

## EMPLOYEE & Injury Register UPDATES and REPORTS

**\$650 AUD (GST INC) ----- \$200 initial milestone, \$200 at Point 11, \$250 Completion (note the completion must be around 14<sup>th</sup> next month) unless I can organise something else.**

HRM has an injury register that is used to enter data and record workplace injuries and incidents. It is linked to the read/write permissions and site data. The data that populates the drop downs within this page comes from the site data (as it does with most other pages). The link to access this page is <https://hrmaster.com.au/#/injuryregister>.

NOTE all work needs to be consistent with the site including colours, security, permissions, font, style etc.

DASHBOARD

PROFILE

EMPLOYEES

PERFORMANCE

TRAINING

WORK SAFETY

REPORT

ADMIN













LOGOUT

HAZARDOUS SUBSTANCES

ASSET REGISTER

INJURY REGISTER

New

Injured Name	Date Of Incident	Site Location		Action
Antonio Sedillo	09-09-2017		Sprains & Strains	 
Philip Andrew Corbett-Jones	08-11-2017	AAG CASTLE HILL	Open wound	 
Simon Michael Watts	11-10-2018	AAG BROOKVALE	Sprains & Strains	 
Samantha Joyce Mansfield	09-09-2018	AAG SMITHFIELD	Superficial injury	 
Desmond Charles Mohi Te Amo	28-07-2018	AAG ALEXANDRIA	Sprains & Strains	 
Brett Edward Woodland	19-06-2018	AAG PARTS	Sprains & Strains	 

Employee Name

Site Location

Date of Injury

Time of Incident

00

00

Nature of Injury

Please select..

Injured body part

Please select..

Mechanism of Injury

Please select..

Eyewitness(es)

Enter names separated by a comma

Risk Identification (Describe clearly how the incident occurred)

Insurer Notified

No

Insurer Notified Date

The following issues need to be fixed, tweaked, added and adjusted.

- 1) Each time an entry or edit has been made to the injury form, it needs to be recorded in the <https://hrmaster.com.au/#/systemlogs> page.

#/systemlogs

DASHBOARD	PROFILE	EMPLOYEES	PERFORMANCE	TRAINING	WORK SAFE
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System Logs

<div><div>Id</div><div></div></div>	<div><div>Who</div><div></div></div>	<div><div>What</div><div></div></div>
<div></div>	<div></div>	<div></div>
1158	David Berlusconi	Created a call log 429 on Brady Mathieson file
1153	David Berlusconi	Added a Discipline flag to Brady Mathieson file
1154	David Berlusconi	Tagged call log 428 on Brady Mathieson file
1155	David Berlusconi	Created a call log 428 on Brady Mathieson file
1151	David Berlusconi	Tagged Gavin Miller call log 427 on Clint McAnally
1152	David Berlusconi	Created a call log 427 on Clint McAnally file
1150	David Berlusconi	Added a Workers Compensation flag to Clint McAn

- 2) The column called investigate date in the injury table have NULL values within them. This is incorrect. The form validation should ensure this data is always entered upon submission so it should never be NULL. Please ensure the insert into function is fixed for this value.

ity	risk_controls	investigated_by	investigate_date	safework_notified	insurer_notified	insur
0	Anthony is currently on light duties and undertaki...	Sam Sultana	NULL	0	1	2017-
0	set	test	NULL	0	0	2018-
0	A tool-box talk was conducted about the importance...	David Berlusconi	NULL	0	1	2017-
0	Will organize online training for all sales staff ...	Steven Blakebourough	NULL	0	1	2018-
0	Online training and induction material are current...	None	NULL	0	0	2018-
0	Online training for Alexandria staff is currently ...	David Berlusconi	NULL	0	1	2018-
0	Regular breaks that are mandatory	Mark Pollard	NULL	0	1	2018-
0	Training material is currently being	Victor Sultana	NULL	0	0	2018-

- 3) There are a number of columns in the injury register which are not being used. Please either delete them as they are confusing and do not need to be there OR, use rename them and use them for other parts of this brief. You can see this brief requires new fields.

