



rsured™

INFORMED – IN TOUCH – IN CONTROL

## MODULES AND FUNCTIONALITY OVERVIEW



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WORK-PROJECTS  
& JOBS

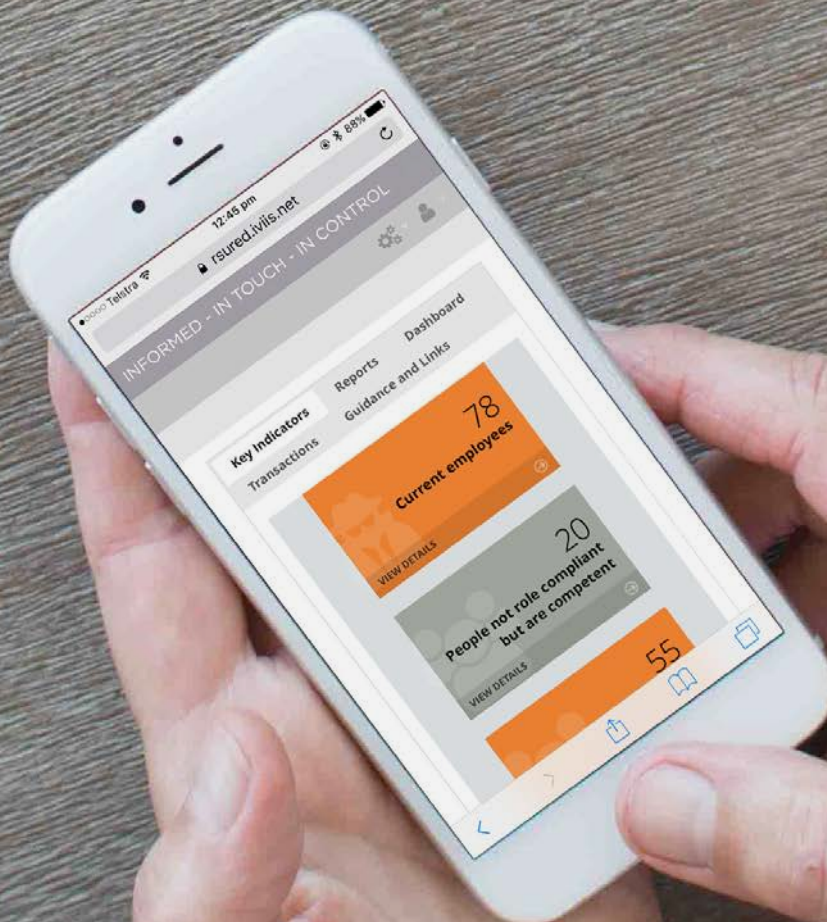
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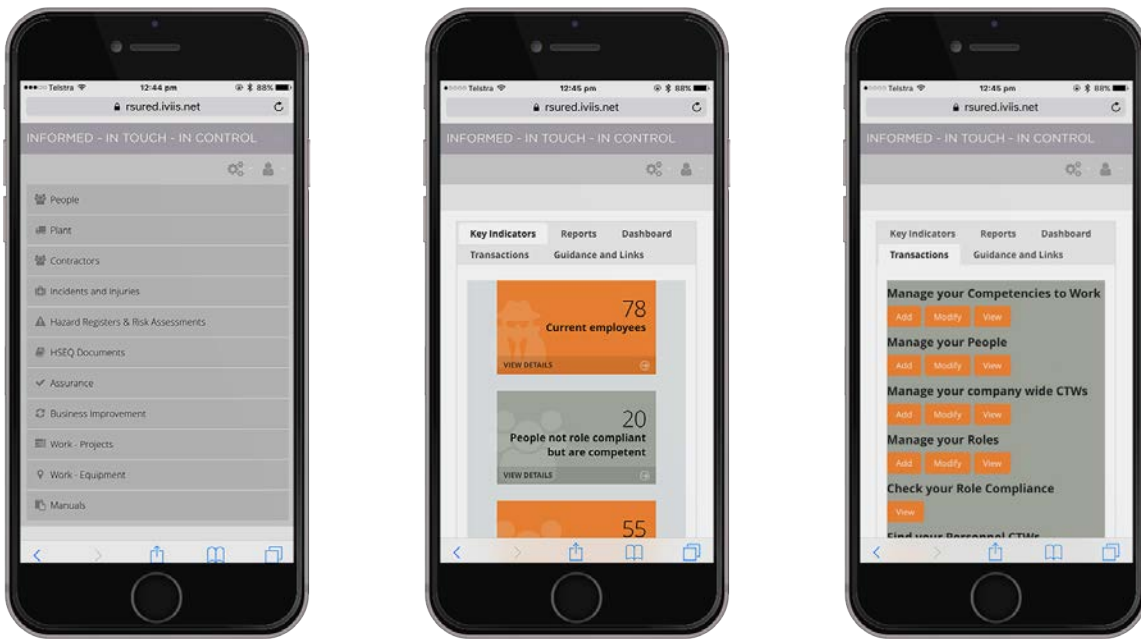


