

PayBiz Health & Safety Module

- H&S Review Reports

3/08/2017

Contents

H&S Reviews.....	2
H&S Reviews by Employee.....	3
Samples.....	5

H&S Reviews

PayBiz main menu > Health & Safety > H&S Reviews

A flexible means of reporting on the H&S Reviews by Status.



Figure 1: H&S Reviews

Field	Description
Registers	Tick the Registers to report on.
Select All	Click to select ALL registers.
Status	Tick the statuses to report on.
Print button	Prints the report for the selected criteria.
Preview	Tick to Preview the report. Defaults to the user's Print Preview setting in File > User File .
No Copies	Enter the number of copies to print. Defaults to 1.
Set Up	Opens the windows Printer Setup dialog box.
Export	Opens the Export dialog box when the Print button is clicked. This allows export of the report to Tab Separated Text, Excel, PDF, Clipboard, Email and Fax.
Exit	Exit

H&S Reviews by Employee

PayBiz main menu > Health & Safety > H&S Reviews by Emp

A flexible means of reporting on the H&S Reviews by Employee.

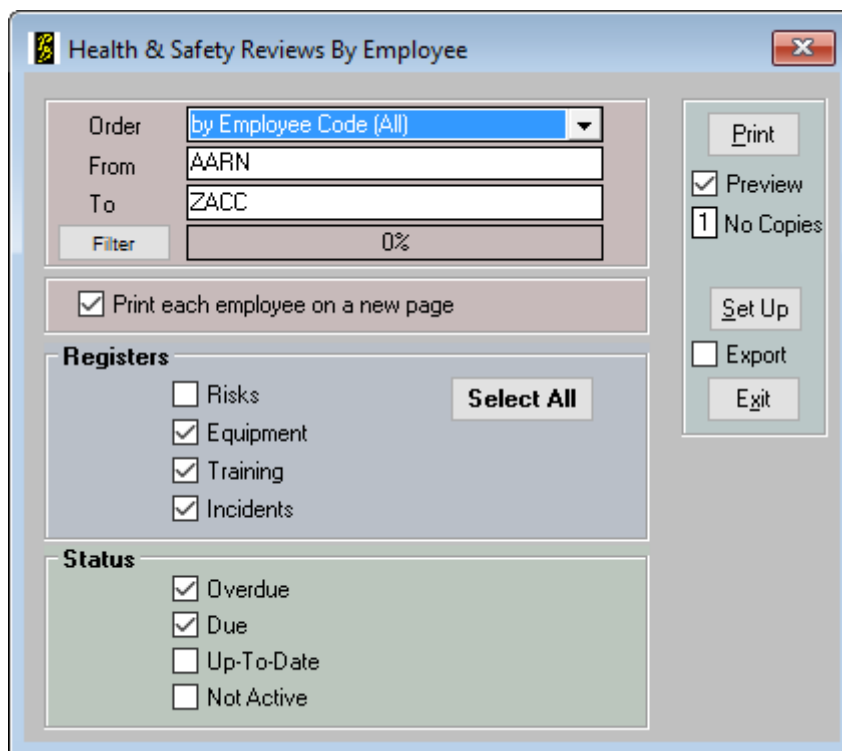



Figure 2: H&S Reviews by Employee

Field	Description
Order	Choose between All Employees by Code , Active Employees by Code or All by Surname .
From To) Enter the start and end employee codes for the report.) Double click or F8 opens an employee lookup screen to pick from.
Filter	Click to open a search screen to further restrict the records in the report.
Print each emp...	If ticked, each employee will print on a separate page.

Continued...

Field	Description
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Select All	Click to select ALL registers.
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Samples



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Page 1

Health & Safety Reviews

PayBiz DEMO

For: Risks Equipment Training Incidents - Overdue

Code	Description	Assigned To	Type	Due Date	Details
QUART	Burns on the stove or zip	HELW	RISK	31/01/2017	Only the cook to use the stove. Ensure zip is maintained so it doesn't leak
VAN5	Vehicle Accident on site	LAW	RISK	4/08/2016	Ensure driver is fully competent and experienced driver Make sure vehicle is safe - current wof and fully maintained. Where possible limit travel to 1 hr
BOBC	Call 027 123 1235 on arrival and departure	ANGM	RISK	4/08/2016	
VAN4	Vehicle Accident	HARA	RISK	30/09/2015	Defensive driver training Chains in vans Seatbelt use Nominated drivers only
FA1	Reviews	LAW	EQUIP	15/03/2016	
PRESS	Checks	LAW	EQUIP	3/09/2016	
VAN1	Service	SAMB	EQUIP	15/11/2016	Please do the service yearly or every 20,000 km Change oil and air filters, engine and transmission oil and washer liquid.
SM	Staff Meeting	HELW	COURSE	11/03/2016	
HSREP	H&S Rep Training	HELW	COURSE	10/03/2016	
HS	H&S Meeting	TERS	COURSE	30/12/2015	
LAW	8/09/2015 - Choked on pasta when Jac told a joke	JAMC	INCIDENT	8/10/2015	Staff meeting

Figure 3: H&S Reviews



Health & Safety Reviews

PayBiz DEMO

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Page 36

For: Risks Equipment Training Incidents - Overdue Due

Employee: ZACC ZAC COX

Code	Description	Type	Due Date	Details
FEN	Overhead Power Line dangers	RISK	20/11/2016	Be aware of power lines in the area Need at least 4 meters clearance. Regard ALL Power Lines as a hazard
WAJ J	Overhead Power Line dangers	RISK	20/11/2016	Be aware of power lines in the area Need at least 4 meters clearance. Regard ALL Power Lines as a hazard
FEN	Keep spinning Jenny in top condition	RISK	1/11/2016	Make sure equipment is in top condition Keep tension correct
WAJ J	Keep spinning Jenny in top condition	RISK	1/11/2016	Make sure equipment is in top condition Keep tension correct
HS	Health and Safety Meeting	COURSE	14/10/2016	
SM	Staff Meeting	COURSE	14/11/2016	

Figure 4: H&S Reviews by Employee