



D A M S T R A

[Add an Event](#)

[Web Portal](#)



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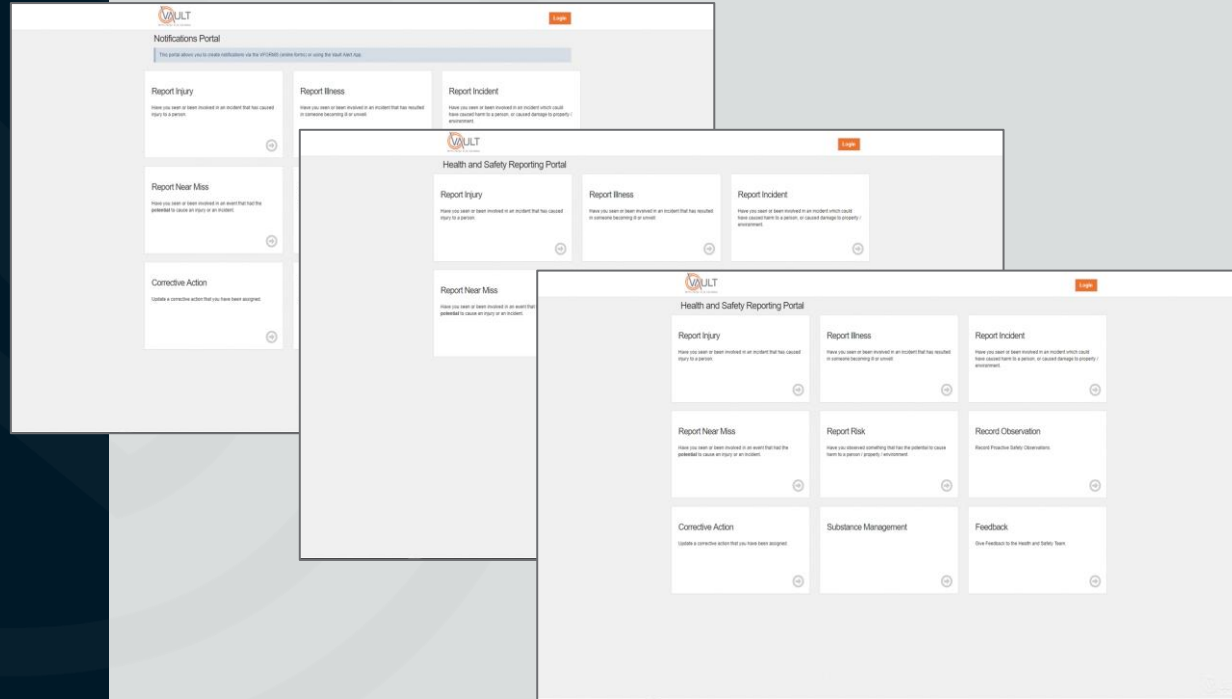
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The Web Portal

The Web Portal is a convenient web based access point for loading H&S data into Damstra Safety.

The Configuration of the Web Portal can be modified according to the specific requirements of a particular site.



Add an Event Event Type

“An Event is anything that has caused or had the potential to cause harm”

To **Add** An Event select from one of the relevant event types presented.

Then Complete the resulting form.

The screenshot displays the 'Health and Safety Reporting Portal' interface. At the top left is the VULT logo, and at the top right is a 'Login' button. The main content area is a grid of nine event type selection cards, each with a title, a brief description, and a right-pointing arrow icon. The first three cards in the top row are highlighted with orange borders: 'Report Injury', 'Report Illness', and 'Report Incident'. The remaining six cards are 'Report Near Miss', 'Report Risk', 'Record Observation', 'Corrective Action', 'Substance Management', and 'Feedback'.

