

# FIRST IN THE FIELD FOR OHS COMPLIANCE

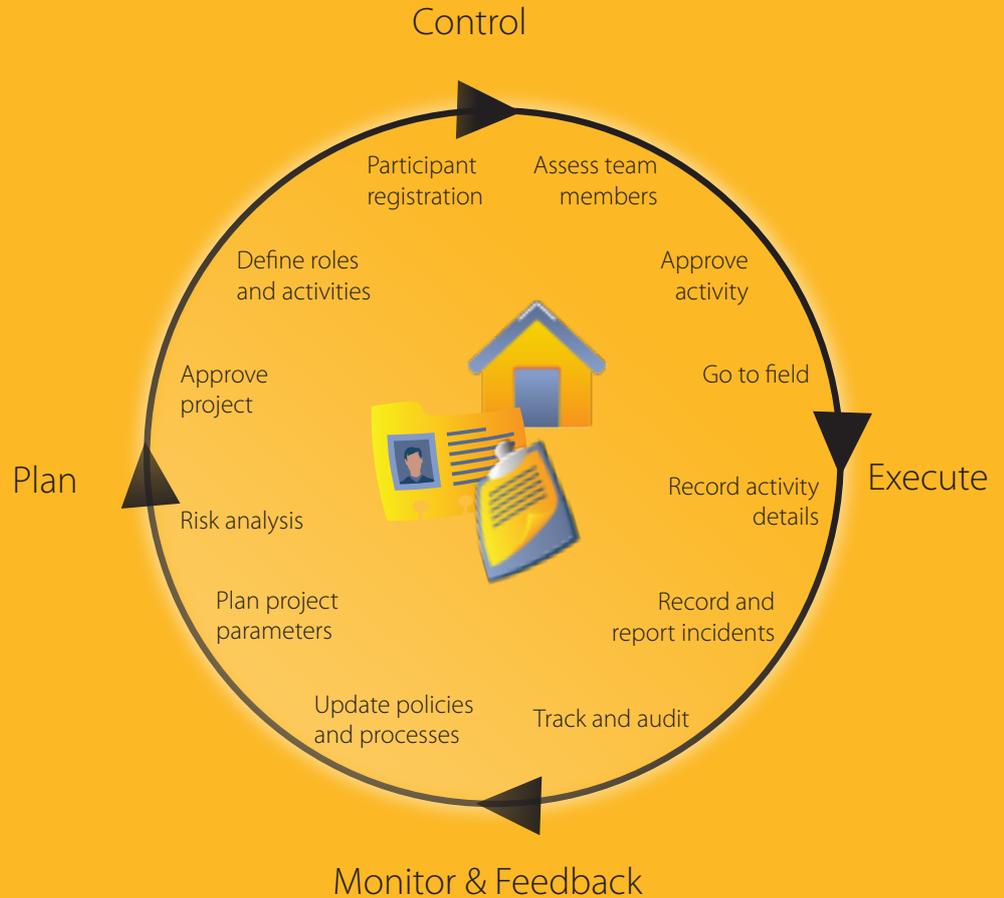
## PRODUCT OVERVIEW

FieldTeq is a unique software package that allows businesses, companies and organisations to plan, execute, control and monitor all aspects of their Occupational Health and Safety (OHS) compliance in the field. This simple, paperless solution places all OHS processes and procedures at your fingertips, leaves a complete audit trail, and provides instant connection between everyone involved in a particular project, but especially between those in the field and in the office.

Any field activity introduces risks and challenges that must be managed, especially when participants are inexperienced or unfamiliar with the environment. Failure to manage these risks can result in injury or worse to participants and expose organisations and employees to breaches of OHS laws. Through simple concepts, automated workflows and a formal approval process, FieldTeq software enables OHS compliance to be incorporated into all aspects of fieldwork.



# FIELD·TEQ™



The FieldTeq system creates a closed loop for managing OHS compliance for fieldwork projects

# HOW IT WORKS

FieldTeq is designed to take the complexity out of managing OHS compliance for field trips by providing an intuitive web based application that is tailored to meet your organisation's requirements.