# **rsured™ OPERATES ON** **SMART PHONES AND TABLETS**

**rsured™** complies with the requirements of:

- ✓ ISO 9001:2015 Quality management systems
- ✓ ISO 14001:2015 Environment management systems
- ✓ AS/NZS 4801:2001 Occupational health and safety management systems
- ✓ Draft ISO 45001 Occupational health and safety management systems





# FEATURES DESIGNED TO GROW YOUR BUSINESS

## Integrate Disparate IT Systems

- ✓ **rsured™** helps you maximise the value of your existing IT systems, rather than replace them.
- ✓ **rsured™** adds value to your investment already made in “best of breed” applications by interfacing with them and having them work in a complementary, seamless manner.
- ✓ **rsured™** integrates your business systems to provide a single version of the truth.

## Workflow Management

- ✓ Create workflows that reflect your business processes and operations. Allocate responsibilities to manage and monitor the effectiveness of your processes.

## Automated Notifications

- ✓ Establish events and when your defined criteria occur, **rsured™** will automatically notify the appropriate people. Being in complete control has never been easier.

## Automated Report Distributions

- ✓ Have **rsured™** automatically email you the information you require, when you want it. Set up distributions so your information is available when you get to work. You don’t even need to log onto **rsured™**, it will continue to make your life easier, even when you are not logged in.

## Mobile Apps

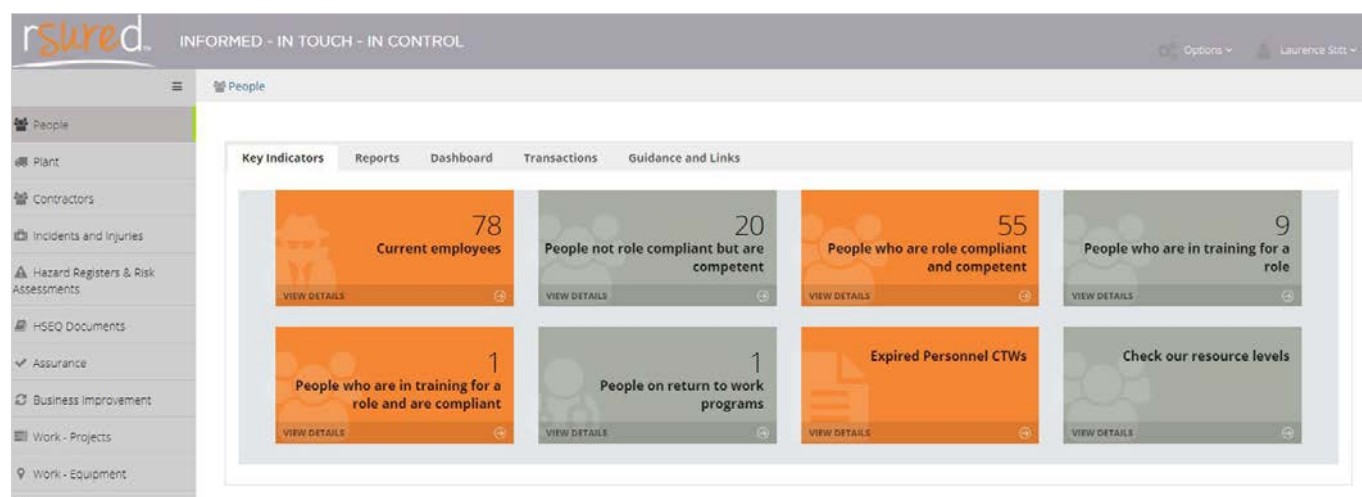
- ✓ You can develop specific apps which link to **rsured™**. Collect information from the field (either on-line or off-line) and **rsured™** can automatically sync your data when your device is next on-line.



