



Policy &  
Planning



Employee  
Management



Risk  
Management



Injury  
Management



Record  
Management



Environmental  
Management

Compliance should  
be a high priority...  
**not a burden.**

[www.whssystems.com.au](http://www.whssystems.com.au)

Over **500,000** workplace injuries per year  
Cost **\$60.6b**  
in 2010 – 4.8% of GDP

**228**  
fatalities  
in 2012

### The Impact Of Workplace Incidents

**12.2**  
serious  
claims for every  
1,000 workers

**\$22.3m**  
in fines  
in 2011-12

The Authorities In 2011-12  
• **133,935** workplace interventions  
• **50,062** notices issued  
• **362** legal cases finalized

Use  
Online WHS  
to avoid  
contributing  
to these  
statistics.

Thousands of businesses still use paper or spreadsheet based processes to run their WHS compliance obligations. There is a better way that will save time and money, improve reliability and performance, reduce risk and stress.

## 5 ways Online WHS can benefit your business.

### Automatic Operational Flow

- 1 Automate information flow to interested parties. No longer any need to rely on manual systems.

### Automatic Reporting

- 2 Generate reports with a simple click. Allows you to focus on decision-making and taking action.

### Alerts

- 3 Set email alerts so that you know what needs attention when it needs attention.

### Reliability of Data

- 4 Your data is stored in one, easy to find, secure place. It cannot get lost or misplaced and is not prone to corruption or accidental deletion or change.

### Accessibility of Data

- 5 Log in from anywhere. Effectively operate from multiple locations.



### An effective WHS system will:

- Create a safe and secure work environment
- Minimise exposure to fines and penalties
- Reduce costs of compliance
- Protect your insurance coverage
- Reduce stress
- Enhance your business reputation
- Enhance your company culture and team morale
- Increase productivity

Watch a  
short video  
introduction:



Incident List Publish Register

How do I sort the register?

Activated Deactivated Search

Item Id	Affected Person	Site	Incident Date	Add Document	AIF	SR	Send View	Update Status
14694C	Bill Smith (Employee)	Melbourne	09-09-2013 10:30 AM					
14654C	Gary Stewart (Employee)	Charlestown	04-09-2013 11:21 AM					
14424C	Bill Smith (Employee)	22 McDonald Street	05-08-2013 11:36 AM					
8334C	Phil Bamford (Employee)	Gulford Road	03-07-2012 5:59 PM					
8254C	Joel Hammer (Employee)	Gulford Road	05-07-2012 7:36 PM					
8144C	Bill Smith (Employee)	114 the Lakes Drive, Glenmore Park	09-02-2012 2:12 PM					
4684C	Hugh Smith (Employee)	114 the Lakes Drive, Glenmore Park	08-09-2011 9:59 AM					
3084C	John Locke (Employee)	2 Nation Ave, Sydney, 2000	28-01-2011 10:02 AM					
3074C	Bill Smith (Employee)	22 Capital Drive, Canberra, ACT, 2601	01-02-2011 10:10 AM					

Displaying 1 to 9 of 9 records

Legends:

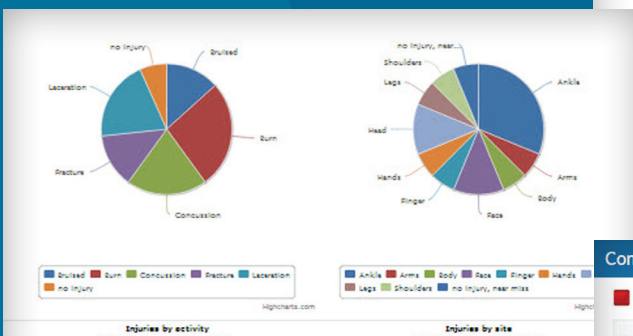
- AIF : Incident Investigation Form
- SR : Supervisor Report
- Medical Checkup Done ?
- First Aid Provided ?
- Ambulance Called ?
- Hospital Visited ?

**Easily manage incidents and accidents through the Incident Register.**



**Easy access for employees and managers.**

(please note: employees do not have access to any other employee's personal details.)