Event Type	Description
Report Injury	Have you seen or been involved in an incident that has caused injury to a person.
Report Illness	Have you seen or been involved in an incident that has resulted in someone becoming ill or unwell.
Report Incident	Have you seen or been involved in an incident which could have caused harm to a person, or caused damage to property / environment.
Report Near Miss	Have you seen or been involved in an event that had the potential to cause an injury or an incident.
Report Risk	Have you observed something that has the potential to cause harm to a person / property / environment.
Record Observation	Record Proactive Safety Observations.
Corrective Action	Update a corrective action that you have been assigned.
Substance Management	
Feedback	Give Feedback to the Health and Safety Team.

Add an Event

Person Reporting

Populate the 'Person Reporting' type from the dropdown.

Note: If the person reporting is a Third Party **select** 'other' as this provides a free text field for their name.

VULT
INTELLIGENT RISK SOFTWARE

Login

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ

Person Reporting Name

Person Involved ⓘ

Person Involved Name

Sensitive Event ⓘ

Event happened offsite

Accountable Site ⓘ

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened ⓘ

Who Else Was Involved ⓘ

Please Select

Please Select

Worker

Contracted Worker

Student

Volunteer

Other

Add an Event

Person Reporting cont.

Enter the 'Person Reporting Name' and smart search functionality will filter the personnel list appropriately.

Assign the correct person.

VULT
INTELLIGENT RISK SOFTWARE

Login

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting

Person Reporting Name

Person Involved

Person Involved Name
Luke John Sullivan [Brisbane Warehouse] Warehouse
Lucy Patricia Macintosh [Christchurch Human Resources]
Lucas George Cloony [Auckland Workshop]

