

General

See the updated article for locking Policies, Procedures and Work Instructions, these are template forms that are for Document Distribution only i.e. they are not filled in for tasks or job docs:

[Forms used for Documentation Only - Safetyminder](#)

Home / Registers/Administrative/Registers Vaccination Record

As requested by several customers there is a new register to keep track of staff vaccination records.

Please note that this is sensitive information and should only be kept in accordance with government guidelines, as per the this link: <https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-vaccinations-understanding-your-privacy-obligations-to-your-staff>

The new Knowledge Base articles can be found on the following links.

[Vaccine Type - Safetyminder](#)

[Vaccination Records - Safetyminder](#)

[Vaccine Certificates - Mobile - Safetyminder](#)

Home / Registers / P&E / Maintenance

There is a new maintenance type for Calibrations, this works the same as Test & Tag with a result selection and text field. It is available for all the plant, tools etc asset types.

Also, when you are completing your own maintenance for P&E you can now add a template form to the tasks for staff to fill in. Once completed and the task signed off it will show in the documents section.

See the full article using this link: [Maintenance - Safetyminder](#)

Home / Registers / P&E / Maintenance SAVE BACK

Maintenance Type (highlighted): Calibrations

Date Added: 23/07/2021 Asset No: 1234

Registration/Serial No: zscdr Description: Test Asset

Inspected By: Staff Supplier

Staff: George Foreman

MaintenanceTemplate (highlighted): [Dropdown]

Sign Off

License: GC45 _ Electrical License Location: Plant Storage Shed #1

Next Test Due Date: 04/01/2022 Test Interval: 1 week Test Date: 05/01/2022

Result: Pass Calibration Result: 89012

Documents EMAIL ADD FILE

	Last Modified Time	Title	Description	Action
	12/01/2022 10:33	P&E Maintenance	AA-PE01 - Vehicle Maintenance Check	

Contd/...

Home / Administration / Company Set up / Audit Types

You can now create [Audit Types](#) and add them to [Registers /Administrative Registers / Internal Audit Reports](#)

Home / Administration / Company Set up / Audit Types

ADD NEW

EXCEL	PDF	FILTER	GROUP	Search...
Title				
General				
Safety				

Home / Registers / Administrative Registers / Internal Audit Reports

ADD NEW

EXCEL	PDF	FILTER	GROUP	Search...
AuditType	Form	Staff	CompletionDate	Sign...
Supervisor	zzHSEQ-F-014 - INTERNAL AUDIT FORM & REPORT	George Foreman	08/04/2021	✓
General	AA13 - Audit Report Simple	Kermit Frog	27/01/2021	✓
Supervisor	HSEQ-F-014 - INTERNAL AUDIT FORM & REPORT	Kermit Frog	25/01/2021	✓

Home / Registers / Hazard Registers / Asbestos Register

The label on the date field has been changed to “Date identified or assumed to be in the workplace”.

This register now has the ability to select Customer Site as the location.

There is now new function to complete a Risk Assessment Form. This is optional, the user can still simply complete the Conditions field & sign the task off.

For Tempalte Forms to appear in the selection list they will need to have type “Risk Assessment” selected & be locked. See the full articles on the links below:

[Asbestos Register - Safetyminder](#)

[Asbestos Register - Mobile - Safetyminder](#)

Home / Registers / Hazard Registers / Asbestos Register

SAVE

DELETE

BACK

Asbestos Type (identified or assumed)
 Non-friable asbestos (with a bonding compound)

Date identified or assumed to be in the workplace
 17/01/2022

LocationType
 Local Customer Site

Customer
 Purple Submarine Ltd

Work site
 Growing Fish

Job No
 2909ht

Project/Description
 other testing

Staff
 R.J Jensen

Conditions
 Green

Date Reviewed
 17/01/2022

Risk Assessment Template
 Is a Risk Assessment required?
 AA-R03 - Asbestos Risk Assessment - v2 Signed Off

Documents

ADD FILE

Last Modified Time	Title	Description	Action
16/01/2022 07:53	Asbestos Register	AA-R03 - Asbestos Risk Assessment	

Home / Documentation / Company

To tidy up the Administration/Company Setup menu we have moved the following into Documentation/Company:

- [Business Registration Certificate](#)
- [Industry Licences](#)
- [Insurance & Liability Certificates](#)
- [Work Safe-Safe Work Certificates](#)

Documentation

Administration

Audit Reports

Company

Customer Document

Manuals

Other

Business Registration Certificate

Industry Licences

Insurance & Liability Certificates

Work Safe-Safe Work Certificate

Home / Registers / Hazard Registers / Hazardous Substance Stored

You can now schedule regular assessments, select Yes to Schedule Risk Assessment & select the frequency. When the user signs off the task in the mobile app it will automatically create a new task for the selection made. When the assessments are no longer required then select frequency NA which will make this the last task. See the full articles on the following Links:

[Hazardous Substances Stored - Safetyminder](#)

[Hazardous Substance Risk Assessment - Mobile - Safetyminder](#)

Documents	Last Modified Time	Version No.	Title	Description
	21/10/2021 06:19	1	Hazardous Substances Register	AA-R01 - Hazardous Chemicals Risk Assessment

Mobile / Registers / P&E Maintenance

As per above you can now add Forms to be completed inside P&E Maintenance task. When a form has been added the COMPLETE ASSESSMENT button will be active, as shown below, click to fill the form in then click COMPLETE when done.

Also, under [VIEW FILE](#) you can now add multiple images or files. [P&E Maintenance - Mobile - Safetyminder](#)

Left Screenshot: Maintenance Register screen. ServiceNote: Also checked tyre pressures. Buttons: COMPLETE ASSESSMENT, + ADD FILE ...

Right Screenshot: COMPLETE ASSESSMENT screen. Buttons: VIEW FILES, + ADD FILE ...

Bottom of right screenshot: tap arrow to save & return, Tap green circle to sign off

NOTE

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