

H&S Compliance Manager Version 7.0

New and changed- 7 April 09

Incidents

- New Incident graphing options to both the screen and reports including graphs by user reporting category, contributing hazards (or root cause hazards), process types, task types, time of day and day of week. All report graphs have been made a bit smaller and generally tidied up. These new graphs may be selected when generating the report or default options set from the menu - Edit incident statistics defaults / report selection tab.
- Changed Incident graphing selection for the screen and reports so that incidents will be selected for graphing only if the user has security for the incident departments. Previously all departments' incidents were shown if no incidents were tagged. In addition, incidents can be confined for graphing to only those selected and tagged from an incident query or from the incidents browse screen.
- New customised Incident reports to Excel may be created, saved and reused. You may create customised reports using selected incident data and send these to Excel. From the menu, select File / My custom reports / My incident reports.
- Incident costs and lost time has had several changes to make it easier to use.
 1. When a Costing* Template is selected for an incident, it has 3 levels: a) Cost Category, b) Cost Type and c) Cost item. Previously, all three levels could be inserted, removed or changed - causing confusion. This ability has been removed. Now only cost items may be inserted, changed or deleted.
 2. Pressing enter over a Cost Type now is the same as pressing the add button, it inserts a new cost item under it.
 3. The prompt button for to select a Costing Template is in a more prominent position.
 4. The Cost Type for lost time is now indicated on the display.

**Note: Costing Templates for costs and / or lost time may be customised or new ones create. See menu / Edit Incident costing templates.*
- Incident entry window rearranged to make it more intuitive. After the new incident wizard has been completed the selections normally set by the pre-incident wizard have been moved to a tab behind the current incident status on the right of the window.

Contractors

- Contractor's Contracts (Enterprise) may now be linked to multiple locations, tasks, processes and materials or substances. This allows a new contract hazard report to select all the hazards contractors may be exposed to while performing the contract. All selection windows and reports have been updated for multiple selections.
- New Contract hazard report (Enterprise) contains contract details, contract specific safety notes as well as hazards the contractor may be exposed to including hazard description, work instructions, PPE and any uncompleted actions for the hazard. In addition any materials or substances used are listed with emergency first aid.
- Contractor approval date is now shown at top of contractor scopes window in Enterprise edition.

- Supplier list now shows the name of the approver and the approval expiry date.
- Contractor approvals are now displayed in the order of latest approval change date for auditing purposes. Also contractor approval dates now refreshed in window properly after being changed.
- Supplier and contractor contacts now have a field for a position added.
- When a Contractor's approver becomes an ex-employee, an action (and possibly an event email if set up) will be sent to the person terminating the employee, saying that someone should re-approve the supplier so that the system knows who to send contractor approval reminders to.

Hazards / Materials and Substances

- New customised Hazard reports to Excel may be created, saved and reused. You may create customised reports using selected hazard data and send these to Excel. From the menu, select File / My custom reports / My hazard reports.
- Hazards may now be linked to multiple locations, tasks, processes and materials or substances. This allows reports to select all the hazards a staff member may be exposed to. All selection windows and reports have been updated for multiple selections.
- The hazardous substances reports include all associated hazards as well as a summary of PPE required for all hazards.
- Multiple locations for Hazards added. Previously generic hazards did not have a location specified but now all locations where people may be exposed to the hazard may be selected.

Health Monitoring

- Health monitoring program now has hazards related to the monitoring so that monitoring may be terminated when all hazards have been eliminated.
- Health monitoring tabs added to show employees by last/first name, first/last name, and department as well as ex employees.

Employees

- New customised Employee reports to Excel may be created, saved and reused. You may create customised reports using selected incident data and send these to Excel. From the menu, select File / My custom reports / My employee reports.
- Staff may be linked to multiple locations, tasks, processes and materials or substances. This allows reports to select all the hazards a staff member may be exposed to. All selection windows and reports have been updated for multiple selections. The individual employee hazard exposure report searches for all hazards that an employee is exposed to based on tasks (the employee may do), processes (the employee may be involved in), job types, locations and hazardous substances.
- Selecting who a staff member reports to may now also be made from outside of the user's security view by checking "show all staff".
- Added facility to lock an employee's department against automatic updates from a payroll import. To activate, check on Lock Department in the staff / employment tab.