Sensitive Event

Event happened offsite

Accountable Site

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened

Who Else Was Involved

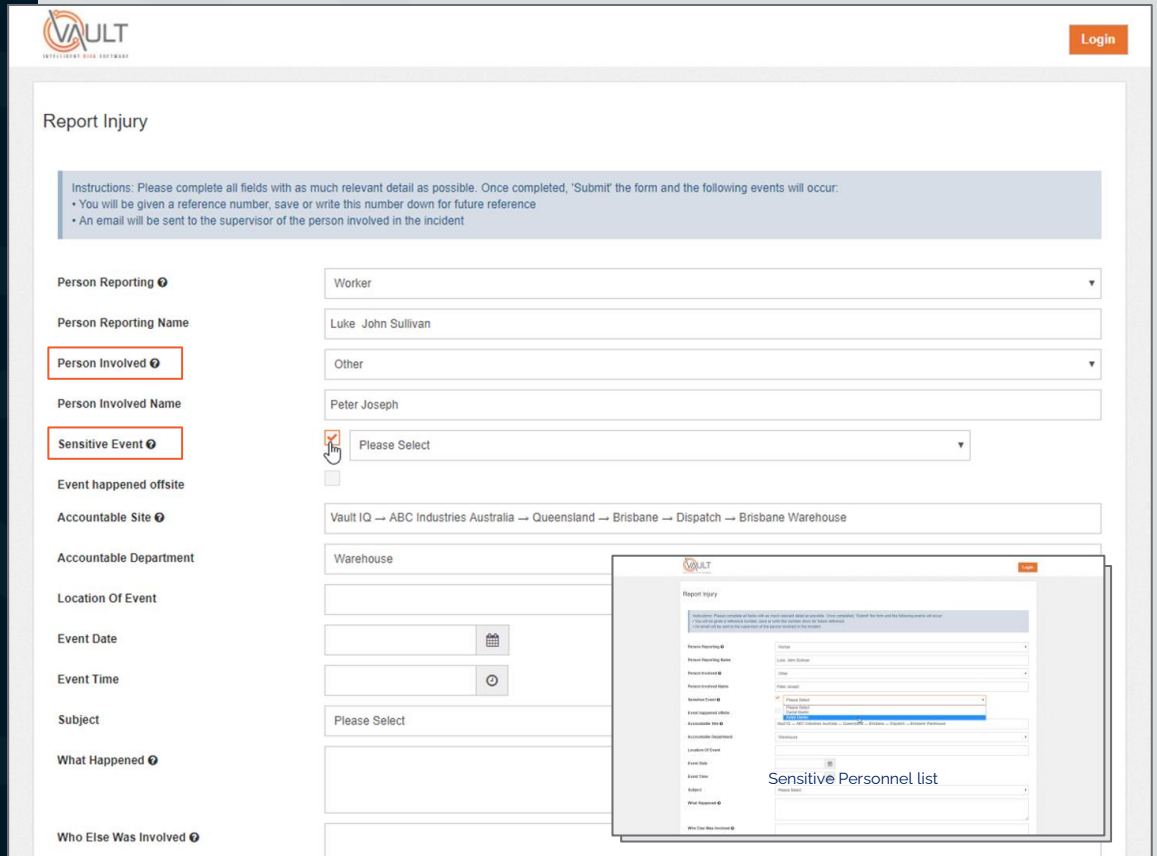
Click to Assign

Add an Event Person Involved

Complete the same actions for 'Person Involved'.

Note: If the affected person is a Third Party **select** 'Other' as this provides a free text field for their name.

If the event is of a 'Sensitive' nature, tick the checkbox and **select** the Sensitive Users that should have visibility of the Event from the picklist. The Event will be hidden from all other Users, including other Sensitive Users.




VULT
INTELLIGENT RISK SOFTWARE

Login


Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:


- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting  Worker


Person Reporting Name Luke John Sullivan

Person Involved  Other

Person Involved Name Peter Joseph


Sensitive Event  Please Select


Event happened offsite

Accountable Site  Vault IQ -> ABC Industries Australia -> Queensland -> Brisbane -> Dispatch -> Brisbane Warehouse


Accountable Department Warehouse


Location Of Event

Event Date 

Event Time 

Subject Please Select

What Happened 

Who Else Was Involved 

Sensitive Personnel list

Add an Event

Accountable Site/Dep.

As the Information Icon stipulates - 'IF' an 'Event Happened off site' **tick** the checkbox.

Otherwise **ensure** the 'Accountable site' and 'Department' information has defaulted correctly from the site list.

VULT
INTELLIGENT RISK SOFTWARE

Login

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting Worker

Person Reporting Name Luke John Sullivan

Person Involved Other

Person Involved Name Peter Joseph

Sensitive Event Kylee Davies

Event happened offsite

If the event occurred at one of your sites select it here. If it occurred offsite, then check the (Event happened offsite) box and select the site that is accountable for the event.

Accountable Site Vault IQ → ABC Industries Australia → Queensland → Brisbane → Dispatch → Brisbane Warehouse

Accountable Department Warehouse

Location Of Event

Event Date

Event Time

Subject Please Select

What Happened

Add an Event

Accountable Site/Dep. cont.

If the 'Accountable Site' needs to be changed **click** on the field and **select** the correct site from your site structure either by:

Scrolling the site structure itself
OR
Searching via the Site Name.

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting

Person Reporting Name

Person Involved

Person Involved Name

Sensitive Event

Event happened offsite

Accountable Site

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened

Who Else Was Involved

Report Injury

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur:

- You will be given a reference number, save or write this number down for future reference
- An email will be sent to the supervisor of the person involved in the incident

Person Reporting

Person Reporting Name

Person Involved

Person Involved Name

Sensitive Event

Event happened offsite

Accountable Site

Accountable Department

Location Of Event

Event Date

Event Time

Subject

What Happened

Who Else Was Involved

Add an Event

Accountable Site/Dep. cont.

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur.
• You will be given a reference number, save or write this number down for future reference
• An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ	Worker
Person Reporting Name	Luke John Sullivan
Person Involved ⓘ	Other
Person Involved Name	Peter Joseph
Sensitive Event ⓘ	<input checked="" type="checkbox"/> Kylee Davies
Event happened offsite	<input type="checkbox"/>
Accountable Site ⓘ	Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse
Accountable Department	Select Department
Location Of Event	Select Department Account Executives Administration Butchery Dispatch Engineering Field Operations Finance Head Office Health and Safety Office Laboratory Logistics Management HO Manufacturing Process Shed Quality Control Reception Sales Storage Warehouse
Event Date	
Event Time	
Subject	
What Happened ⓘ	
Who Else Was Involved ⓘ	
What Initial Actions / Corrections Were Taken ⓘ	
Attach Photo	

If the 'Accountable Department' needs to be changed **select** the applicable from the dropdown list.

