

## General

Companies may have an existing system; however, it is probably limited, and consists of using various independent solutions that are not connected (interfacing) together.

For example, for recruitment, for security gate access, for training records, for personnel details, contractor and contracting company information, production reporting and document management.

INFO is an integrated system offering the capture of data, which is then converted into information for the user to utilise and thus have knowledge.

Specifically, it captures routine data, and can present it to the user as a visual or printed output. Data may be input via a keyboard, or imported (Custom-Separated, Comma-Separated, Merge, .xls, .xlsx and dBase) and exported (Tab-Separated, Comma-Separated, DBT, Merge, HTML Table, XML or Excel formats).

The data file defaults to English; however, it can use custom languages at any time, concurrently with other users. For example, one user can select 'English' and another select 'Russian' to access the same file. Whilst this feature is active, we cannot promise full compatibility due to various language dialects are needed to be confirmed and entered in consultation with the client at time of installation / configuration.

It is designed to suit various clients. The labels of the fields can be changed to suit client requirements, e.g. in the 'Production' table the label for 'cars' (underground coal) may be altered to 'trucks' (to suit underground metal).

The database includes the monitoring of employees, companies contracted to perform irregular tasks (such as mowing lawns, clearing trees, excavations, etc.) and the employees of those companies (known as contractors), and of course, visitors, in fact all persons that attend the site (facility).

It allows ALL persons (by entering their employee number / contractor ID via a keyboard or I.D. card) to view their own records, and to record their attendance.

Visitors are also required to log in, (and if it is their first visit, their company details are recorded, their photo and signature can be captured with the use of a portable tablet), then the system can output a self-adhesive label for them to apply to their clothing.

A site or client administrator has 'super-user' permissions and can create accounts for 'registered users' so long as the number of registered users does not exceed the software licence

Registered users have access to view and edit records (within their privilege settings). If a registered user forgets their password, they can request a new one by clicking on a link, and a new (system generated) password is emailed to their registered email address.

Persons are refused entry to site based on mandatory training being expired. Prior to it expiring, they are warned of the number of days left on those mandatory qualifications so they can arrange for their training to be updated prior to logging on. Warning days are colour coded – Black OK, Yellow Warning, Red – Critical.

Safety / Training Dept can produce a report of persons with approaching expiry to pre-arrange the necessary training, Induction, Generic, Medical, First Aid etc.

The system allows for a labour hire company that provides a workforce to various locations recording their training and appointments at each location separately, thus allowing confirmation of their skills prior to directing them to attend the alternate work location.

This is also appropriate for any company having multiple operations (sharing the same data file) with their employees being occasionally directed to attend a location they do not normally attend, or simply to manage all records within the same file, allowing the data to be transferred from one location to another if that employee re-locates between their operations

When implemented for multiple site use, reports can be produced for the individual sites an employee has on their record

Whilst SMS Messaging is built into the file, it requires the client to subscribe to a service and to be configured for that service provider.

Typical costs per SMS for such a service in Australia are U\$0.049 to send, U\$0.0075 to receive.

## HR

Employee Document Management allows the storage of up to 24 documents, (but this number can be increased if required) e.g. employment contracts, counselling/warnings, general correspondence, scanned copies of qualifications

Personal detail information for Employees, Contractors and Companies include:

Name, Address, DOB, Age, Phone, Email, Sex, Ethnicity, Native Language, Roster, Shift, Qualifications, Medical, Clothing, Documents / Keys Issued, Site Assignment, Date of Hire, Work Location, Photograph, Star Sign, Training Qualification, Medical, Clothing Issues, Document / Key issues, Workcover Certificates and Safety Statistics (plus many others) including:

- Emergency Contact Details: Name, Address, Phone, Relationship
- Qualifications: qualifications/skills held by the employee
- Historical commencement/resignation/termination dates, to provide visibility to employees that leave and return to workforce
- Access Privileges control access to some content, e.g. performance reviews, salary information, etc.
- Should a person have a medical condition, their record is highlighted in RED

Allow linking of relevant documentation to a position, e.g. position description Identify if a position is mandatory, i.e. has statutory requirements for it to be filled

Audit Log Tracking such as changes when Employees change shift / employment status changes, etc)

Recording of all applicants, thereby providing a history of previous applications by the same person.