injury_id	control_of_inflicting	risk_identification	risk_assessment	risk_consequences	risk_likelihood	level_of_risk	remedial_priority	risk_controls	investigated_by	investigate_date
507	NULL	Antonio complained about a sore shoulder.	As a pre-delivery technician, Anthony is constantl...	NULL	NULL	NULL	0	Anthony is currently on light duties and undertaki...	Sam Sultana	NULL
511	NULL	test	test	NULL	NULL	NULL	0	set	test	NULL
506	NULL	Phillip was working on a vehicle and talking to a ...	The steel plate was positioned correctly and Phill...	NULL	NULL	NULL	0	A tool-box talk was conducted about the importance...	David Berlusconi	NULL
502	NULL	Simon was getting out of his car (after parking it	The surface was uneven and it was raining. He step	NULL	NULL	NULL	0	Will organize online training for all sales staff	Steven Blakebourough	NULL

- 4) There is a field called “Time Lost”. This needs a function so each time I enter time lost, it adds to the database and updates the days and hours lost. This number should be displayed on the right of this drop down and indicate the total time lost. This data will be used in the report as well.

The screenshot shows a web application interface for an injury register. At the top, there's a navigation bar with a 'New' button. Below it is a table with columns: Injured Name, Date Of Incident, Site Location, Nature Of Injury, Status, and Action. The table contains six rows of data. Below the table is a form for adding a new injury. The form has fields for Employee Name, Date of Injury, Nature of Injury, Mechanism of Injury, Risk Identification, Time of Incident, Time Lost (with a dropdown showing 0 and a red '72 Hours' indicator), Injured body part, Eyewitness(es), Insurer Notified, and Insurer Notified Date.

Injured Name	Date Of Incident	Site Location	Nature Of Injury	Status	Action
Antonio Sedillo	09-09-2017	AAG ALEXANDRIA	Sprains & Strains	Active	
Phillip Corbett-Jones	08-11-2017	AAG BROOKVALE	Open wound	Active	
Simon Michael Watts	11-10-2018	AAG BROOKVALE	Sprains & Strains	Active	
Samantha Joyce Mansfield	09-09-2018	AAG SMITHFIELD	Superficial injury	Active	
Desmond Charles Mohi Te Amo	28-07-2018	AAG ALEXANDRIA	Sprains & Strains	Active	
Brett Edward Woodland	19-06-2018	AAG PARTS	Sprains & Strains	Active	

Employee Name:

Date of Injury:

Nature of Injury:

Mechanism of Injury:

Risk Identification:

Time of Incident:

Time Lost: D:  H:  **72 Hours**

Injured body part:

Eyewitness(es):

Insurer Notified:

Insurer Notified Date:

- 5) Please make sure this reminder setting is working for all on this page. It should already as you recently fixed this but I guess now is the time to mention it again for testing.
- 6) Another new ICON for View is required. In the permissions, I have given read access only to the below user but when the enter the injury form, they are unable to view. So update the permissions and this form.

The screenshot shows a web application interface for an injury register. At the top, there's a navigation bar with links: DASHBOARD, PROFILE, PERFORMANCE, TRAINING, WORK SAFETY, REPORT, and LOGOUT. Below it is a table with columns: Injured Name, Date Of Incident, Site Location, Nature Of Injury, Status, and Action. The table contains six rows of data. Below the table is a form for adding a new injury. The form has fields for Employee Name, Date of Injury, Nature of Injury, Mechanism of Injury, Risk Identification, Time of Incident, Time Lost (with a dropdown showing 0 and a red '72 Hours' indicator), Injured body part, Eyewitness(es), Insurer Notified, and Insurer Notified Date.

Injured Name	Date Of Incident	Site Location	Nature Of Injury	Status	Action
Prince Adu	25-04-2018	AAG ALEXANDRIA	Superficial injury	Active	
Jillian Uren	23-03-2018	AAG RYDE	Sprains & Strains	Active	
Saurabh Suresh	03-12-2018	AAG ALEXANDRIA	Contusion and crushing injuries	Active	
Danny Michael Varga	04-12-2018	AAG ALEXANDRIA	Sprains & Strains	Active	
Jesus Ortega Lovera	07-01-2019	AAG BROOKVALE	Open wound	Active	
Rahmatullah Fikihari	23-08-2018	AAG ROCKDALE	Superficial injury	Active	

Employee Name:

Date of Injury:

Nature of Injury:

Mechanism of Injury:

Risk Identification:

Time of Incident:

Time Lost: D:  H:  **72 Hours**

Injured body part:

Eyewitness(es):

Insurer Notified:

Insurer Notified Date:

- 7) Please make sure only active employees can be entered into the injury register. In this example below, PRINCE ADU is inactive and left the business last year and should not appear here.