Add an Event

Event Location

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur.
• You will be given a reference number, save or write this number down for future reference
• An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ	Worker
Person Reporting Name	Luke John Sullivan
Person Involved ⓘ	Other
Person Involved Name	Peter Joseph
Sensitive Event ⓘ	<input checked="" type="checkbox"/> Kylee Davies
Event happened offsite	<input type="checkbox"/>
Accountable Site ⓘ	Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse
Accountable Department	Warehouse
Location Of Event	Shop Floor at Lathe # 4
Event Date	<input type="text"/> 📅
Event Time	<input type="text"/> ⌚
Subject	Please Select
What Happened ⓘ	<input type="text"/>
Who Else Was Involved ⓘ	<input type="text"/>
What Initial Actions / Corrections Were Taken ⓘ	<input type="text"/>
Attach Photo	<input type="text"/>

Use the 'Location Of Event' field to be **specific** about where on site the event occurred or use an address if the 'Event happened offsite'.

Add an Event

Event Date & Time

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur.
• You will be given a reference number, save or write this number down for future reference
• An email will be sent to the supervisor of the person involved in the incident

Person Reporting

Worker

Person Reporting Name

Luke John Sullivan

Person Involved

Other

Person Involved Name

Peter Joseph

Sensitive Event

Kylee Davies

Event happened offsite

Accountable Site

Vault IQ → ABC Industries Australia → New

Accountable Department

Warehouse

Location Of Event

Shop Floor at Lathe # 4

Event Date

Event Time

Subject

Please Select

What Happened

Who Else Was Involved

What Initial Actions / Corrections Were Taken

Attach Photo

« November 2017

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

14 : 25

Attach Photo

'Event Date & Event Time' need to be stipulated.

Add an Event Subject

Instructions: Please complete all fields with as much relevant detail as possible. Once completed, 'Submit' the form and the following events will occur.
• You will be given a reference number, save or write this number down for future reference
• An email will be sent to the supervisor of the person involved in the incident

Person Reporting ⓘ	Worker
Person Reporting Name	Luke John Sullivan
Person Involved ⓘ	Other
Person Involved Name	Peter Joseph
Sensitive Event ⓘ	<input checked="" type="checkbox"/> Kylee Davies
Event happened offsite	<input type="checkbox"/>
Accountable Site ⓘ	Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse
Accountable Department	Warehouse
Location Of Event	Shop Floor at Lathe # 4
Event Date	07/11/2017
Event Time	14:25
Subject	Please Select Please Select Being hit by moving objects (05) Biological agency Chemicals or other substances Contact or exposure to heat and cold (12) Contact with Animals Contact with electricity (11) Contact with, or exposure to, biological factors (17) Exposure to mechanical vibration (04) Exposure to mental stress factors (18) Exposure to radiation (13) Exposure to sharp sudden sound (06) Exposure to variations in pressure (other than sound) (08) Falls from a height (01) Falls on the same level (including trips and slips) (02)
What Happened ⓘ	
Who Else Was Involved ⓘ	
What Initial Actions / Corrections Were Taken ⓘ	
Attach Photo	

The 'Subject' field list's most of the probable event scenario's.

Select the most appropriate option relating to the event.

Note: The Subject could be 'free text' if configured that way by your administrator.

Add an Event

What happened

For the 'What Happened' field, **enter** a full and detailed account of the event.

Also **stating** 'Who Else Was Involved'.

And **stipulate** 'What Initial Actions/ Corrections Were Taken' for the event.

Sensitive Event ⓘ

Event happened offsite

Accountable Site ⓘ Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse

Accountable Department Warehouse

Location Of Event Shop Floor at Lathe # 4

Event Date 07/11/2017

Event Time 14:25

Subject Being hit by moving objects (05)

What Happened ⓘ

Peter was walking across the shop floor when a piece from a working lathe broke off and struck him on the right temple, causing a deep gash and concussion.

