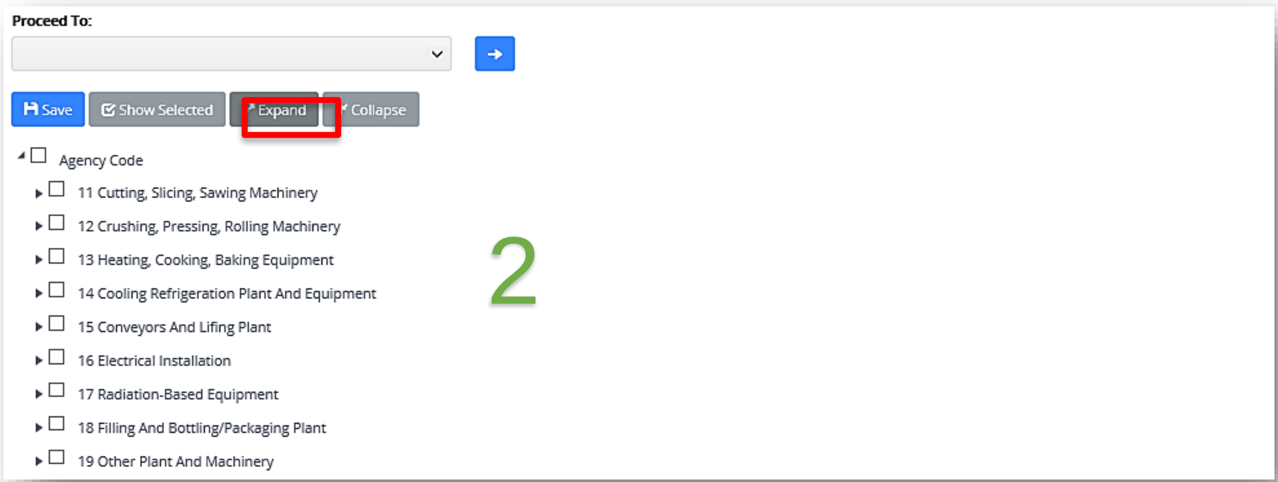


Figure 44 How to expand the options.

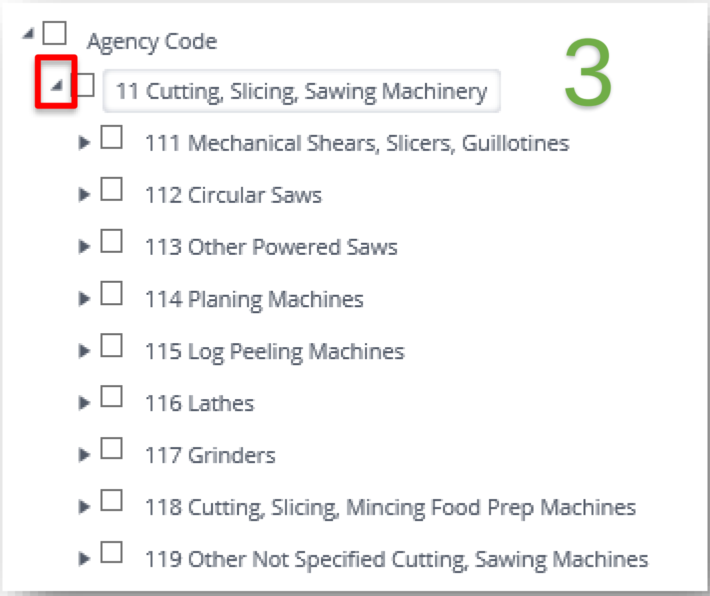


Figure 45 How to expand the options even further.

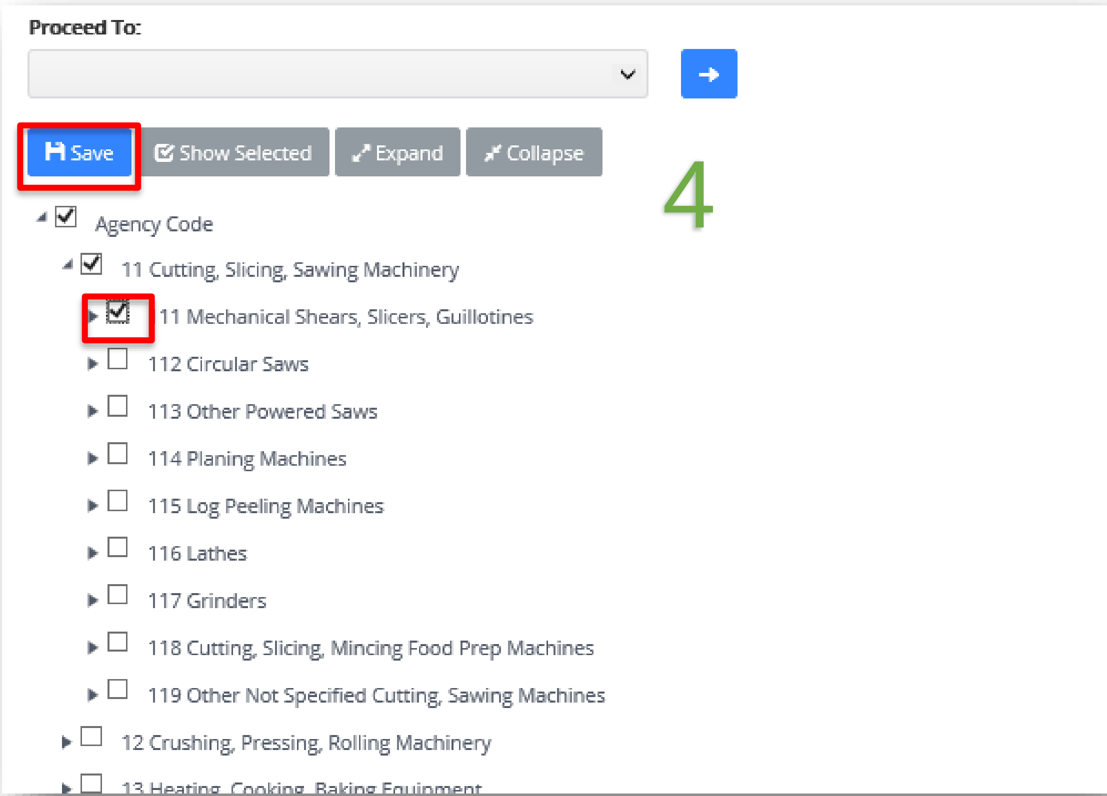


Figure 46 How to select and save a field.

10.6 Checklist

The Checklist tab allows Main Roads to store electronic checklists; and configure checklists to relevant event types.

When entering an event as an IMS - Depot inspection event the Checklist tab is mandatory. The Main Roads approved Depot Inspection Checklist will automatically appear under the Checklist tab in an electronic format.

The user must then complete this checklist by (Figure 47):

1. Reading the question and clicking on the appropriate response.
2. Add a comment if applicable.
3. Once all questions are complete click Save.

Note: if you would like to link a question to an action or an attachment click on the appropriate icon next to the comment box.

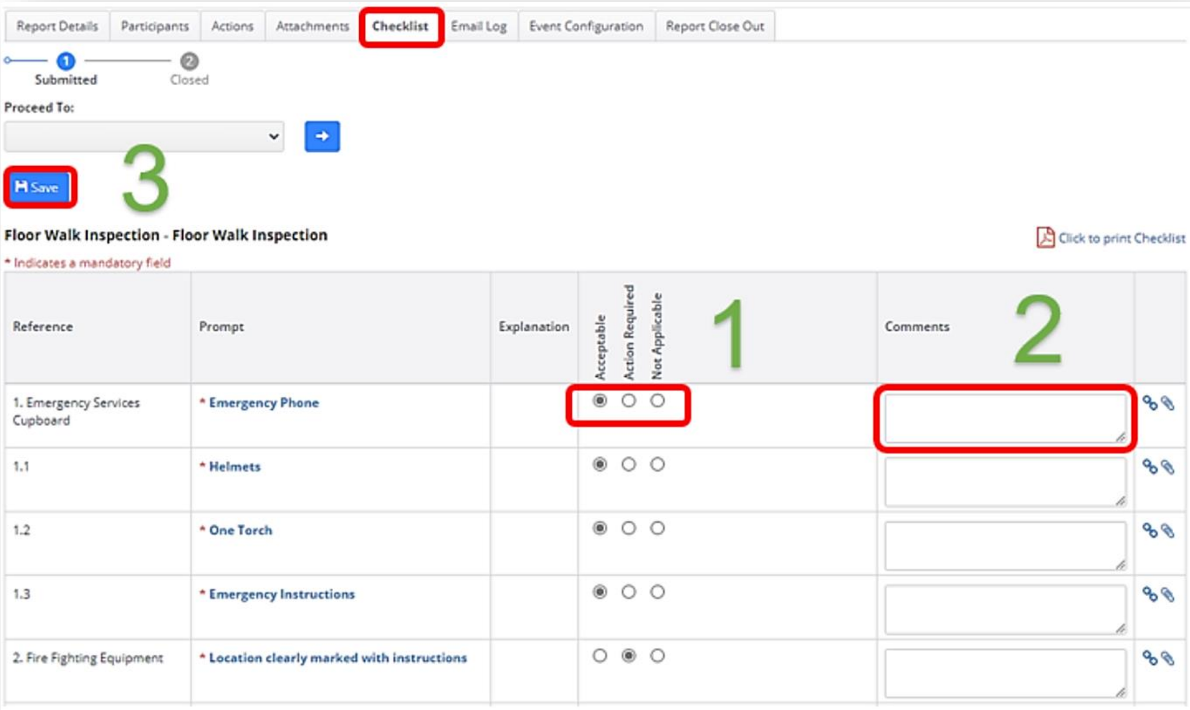


Figure 47 How to complete a Checklist in EQSafe.