**Easily create reports of incidents and accidents.**

Contractor List Publish Register

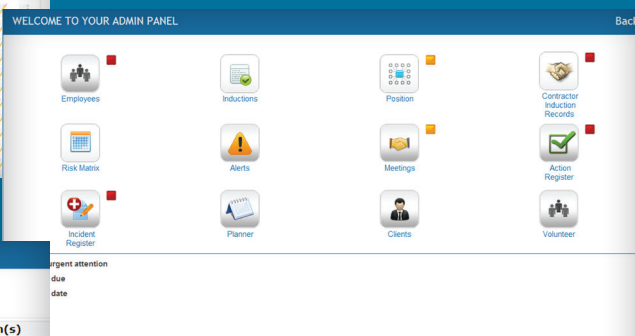
Company Name	Contractor Name	Start Date	End Date
GRD Garden Maintenance	Grant Smith	11-03-2014	N/A
Hummers	Harry Hummer	27-08-2012	31-08-2012
Jacks Trucks	Jack Tremmer	27-08-2012	31-08-2012
BMC Contractors	John Smith	26-02-2011	28-02-2011
terffow	Lenny Jackson	15-05-2014	N/A
	Mike Fulcher	19-03-2014	N/A
ing Rocks	Roy Jackson	28-11-2012	N/A
ry Plumbers	Terry Hill	27-08-2012	31-08-2012

**Comprehensive Contractor Management System with email alerts.**

Policy List Publish Register

Policy No	Policy Name	Site	Signed Document	Review Date	Download Policy Documents	Policy Documents	View Edit Status
34234PD	Anti-Discrimination and EEO Policy	Head Office		01-09-2014		Upload Doc	
34233PD	Code of Conduct	Head Office		01-09-2014		Upload Doc	
34232PD	Dress Policy	Head Office		01-09-2014		Upload Doc	
34231PD	Electrical Safety Policy	Head Office		01-09-2014		Upload Doc	
34228PD	Emergency Evacuation Policy and Procedure	Head Office		01-09-2014		Upload Doc	
34226PD	First Aid Policy	Head Office		01-09-2014		Upload Doc	
34240PD	Housekeeping Policy	Head Office		01-09-2014		Upload Doc	
34241PD	Induction Policy	Head Office		01-09-2014		Upload Doc	
34242PD	Inspection Policy	Head Office		01-09-2014		Upload Doc	
34243PD	Mobile Phone Policy	Head Office		01-09-2014		Upload Doc	
34244PD	Personal Protective Equipment and Clothing Policy	Head Office		01-09-2014		Upload Doc	
34245PD	Skin Protection Policy	Head Office		01-09-2014		Upload Doc	
34246PD	Smoke Free Policy	Head Office		01-09-2014		Upload Doc	
34247PD	Training Policy	Head Office		01-09-2014		Upload Doc	
34248PD	Vehicle Policy	Head Office		01-09-2014		Upload Doc	
34249PD	Vehicle Safety Policy	Head Office		01-09-2014		Upload Doc	
34250PD	WHS Consultation Statement	Head Office		01-09-2014		Upload Doc	

**Manage, store and access all documents from any location.**



Employee Induction Matrix Publish Register

Filter: Search By Go

Employee(s)				Induction(s)						
Name	Email	Manage Induction	Show Scores	Manual Handling	Contractor Induction	Policy Induction	Employee Safety Induction	Safe use of Forklift	Drug and Alcohol	Site Induction
Hugh Smith	Email	Manage Induction	Show Scores							
John Brown	Email	Manage Induction	Show Scores							
Pamela Lyden	Email	Manage Induction	Show Scores							
Pauline Ward	Email	Manage Induction	Show Scores							
Phillip Bamford	Email	Manage Induction	Show Scores							

Record 1 - 5 of 5

Legends:

- Assigned Induction
- Assigned Induction

**Manage employee and contractor inductions and qualifications.**

**Administration section for controlling inductions, qualifications, alerts, meetings, actions and more.**

QUICKLINKS

Policy and Planning	Employee Management	Risk Management	Injury Management	Record Management	Environmental Management
Policies	Employee Register	Hazard	Incident Register	Checklists	Environmental Register
Organisational Positions	Contractor Register	Plant and Equipment	Incident Add Form	Forms	Environmental Policies
Responsibilities		Chemicals		Registers	Asbestos Survey
Emergency Procedures		SWMS		Reports	Asbestos Register
Emergency Equipment		Sites			Asbestos Management
		Activity			
		Inductions			

Needs urgent attention  
Review due  
All up to date

**All the registers you need to show compliance in one easy complete system.**

# The 6 Modules of Online WHS.



## Policy & Planning



## Employee Management



## Risk Management

### PURPOSE

To enable easy development of a framework for creating a more efficient, professional, and safer workplace.

To effectively track compliance procedures for all employees and contractors.

To enable identification of potential hazards; assessment of risks, and implementation of control measures.

### ACTIONS

- Developing company policies
- Identifying organisational positions
- Allocating responsibilities
- Developing emergency procedures
- Developing maintenance schedules for emergency equipment & allocating responsibilities

- Easy access for employees via a site icon page
- Track employee and contractor Inductions/toolbox talks/ qualifications/ insurances and training
- Complete contractor compliance record and management section
- Develop and maintain centralised record keeping system
- Develop reports regarding employee history

- Identify , assess, control and develop actions for implementing the control measures for hazards and risks identified
- Develop or upload Safe Work Method Statements
- Schedule maintenance and review for plant and equipment
- Easy access for employees to obtain the necessary documentation
- Easy access for employees to record issues or record proof of use of documentation

### DOCUMENTS

- 27 pre-loaded Policies from HR Advance's WHS Essentials package\*
- Maintains organisational position documentation
- Maintains service records for emergency equipment
- Maintains emergency documentation and evacuation drill dates

- Maintains employee qualifications, licenses and certificates, inductions and other related documentation
- Maintains contractor insurances, qualifications, licenses and certificates

- 15 Pre-loaded SWMS\*
- Maintains uploaded Safe Work Method Statements
- Maintains Risk Assessments
- Maintenance service records and documentation for plant and equipment items
- Maintains MSDS's for hazardous substances

### REGISTERS

- Policy Register
- Organisational Position Register
- Responsibilities Register
- Emergency Procedures Register
- Emergency Equipment Register

- Employee Register
- Employee History
- Qualifications Matrix
- Training and Induction Matrix
- Contractor Management Register

- Hazards Register
- Plant & Equipment Register
- Hazardous Substances Register
- Safe Work Method Register

### REPORTS & ALERTS

- Set review date alerts for items due.
- History kept for each item in a log.

- Set alerts for expiration dates of licenses, insurances, and qualifications.
- Reports on training, qualifications and skills available.

- Set alerts for hazards lodged
- Set alerts for items due for review or maintenance
- Email alerts for responsibilities associated with risks





## The User Admin Dashboard

The User Admin Dashboard allows you to control many aspects of the system from a central point. Use the Dashboard to control inductions, qualifications, alerts, meetings, actions and complete the processes from other Registers.

Access is limited to System Administrators.

- Employee Register - enter, record, and save all employee details including history, inductions, and qualifications.
- The Meetings Builder - create, record and save meeting related information – agendas, minutes, attendees and more.
- Develop and complete action processes for incident corrective actions, implementation of hazard control measures, and meeting outcomes.
- Develop alerts for every Register in the system.
- Enter, record, and save contractor details including inductions.



### Injury Management



### Record Management



### Environmental Management

#### PURPOSE

To efficiently document incidents and their impact. To enable cause and effect analysis and identify remedial actions needed to reduce risk.

To facilitate the development, uploading, storing, and accessing of all checklists, forms, reports, templates, and documents.

To enable identification of potential environmental issues and create options for lowering environmental impact.