Who Else Was Involved ⓘ

No one else was involved|

What Initial Actions / Corrections Were Taken ⓘ

Compression was immediately applied to the wound and an ambulance called. All work on lathe # 4 was immediately stopped pending a full investigation.

Attach Photo

Drop files to upload (Or Click)

Injury Details

Head & Neck Respiratory

Body Area

Ailment

Add an Event Injury Details

In the Injury Details section it's best practice to fully detail the extent and type of Injury or Injuries sustained.

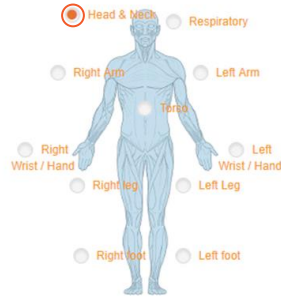
First **select** the general area of the body affected on the 'Body image'.

From the resulting list **Select** the specific 'Body Area'.

Then identify the 'Ailment' and **Add to Injury List**.

For multiple injuries, simply repeat these steps until all injuries have been stipulated.

Injury Details



Body Area

- Mouth
- Neck
- Nose
- Scalp
- Sinus
- Teeth
- Temple
- Tongue
- Top of head

Showing 1 to 15 of 15 entries

Ailment

- Abrasion [Add to Injury List](#)
- Burn [Add to Injury List](#)
- Cut [Add to Injury List](#)
- Rash [Add to Injury List](#)

Showing 1 to 4 of 4 entries

The Primary injury is the most important / critical injury to the person.

Primary	Body Location	Body Area	Injury	
No	Head & Neck	Temple	Cut	Delete
Yes	Head & Neck	Brain	Concussion	Delete

Event Files

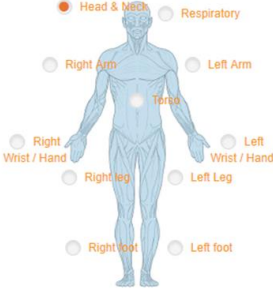
Add an Event Primary Injury

For multiple injuries you MUST **stipulate** which is the 'Primary' injury.

To do this simply **click** in the 'Primary column' of the injury that required the most 'Immediate Attention'.

This will change "No" to "Yes" thus Stipulating it as the primary injury.

Injury Details



Body Area

- Mouth
- Neck
- Nose
- Scalp
- Sinus
- Teeth
- Temple
- Tongue
- Top of head

Showing 1 to 15 of 15 entries

Ailment

- Abrasion [Add to Injury List](#)
- Burn [Add to Injury List](#)
- Cut [Add to Injury List](#)
- Rash [Add to Injury List](#)

Showing 1 to 4 of 4 entries

The Primary injury is the most important / critical injury to the person.

Primary	Body Location	Body Area	Injury	
No	Head & Neck	Temple	Cut	Delete
Yes	Head & Neck	Brain	Concussion	Delete

Click to make injury primary.

Event Files

Drop files to upload new...

Add an Event

Save Event

Once all information is completed **Click** 'Save'.

A Pop-Up notification will advise the event has been submitted successfully and provide an 'Event Reference'

'If' saved successfully - the event has now been added to your 'Pending Events'.

Event Saved

Thank you for submitting this event. Your Item Reference is: 9819

OK

Showing 1 to 15 of 15 entries

The Primary Injury is the most important / critical injury to the person.

Primary	Body Location	Body Area	Injury	
Yes	Head & Neck	Temple	Cut	Delete
No	Head & Neck	Brain	Concussion	Delete

Event Files

Drop files to upload (Or Click)

Save Cancel

Add an Event


Information missing


If some mandatory information has been missed colour coding on the form will direct you to the required fields.

Simply **update** these fields and **click** 'Save' again.


The event has now been added to your 'Pending Events'.