Provide support mechanism for induction process

- Record results of various checks carried out for prospective employees. e.g. medical tests, references, etc.

Details recorded as part of the recruitment process may be restricted by file permission to specific staff (e.g. HR)

Includes the recording of the following processes:

- Advertise position
- Correspondence (emails, phone calls, notes)
- Form letter templates
- Select candidates
- Conduct interviews (multiple)
- Prepare employment contracts (standard documents created by merging database content)
- Medical checks

- Workers' compensation check
- Start Work, might be delays before all steps are completed and management sign documents

## Reporting

Breakdown of workforce by the following criteria:

- Men / Women
- Language(s) spoke at home
- Ethnicity (Aboriginal/Torres Strait Islander, etc)
- Age groups
- Persons approaching retirement age
- Who is currently on site
- What hours those persons currently on site have worked
- Breakdown numbers of Employees / Contractors / Visitors who have attended on site between specified dates

Succession planning: identify those positions where staff members are closing in one retirement age

Identify positions in company which are not filled – requires input from an org chart to facilitate this function

Staff leave taken for specified period – used to identify excessive (sick or unexplained) leave

Calendar (display) – shows 'individual' entries and 'All' for registered users. Can be colour coded, for ease of viewing / allows for easy entry of 'Tasks' associated to the calendar by 'user' or 'all' to see

Personnel: Easily identify individual skills / training and appointments

Provides mechanism to easily find employees with a particular skill mix – Create a Skills Matrix

Complete production recording / reporting including delays (machine / type of delay / other) allowing for delay history by shift, work area, supervisor, machine etc).

Easily identify production between specific dates or select the quick finds for past 7, 28 or 90 days

Reporting on how many people have been onsite during the month/quarter (department of industry report)

Contractor Company Insurance details (Workers Compensation and Public liability policy number and renewal date) – report the currency of their policies

## Tracking Attendance

Provides mechanism for tracking attendance by logging time in and time out by creating a 'session' report, i.e. it can report the persons currently on site – in addition to the persons that have left the site - at any time, e.g. a search can be performed for who was on site between specific times on specific dates as required, or simply viewed to ascertain who is currently on site (indicated by a 'flag active') in the output (screen or printed)

## Manning

Manning sheets available for each shift detailing all persons expected to attend on the defined roster / shift. Printed directly from the database.

Report on shift history, i.e. which people worked on a particular shift/workgroup in a particular period (people may have moved in/out during the month)

Visibility to shift history might also prove useful when reviewing absenteeism, i.e. employee is

taking more sick leave since switching from day to night shift

## Issues

Clothing Issues for employees. Clothing can be managed by recording the individual's choice with a report generated for the purchasing officer / storemen to handle the issue to employees by name and by clothing choice, e.g. it allows the storeman to know who has ordered what items and groups the items selected by employee (for distribution) and by clothing type (for easy ordering) – e.g. xxx many size 9 boots, yyy many size 10 boots etc are require to supply the workforce

Keys can be issued to individuals (including contractors), tracking the date issued and if returned

Bathroom Locker / Basket allocation (clean / dirty)

Lamp and SCSR recording

## Rosters

Can be defined easily, with employees allocated to specific rosters / shifts. This allows for the correct 'Manning Sheet' to be printed at any time (current shift, next shift, today, this week, next week etc)

Rosters can be defined as 5/2, 9-day fortnight, 7/7 and even 7/7 rotating, etc

## Inbuilt Calendar

Can record details of employee periods of absence – holiday, sick, etc. Can also be used for planning purposes, meetings etc. along with assigning tasks for groups or individuals

## Document Management

Storage of ALL document types, including risk assessments, material safety data sheets (MSDS), management plans (MSMP), technical documents, reports, training documents / assessments, procedures, photos, video or audio files.