Injured Name	Date Of Incident	Site Location	Nature Of Injury	Status	Action
Antonio Sedillo	08-08-2017	AAG ALEXANDRIA	Spains & Strains	Active	<a href="#">View</a>
Philip Cornett-Jones	08-11-2017	AAG BROOKVALE	Open wound	Active	<a href="#">View</a>
Simon Michael Watts	11-10-2018	AAG BROOKVALE	Spains & Strains	Active	<a href="#">View</a>
Sarahanna Joyce Marshall	08-08-2018	AAG BARTFIELD	Superficial Injury	Active	<a href="#">View</a>
Geoffrey Charles Wynn, Jr. aka	26-07-2018	AAG ALPONDRA	Spains & Strains	Active	<a href="#">View</a>
Brett Edward Woodland	10-06-2018	AAG PRETS	Spains & Strains	Active	<a href="#">View</a>

Employee Name	Prince Adu	Date of Incident	00/00/00
Date of Injury	25-09-2019	Time of Incident	00:00
Nature of Injury	Please select...	Injured body part	Please select...
Mechanism of Injury	Please select...	Exacerbations	Enter notes separated by a comma

## EMPLOYEE NOTE / INURY REGISTER INTEGRATION

- 8) Because many notes can be added to a employee note and injury, I need to integrate them for reports. To do this, I need to be able to enter an injury into the injury\_register, and then add data to that injury in this below page. So we need to make a submenu as per the image below (for Workers Compensation). Each unique injury will give it an id and each log entry will be allocated to that id (for reports, searching, costing etc).

David Berlusconi 0404 226 524 david.berlusconi@outlook.com Cumberland Ford Active Inactive

PERSONAL DETAIL WORK DETAIL **EMPLOYEE NOTES** LICENSES & QUALIFICATIONS

PAYROLL FLAG ENTERED by on 15:14:32 01-11-2018 Click to View Remove Flag

Date	Issue	Action	Entered	Action
15:14:32 01-11-2018	General HR Discussion: Test Entry For Lena	Information Given: Test Entry For Lena	David Berlusconi	Remove
11:09:40 05-12-2018	Concern Raised: Received phone call from Fred Jeanes around 8.30a... (more)	Matter Logged onto File: I was working from Rockdale that day so ... (more)	David Berlusconi	View Edit Remove
08:57:44 16-01-2019	Medical Issue: A customer called Deborah Soden was in the service... (more)	Matter Logged onto File: The area has been resurfaced and I am pi... (more)	David Berlusconi	View Edit Remove

Workers Compensation Select Flag

Select HR Issue  
Complaint  
Concern Raised  
Disciplinary Matter  
Dispute  
Fraud  
General File Note  
General HR Discussion  
HRM Issue - Helpdesk  
Leave Information  
Leave Information - Parental  
Medical Issue  
Payroll Enquiry  
Performance Review  
Termination of Employment  
Workers Compensation

Injury 1  
Injury 2  
Injury 3

Tag this entry to another employee

Add a pdf or doc to this entry

Upload File Browse Download

00:01:20 Allocate Time H M Mark as Confidential

9) An entry that has been added to an employee in the injury registers, will now need to appear in the employee logs as follows.

- a. **Select HR Issue** = If in the injury register, the Insurer Notified drop down is set to yes, the drop down option should be Workers Compensation. IF ELSE then Medical Issue.

The screenshot shows a form for recording an injury. The 'Insurer Notified' field is highlighted with a red box. The form includes fields for Employee Name, Site Location, Date of Injury, Time of Incident, Nature of Injury, Injured body part, Mechanism of Injury, Eyewitness(es), Risk Identification, Risk Assessment, Risk Controls, Location of Incident, Email Frequency, Insurer Notified Date, SafeWork Notified, SafeWork Notified Date, Investigated by, Likelihood, and Severity.