10.7 Root Causes Tab

The root cause analysis tab is used to record the factors that contributed towards the event. An event can be analysed and generally has multiple root causes. The root cause tab is completed by the person who conducted the investigation or the Event Report Manager. The root cause tree is based on the ICAM model. The ICAM model is based on four types of cause;

1: Absent or Failed Defences
2: Individual or Team Actions
3: Task / Environmental Conditions
4: Organisational Factors.

In addition, the following Main Roads root causes are also available

5. (EMS) Environmental Management System

The user may select multiple causes and/or sub-causes under each of the above root cause categories.

The user is also able to link the cause to an action in the event report.

To Add a Root Cause:

1. Click on the Root Causes Tab.
2. Expand each heading and select the value that best matches the Root Cause. To Expand click the Expand box or click the arrows on each section (Figure 49).
3. Select the Pencil icon (Figure 48).
4. Tick the box, select the type “immediate” or “underlying” and add a comment.
5. Click the Green Tick to Save (Figure 50).

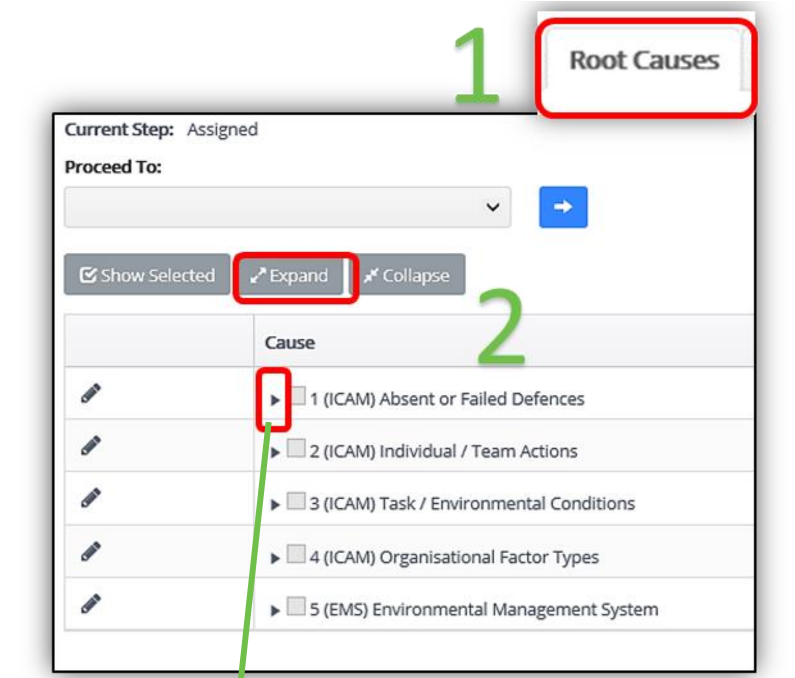


Figure 49 How to expand the root cause options.

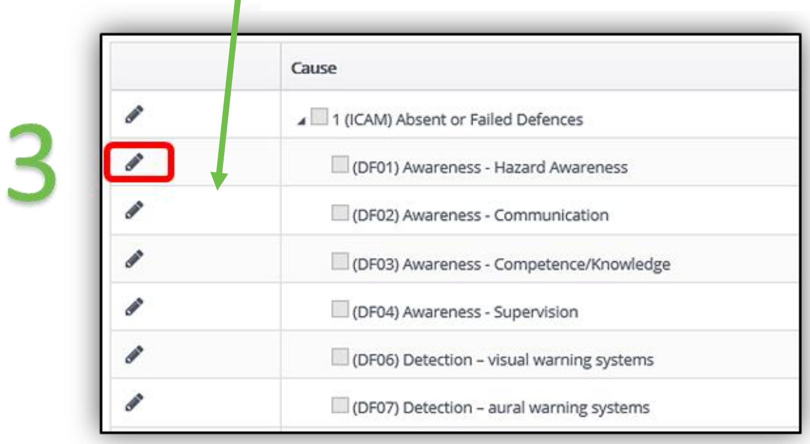


Figure 48 How to select a root cause.

Figure 50 How to complete and save a root cause selection.

10.8 Investigations Tab

The investigations tab is used to record the findings of an investigation. All incidents must be investigated to identify the root causes of an incident and to identify actions in preventing a reoccurrence. Apportioning blame for the incident should never be the aim of an investigation as this may prevent investigators from identifying the other factors that contributed to the incident. The investigation methodology will be determined by the actual and potential outcome of the event which is detailed in the Main Roads WA Incident Investigation Work Practice for incidents involving Main Roads WA personnel.

The investigation methodologies for contractors may vary dependent on the contractual obligations. The investigation methodology, shall be completed dependant on the contractual obligations then transferred into the investigation tab.

The process for entering investigation information is as follows (Figure 51):

1) In the investigations tab assign the team leader which is a mandatory field. The Investigation Managers name can be manually entered (if name not in list).
2) Add in the sequence of events, findings and key learnings.
3) Click “Save” to record the investigation information.

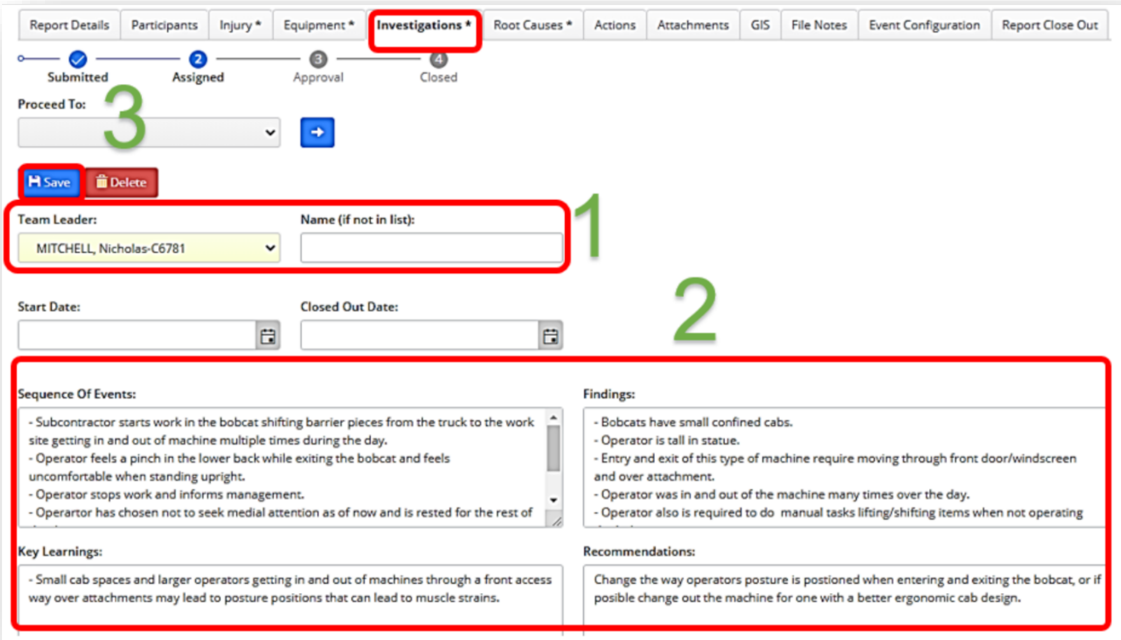


Figure 51 How to enter and save the investigation information.

10.9 Equipment

The Equipment and Plant tab is used to record all details of damage to equipment or plant for SHW Damage or Loss events. For all of these events the recording of this information is mandatory and accurate information must be recorded for insurance and accounting purposes. All fields are mandatory in the equipment field.

