



A Simple, User-Friendly Safety Management Tool

HOW WELL ARE YOU MANAGING SAFETY?

- Do you know how safe your workplace is at any time?
- Are your employees fully involved with safety?
- Are your systems user-friendly, simply and flexible enough to truly enable safety?
- Do you know what risks you have?
- Do you focus on the development and implementation of safety improvements?
- Are you improving your safety performance?
- Are you adequately tracking actions against your plan?



SMATS-Pro® is THE ANSWER :-



With **SMATS-Pro®** you will have **objective timely ANSWERS** to all these important questions.



Purchase **SMATS-Pro®** off the shelf and have it up and running in no time

or

Request a quote to have the system customised to your individual requirements. Customisation will take on

- **SMATS-Pro®** will provide you with the ultimate enabling tool for achieving safe workplaces and safety compliance.
- Unlike competitive products it is cost-effective, simple, user-friendly and flexible.
- It is improvement focused and ensures that you get tasks completed.
- It provides for browser-based tracking of both planned and follow-up actions.
- It will decrease workloads and administration.
- Facilitate better planning, time, actions and people management.
- It will help you to achieve a return on your safety investment, due to decreased administrative and operational costs, improved morale, productivity and profitability.
- **SMATS-Pro®** will provide you with objective assurance that due diligence requirements are being met.
- The result will be safer staff, safer workplaces and assistance with safety compliance.





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Experience increased workplace safety, cost savings and ultimately peace of mind by ensuring an effective safety management system.

SMATS-Pro® is an **AFFORDABLE, USER-FRIENDLY, SIMPLE AND FULLY CUSTOMISABLE** "tool" that will assist you with implementing and managing your safety management system. It is the ultimate enabling tool for workplace safety, ensuring that everyone in your organization is focused on safety and safety improvement.



BENEFITS

- Because **SMATS-Pro®** is so simple, easy to learn and operate, once customisation and installation is complete your staff will immediately be fully involved and accountable for the implementation and management of safety in your workplace.
- Other safety management systems (SMS's) and their corresponding software systems are complex and difficult to operate. Complex systems usually mean that employees find them difficult to operate and in many cases simply refuse to use them. This is why **SMATS-Pro®** has been deliberately kept simple, flexible and user-friendly, making safety and safety management more **understandable and achievable** for all staff.
- Unlike some of our competitor's systems **SMATS-Pro® does not create a great deal of paperwork or additional workload.**
- **SMATS-Pro®** has broken with tradition and provides a **user-friendly interface**. All your employees will quickly learn how to operate the system and they will enjoy using the system, giving it the best chance of being effective.
- **SMATS-Pro®** makes staff **accountable** for safety in your workplace.
- A key strength of the **SMATS-Pro®** solution is its **flexibility**. We realise that your staff are not robots, and that they require **active involvement** to be able to effectively use the system. Further, we are keenly aware that active involvement is also an essential element in the successful implementation of any strategy. This is why **SMATS-Pro®** has been designed with flexibility in mind. The result is a "tool" that does not stifle workers' creativity and thinking processes, rather it allow them to have **input and make decisions**. In comparison, our competitors' products tend to be very prescriptive and provide little or no opportunity for flexibility, which ultimately results in staff either attempting to beat the system, trying to find ways to make the system fail or simply not wishing to use the system.
- **SMATS-Pro®** does not believe in the one-size fits all approach. It is **completely customisable**, which means that each business can change it to suit its own unique workplace environment, safety challenges, staffing, plans, procedures, forms and terminology. For example, your system can be branded with your corporate logo's and colours, and data entry screens can be made to look very similar to existing hard copy forms.
- Because **SMATS-Pro®** is fully customisable, it can suit any SMS protocol, and therefore support the associated **auditing** process.
- You and your staff will be improvement focused.
- You will get tasks completed.
- You will easily identify non-conformances and rectify them.
- You will be able to quantitatively show that you are meeting your legislative requirements. Conversely you will be able to identify, in a timely fashion, that you are not meeting your requirements and rectify the situation accordingly.
- You will have a system that can provide trend analysis and can measure performance in managing actions.
- Ultimately you will achieve safer staff, a safer workplace and legislative compliance. This will give you a return on investment through;
 - ◊ Reduced administration and operational costs,
 - ◊ Reduced injuries and damages,
 - ◊ Reduced direct costs of injuries,
 - ◊ Reduced workers' compensation insurance costs,
 - ◊ Improved morale, productivity and profitability,
 - ◊ Improved communication between management and staff.





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- **SMATS-Pro®** is the ultimate workplace safety enabling tool because it:
 - ◊ Helps plan and implement 'significant' tasks;
 - ◊ Provides a management tool for delegation;
 - ◊ Has notification of tasks to be undertaken and of task completion (via email);
 - ◊ Identifies outstanding actions and problem areas;
 - ◊ Ensures follow-up actions are registered, monitored and completed;
 - ◊ Maintains up-to-date accurate records; and
 - ◊ Makes staff accountable for safety.
- **You will have better planning, time, action and people management.**