**Additional HR Issue** = Should display the data from “Risk Identification” from field in the injury register

The screenshot shows the same injury register form. The 'Risk Identification' field is highlighted with a red box. The form includes fields for Employee Name, Site Location, Date of Injury, Time of Incident, Nature of Injury, Injured body part, Mechanism of Injury, Eyewitness(es), Risk Identification, Risk Assessment, Risk Controls, Location of Incident, Email Frequency, Insurer Notified, Insurer Notified Date, SafeWork Notified, SafeWork Notified Date, Investigated by, Likelihood, and Severity.

**Select Flag** = If in the injury register, the Insurer Notified is set to No, then no flag should appear. However if it is set to YES, then the flag of “Workers Compensation” should be activated and appear.

**Select HR Action** = Should be defaulted to the “Matter logged to file” option.

**Additional HR Issue** = should be defaulted to display whatever data was entered into the Risk Controls field in the injury register.

The screenshot shows the injury register form with the 'Risk Controls' field highlighted by a red box. The form includes fields for Employee Name, Site Location, Date of Injury, Time of Incident, Nature of Injury, Injured body part, Mechanism of Injury, Eyewitness(es), Risk Identification, Risk Assessment, Risk Controls, Location of Incident, Email Frequency, Insurer Notified, Insurer Notified Date, SafeWork Notified, SafeWork Notified Date, Investigated by, Likelihood, and Severity.

**Tag Employee** = None

**PDF attachment** = The injury register interface needs a new upload function for pdf and doc function (similar to the one in EMPLOYEE NOTES). This will enable me to upload a doc to an injury. This should be linked to the EMPLOYEE NOTE page accordingly.

**Time** = PLEASE UPDATE this so it's in 5 minute increments (general for the employee page).

**Confidential** = None.

hrmaster.com.au/#/employees

DASHBOARD PROFILE EMPLOYEES PERFORMANCE TRAINING WORK SAFETY REPORT ADMIN LOGOUT

Employees Details

New Employee

Name	Telephone	Email	Site Location	Status	Action
Varga		dannymvarga@gmail.com	AAG ALEXANDRIA	Active Inactive	

Danny Michael Varga

PERSONAL DETAIL WORK DETAIL EMPLOYEE NOTES LICENSES & QUALIFICATIONS

Select HR Issue Select Flag

Date	Issue	Action	Entered	Action
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## INFORMAITON ICON/INTERFACE