The process for entering equipment is as follows;

1) In the equipment tab click on the icon “Add Equipment” (Figure 52).
2) This will bring up the add equipment field. Select the most appropriate equipment class and then item from the dropdowns (Figure 53).
3) Selecting the Damage Occurred box Damage Occurred: ☑ will convert the Damage Agency, Location, Mechanism and Nature fields to mandatory (Figure 53).
4) Once all the yellow fields are complete click “save” (Figure 53).

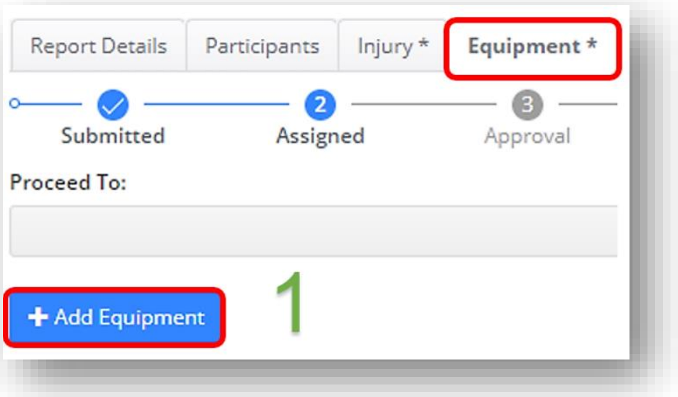


Figure 52 How to add equipment.

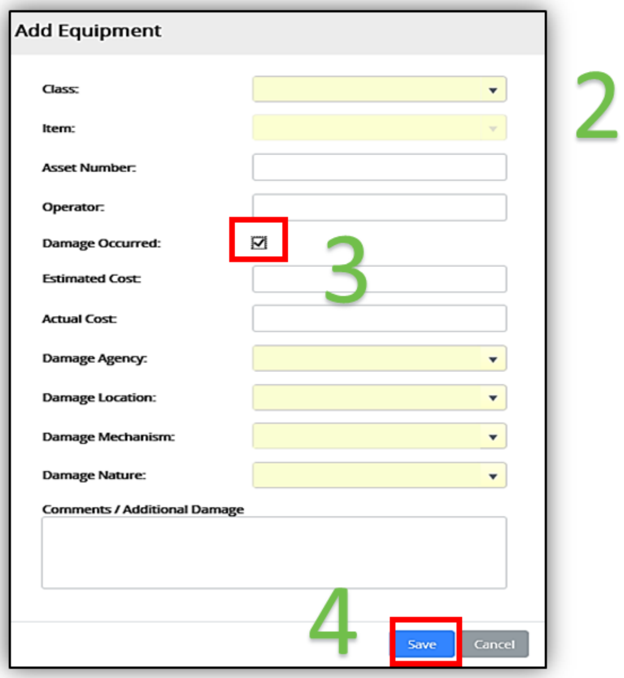


Figure 53 How to add and save equipment.

10.10 Fire / Explosion

The Fire / Explosion tab is used to record the details of a fire or explosion which occurs. The fire / explosion is a mandatory field for all SHW Incident – damage / loss events.

The steps for completing fire / explosion tab is as follows (Figure 54):

1. Complete all of the mandatory fields (yellow highlights).
2. Complete all of the non-mandatory fields that are applicable to the event.
3. Click on "Save" to record the information into the event report .

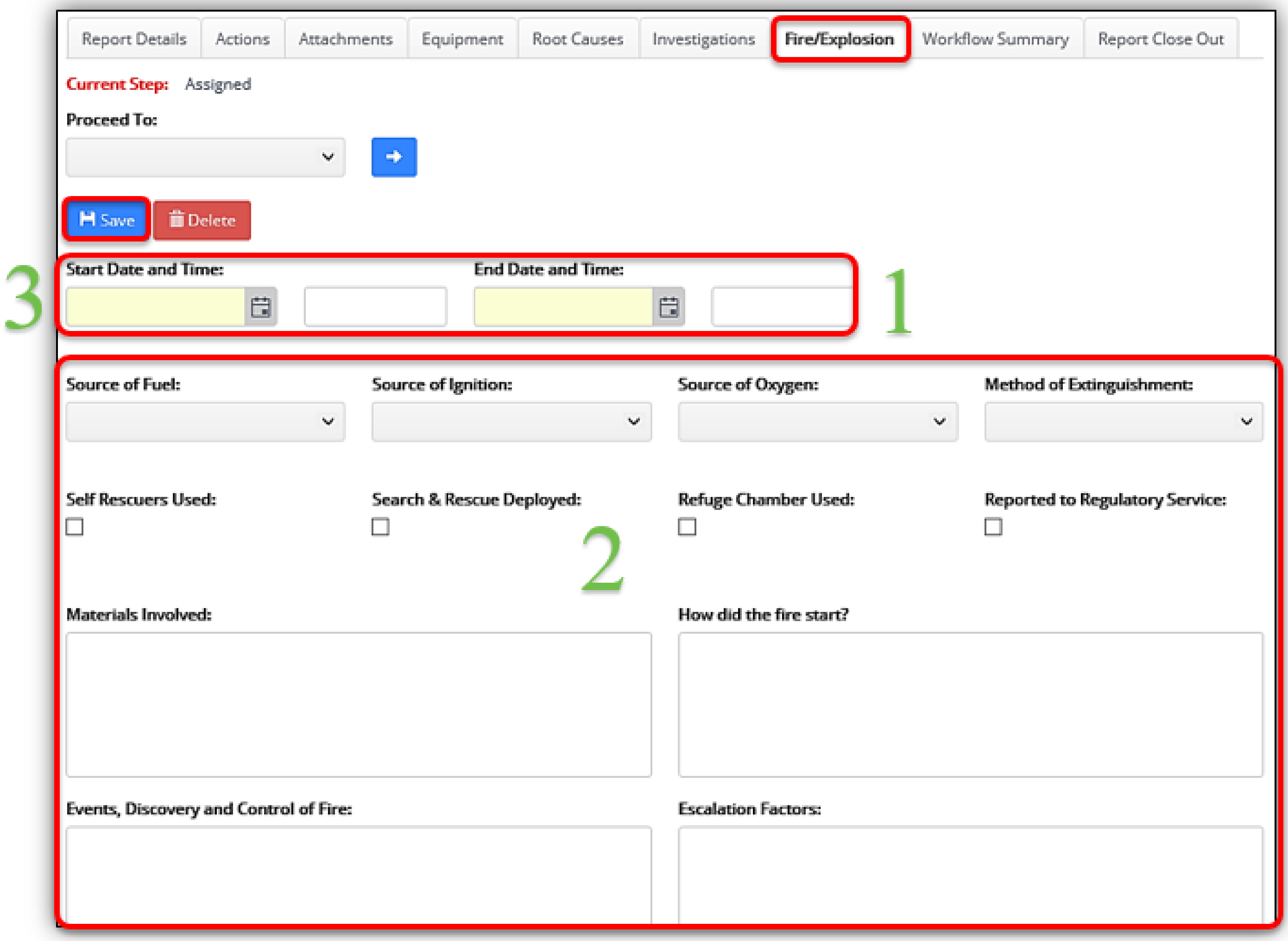


Figure 54 How to enter information in the fire / explosion tab.

10.11 Motor Vehicles / Mobile Plant

The motor vehicle / mobile plant tab is used to record information of road condition where a business interruption or delay occurred. The motor vehicle / mobile plant tab is non-mandatory however provides useful information which can be reported.

The process for entering the information is as follows (Figure 55):

1) Complete the mandatory and applicable non-mandatory fields.
2) Click on “save” as a record of the information.