# PEOPLE

Ensure your personnel are competent and trained to undertake the work they are allocated, and more importantly, highlight if personnel are not competent.

The functionality for each module is located on the left-hand side of the screen.



Simply click on the menu option for People to view Key Indicators, Reports, Dashboard, Transactions and Guidance and Links; all at your fingertips.

## Key Indicators

- ✓ The screen shot above shows Key Indicators. These are referred to as tiles and can be configured to provide key indicators that are useful to your business. Within each tile there is the ability to view the details of the Key Indicators.

## Reports

- ✓ Provides access to the standard reports that are available. Custom reports can be developed if required.

## Dashboard

- ✓ Provides access to the standard graphs that are available. Custom graphs can be developed if required.

## Transactions

- ✓ Transactions is where you can manage the transactions within the module e.g. Add, Modify or View

## Guidance and Links

- ✓ Provides access to manuals, useful information and links to external web sites.



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People

Key Indicators Reports Dashboard Transactions Guidance and Links

**Manage your Competencies to Work**

Add Modify View

**Manage your Roles**

Add Modify View

**Find People's contacts**

View

**Manage your Site Personnel**

Add Modify View

**Manage your People**

Add Modify View

**Check your Role Compliance**

View

**Manage your Site Wide CTWs**

Add Modify View

**Group Update of Personnel CTWs**

Add Modify View

**Manage your company wide CTWs**

Add Modify View

**Find your Personnel CTWs**

View

**Manage your Site Roles**

Add Modify View

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People

Key Indicators Reports Dashboard Transactions Guidance and Links

**Personnel CTWs Expiring over the next 3 months**

Report

**Personnel - Compliance evidence report (individual)**

Report