Key FieldTeq system features include:

- Easy to use web interface
- Workflows and approval gateways which incorporate OHS checks and procedures
- Simple standard concepts
- Flexibility for any organisation
- Attachments
- Asset management
- Security and auditing



## EASY TO USE WEB INTERFACE

To ensure that all staff and other participants can be involved in the planning stages, FieldTeq software is designed for use through a web browser. Everyone knows and understands how to navigate using a web browser, making it simple for new or infrequent users to be actively involved.

## WORKFLOWS AND APPROVALS

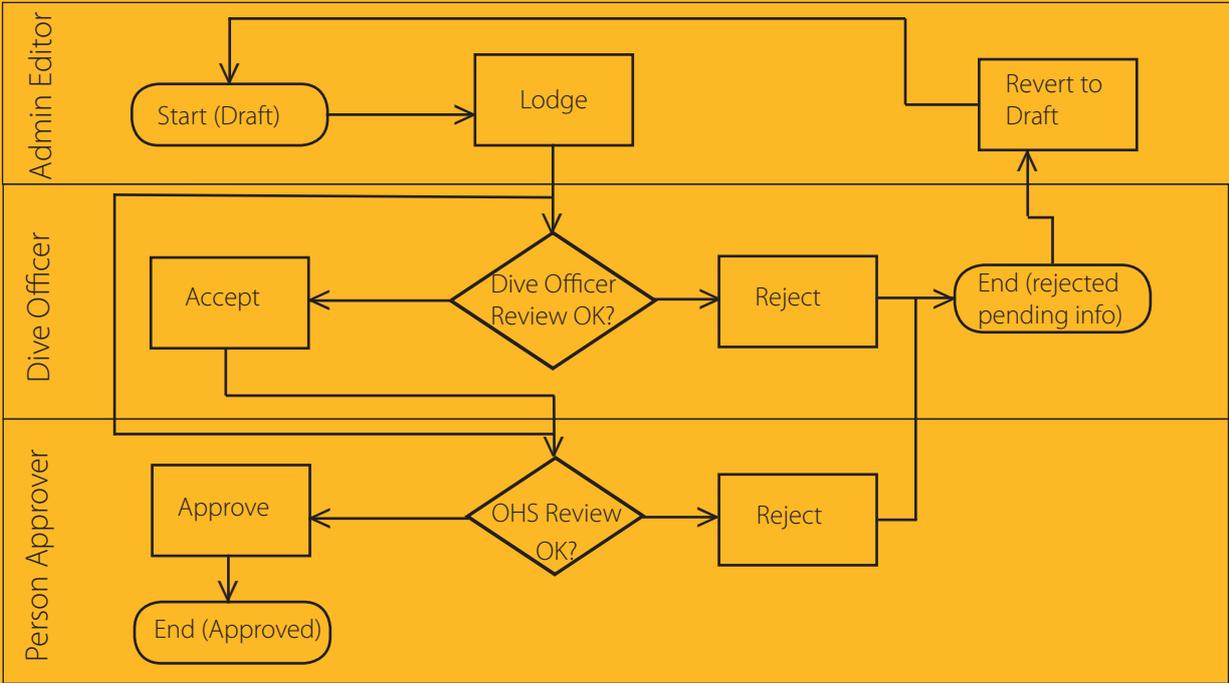
Workflows and the rules associated with approval gateways, are configured by our business consultants during the setup phase of a FieldTeq system implementation so that they match your organisation's processes and requirements. A typical implementation includes workflows for the approval of projects, activity plans, participants and post activity records such as incident reports or dive logs.

## APPROVAL GATEWAYS

FieldTeq software assists supervisors and managers with approval gateways throughout the configured workflows within FieldTeq. The approval gateways ensure that conditions are met before an item progresses to the next stage in the workflow. For example, activity roles have minimum qualifications associated with them. Only participants with appropriate qualifications will be eligible for the roles. Having FieldTeq perform background checks on the information, before it passes through the approval gateways, reduces administration and ensures that managers receive the correct information for decision making.

The approval process is automated, relying on event driven triggers within the role based workflows to alert users to items that require approval on their home page dashboard and by email alerts.