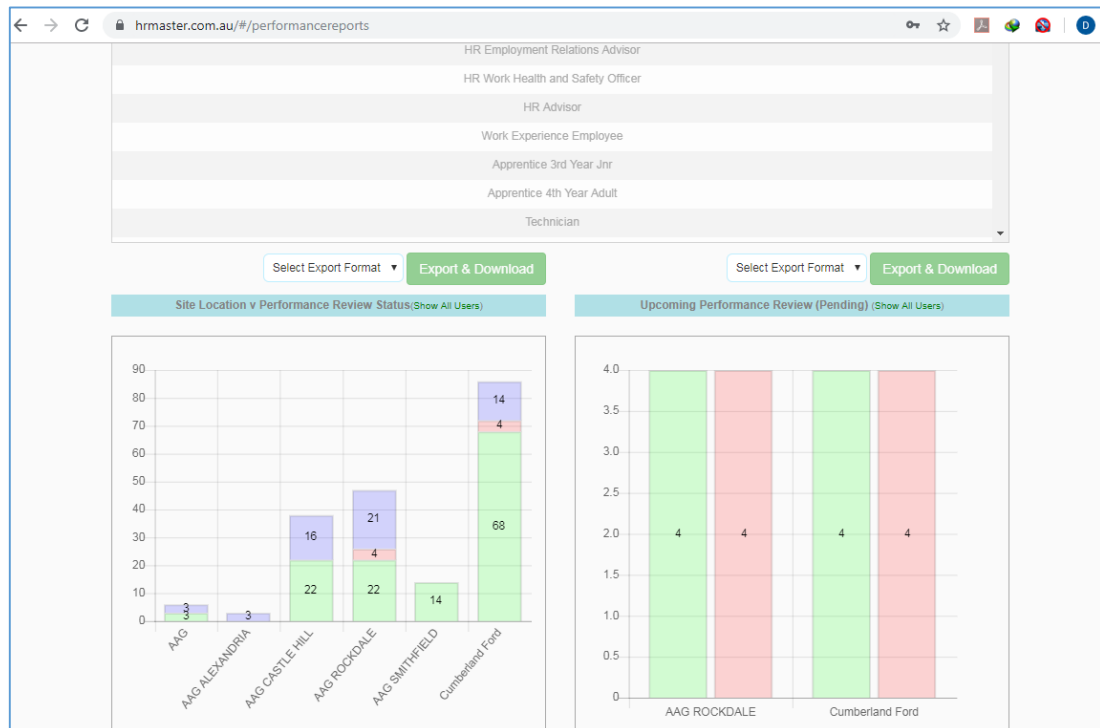
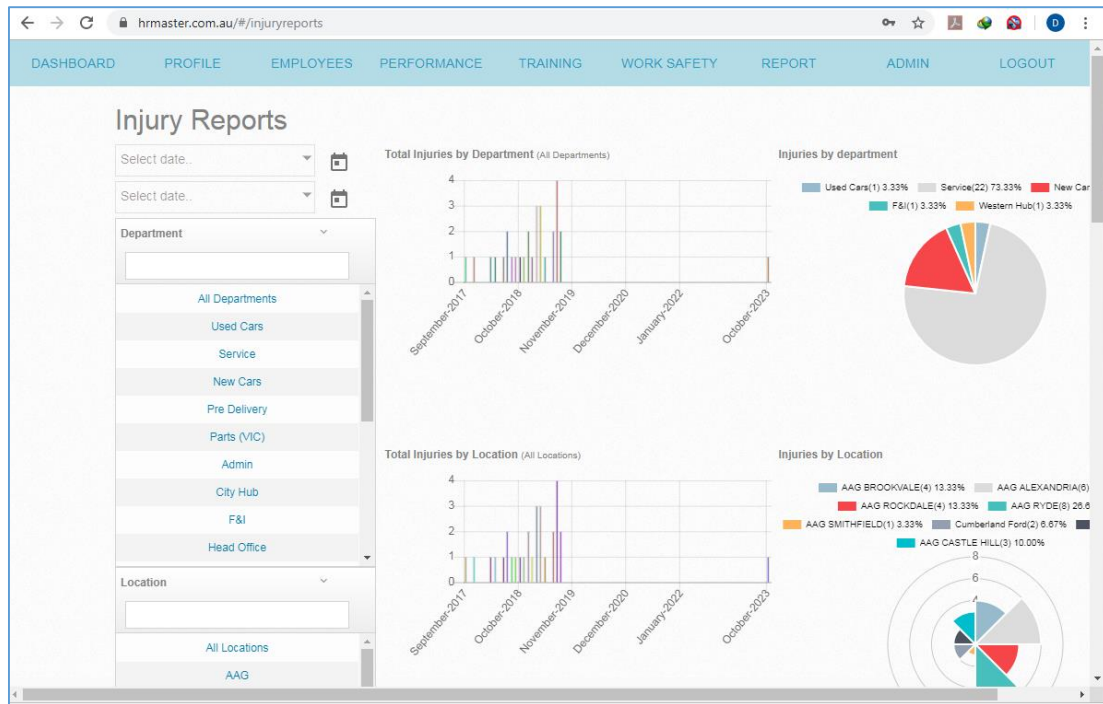
10) We need three info boxes next to the fields labelled Risk Identification, Risk Assessment and Risk Controls.

11) This needs an HRM ADMIN function (interface) located as a sub menu IN HRM ADMIN that allows me to add text into those boxes and linked to permissions. This is a global option.