**Site role profiles - What CTWs are required?**

Report

**Select CTWs and find all People who have them**

Report

**Personnel CTW expiry matrix**

Report

**Site personnel - Compliance evidence report (individual)**

Report

**Find People who are competent for a Role**

Report

**Personnel CTW list**

Report

**Site personnel compliance**

Report

**Role Profiles - What CTWs are required?**

Report

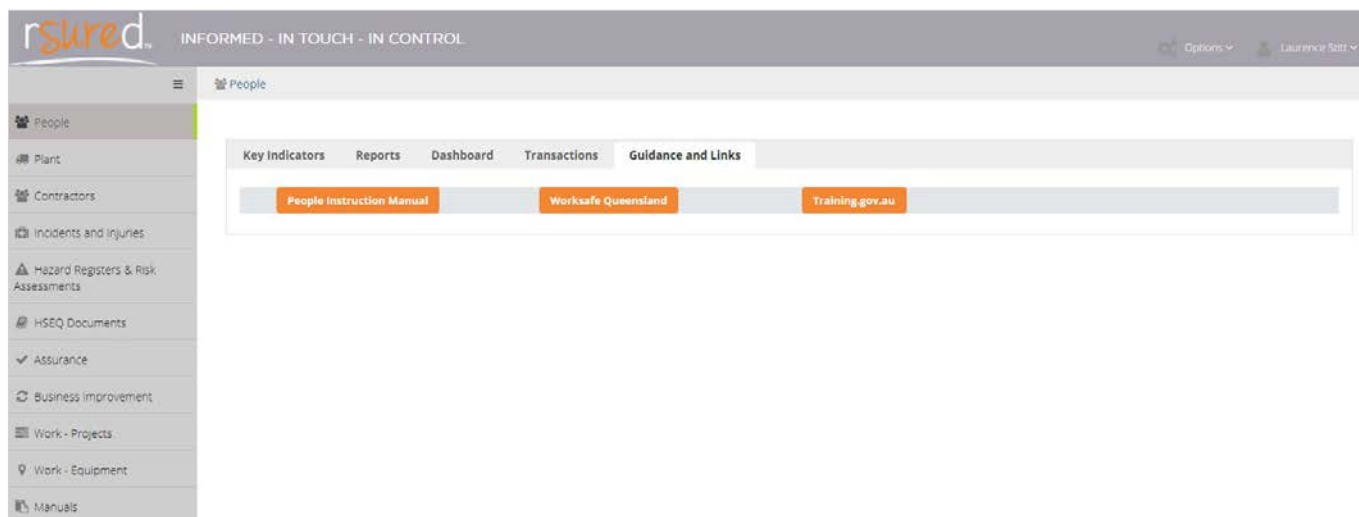
**Personnel list**

Report

**List Entries**

Report





## PRE-CONFIGURED FUNCTIONALITY: PEOPLE

### People & CTW Management

- ✓ Personnel Information – Manage your personnel information including emergency contacts and documents (resumes, job descriptions) for your employees and contractors
- ✓ Training Records – Manage all your personnel (employees and contractors) and their specific qualifications, licences, training, inductions, medicals, certificates, blue cards etc. including expiry dates and documentary evidence
- ✓ Access your Master Register of qualifications, training, courses, inductions, medicals or assessments that are required by your workers (Competencies to Work – CTWs)
- ✓ Reports – view Compliance Reports for your personnel
- ✓ Includes Summary Dashboard Reporting
- ✓ Get Automatic Notifications of upcoming competency to work expiries
- ✓ View your Training Requirement Matrix

### Role Compliance

- ✓ Role Profiles – Establish your Compliance Rules for the roles your personnel undertake and check that their CTWs meet the role profiles

### Site (Customer) Role Compliance

- ✓ Site Roles – Establish your Compliance Rules for the roles your personnel undertake on your customer's sites and check that their CTWs (Competencies to Work) meet the role profiles



# PLANT

Ensure your plant is correctly authorised and operators are competent to undertake the work they are allocated and more importantly highlight if the plant or operators are not compliant.