# Work Flow: Personnel Registration



Workflows are configured for each organisation during the implementation process. The diagram above demonstrates a workflow for diving personnel registration.

# SIMPLE STANDARD CONCEPTS

FieldTeq software uses a set of simple concepts to build up each fieldwork activity, specifically:

- Projects (including site and risk assessments and safe work procedures)
- Activities
- Roles, methods and tasks
- Participants
- Qualifications
- Records



Projects define the scope, timeframe and risk profile of the fieldwork

Approved



Activity Plans define the roles, methods, tasks and resources to match the project scope

Approved



Participants need to have the qualifications and experience required for the roles, methods and tasks

Approved



Records reflect what actually happened in the field

Approved

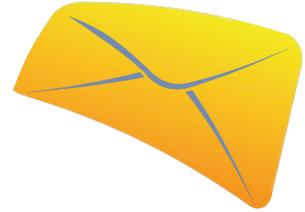


Standard concepts interrelate through workflows and approval gateway to manage OHS compliance



## HOME PAGE AND EMAIL ALERTS

The Home Page alerts users to any forms or risk assessments requiring their action. FieldTeq will also send users an email reminder of tasks requiring their attention.



### Forms Requiring Your Attention

Type	ID	Title	Organisational Units	State	Action
Personnel Registration	82	Graduate, APost	<i>[Not approved] University / Zoology</i>	Dive Officer Review	 <a href="#">Details</a>
Personnel Registration	84	Officer, Adiv	1. <i>[Not approved] University / Aquaculture</i> 2. <i>[Not approved] University /</i>	Dive Officer Review	 <a href="#">Details</a>



## PROJECTS

Projects are the starting point within FieldTeq as they define the scope of activities, time frames and risks associated with the fieldwork. Projects have one leader, any number of supervisors, specify the types and number of activities to be conducted and equipment to be used. Site information, risk assessments and safe work procedures must be analysed as part of the workflow before a project can be submitted for approval. Details of previous incidents that have occurred at a site are available for consideration during planning. Commonly visited sites can be established within FieldTeq as shared sites to reduce data entry and improve data accuracy. FieldTeq uses your organisation's standard risk matrices for assessments.

**Task:** ★

**Natural severity:** < None selected >

**Natural likelihood:** < None selected >

**Control:**

- 1 - Insignificant
- 2 - Minor
- 3 - Moderate
- 4 - Major
- 5 - Catastrophic

**Post-control severity:** ★ < None selected >

**Post-control likelihood:** ★ < None selected >

**Responsibilities of key personnel:**

**Assets required for this project:**

**Training required to minimise hazards:**

**PPE requirements for all personnel:**

Screenshots illustrating the use of risk profiles and site information such as evacuation plans required for a project.

## ACTIVITY PLANS

An Activity Plan describes the field event that is to occur, defining the roles, methods, tasks and participants to match the project scope. Each Activity Plan has a coordinator, responsible for submitting the plan, attending the activity, and submitting the corresponding Post Activity Record. To make the activity planning process easier, templates define what data needs to be captured both in the planning and post-reporting of activities. Information captured includes details such as distance to field site, location of nearest medical centre and emergency walk out times. The templates also define which roles need to be filled for each activity.

An example of an activity shown on the next page is a Dive Trip. The questions displayed are data driven, meaning that when "Dive Trip" is selected as the activity type, a corresponding set of questions appears on the screen relevant to dive trip.



Activity type: ★ Dive Trip

FieldTeq provides a template for Activity Plans based on the project parameters that have been approved. Questions displayed are data driven, meaning that different questions will appear depending upon the previously selected data.

General dive trip details:

Is dive beyond normal safe diving practice (as per Section 11 and Appendix 11 of the UTAS Diving Procedures Manual):

★ < None selected >

Dangerous marine animal risk greater than normal:

★ < None selected >

Are any diving operation(s) to be carried out on this trip where a vessel will work 'live' while divers are in the water?:

★ < None selected >

2 person dive team requested? (NB: Must be addressed in Risk Assessment for approval to be considered):

★ < None selected >

List of DCI predisposing factors present? (e.g. multiple ascents; reverse profile dives; cold water; hard work; unfit divers; multiple dives/day; multiday diving etc.):



FieldTeq will provide a list of suitably qualified participants who can be selected for each role required for an activity type.