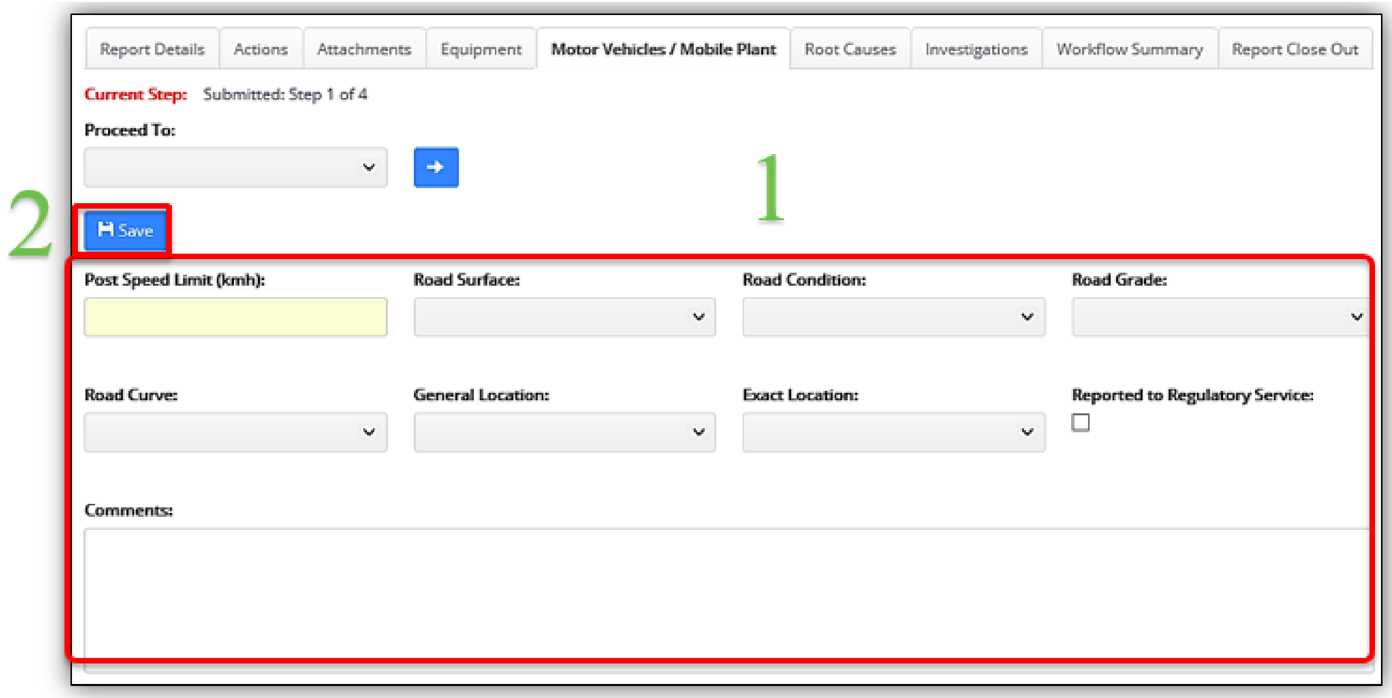


Figure 55 How to enter information into the Motor Vehicles / Mobile Plant tab.

10.12 Weather

Adding in the weather is a non-mandatory field however for event such as SHW Incident Health – Thermal Stress the addition of the weather conditions is useful information as it may be a contributing factor in the event. Not all fields will be relevant in the weather tab so the irrelevant fields can be left blank.

The process for entering the weather is as follows(Figure 56):

1) Complete the following fields; atmospheric conditions, temperature, humidity, lighting, visibility and the time of day.
2) Once the fields are completed click “save” to save the information.

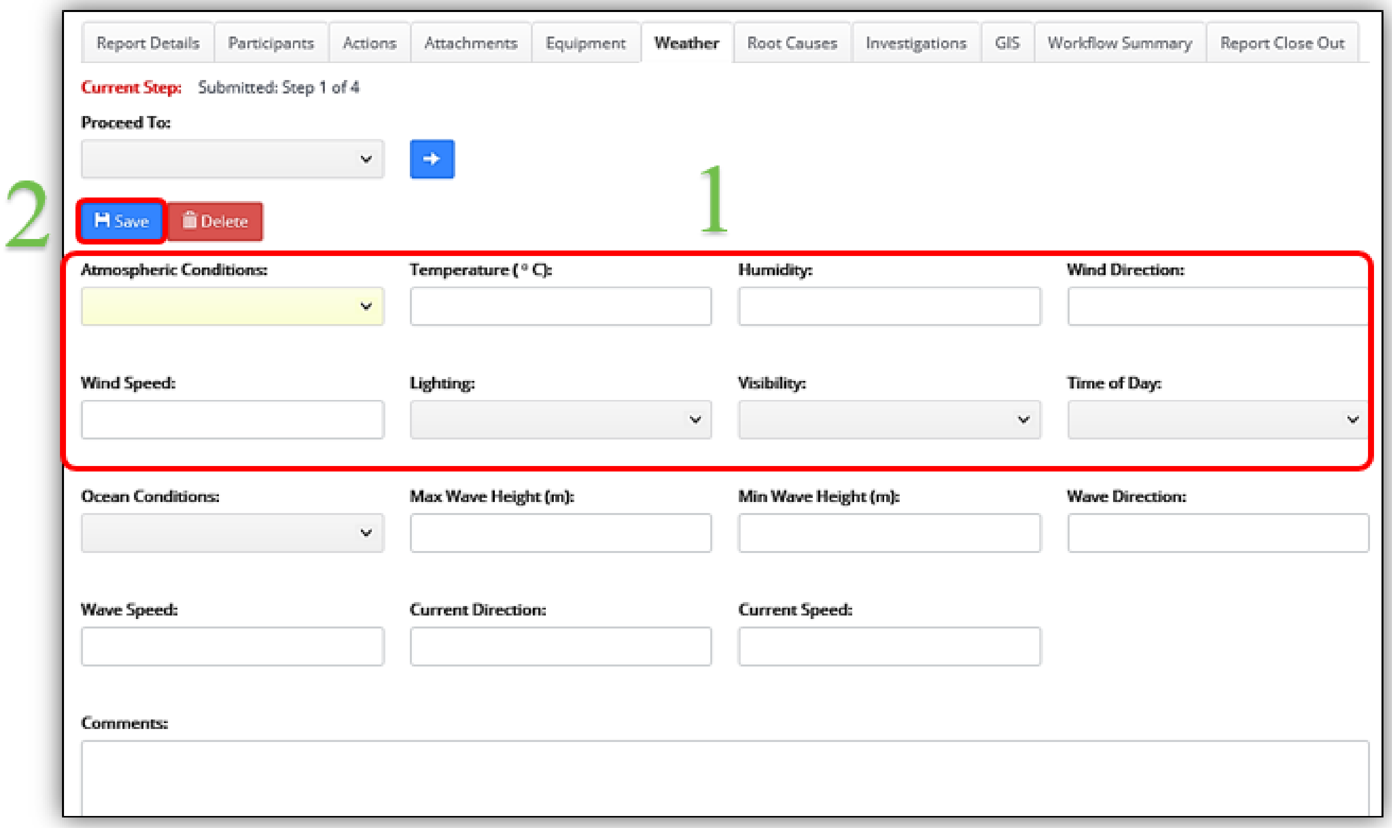


Figure 56 How to complete and save information in the Weather tab.

10.13 Forms

The forms tab allows users to populate templates which are set up within the EQSafe system. The forms will be added to the EQSafe system by the EQSafe Administrators which have pre-determined fields.

The process for entering the information is as follows:

1) In the forms tab click on “Add PDF Form” (Figure 57).
2) Select the applicable PDF template for the task, then add in form name (Figure 58Figure 59).
3) Complete the form and click on “save” as a record of the information (Figure 59).

Note: Deficiencies identified in the template forms can have actions assigned to them to implement corrective actions.

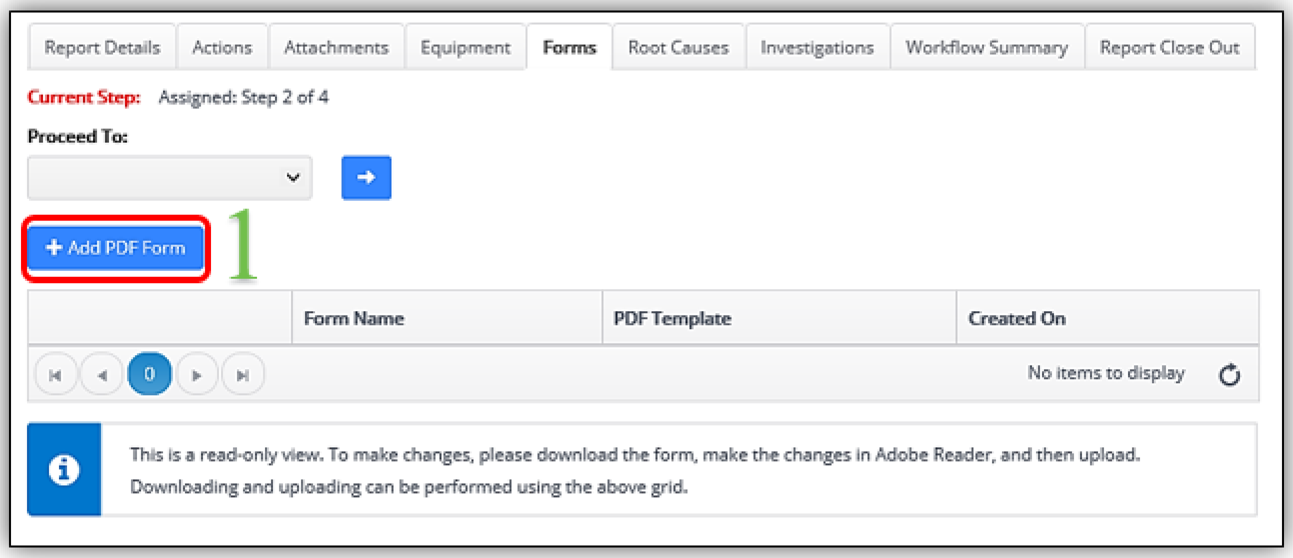


Figure 57 How to add a new from.