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Plant

Key Indicators

Reports

Transactions

Guidance & links

10

Current plant items

VIEW DETAILS

5

Plant items not compliant

VIEW DETAILS

Expired Plant ATUs

VIEW DETAILS

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Plant

Key Indicators

Reports

Transactions

Guidance & links

Upcoming Plant ATU expiries

Report

Plant item list

Report

Plant ATU Expiry Matrix

Report

Plant Item - Compliance evidence report

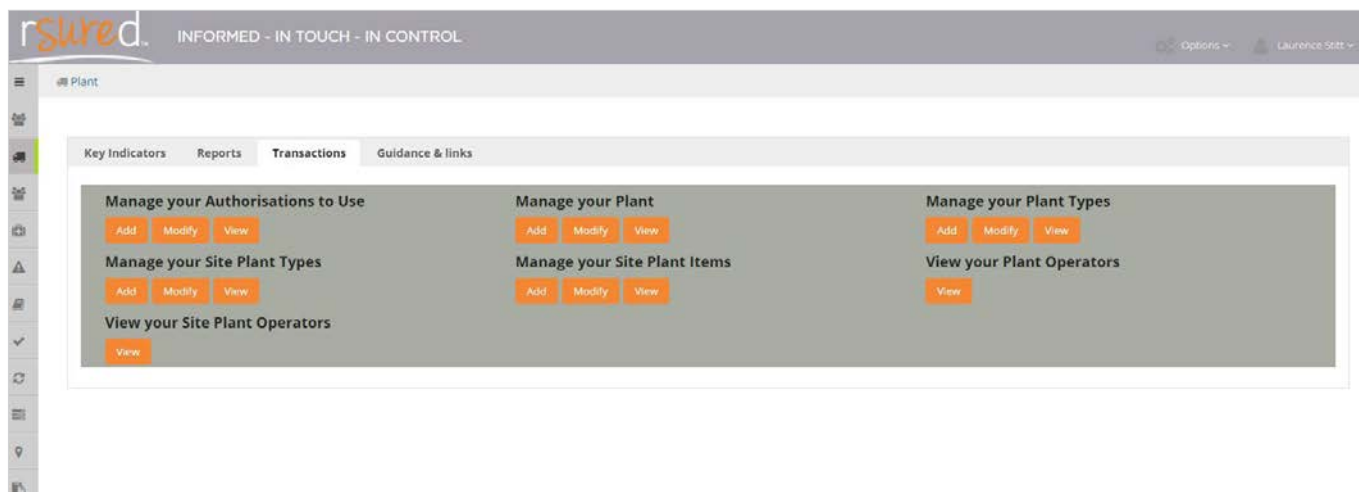
Report

Composite Plant Compliance

Report

Site Plant Item - Compliance evidence report

Report



## PRE-CONFIGURED FUNCTIONALITY: PLANT

### Plant & ATU Management

- ✓ Easily access your Plant Register including documentary evidence of WHS Registrable Plant Certificates, Transport Registration, Risk Assessments, Site Access Permits and expiry dates
- ✓ Easily access your Master Register of WHS Registered Plant Certificates, Transport Registrations, Risk Assessments, Site Access Permits and any certificate that is required for an item of plant to be compliant to perform work (Authorisations to Use – ATUs)
- ✓ Access Reports – Compliance reports of plant items
- ✓ Includes Summary Dashboard Reporting
- ✓ Get automatic notifications of upcoming authorisation to use expiries

### Plant and Operator Compliance

- ✓ Establish your Compliance Rules for your plant types and check that your plant items meet these compliance rules
- ✓ Easily access your Operator Compliance Profiles for each Plant Type and a specific item of Plant. Checks compliance of operators (workers) to the Plant Item to ensure they are compliant to operate the plant for your business