FUNCTIONS

- To provide structured access to external reference documents such as legislative, Australian Standards and so on.
- To provide structured access to internal documents such as Policies, Standards, Procedures and so on. To achieve this **SMATS-Pro®** has a **Document Link** which allows you to easily set up links from **SMATS-Pro®** to selected documents of any type, that are stored on your organisations server e.g. Safety Plan, Safety Policy, Safety Procedures, Legislation. This ensures that all your staff will **have instant and easy access your most up-to-date safety documentation** whenever they are logged into the system.
- To define a **Compliance Register** that each site and department needs to comply with.
- Maintenance of an **Activity Schedule** that satisfies the issues stored in the Compliance Register. It defines what activities need to be done, who is responsible for managing each activity and the frequency of the activity.
- **Daily generation of Planned Actions** in line with the schedule. The actions are stored in the Action Register and the accountable staff notified via E-mail.
- To monitor and graph compliance performance. **SMATS-Pro®** has an **advanced graphing facility** allowing complex and effective graphs to be generated at the push of a button. Graphs can be used for many purposes including; to monitor your performance in managing follow-up actions or to monitor incident and injury statistics.
- To **keep records of activities** that have been performed—such as audits, inspections, meeting minutes, government inspections and so on.
- To **keep details of incidents, hazards, near misses** and so on plus any associated investigation details—based on **AS1885.1**.
- To **record follow-up actions** for any non-conformances or improvements identified when performing the activity or investigation.
- To monitor and graph performance in managing follow-up actions.
- To monitor and graph incident and injury statistics.
- To perform **Risk Assessments** based on **AS4360** at selected places throughout the system to identify risk levels.
- To keep a record of identified hazards, complete the initial and residual risk assessments in a **Hazard Register**.
- To show the logged-on user's individual list of outstanding actions in a **Workload Review Screen**. Now no-one can say they are unaware of their assigned tasks! This is yet another way that **SMATS-Pro®** makes staff accountable for safety in your workplace.
- The Workload Review Screen contains a "**Message of the Day**" facility, which greatly assists with your corporate communications and internal marketing as well as providing **Links to Intranet or Internet sites**.
- There is a full suite of **Computer Based Training Modules**, so that your staff can learn how to use the system quickly and easily.
- Once trained, users are supported by **on-line help**, available for each individual function within the system.
- The system opens all records in Print Preview mode, which is printer friendly and easier to read.
- The system allows you to **produce hard copy reports** of the selected records. **SMATS-Pro®** includes several pre-defined report layouts, but others can be easily added to suit your specific requirements. As an example, this is useful for incident and hazard reports, if you customise your





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system to look exactly as your existing reports, it will put a stop to double entry and decrease the errors that can occur in data input as a result of employee interpretation of "fields". You will save time and money and minimise resistance to change, maximising adoption of your new system.

- **SMATS-Pro** contains a **complete Training Register**, that allows you to record details after a Training Needs Analysis exercise. The function:
 - ◊ maintains a register of all courses/competencies;
 - ◊ defines whether the course is essential, core, technical or development;
 - ◊ maintains a register of all employees, contractors and positions by **interfacing with your HR database** (this information is used throughout the **SMATS-Pro** system);
 - ◊ defines which competencies are required for each position;
 - ◊ defines which competencies each employee and contractor has;
 - ◊ produces hard copy training reports;



- ◊ produces a training matrix for a site, department or section. This shows the competencies of each employee displaying either the date of achieving the competency or the level of competency achieved;
- ◊ the matrix can also show which courses are defined as being mandatory for each person and summarise the number of training hours and costs to fill the competency gap.

FEATURES

- Logon provides controlled access to all functions of the system.
- Browser-based tracking of both planned and follow-up actions.
- Storing of legislative requirements that must be complied with.
- Storing the details of the scheduled activities that have to be performed to satisfy the legislative requirements.
- Automatic generation of planned actions for each scheduled activity that becomes due.
- Recording of activity details, such as incidents, government inspection reports, meeting minutes, hazard register and any other internal or external records.
- To search for and list records that satisfy entered search criteria.
- To sort selected records in ascending or descending order on all search screens.
- To open records in Print Preview mode which is printer friendly and easier to read.
- For authorised users to open records in Edit mode which allows them to update and save details.
- To produce hard copy reports of the selected records.
- Export selected records to Excel on all search screens.
- To link from a record to the originating record.
- To link from a record to the associated subsequent records (such as linking from an incident investigation to associated follow-up actions).
- Administrator maintained reference tables.
- Administrator maintained security controlling who has read, edit or delete access to each function. Administrator capability to re-assign all outstanding and future tasks from one person to another.
- Administrator capability to change menus.
- Ability to regularly synchronise with HR databases, ensuring up-to-date employee & contractor details.
- Sets of standard report templates for each function (customisation of reports is available).
- Installation and customisation, by an authorised SMARTsafe® Systems Consultant, will be undertaken in partnership with your key staff.
- Computer Based Training Facility and on-line help for each feature is standard. Additional staff training conducted by an Authorised SMARTsafe® Training Consultant is available upon request.
- Compatible with **AS4801** for Safety Management Systems and **AS4360** Risk Management.
- Compatible with most operating systems including; Windows® 2000/NT/XP.

You can buy SMATS-Pro® off the shelf and use it as is, however we will need to arrange for implementation to be undertaken by a SMARTsafe® Systems Consultant. This is a simple and affordable process. You will be up and running in no time. If you require customisation, we will provide you with a quote for the work and a time-frame for its delivery. Turnaround is usually within 4 weeks.