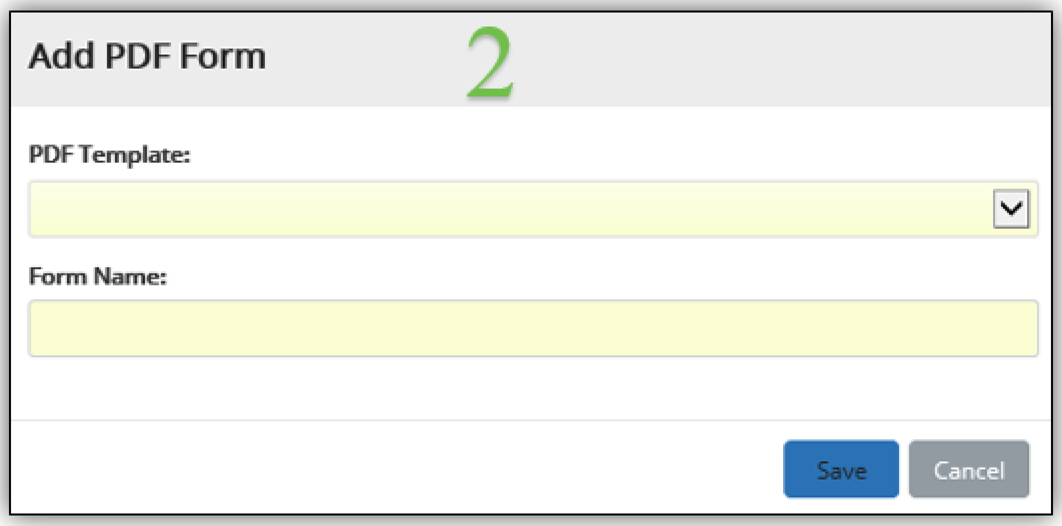


Figure 58 Selecting a form.

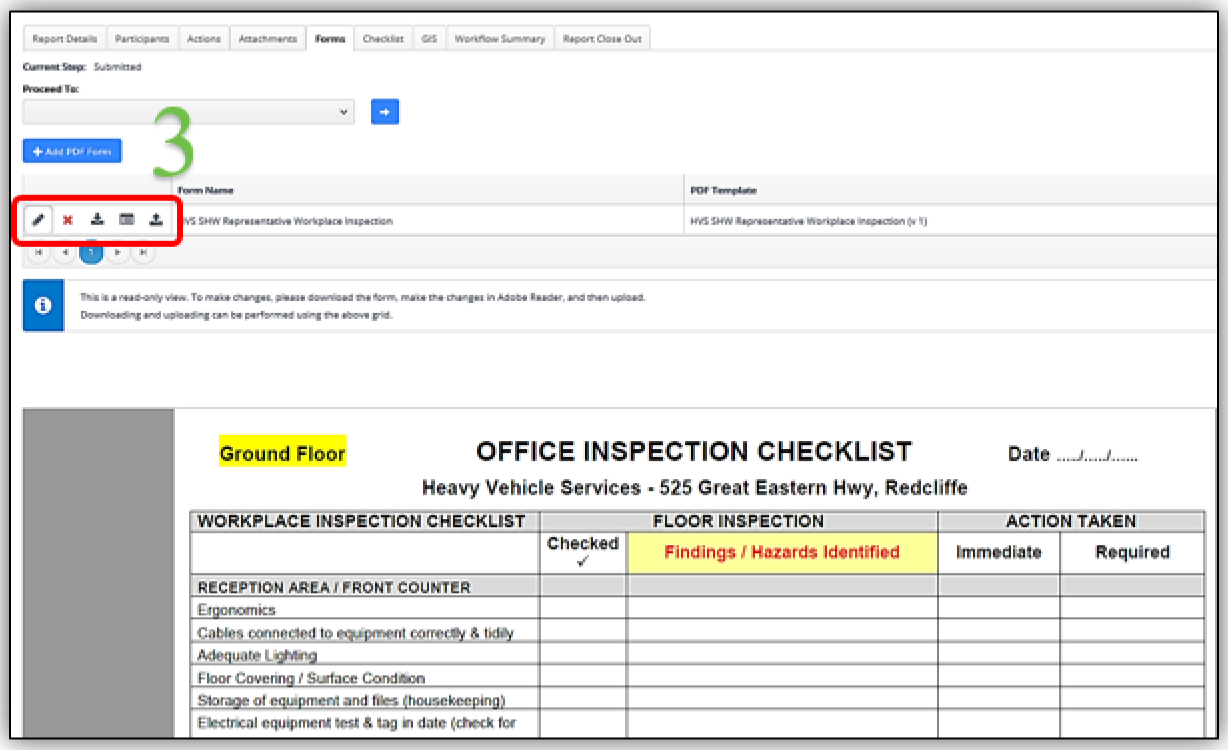


Figure 59 How to add, edit and save a PDF form.

10.14 File Notes

Adding file notes is a non-mandatory tab however is useful for adding in important information applicable to the causation of an event. File notes can be added from conversations had with external companies and is useful as a mechanism for recording information applicable to the event.

The process for entering file notes is as follows:

1) Select the ➕ icon to add in notes (Figure 60).
2) Complete at a minimum the mandatory fields and add in the information to the comments box.
3) Save the comments by clicking on the green tick box (all Figure 61).

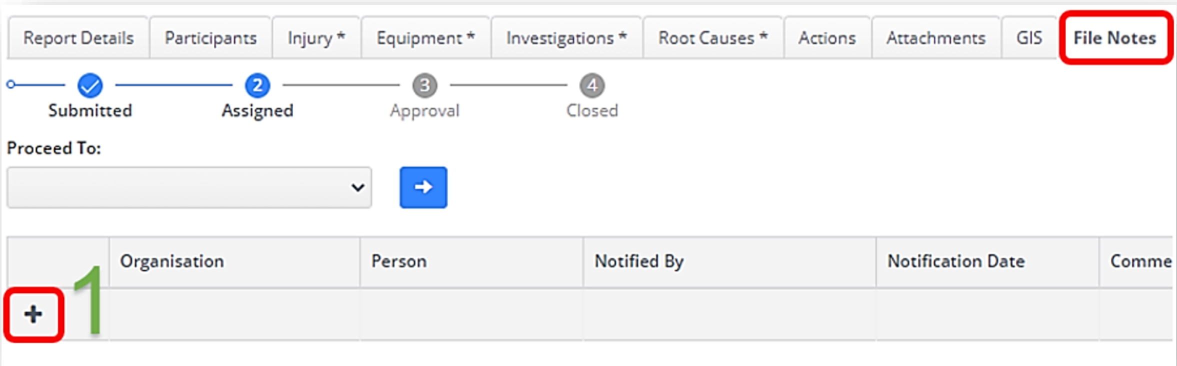


Figure 60 How to add new notes.

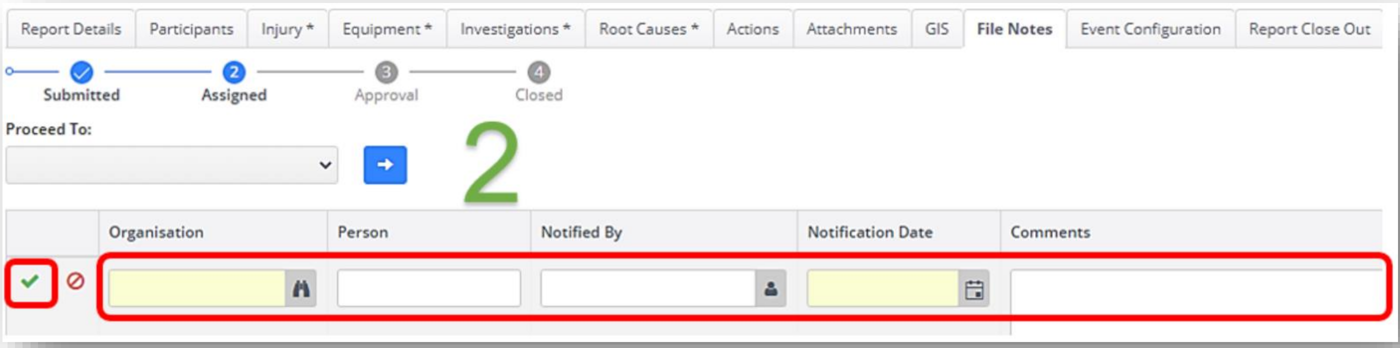


Figure 61 How to add and save information into the File Notes tab.