Training

- In the Training Module "training due days to go" is colour coded. Overdue is red, training within 7 days is blue, and within 30 days olive. The default is black.

- Staff holding certificates and licence types may be displayed and printed by certificate type or licence type from menu / training / browse certificates by type.
- Training Competency levels may now be either alphabetic or numeric (if used). If a training competency level code is changed from the menu / Edit / training competency levels, all current staff training with the old competency levels will be updated to the new competency level value. However, training history will not be altered.
- NZQA Training module has had more memory allocated as we had received a report that, when used for an extended time (hours), it could cause the application to run short of memory and close.

Calendar of events

- New Calendar option to print list of overdue events. From the "All events" tab, pressing the "Print event list" button asks if overdue events only are required or all events.

Equipment issues

- Equipment Issued to staff now always places "equipment next check date" in the calendar, even if the check date is before the issue date. Previously, only check dates after the issue date were recorded in the calendar. Note: the upgrade to version 7 places these in the calendar for currently issued equipment, so it would be worth checking the calendar.

Actions

- The Actions window now only displays actions where the user has access to the department. Previously, a bug allowed users to view actions outside of the departments they had security to see (Enterprise version only) if they had a lot of departments, causing the selection filter size to be exceeded.

Application help

- In the HSE help, a "Scripting Error" in the Help window indicates that the website the Help is on is not in your Internet Explorer trusted web sites list. Ask your IT support to alter this for you. The web sites needed for application help are: www.cslnz.co.nz and www.hse.co.nz.
- VCR controls have been removed from most lists, browses and lookups. These were a previous "Windows Standard" that were supposed to look like the buttons on a VCR player - and were about as intuitive too.

Application setup

- Version 7 application has changed its look to a more modern style. Because the background is a high definition image, this may not display properly in older 16-colour screens. To override these settings you can add the following lines to QSE.INI.
[Options]
WallPaper= (file name of wall paper for application frame eg: small.gif)
WallPaperPos= Tiled or Centred (default is to stretch the image)
ToolBarWallPaper= (file name of wall paper for Toolbar)
ToolBarWallPaperPos= T Tiled or Centred (default is to stretch the image)

Meetings

- Creating a new meeting showed meeting actions on the screen from the copied meeting rather than the new meeting. This has been corrected. The meeting report always showed correct actions.
- Meeting may have incidents and accidents linked. These are linked to the individual meeting not the meeting group and are printed in brief in the meeting report. This could be used for bringing accidents and incidents to the attention of staff.
- Minor change in meeting report minutes "....." has been replaced with the word minutes.

Additional iPayroll support

- iPayroll (online payroll) is now supported for up to 3 staff CSV files. To use this facility, contact iPayroll support to make the H&S Compliance Manager export report available. Print the report for each payroll and save contents to a folder. In H&S Compliance Manager File menu file / options / payroll import options select import from CSV file and select the iPayroll report CSV files. Before importing, the QSE.INI configuration file must be edited in notepad adding the following under [IMPORT] section because iPayroll CSV files are non-standard and each line ends only with a line feed character: For CSV files 1,2 or 3 add
[IMPORT]
StaffCsvFileEOR=LF
StaffCsvFileEOR2=LF
StaffCsvFileEOR3=LF

Human Resource reports

Note: The H/R extension may be used in all versions. There is no additional charge for this module, but it needs to be activated in your system. To use it you will need to call Compliance Solutions and receiving a new key.

- HR Staff turnover reports has a new item showing staff without a business unit or job category so that the total in lines matches the "all staff" total.
- Employee reviews now include the option to include disciplinary actions during the review period, and notes for the employee. This, in addition to HR details, pay details (for selected payrolls), benefits and allowances, medical details, employee incident summary, review notes and follow up notes. Email events may be set up to be sent to the person conducting the review or the HR administrator. To set up employment review types go to edit / review types.
- An employee's Payroll Department and Payroll Position may be edited in the HR employment tab for staff. These values are normally imported from the payroll. The payroll import will not overwrite the edited values if they are not blank. Note: The Payroll Position (the person's status) is not necessarily the same as the Job Type, which is for associating jobs to tasks, processes and training. The Payroll Department in a payroll is often a cost centre and may be different from Department in HSE.