

SIX.COM Business Tools



SIX.COM Introduction

Software design

The Safety Information Exchange (SIX) software suit comprises of 5 modules (tabs). Clicking on these tabs provides the top level navigation and gives access to the sub menus for each module.

Online help

All modules include a “Help” menu item. This menu option provides access to the integrated online help for that module including descriptions, definitions and “how to” instructions complete with screen shots.

Reports and Graphs

Each module contains a section for standard reports. Report outputs include HTML, PDF and Spreadsheet. Graphs with drill down are provided in the safety module. Features to create queries are also available.

Alerts and Reminders

SIX has many options to set alerts and reminders. These are sent out as e-mails and are user defined.

SIX.COM System Overview

Software Suit

The Safety Information Exchange (SIX) software suit comprises of a number of integrated modules that deliver an essential tool set to your business.

These modules include.



Safety System

Safety System – A system designed to meet legislative requirements in Safety System management. Capture and report on multiple incident types including people, environmental and plant. Manage notifications; classify severity, record investigation results and much more.



Action Log


Action Log – Plan audits and inspections, capture issues and identify hazards. Then assign and track actions to “close out” issues and resolved defects. View and manage all assigned actions assigned resulting from incidents, audits, inspections, management initiatives, or delegated tasks.



People & Plant

People – Keep comprehensive HR records including personnel master data, medicals, performance appraisals and more. Record and track training and competencies gained and capture development needs.

Plant – Keep a plant/asset register that integrates with documents, incidents and actions.



Document Library

Document Library – Put corporate and safety documents at your staff’s fingertips. All required documents (word documents, spreadsheets, PowerPoint presentations) can be categorised, stored and retrieved in a powerful document management system.



eDirectory

eDirectory – Provide staff with an up to date online directory of all employee, contractor and customer contract details. (This module is integrated with HR/Training).

Safety System Module

Menu items

The main menu options available within the Safety System Module are listed below.



Incident Details

Accommodation has been made for many different aspects of the incident to be captured (not all items are mandatory). The key areas are listed below.

1. Main incident screen
2. Photo/files/Comments
3. Claims
4. People involved
5. Plant
6. Risk Calculators
7. Causal factors
8. Remedial Actions
9. Rehabilitation Details
10. Health and Wellbeing

Action Log Module

Menu items

The main menu options available within the Action Log Module are listed below.



Proactive and Preventative

Incidents are recorded in the safety system module. All other proactive and preventive actions and events are recorded in the Action Log. The action log also provides a single point to manage all assigned actions.

Events and Actions

The event is the reason for an action. Events include inspections, audits, observations and management initiatives. Actions are linked to events and capture,

- Assignee (Person responsible)
- Action required
- Target date (based on priority/importance)
- Assignment details and notes
- File attachment

Example

Event Ref#:3

Method: Date:

Type:

Tool:

Identified by:

Description:

Site:

Job number: Location:

Immediate action:

Person responsible:

Completion Details

Action by date:

Verified by:

Action for Haz substance

Assigned to:

Priority:

Due date:

Action:

Action details:

Completed by:

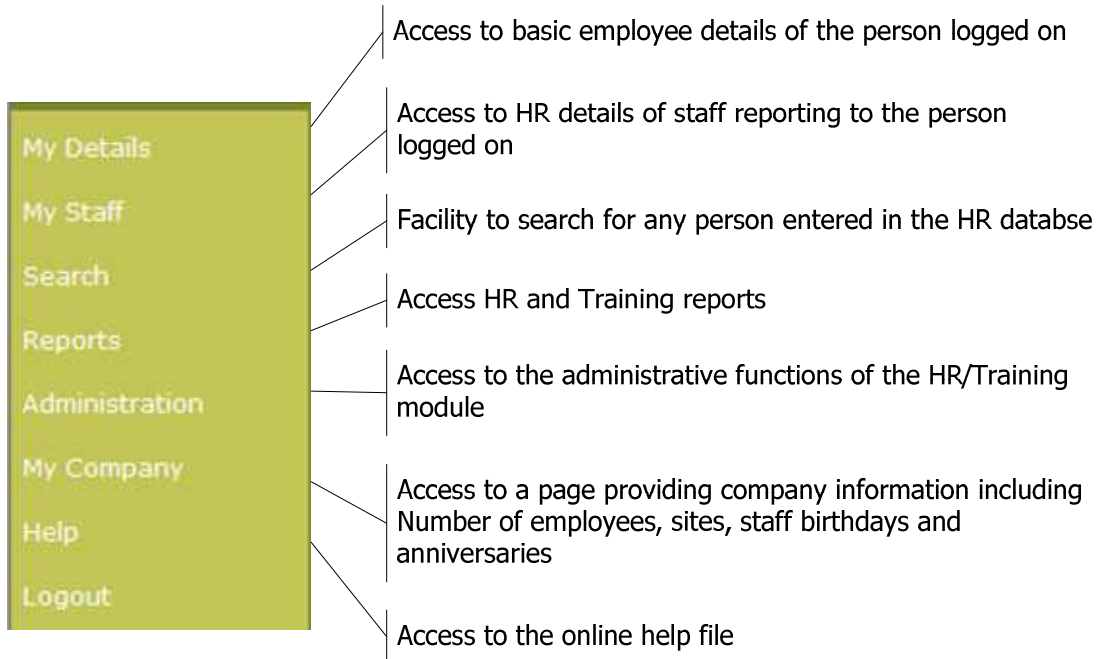
Completed date:

Other comments:

People & Plant

People Menu Items

The main menu options available for people are listed below.



HR record

The following outlines the general types of information captured with a HR record for each employee.



Document Library Module

Menu Items

The main menu options available within the Document Library Module are listed below.

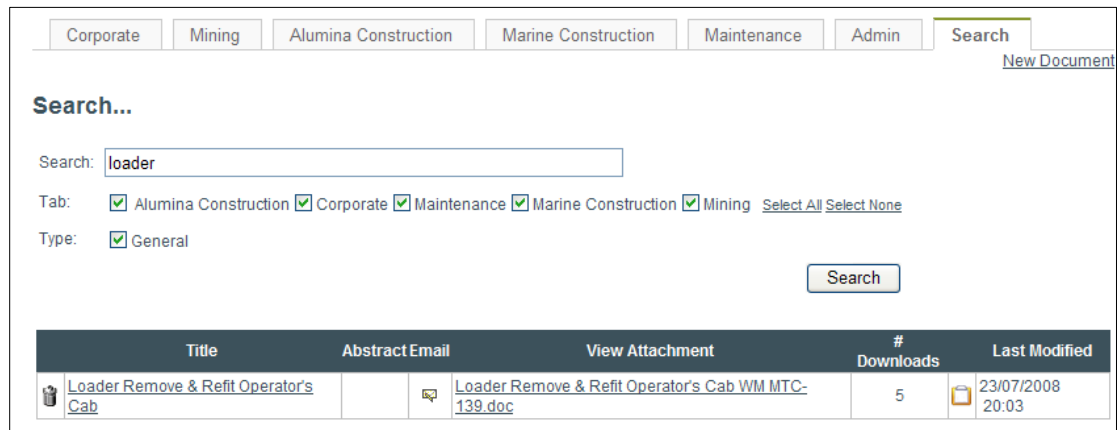


Access to the online help file

Note: The key function of this module is to provide search options to allow a user to easily locate a document.

Search

The default screen (shown in the following screen shot) provides the option of searching the database using key words and filters.



Corporate Mining Alumina Construction Marine Construction Maintenance Admin Search [New Document](#)

Search...