10.15 GIS (Global Satellite)

The GIS location is used to pinpoint where an event occurred and includes the single line kilometre (SLK) information. The SLK information is useful as it may be a contributing factor of an event. The SLK information can be inserted in the front entry screen for an event or the GIS location tab can be used once the event has been saved.

The process for entering the GIS location is as follows (Figure 62):

1) Use the mouse to increase or decrease the view if the GIS screen to pinpoint the exact location of the event. If the information is incorrect the data can be cleared or reset.
2) Click on the map to mark the location. If the information is incorrect the data can be cleared or reset.
3) Once the correct location has been identified click on “save data”.

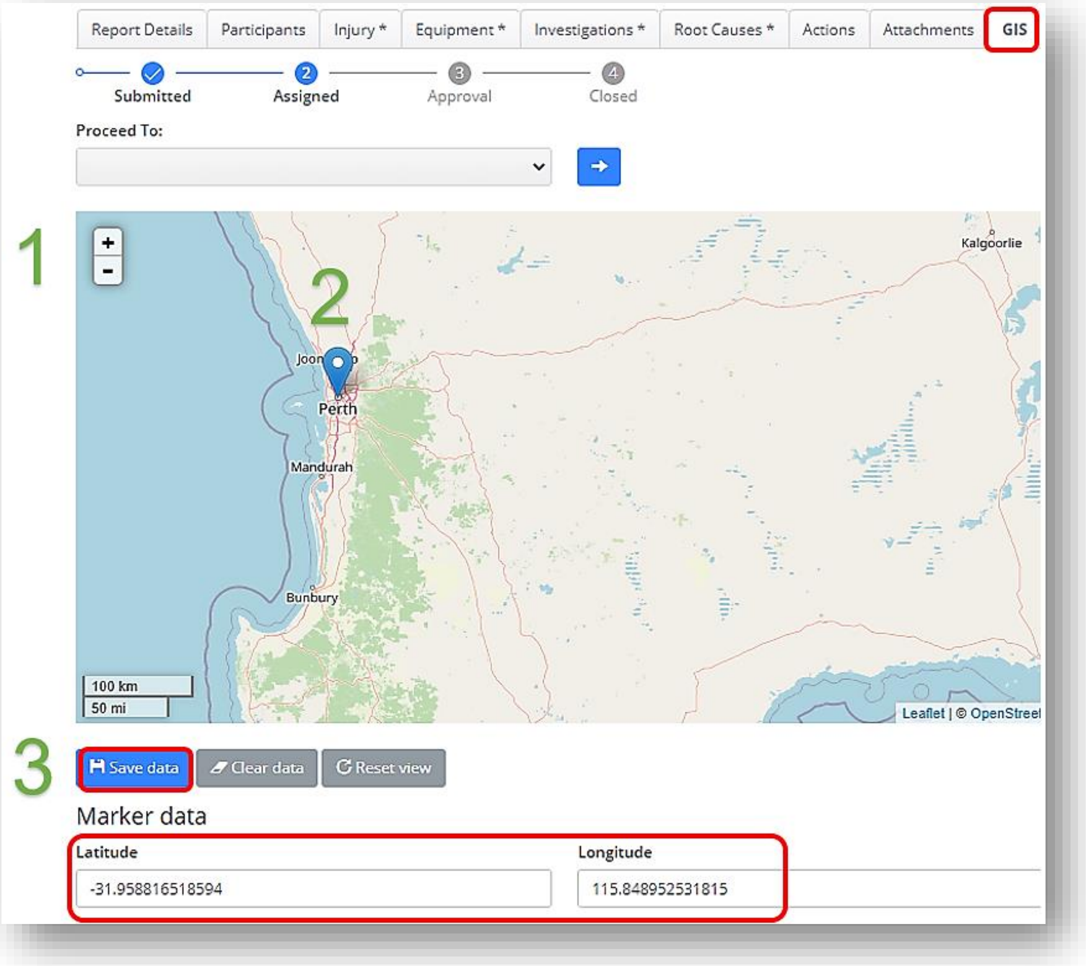


Figure 62 How to mark and save the GIS location information.

10.16 Related Events

The Related Events tab enables users to relate one event in to another event (i.e.: the user can relate an environmental event to a SHW event instances where the event has a separate safety and environmental impact; for example asbestos)

EB have proposed that this tab should be displayed in all SHW events where there is a possibility that a related enviro event could also exist.

The for entering in a related event is as follows:

1) Click on the icon  to add in a related event (Figure 64).
2) Search for the related event by clicking the binnacles icon (Figure 64), use the appropriate filters to find the event and click OK (Figure 65).
3) Select how the event is related by selecting an option in the “Related As” dropdown, add in a comment if required and click the green tick to save (Figure 66).

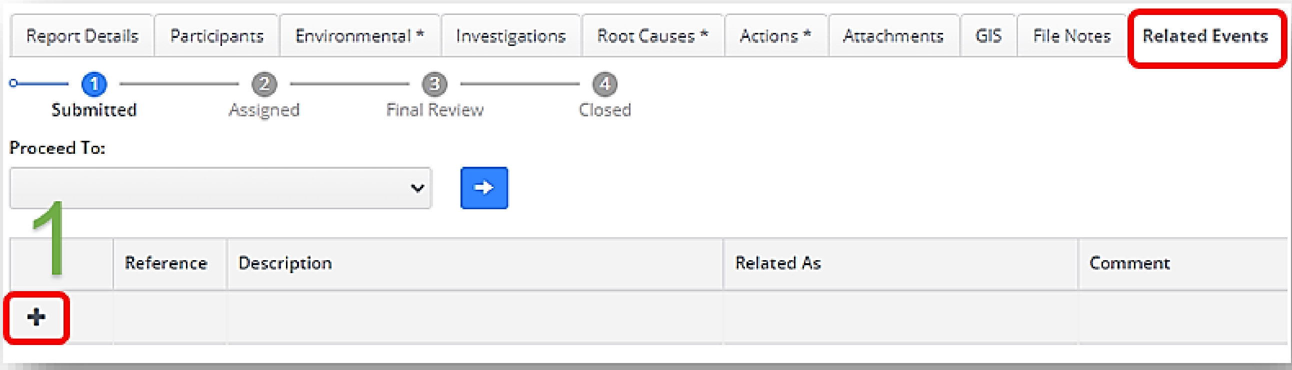


Figure 64 The Related Events tab.

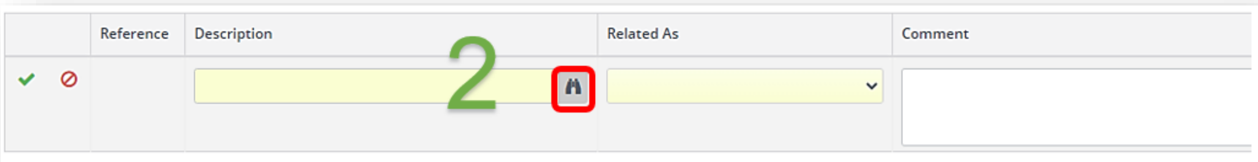


Figure 63 The mandatory fields on the Related Events tab.