### Add to Snorkel Divers

Organisation unit: All

	Name	Approvals	Qualifications
<input type="checkbox"/>	Cook, James	Diving - Snorkel: Restricted	
<input type="checkbox"/>	Croser, Adam	Diving - Snorkel: Coordinator	
<input type="checkbox"/>	Sabbir, Kazi	Diving - Snorkel: Coordinator	
<input type="checkbox"/>	Scheppers, David	Diving - Snorkel: Coordinator	

Select  Cancel

## ROLES

Registered participants in FieldTeq are assigned roles relevant to the Activity Plans. The configuration for each activity type specifies which roles, qualifications and approval levels are required for the methods and tasks involved. In addition, the minimum and maximum number of personnel required for each role is also definable.

Using our example Dive Trip activity, some of the roles may be Dive Leader, Diver, Surface Attendant, Vessel Coxswain and Crew.



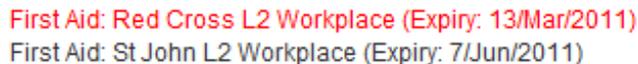
## PARTICIPANTS

Each participant registers and maintains their details within FieldTeq. The participant records are stored within the FieldTeq data base and access to personal details is controlled by security settings. Standard templates for participant records guide first time users to complete the information required for each type of fieldwork activity available. The templates define what data needs to be captured, which activity methods/tasks are relevant and the 'Statement of Understanding' for participant agreement.



## QUALIFICATIONS

The FieldTeq system tracks the qualifications, certificates and licences recorded for participants. These include both formal and informal accreditations. Within the system, activity roles are configured with required qualifications and experience. When an activity coordinator is selecting participants for roles within an activity plan, participants with out-of-date qualifications are highlighted, and warning messages are generated. The system can be configured to reject or allow participants with expiring qualifications to be selected as deemed appropriate by your organisation for the activity role.



First Aid: Red Cross L2 Workplace (Expiry: 13/Mar/2011)  
First Aid: St John L2 Workplace (Expiry: 7/Jun/2011)

System message showing qualifications that have expired in red.  
Qualifications that will expire before the field trip commences are shown in orange.

## RECORDS

Records allow the Activity coordinator to record what actually happened in the field including information about assets, personnel and dive logs where applicable.



# INCIDENT MANAGEMENT MODULE (optional)

Incident Details	
What happened	A Student cut his hand on an oyster shell
Damage	Deep flesh cut requiring stitches
Date and time of incident	03/01/2011 02:00
Project	[14] Benthic Monitoring
Activity plan	[14.01] Sample collection from Pipe Clay Lagoon
Activity plan coordinator	Kazi Sabbir (Private: 0362304833 Work: 0362304833 Mobile: 0421413327)
State	Draft
Site location	Swansea coastal area
Location of incident	Great Oyster Bay
Address	
Probable cause	Wasn't looking when he put his hand down on a rock and since he wasn't wearing any diving gloves, the injury occurred.
Preventative actions	Introduce new policy that divers need to be wearing gloves for benthic monitoring dives
Injured Persons	
Witnesses	
Damaged Assets	
Notification	

Details of incidents and near misses can be recorded in FieldTeq under the Incidents tab. Incidents are connected to a Project and Activity Plan which allows FieldTeq to reference dropdown lists of participants and assets that may have been involved from the project and activity plan records.

After recording details of the incident, injured persons, witnesses and damaged assets, users may also add details of how the incident has been reported internally or externally to WorkSafe and other relevant authorities. Users can record reference numbers from WorkSafe or internal incident management systems and produce the required printed reports to be submitted internally or to external bodies.

FieldTeq generates the incident reporting paperwork for WorkCover.

# ASSET MANAGEMENT

Field based activities often require the use of valuable equipment. To assist with ensuring equipment meets required levels of maintenance and certification, the FieldTeq system incorporates an asset management module. This module enables required assets to be linked to an Activity Plan. In addition, the Activity Record enables further information to be recorded around what assets were actually used and whether there are any maintenance or other issues that require a follow up.