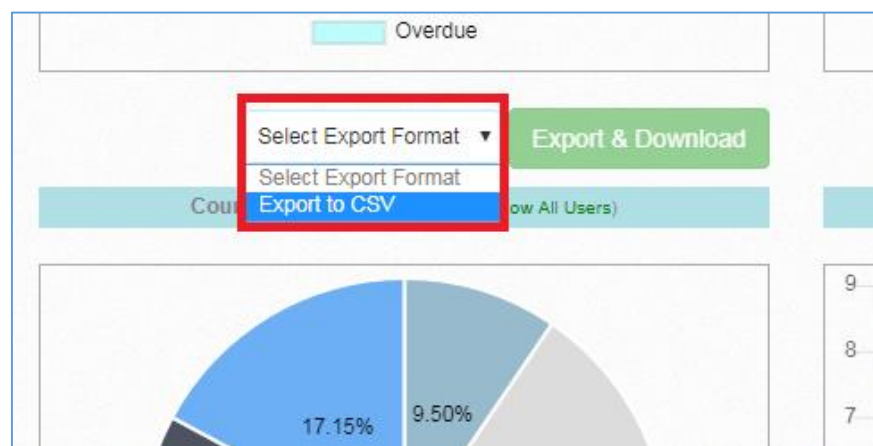
I thought about using icon's like "i" or "i" but thinking bigger. Maybe we need an angular function for this and over the years, I can add it to the site generally.... What are your thoughts?

## REPORTS

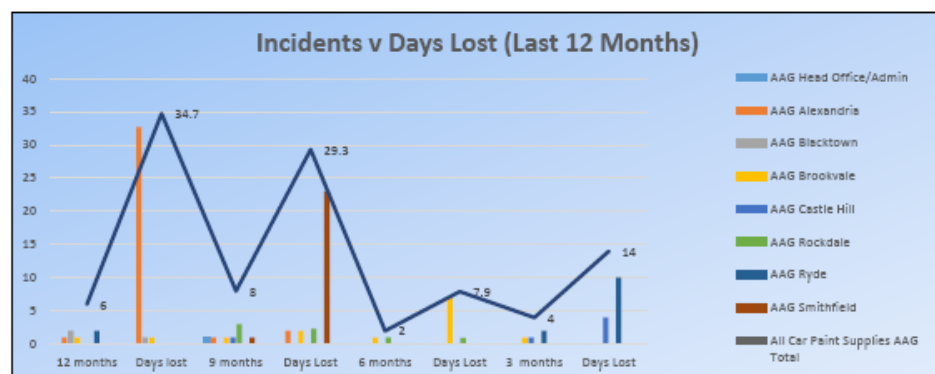
- 12) We currently have a reports page for the injury register. However this is not consistent with the style of reports you have done with others. I need you to amend and tweak this one so it matches your one and it's responsive. The report also needs to be tweaked as some function stopped working.



- 13) With the reports, where there are 2 of the same graph (just in a different style), can you make it so rather than just show 2, show 1 but in the drop down, put the other report style and if the user selects that, it will change. This is more attractive.



- 14) In addition to the reports already on the system, I also need a report such as the one below. I should be able to set a date range and that data range should give a title. This tells me how much time was lost (and money I need as well). Depending on the data selected on the left index, the fields should populate. This will use data from both employee and injury page.