### Site (Customer) Plant Compliance

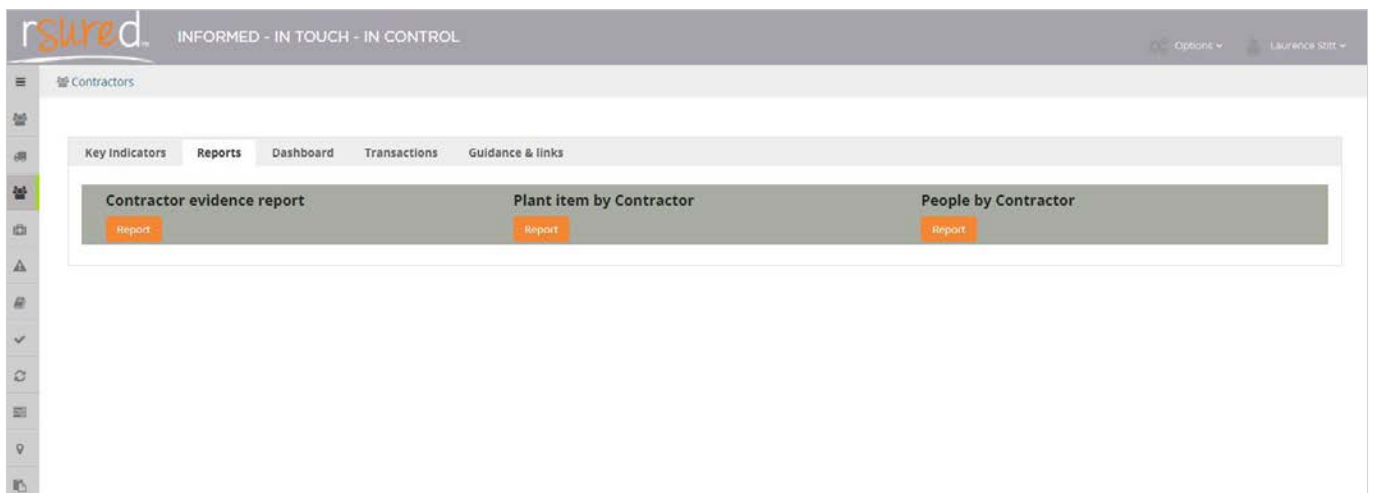
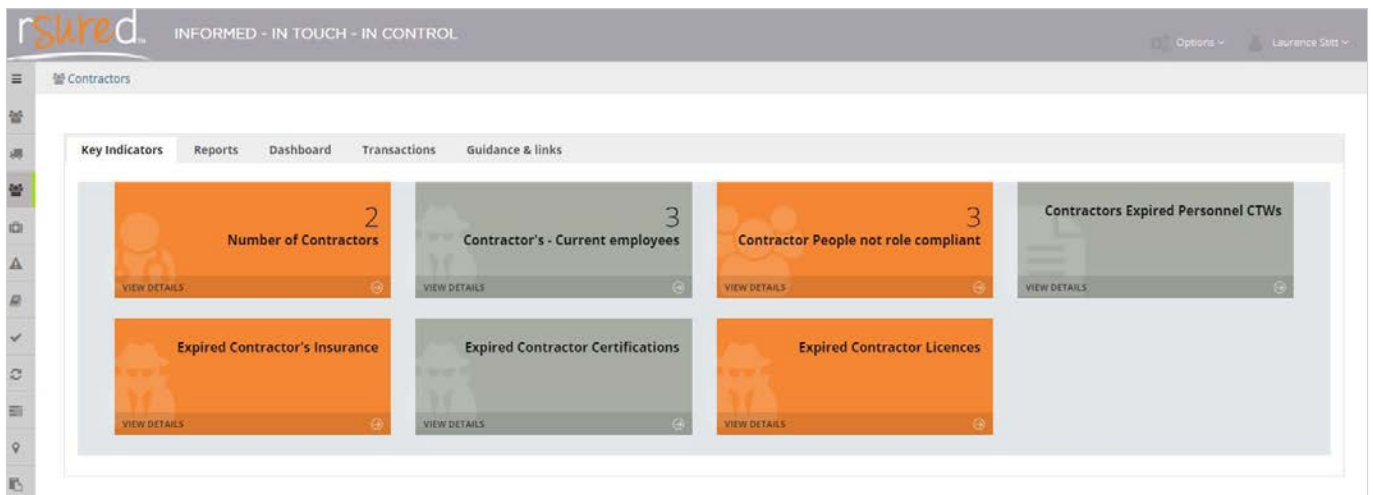
- ✓ Establish your Compliance Rules for your mobile plant, operators and drivers on your client's sites and ensure they meet these compliance rules