#### ACTIONS

- Record information and details related to all incidents
- Comprehensive incident investigation and corrective measure process
- Develops a variety of reports to identify and analyze incidents trends

- Build/create or upload checklist
- Upload forms and templates
- Develop comprehensive reports

- Develop business policies related to environmental issues
- Identify and control environmental impacts
- Develop an environmental policy and action plan
- Asbestos management

#### DOCUMENTS

- Ability to upload documents in relation to the incident

- 17 checklists pre-loaded into your system\*
- 11 Forms pre-loaded\*
- Ability to upload forms and checklists

- Ability to upload documents in relation to environmental issues

#### REGISTERS

- Incident Register

- Checklist Register
- Forms Register
- Reports Register

- Environmental Register
- Asbestos Register

#### REPORTS & ALERTS

- Set alerts to notify of incidents lodged
- Set review date alerts for investigations, corrective measures and implementations of corrective measures
- History kept for each item in a log

- Set review date alerts for items due
- History kept for each item in a log

- Set review date alerts for items due
- History kept for each item in a log

*\*Note: any pre-loaded documents or forms must be downloaded and customised with the details of your business.*

**ONLINE WHS SUPPORT** Online Support

HOME KNOWLEDGE BASE SUBMIT TICKET

**OPEN TICKET**

Email Address

Ticket Number

Go

**Online WHS Support**

TYPE KEYWORD TO INSTANT SEARCH

RECENT ARTICLES

Q: [How do I setup and manage the alerts.](#)

Q: [How to add and manage a new contractor step by step](#)

Q: [How to enter a new employee step by step.](#)

Q: [Accident Register](#)

TOP CATEGORIES

EMPLOYEE MANAGEMENT

INJURY MANAGEMENT

Understand how the system works via our extensive Help Section complete with Help Ticket System.

**Add Site** View Help Pop Up Turn on Help Pop Up

Start from step 1 and work your way down the steps. Mandatory fields are highlighted with a red asterisk.

Line	Site Address*	Site Contact	Phone	Start Date <small>Go</small>
1.	Global Site	Phil Bamford	98999999	01/03/2014
2.	Welding Bay	Phil Bamford	98999999	01/03/2014
3.	Building and Grounds	Phil Bamford	98999999	01/03/2014
4.	Sales Activities	Phil Bamford	98999999	01/03/2014
5.	External Sites Com...	Phil Bamford	98999999	01/03/2014
6.	External Sites Resid.	Phil Bamford	98999999	01/03/2014
7.	Warehouse	Phil Bamford	98999999	01/03/2014
8.	Manufacturing and ...	Phil Bamford	98999999	01/03/2014
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Step 1. Sites

Step 2. Activity \*

Step 3. Induction

Step 4. Position \*

Step 5. Employee \*

Step 6. Chemical

Step 7. Plant & Equipment

Step 8. Emergency Equipment

Step 9. Policies

Step 10. Forms

Step 11. Checklist

Step 12. Responsibilities

Step 13. Hazards

Step 14. Contractors

Step 15. Emergency Procedures

Get up and running quickly and easily and also update your data with our easy to use Starter Kit.

“

I started using the Starter Kit to update some of our items, loved it. It makes things really quick and easy.

”

## Help, Support and Documents

### The Starter Kit

- A step by step guide to setting up the system specifically for your circumstances and needs
- Online pop-up help screens at every point in the set up process
- Ability to download and print the pop-up help screens
- Weekly starting tips and hints emails – for 2 weeks.

### Monthly Review Emails

- Delivered to your inbox every month
- Designed to help you learn more about the system and how it works
- Scheduled to coincide with the review protocols of your system
- Links with tutorial videos.

### Help Ticket System

- Connects directly to our technical team
- Responses guaranteed by 9:00am the following business day (Mon-Fri)
- Use for problems you face or improvements you identify.

### Online Video Tutorials

- Comprehensive videos covering all aspects of Online WHS
- View at your convenience
- Printable notes accompany all videos.

### Documentation\*

WHS Systems has teamed with both HR Advance and Safety Culture to ensure your WHS program has the documents essential to meet your compliance needs.

Online WHS has over 60 documents pre-loaded.

You are also entitled to a package of 15 Safe Work Method Statements from the Safety Culture portfolio.

These documents alone would come at considerable expense but with Online WHS they are included in your package.

**\*Note:** any pre-loaded documents or forms must be downloaded and customised with the details of your business.

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