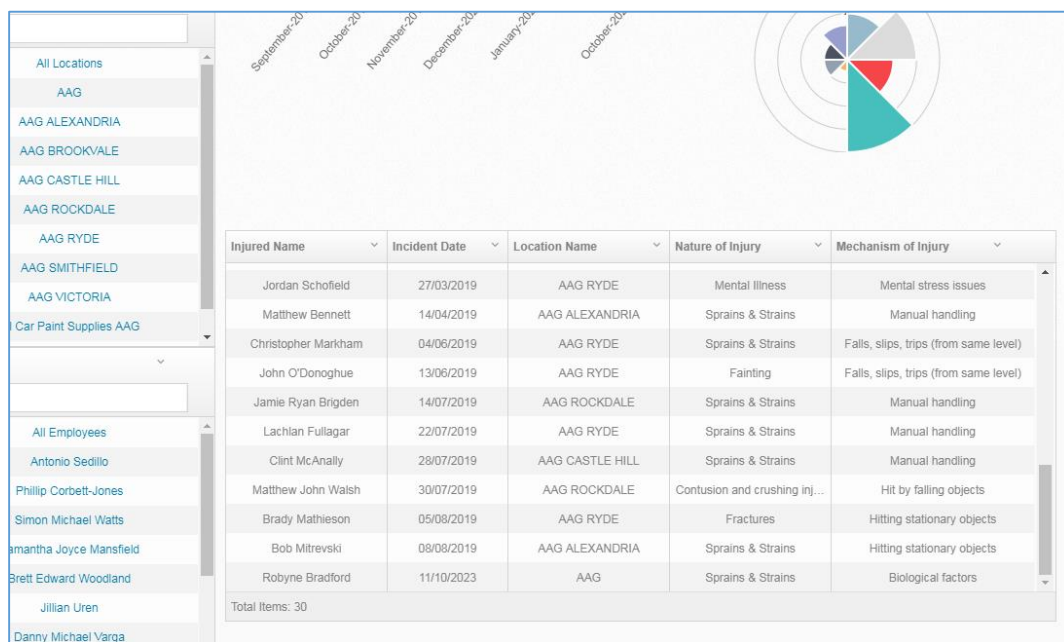
Site Location	12 months	Days lost	9 months	Days Lost	6 months	Days Lost	3 months	Days Lost
AAG Head Office/Admin	0	0	1	0	0	0	0	0
AAG Alexandria	1	32.7	1	2	0	0	0	0
AAG Blacktown	2	1	0	0	0	0	0	0
AAG Brookvale	1	1	1	2	1	7	1	0
AAG Castle Hill	0	0	1	0	0	0	1	4
AAG Rockdale	0	0	3	2.3	1	0.9	0	0
AAG Ryde	2	0	0	0	0	0	2	10
AAG Smithfield	0	0	1	23	0	0	0	0
All Car Paint Supplies AAG Total	0	0	0	0	0	0	0	0
Sentry Automotive Solutions AAG	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>6</b>	<b>34.7</b>	<b>8</b>	<b>29.3</b>	<b>2</b>	<b>7.9</b>	<b>4</b>	<b>14</b>



NOTE the report does not have to be in the above format but it does need to have that info on it. There may be a better angular report style. We can discuss. NOTE as with all reports, I need to be able to export as csv.

15) There is a report on the injury page which needs work. This needs to have a new column called time lost and another with the status. That should reflect time lost based on the info noted above in this brief. It needs to be in the same format with active, inactive and consideration with left index.

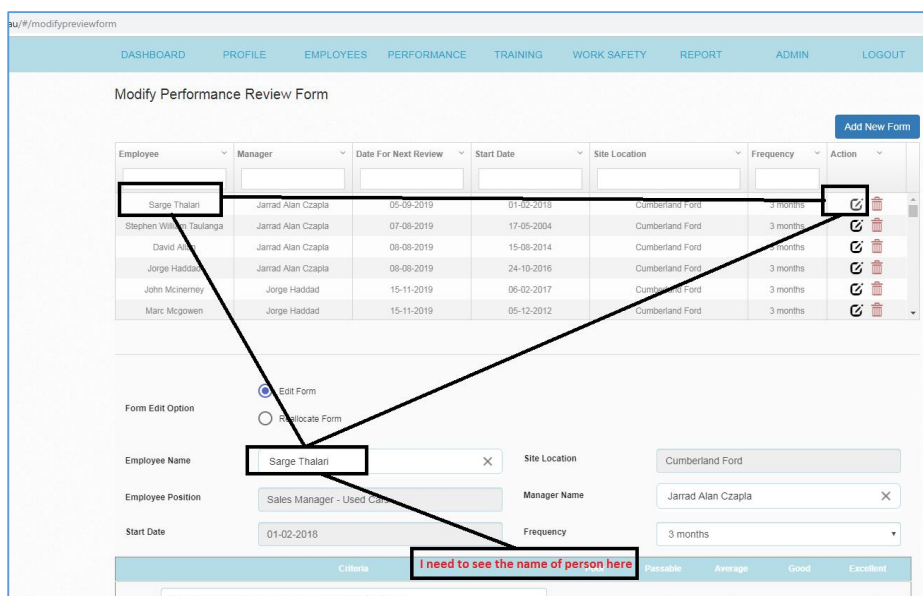
16) In addition, if I click the person, I should be taken to a new report showing me a history of this injury. This should include call logs for this injury and details from injury register. This needs to have a print button. NOTE there is already a pdf generator in this system, maybe use it.



