

User Guide

Safety | Selections

Safety Selections are used to run random selections of Contractors and Employees for a specified event. Safety Selections are used at logpoints/kiosk to randomly select those cardholders and inform them they need to proceed to a specified testing location. Once a person is selected for a Safety Selection, they are blocked from logging onto site until they have been cleared.

STEP ONE | Creating Safety Selections

In the Site Level, under the Safety Tab, click Selections



Click add

A screenshot of the 'Safety Selections' control panel. The title 'Safety Selections' is at the top left. On the right, there is a printer icon and the text 'printer friendly'. Below the title, there are several controls: 'Status' with radio buttons for 'Pending', 'Running / Unfinished' (which is selected), and 'All'; 'Dates' with radio buttons for 'All' and 'From', followed by two date input fields showing '19' and '19'; a green 'search' button; and a green 'add' button which is highlighted with a red rectangular box. At the bottom left, there is a 'Type' dropdown menu showing '-- All --' and a 'Sort By' dropdown menu showing 'Status, Time'.

STEP TWO | Modifying the Safety Selection

Enter the details you require for the Safety Selection and the logpoints it will be run on. The logpoints must be online for them to be selectable. Once details and logpoints selected, click Save

Create Safety Selection

Selection Type:

Person Type: Contractors Employees

Select One In: On average, one selection in how many possibilities? (1-100)

Report Location:

Report Within: minutes Time after selection when selectee becomes overdue (5-60)

Alert Delay: minutes Time after selectee overdue before included in alerts (0-60)

Description For Selectees:

For Logpoints:

Name	Gen	Online
<input type="checkbox"/> BEN'S SURFACE	LP6	✗
<input type="checkbox"/> GROUND FLOOR	LP5	✗
<input type="checkbox"/> LP6 SETUP	LP6	✗
<input type="checkbox"/> PEGASUS GROUND FLOOR	LP6	✗
<input checked="" type="checkbox"/> PEGASUS RECEPTION (TABLET)	LP6	✓
<input type="checkbox"/> SWLP DOWNSTAIRS	SWLP	
<input checked="" type="checkbox"/> SWLP PEGASUS NEWCASTLE	SWLP	
<input type="checkbox"/> TESTING KIOSK	LP6	✗
<input type="checkbox"/> TESTING TABLET	LP6	✗
<input type="checkbox"/> TESTING UNIT	LP5	✗

NOTE: "Select One in" will roll a random chance EVERY time a cardholder goes to sign into a Logpoint. E.G Select One in 3 means that every cardholder has a 33% change of getting selected for a Safety Selection

NOTE: The Report Within field will block the cardholders access from site if they do not report to the specified report location and are processed.

Click start now to Prepare the Safety Selection

View Drug and Alcohol Testing (id:3352)

ID: 3352

Selection Type:

Person Type: Contractors Employees

Select One In: On average, one selection in how many possibilities? (1-100)

Report Location:

Report Within: minutes Time after selection when selectee becomes overdue (5-60)

Alert Delay: minutes Time after selectee overdue before included in alerts (0-60)

Description For Selectees:

For Logpoints:

Name	Gen	Online
<input type="checkbox"/> BEN'S SURFACE	LP6	✗
<input type="checkbox"/> GROUND FLOOR	LP5	✗
<input type="checkbox"/> LP6 SETUP	LP6	✗
<input type="checkbox"/> PEGASUS GROUND FLOOR	LP6	✗
<input checked="" type="checkbox"/> PEGASUS RECEPTION (TABLET)	LP6	✓
<input type="checkbox"/> SWLP DOWNSTAIRS	SWLP	
<input checked="" type="checkbox"/> SWLP PEGASUS NEWCASTLE	SWLP	
<input type="checkbox"/> TESTING KIOSK	LP6	✗
<input type="checkbox"/> TESTING TABLET	LP6	✗
<input type="checkbox"/> TESTING UNIT	LP5	✗

Enter the finish date and time of the safety selection and click Save.

Start Drug and Alcohol Testing (id:3352)

ID: 3352 STARTING

Start Time:

Planned Stop: * 19 enter date/time as

Selection Type: v

Person Type: Contractors Employees

Select One In: On average, one selection in how many p

Report Location: v

Report Within: minutes Time after selection when select

Alert Delay: minutes Time after selectee overdue bef

Description For Selectees:

cancel
save

STEP THREE | Processing Safety Selection Selectees

As cardholders are selected at Logpoints they will appear under the running selection. Below shows a running selection, Safety Lifting Test. Clicking on the green text will open this running selection.

Safety Selections printer friendly

Status: Pending Running / Unfinished All

Dates: All From to search add

Type: v Sort By: v

Found 4 selections.

Name	Status	Start Time	Planned Stop	Actual Stop	Logpoints	Report To
Safety Lifting Test (id:2779)	Running	06-Nov-17 at 13:37	06-Nov-17 at 15:05		KIOSK 1	Parmedics Hut
Safety Lifting Test (id:2770)	Stopped	02-Nov-17 at 14:27	03-Nov-17 at 16:00	02-Nov-17 at 14:34	KIOSK 1, KIOSK 10	Parmedics Hut
Safety Lifting Test (id:2771)	Stopped	02-Nov-17 at 15:12	03-Nov-17 at 16:40	02-Nov-17 at 15:18	KIOSK 10	Parmedics Hut
Safety Lifting Test (id:2773)	Stopped	03-Nov-17 at 12:07	04-Nov-17 at 13:35	03-Nov-17 at 12:13	KIOSK 1	Parmedics Hut

Here we can see Damien Challen has been selected at a Logpoint to report to the required safety location. He currently has 13 minutes to report the required location.

SELECTEES		1 / 1				
1 To Do <i>Click name to process selectee</i>						
Name	Card ID	Person Type	Company	Due in H:M	Selected	Logpoint
Damien Challen	000 918 338	Contractor	Onsite Track Easy Pty Limited	0:13	06 Nov 17 at 13:40	KIOSK 1

To process a Safety Selectee, click on the green name and you will be prompted with the below information. He can now be processed or continue to be blocked. If successfully processed, he can now return to the logpoint and continue to log in.

Process Safety Selectee Damien Challen

Name: **Damien Challen**

Card ID: 000 918 338

Person Type: Contractor


Company: Onsite Track Easy Pty Limited

Selection: **Safety Lifting Test (id:2779)**

Selected: 06 Nov 17 at 13:40

Logpoint: KIOSK 1

Due In: **0:12**



SITE ACCESS

Current Status: **BLOCKED** by this Selection

PROCESS

Process Note:

Note only visible to users with Can Manage Safety Selections right

Keep Blocked:

When you process a selectee the selection-based site access block is removed.
To keep this person blocked from site, tick above to add a new general block.

back **process now**

NOTE: Once selected for a Safety Selection, that same cardholder will never be re-selected until a NEW Safety Selection is created and started. This safety Lifting Test Selection has an ID of 2779. Damien Challen will no longer be tested until a NEW safety selection is configured and started.