

NOTE

Remember to have your technicians download and install the new version from Google Play or Apple

Home / Registers / Hazard Registers / Hazardous Substance Stored

The format and recording of Hazardous Substances has been changed. You now create an individual record for each location where substances are stored, which include On-Site locations, Motor Vehicles and Customer Sites. There is also now the ability to complete and attach Risk Assessments for these. See the link below for the updated knowledge base article.

[Hazardous Substances Stored - SafetyMinder](#)

Home / Administration/Hazardous Substances

Under this new heading you will create the hazardous substances you need to keep track of in the above register. See the link below for full details.

[Hazardous Substances - SafetyMinder](#)

Home / Create Job Docs /Checklists

We have added 4 new form types into the Job Docs menu. As per the other options this will require Locked Template/Forms of this type. These new options are also available in the mobile app. The remaining template types can still be completed under Other.

NOTE: Only these types have been added because the remaining types should be used inside specific registers e.g. P&E Inspections, Fitness & Welfare Checks, Audit Report Internal etc.


- Create Job Docs ▾
- Template Testing
 - Checklists
 - Forms
 - JSA
 - Other
 - Permits
 - Plans
 - SWMS

Home / Registers / Injury & Health Management / Incident Reporting

The Personal Injury Register has been renamed to Incident Reporting to encompass other types of incidents like Environmental Incidents & Damage to Property. More updates coming soon.

In light of this a couple of the field names have been changed and it is no longer compulsory to select the type field – which relates to the type of person injured.

The name field will only show if you select a type.

 / Home / Registers / Injury & Health Management / Incident Reporting

Incident No


Date Report Logged

Type

ReportBy

Incident Result

Part/s of Body Injured

 / Home / Registers / Injury & Health Management / Incident Reporting

Incident No

Date Report Logged

Date & Time Occurred

☐ This is a lost time injury


Type

ReportBy

Name

Home / Registers / Injury & Health Management / Investigation Register

The Incident & Investigation Register is now the Investigation Register, with some small changes to field names.

 / Home / Registers / Injury & Health Management / Investigation Register

SAVE
 DELETE
 BACK

Date

Investigated by

Required completion Date

Incident Details

Incident No	Date Report Logged	Date Report Logged	Name	Location incident occurred	Incident Result	What Happened
54	09/12/2020	09/12/2020	Cinderalla BPumpkin	I've the moon, so I'll be	Injury	Opps

Home / Registers / Training Registers / Skills & Competencies Register

New Copy button in the Skills & Competencies, so you can easily create records for other staff members.

[Home](#) / [Registers](#) / [Training Registers](#) / [Skills & Competencies Register](#) SAVE DELETE COPY BACK

Staff: Cinderalla BPumpkin Training Course / Subject: Front End loader Training Location: Move over

Duties / Skills: Feeding fish Project Name: Other Date: 15/11/2020

Certificate Competency Type: Short Courses Certificate Reference No: Ca1234 ☒ Signed Off

Home / Registers / P&E / Plant & Equipment – Assign to Customer

If you have specific Plant & Equipment that is being used on site you can now be assigned these to a Customer.

Project Management is available in Safetyminder Plus – please contact us if you would like to upgrade to Safetyminder Plus and we will provide you a quote.

Assigned To: ☐ Staff ☐ Location Stored ☒ Customer

Customer: Purple Submarine Ltd Work site: Growing Fish

Job No: 2909ht Project/Description: other testing

[Home](#) / [Job Docs](#) / [Project Management](#)

Customer: Purple Submarine Ltd Work site: Growing Fish

Job No: 2909ht Job Name: other testing

P&E Assigned						EMAIL
	▼ FILTER	➕ GROUP	Search...			
Date Added	Asset Type	Asset No	Registration/Serial No	Description	Asset Status	SELECT ALL
09/09/2020	Lifting Equipment	56231	ESA912A	Nifty Trailer Crane	Current	<input type="checkbox"/>

Home / Registers / P&E / Plant & Equipment – New Asset Type

There is a new asset type for “Trailers” which has the same fields as motor vehicles.

1. The description will populate when the Make, Model & Colour fields are completed.
2. For both the Kilometres field is now optional.

[Home](#) / [Registers](#) / [P&E](#) / [Plant & Equipment](#)

Asset Type: Trailers Asset No: AA19 Registration/Serial No: EF8956

Asset Description: Prescott-Flat Deck Tandem-Green State:

Make: Prescott Model: Flat Deck Tandem

Colour: Green Kilometres:

Home / Administration / Templates / Forms

You can now mark Locked forms as Archived. This is for forms you are no longer using and means they will no longer display in any lists e.g. P&E inspections.

[Home](#)

Title: Plant Inspection Checklist_Archive Document ID: DP02az Version Number: 1 Template Status: Locked

Report Paper Type: A4 Portrait ☐ Sub-Contractor Template ☐ Need Revision ☐ Documentation Only ☒ Archive Template

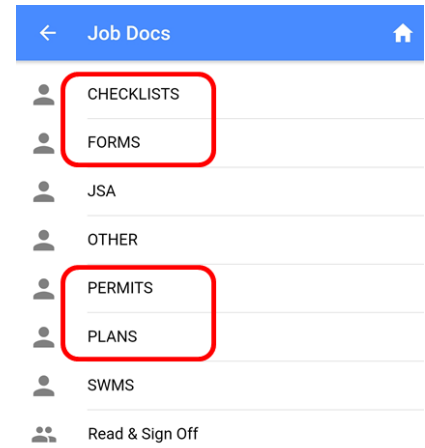
Mobile / Job Docs

There are new Options for to create Job Docs for the following template types:

- Checklist
- Forms
- Permits
- Plans

Under Other you can still select all the remaining types, along with any you have created in your database.

NOTE: Only these types have been added because the remaining types should be used inside specific registers e.g. P&E Inspections, Fitness & Welfare Checks, Audit Report Internal etc.



Mobile / Personal Details

On the main menu you can now click on the Profile Picture and this will take you directly to your Personal Details.