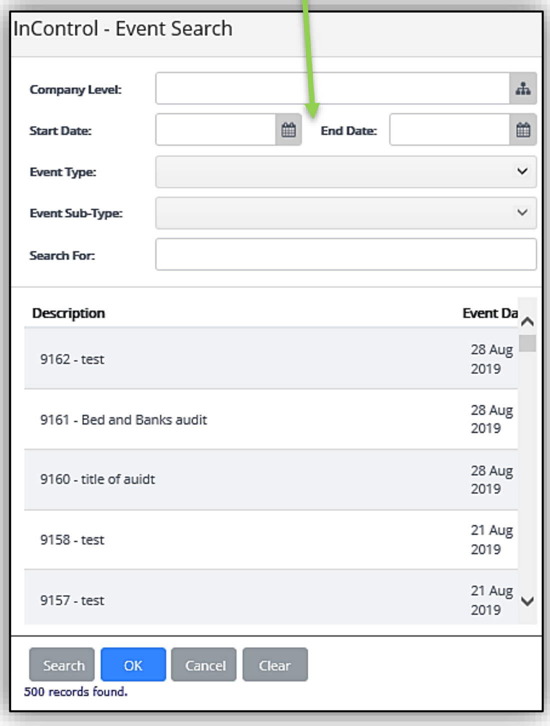


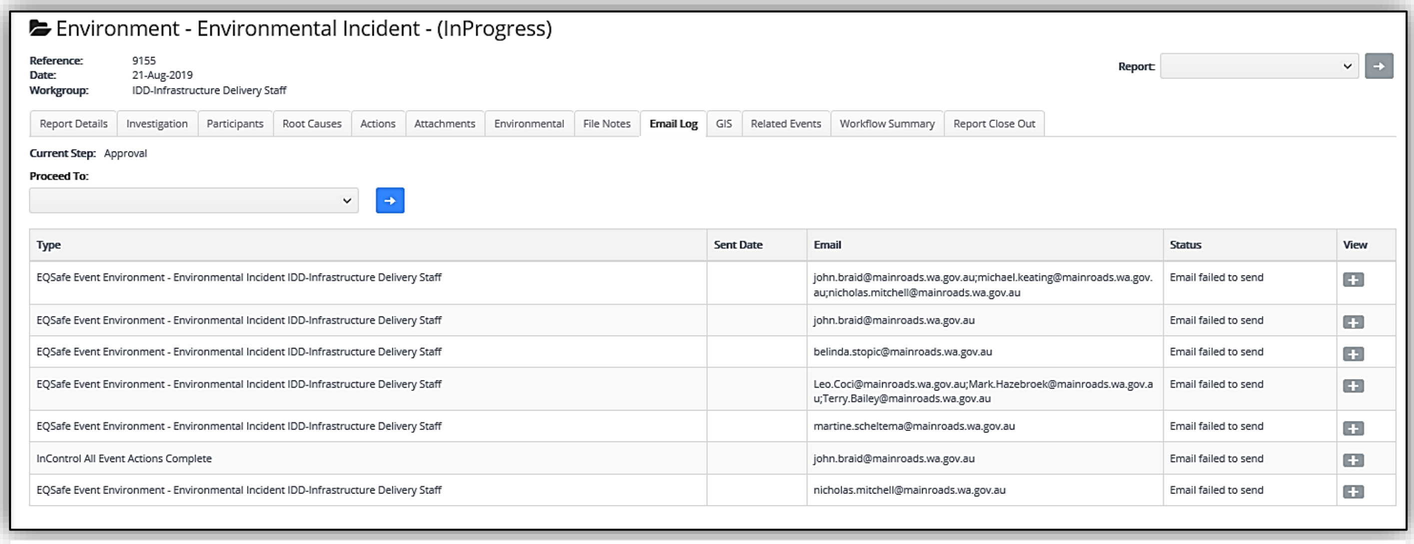
Figure 65 How to search for a related event.

Figure 66 How to add the related event.

10.17 Email Log

The email log tab displays a log of all outgoing emails that have been sent to people from EQSafe (Figure 67).

This tab provide increased transparency and accountability for users of the system.



Type	Sent Date	Email	Status	View
EQSafe Event Environment - Environmental Incident IDD-Infrastructure Delivery Staff		john.braid@mainroads.wa.gov.au;michael.keating@mainroads.wa.gov.au;nicholas.mitchell@mainroads.wa.gov.au	Email failed to send	
EQSafe Event Environment - Environmental Incident IDD-Infrastructure Delivery Staff		john.braid@mainroads.wa.gov.au	Email failed to send	
EQSafe Event Environment - Environmental Incident IDD-Infrastructure Delivery Staff		belinda.stopic@mainroads.wa.gov.au	Email failed to send	
EQSafe Event Environment - Environmental Incident IDD-Infrastructure Delivery Staff		Leo.Coci@mainroads.wa.gov.au;Mark.Hazebroek@mainroads.wa.gov.au;Terry.Bailey@mainroads.wa.gov.au	Email failed to send	
EQSafe Event Environment - Environmental Incident IDD-Infrastructure Delivery Staff		martine.scheltema@mainroads.wa.gov.au	Email failed to send	
InControl All Event Actions Complete		john.braid@mainroads.wa.gov.au	Email failed to send	
EQSafe Event Environment - Environmental Incident IDD-Infrastructure Delivery Staff		nicholas.mitchell@mainroads.wa.gov.au	Email failed to send	

Figure 67 Screenshot of the email log information.

10.18 Event Configuration

The Event Configuration tab keeps a log of when an event was progressed and who was / is responsible. The Summary will show which workflow steps and actions have been completed and which are still to be completed (Figure 68).

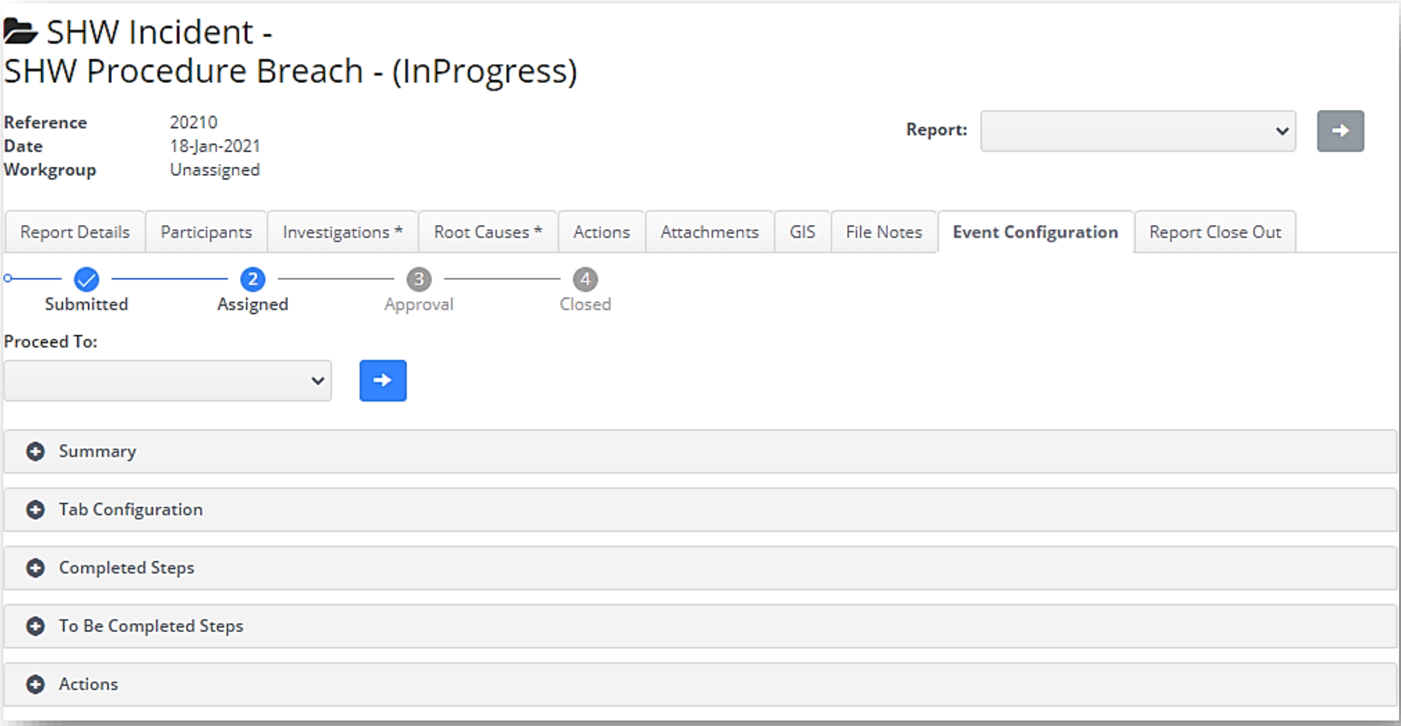


Figure 68 Screenshot of the Event Configuration tab.

10.19 Findings Tab

The Findings tab is used to mainly to record findings form Audits.

The findings can be added by:

1. Clicking the Plus Sign (Figure 69).
2. Adding in the detail of the finding.
3. Select a Finding Category.
4. Change the Person name if it wasn’t you.
5. Confirm the date and Select the green tick to Save (all Figure 70).