All documents can be retrieved by searching for all or part of document name / document type

Complete auditing history when documents are revised – allowing for previously revised documents to be retrieved if required

The number of documents needing review are shown in the 'User' 'start-up screen' as a warning.

## Safety

A combination of safety programs is monitored for each employee. Display can include both a graphical or spreadsheet output for a quick review.

Participation in safety programs is a part of each employee's KPI's

Examples are:

- SAMs (Stop Act Manage)
- Take 5
- JSEA (Job Safety Environment Analysis)
- JSO (Job Safety Observation)
- SHECQs (Safety, Health, Environment, Community, Quality)
  - Assign responsibility, can change over time
  - Provide reporting on total open, total closed, open by department
  - Allow SHECQ's to be assigned per person (can be reported as part of the safety scorecard as well as "point in time")

- Record Date of Completion

When a new SHECQ is created, the responsible person can be sent an email advising them of its creation for their attention.

An Incident / Injury report can be linked to a SHECQ for attention

Complete management emergency equipment such as fire extinguishers and SCSR / rescue equipment, including depreciation schedules and testing / fire officer inspection reporting

Persons cannot train anyone unless they have the necessary training qualification and have been appointed as a trainer for that task

## Lost Time Injuries / Incidents

Incidents can be categories as; Return to Work, Medical Centre, Home, Suitable Duties, Hospital or Other. One incident can be assigned many of these categories

A detailed report (in Excel format) can be generated for review (screen or printer)

Corrective Action (SHECQ) recording / management

## Preferences Setup

The number of 'Days' for a warning can be set for the following:

- CABA
- First Aid
- Medical
- Rescue Medical
- Training Expiry
- Appointment Expiry

Company eMail setup – so that emails can be sent through the company domain

Username and Password of the database Administrator - 'SuperUser'

Default Language

Phone number formatting

Layout (Screen) access

Safety Sheet Names (e.g. Take 5 / SLAM etc)

Workgroups

Mandatory Training

## Screen and Printed Output include the following in addition to data mentioned above:

Personnel / Contractor Appointments

Personnel / Contractor Training

Personnel / Contractor Lamp Number

Personnel / Contractor SCSR Number

Personnel / Contractor Locker / Basket number

Personnel Days till Birthday

Personnel Birthday List

Personnel / Contractor emergency contact details

Personnel Emergency Contact List

Address Label Printing

Photo I.D. Card Printing

Training and Appointment validity (Audit)

Mandatory training for site access (with warning on expiry)

Expired training – results in person prevented to access site  
Employee Clothing Issues  
Employee Document Issues  
Personnel / Contractor Medical – Exam, First Aid, Penthrane, Mines Rescue  
Personnel / Contractor CABA  
Personnel / Contractor Egress  
Production Reporting  
Production Delays  
Employee Timesheet / Manning Sheet  
Employee Rosters  
Safety (SAM, Take-5 etc) Recording per individual – Site summary output by selected timeframe (e.g. in the past month, quarter, week)  
Fire Officer (Firefighting equipment – Extinguisher, Hoses, Depots) including depreciation report to assist in budget forecasting  
Self-Rescuers including depreciation report to assist in budget forecasting  
Companies (Contractors) Insurance details / validity etc  
Ventilation - - Water qty in expelled air through fan (for mine water balance)

## OS Requirements

- Mac users need the current or previous version of macOS.
- Windows users need Windows 10 (Enterprise, Professional) or Windows 8.1 (Standard, Professional). Must be 64-bit.
- For Mac Server: requirements are the same for Mac users.
- For Windows Server: Windows Server 2019 or 2016 (Standard, Data Centre).
- For Linux: Ubuntu 18 (Server or Desktop) 18.04
- FMGo requires iOS 13.2.0 or later.
- Web Access requires the latest versions of Edge, Chrome (and mobile), or Safari (and mobile) browsers. No official support for FireFox.