Search:

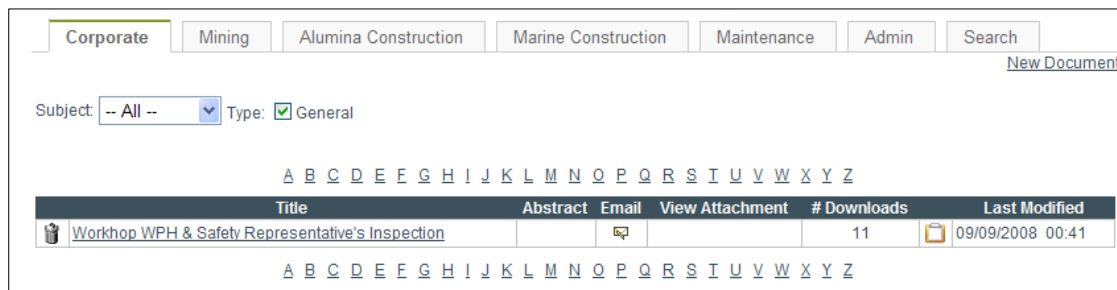
Tab: Alumina Construction Corporate Maintenance Marine Construction Mining [Select All](#) [Select None](#)

Type: General

	Title	Abstract Email	View Attachment	# Downloads	Last Modified
	Loader Remove & Refit Operator's Cab		Loader Remove & Refit Operator's Cab WM MTC-139.doc	5	23/07/2008 20:03

Tab View

An alternate to key word searching is to view documents under a specific tab (as shown in this screen shot)



Corporate Mining Alumina Construction Marine Construction Maintenance Admin Search [New Document](#)

Subject: Type: General

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

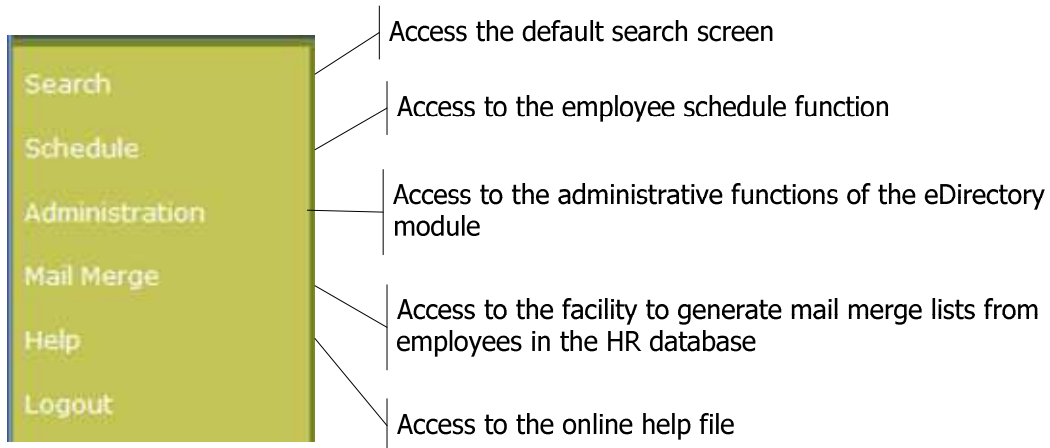
	Title	Abstract	Email	View Attachment	# Downloads	Last Modified
	Workhop WPH & Safety Representative's Inspection				11	09/09/2008 00:41

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

eDirectory Module



Menu Items

The main menu options available within the eDirectory Module are listed below.



Employee Search Example

The following screen shot provides an example of an employee search

 - Download a Phonenumber -  : [Update My Location](#)


Search




Search for a Person Company Site

First Name:

Last Name:

Job Title:

Limit Results: 

Name	Job Title	Location(s)	Speed Dial	Phone	Mobile Phone	Pager	Email/Notes
 Beath, Chris	OHS&E Officer <i>Bob Smith</i>	Abco Mine site		07 3277 6544			
 Bulbrook, Chris	Site Administrator <i>Michael Allen</i>	New Site					
 Deane, Chris	Safety Consultant <i>Gregory Thomas</i>	Resources Mine		47515592	0427773044		chris.fifthgen@biqpond.com