Asset Details	Photos	Attachments	Service Plan	Service Entries	Reports	Notices
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# FLEXIBILITY FOR ANY ORGANISATION

## CONFIGURABLE SETTINGS

All organisations have their own terminology for how they define objects such as organisational structures and activities. Rather than forcing you to change the way you work, user definable descriptions for all key concepts are available through the System Menu. This ensures that FieldTeq software can be set up quickly to fit your existing processes without causing confusion to users.



The System Administrator has access to many configurable settings under the System Menu.

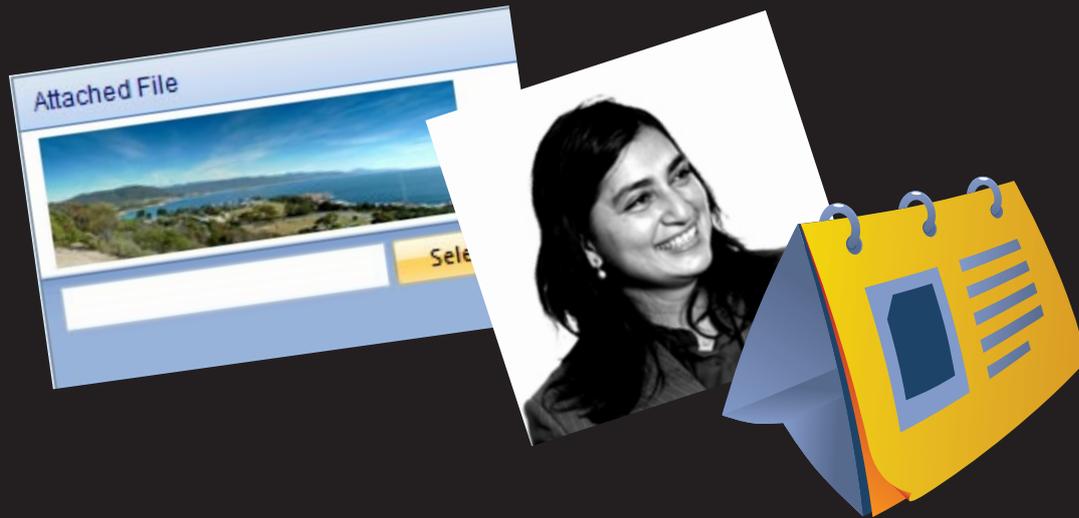


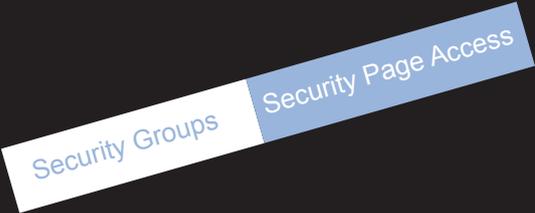
## **DOCUMENT REPOSITORY**

FieldTeq has a built in document repository providing a central point of reference for the shared policy and procedure documents. Access to the repository is available on every page and the stored documents can be located using filter and search tools.

## ATTACHMENTS

To assist with assessing locations, assets or even qualifications, the FieldTeq system provides capacity to attach documents such as photographs or scanned copies of certifications against participants, projects and records.





Security Groups

Security Page Access

# SECURITY AND AUDITING

FieldTeq software employs hierarchical, user based security to control system access and protect sensitive personal information. Only specified personnel have access to participants' personal records.

The system can be configured to authenticate with your existing data base using LDAP.

All transactions and modifications sent to individuals by the system are stored in an audit log ensuring that all data can be reviewed if required.

## System Requirements

FieldTeq is a client server application accessed via a web browser.

## Server Requirements

Synateq recommends that FieldTeq software is installed on a dedicated physical or virtual server which can support the following software requirements:

- Microsoft Windows Server 2003 (or later)
- Microsoft .Net Framework 4.0
- Microsoft SQL Server 2008
- Remote desktop (for administration and software installation)

## Client Requirements

The FieldTeq web experience is designed to work in most contemporary web browsers, though for the optimum experience Synateq recommends the use of Internet Explorer 8 or above.