Injured Name	Incident Date	Location Name	Nature of Injury	Mechanism of Injury
Jordan Schofield	27/03/2019	AAG RYDE	Mental Illness	Mental stress issues
Matthew Bennett	14/04/2019	AAG ALEXANDRIA	Sprains & Strains	Manual handling
Christopher Markham	04/06/2019	AAG RYDE	Sprains & Strains	Falls, slips, trips (from same level)
John O'Donoghue	13/06/2019	AAG RYDE	Fainting	Falls, slips, trips (from same level)
Jamie Ryan Brigden	14/07/2019	AAG ROCKDALE	Sprains & Strains	Manual handling
Lachlan Fullagar	22/07/2019	AAG RYDE	Sprains & Strains	Manual handling
Clint McAnally	28/07/2019	AAG CASTLE HILL	Sprains & Strains	Manual handling
Matthew John Walsh	30/07/2019	AAG ROCKDALE	Contusion and crushing inj...	Hit by falling objects
Brady Mathieson	05/08/2019	AAG RYDE	Fractures	Hitting stationary objects
Bob Mitrevski	08/08/2019	AAG ALEXANDRIA	Sprains & Strains	Hitting stationary objects
Robyne Bradford	11/10/2023	AAG	Sprains & Strains	Biological factors

Total Items: 30

17) ADD HOC:



Modify Performance Review Form

Employee: Sarge Thalari, Manager: Jarrod Alan Czapia, Date For Next Review: 05-09-2019, Start Date: 01-02-2018, Site Location: Cumberland Ford, Frequency: 3 months, Action: [Edit] [Relocate]

Form Edit Option: ☒ Edit Form, ☐ Relocate Form

Employee Name: Sarge Thalari, Site Location: Cumberland Ford, Employee Position: Sales Manager - Used Car, Manager Name: Jarrod Alan Czapia, Start Date: 01-02-2018, Frequency: 3 months

Criteria: I need to see the name of person here

hrmaster.com.au/#/viewperformancereview

DASHBOARD PROFILE EMPLOYEES PERFORMANCE TRAINING WORK SAFETY REPORT

### View Performance Review

Manager Conducting Review	Date of Review	Date For Next Review
David Berlusconi	26-03-2019	29-06-2019
David Berlusconi	30-04-2019	29-06-2019
David Berlusconi	29-05-2019	29-06-2019







I need to see the name of the person here as well :-)

Criteria	Poor	Passable	Average
1 What level of job knowledge does the employee have?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 How good is the employee's quality of work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

hrmaster.com.au/#/performancereview

PROFILE EMPLOYEES PERFORMANCE TRAINING WORK SAFETY REPORT ADMIN

### Performance Review

Employee	Start Date	Manager	Date For Next Review	Days Before Review	Action
David Berlusconi	06-09-2017	David Berlusconi	29-06-2019	59 days overdue	 
Jasmine Kallouk	09-01-2017	Victor Sultana	09-04-2017	870 days overdue	 
Mavra Theofilogiannakos	04-02-2008	Victor Sultana	04-05-2008	4132 days overdue	 

I need to see the persons name

Criteria	Poor	Passable	Average	Good	Excellent
1 What level of job knowledge does the employee have?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="Enter Comment..."/>					
2 How good is the employee's quality of work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="Enter Comment..."/>					

hrmaster.com.au/#/performancereview

☆

RD   PROFILE   EMPLOYEES   PERFORMANCE   TRAINING   WORK SAFETY   REPORT   ADMIN

Performance Review

Employee	Start Date	Manager	Date For Next Review	Days Before Review	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
David Berlusconi	06-09-2017	David Berlusconi	29-06-2019	59 days overdue	
Jasmine Kaila Bradford	09-01-2017	Victor Sultana	09-04-2017	870 days overdue	
Mavra Theofilogiannakos	04-02-2008	Victor Sultana	04-05-2008	4132 days overdue	

Criteria	Poor	Passable	Average	Good	Excellent
1   What level of job knowledge does the employee have?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="Enter Comment..."/>					
2   How good is the employee's quality of work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="Enter Comment..."/>					

When the manager get his employee on the interface to do their review, I need you to have the system send an auto email saying the employees performance review is now ready for processing. The employer of the account\_id also needs to be CC'ed. This is in case a manager resigns I can check to see who should now be the manager assigned to this task.