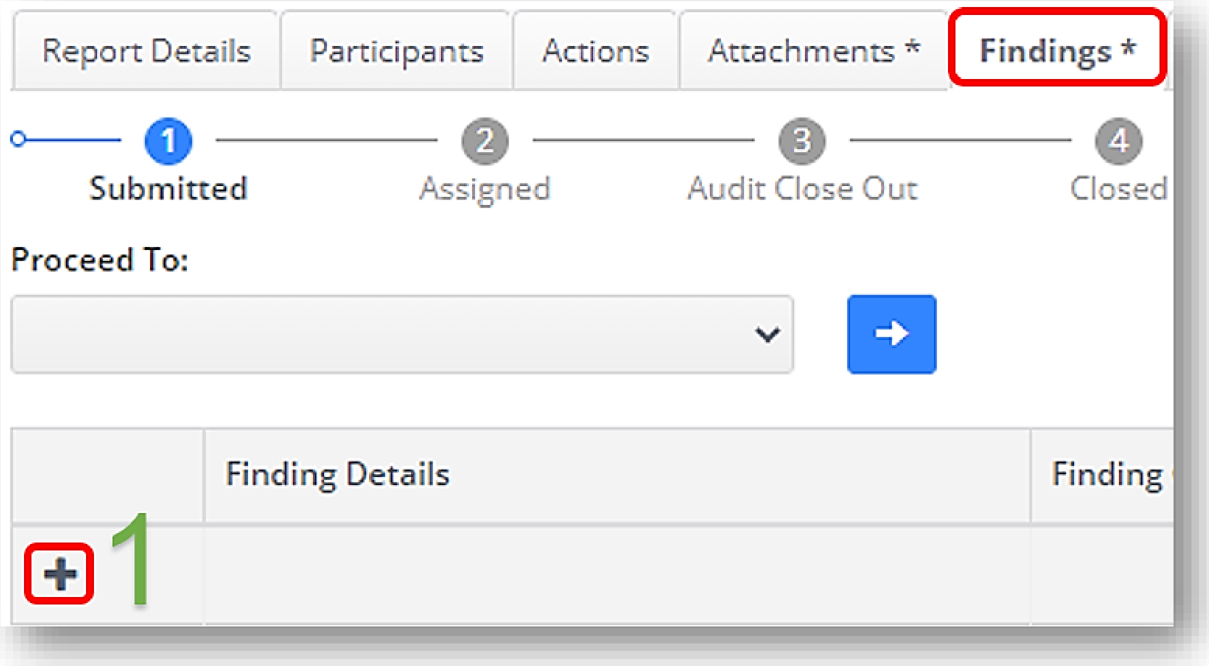


Figure 69 How to add a new finding

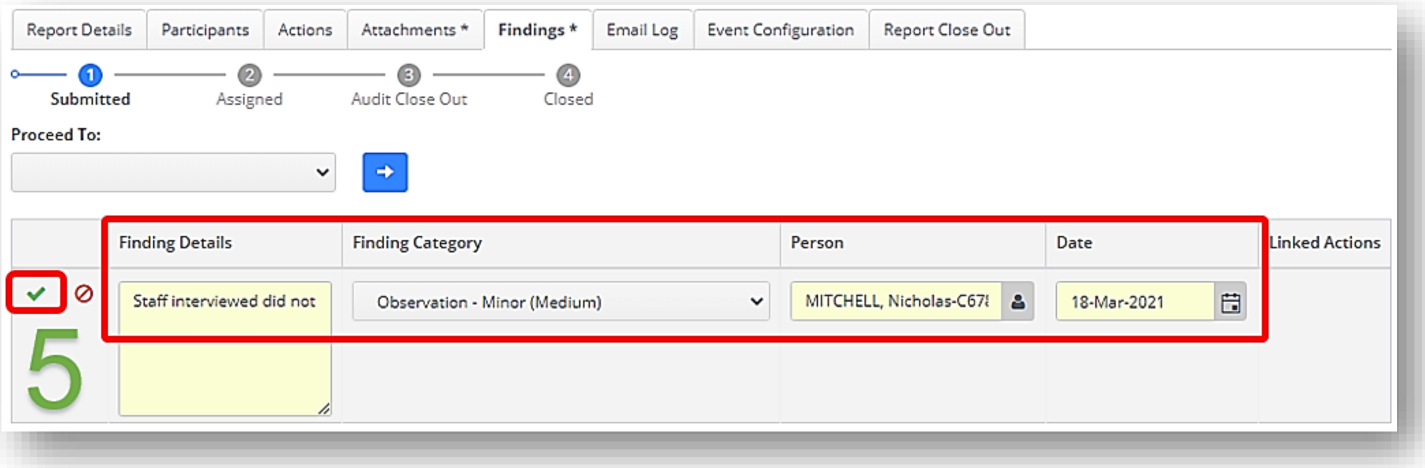


Figure 70 How to complete the findings tab.

10.20 Report Close Out

Once the Event Report Manager has populated the mandatory tabs to a sufficient level as per Section 14, their final duty is to send the event report for Approval or in some cases for Final Review. Currently the Report Close Out tab is used for Event Approvers and Moderators to review the event before the event is closed out.

The steps for report close out are as follows (Figure 71):

1) Expand review the Event Summary and Final Risk Assessment in the Report Close Out tab by clicking on the icon.
2) For Event Approvers (Main Roads only) expand the Event Approval section and approve or reject the event as per Section 15.

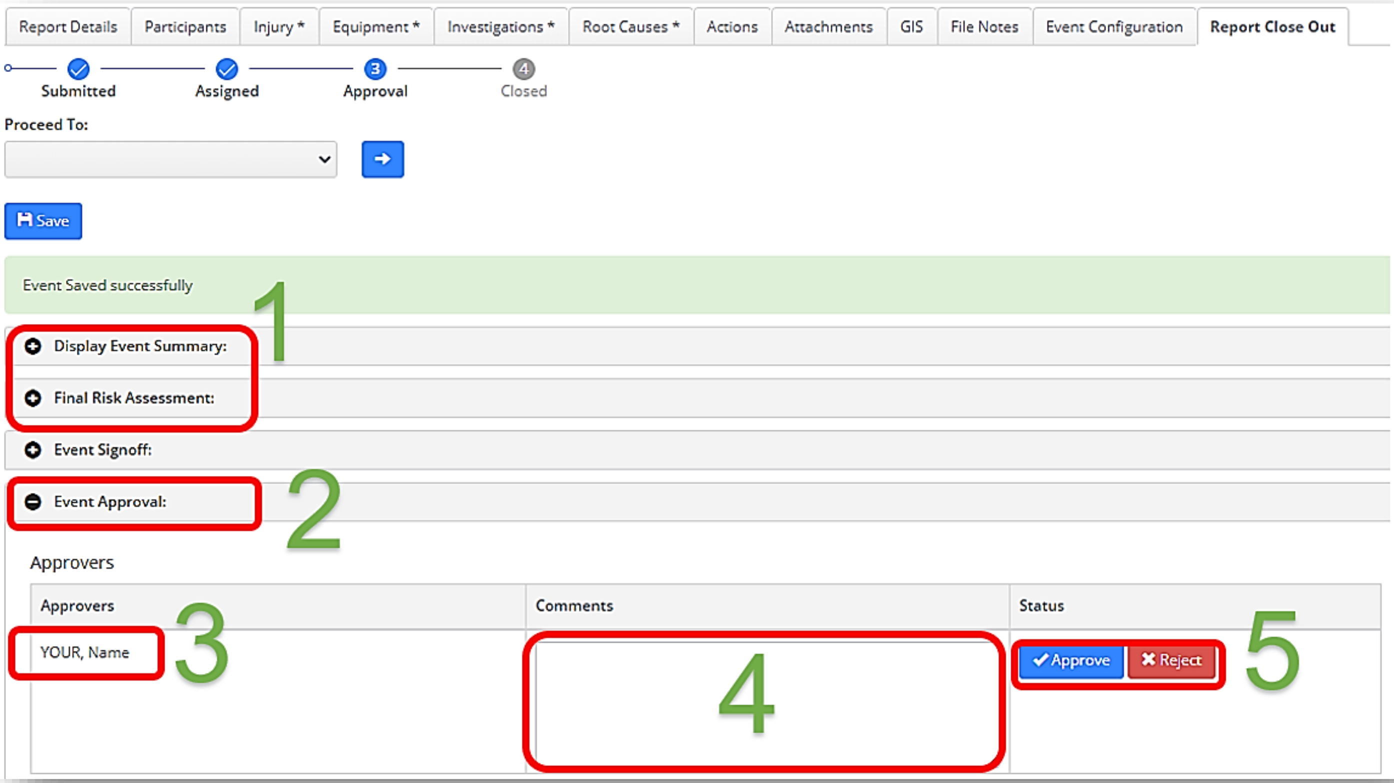


Figure 71 How to Event Approve on the Report Close Out tab.

APPENDIX

EQSafe System Symbols

A general understanding of the symbols shown on the event details screen will assist with the accurate and timely input of data in the system. The most commonly used symbols in the EQSafe system are as follows;

 The Workflow Button – to make the event go to the next stage.

Press this button to get the latest information from EQSafe.

 Will take you to Main Roads Work Group Structure.

 This will take you to a list of Main Roads.

 This will take you to a calendar to choose a date.

Press this button to add a new action in the Actions Tab.

 Is the Edit Button. Press this button to add/ remove information.

 Is the Save Button, make sure you press this button if you have edited information, in an individual action.

 Is the refresh button. Press this to get the latest information after editing.

Is the delete button, the Event Report Manager will be notified if an action, is deleted.

Press this to save the data on a whole tab.

 Represents mandatory access to a drop down selection menu from which you can select a specific item or category to have inputted into the associated field on the screen.

 Represents the drop down selection menu to select the relevant employer. You can scroll through this list.