Event happened offsite

Accountable Site  Vault IQ → ABC Industries Australia → New South Wales → Sydney → Plant → Sydney Warehouse


Accountable Department  Select Department ▼


Location Of Event Shop Floor at lathe # 4

Event Date 07/11/2017 


Event Time 14:25 

Subject Being hit by moving objects (05) ▼

What Happened  Peter was walking across the shop floor when a piece from a working lathe broke off and struck him in the right temple. Causing a deep gash and concussion.

Who Else Was Involved 

This field is required.

What Initial Actions / Corrections Were Taken  Compression was immediately applied to the wound and an ambulance was called. All work on lathe #4 was immediately stopped pending full investigation.



Attach Photo


▶ Drop files to upload (Or Click)

Injury Details

Head & Neck Respiratory

Right Arm Left Arm

Body Area  Mouth  Neck

Ailment  Abrasion Add to Injury List

Add an Event

What next?

The Pending event can now be assigned and fully investigated by the appropriate personnel.

The screenshot displays the VULT (Vault) Events management interface. The left sidebar contains navigation options: Site Selection, Dashboard, Governance, Risk, Events, Event Register Reviews, Emergency, Formal Investigation, JSA / SWMS, Multiple Risk Assessment, Risk Assessment, Risk Register Review, Compliance, Assets, and People. The main content area is titled 'Events' and features a search bar and two buttons: 'Add' and 'Archive Completed Incidents'. Below these is a table listing events with columns for ID, Case #, Subject, Date, Event Type, Category, Person Type, Name, Site, and Status. The status column for all listed events is 'Pending', and each row includes 'Not Started' and 'Actions' buttons. The table shows 15 entries, with a pagination control at the bottom indicating 'Showing 1 to 15 of 49 entries'.

ID	Case #	Subject	Date	Event Type	Category	Person Type	Name	Site	Status
9815		Falls on the same level (including trips and slips) (02)	07/11/2017	Injury		Worker	Buttercup, Annette	Christchurch Warehouse	Pending Not Started Actions
9810		Being hit by moving objects (05)	01/01/1970	Injury		Other	Stefan Sandford	Christchurch Administration	Pending Not Started Actions
9806		Biological agency	01/01/1970	Injury		Other	James DonaldMerpher	Sydney Accounting	Pending Not Started Actions
9805		Falls on the same level (including trips and slips) (02)	26/10/2017	Injury	Laceration	Worker	Costzee, Rudie	Sydney Accounting	Pending Not Started Actions
9802		Contact with Animals	19/10/2017	Injury	Haemorrhage	Worker	Perry, Kyle	Sydney Accounting	Pending Not Started Actions
9802		Contact with Animals	19/10/2017	Injury	Haemorrhage	Contracted Worker	Clark, Sandy	Sydney Accounting	Pending Not Started Actions
9801		Being hit by moving objects (05)	18/10/2017	Injury	Concussion	Worker	Enter Last Name, Enter First Name	Adelaide Workshop	Pending Not Started Actions
9801		Being hit by moving objects (05)	18/10/2017	Injury	Concussion	Third Party	Stone, Janet	Adelaide Workshop	Pending Not Started Actions
9666		Falls from a height (01)	07/12/2016	Injury		Worker	van Dorser, Rudi	Factory 1	Pending Not Started Actions
9665		Falls from a height (01)	07/12/2016	Injury		Worker	Pandey, Manish	Christchurch Accounting	Pending Not Started Actions
9664		Falls from a height (01)	07/12/2016	Injury		Worker	Pandey, Manish	Christchurch Accounting	Pending Not Started Actions
9662		Hitting objects with a part of the body (03)	07/12/2016	Injury		Worker	Pandey, Manish	Christchurch Accounting	Pending Not Started Actions
9661		Falls on the same level (including trips and slips) (02)	03/12/2016	Injury		Other	Xavo	Christchurch Warehouse	Pending Not Started Actions
9659		Falls on the same level (including trips and slips) (02)	07/09/2016	Injury		Worker	Ankenapalli, Ram	Christchurch Administration	Pending Not Started Actions
9658		Falls on the same level (including trips and slips) (02)	10/06/2016	Injury		Worker	Moylan, David	Adelaide Administration	Pending Not Started Actions