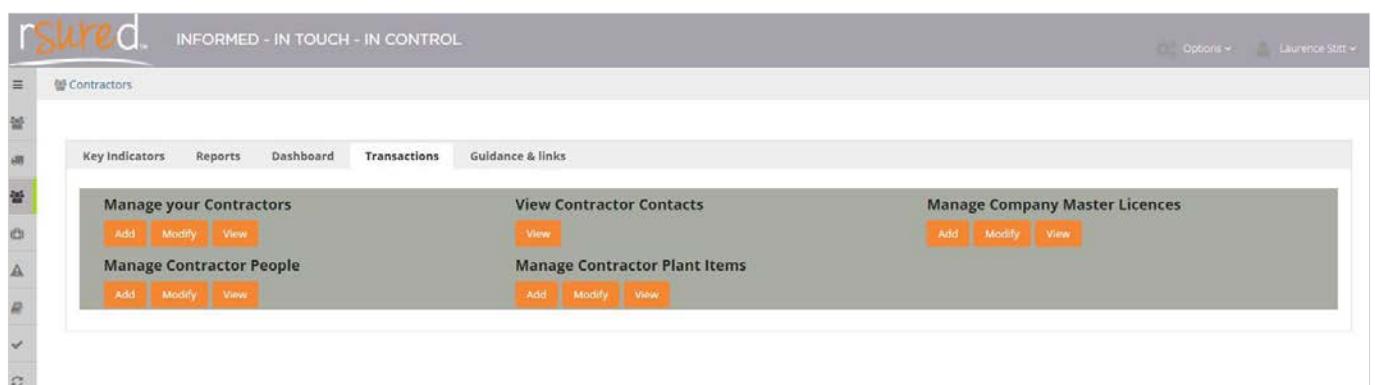
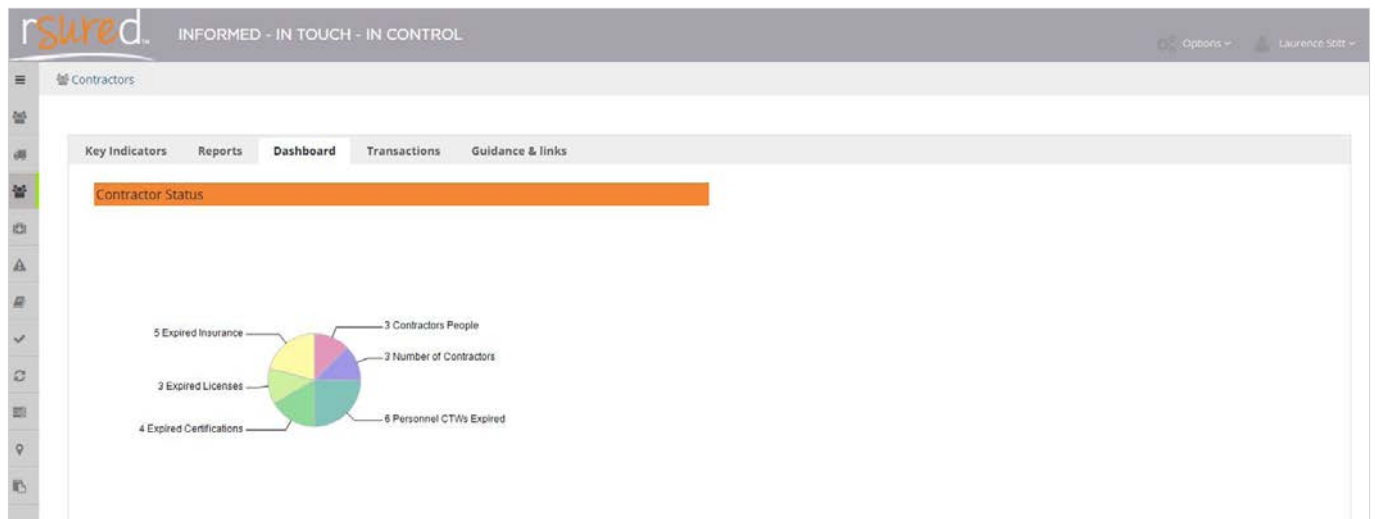




# CONTRACTORS

Access visibility over all your contractors' compliance with respect to insurance, certifications, licenses, personnel and plant.





## PRE-CONFIGURED FUNCTIONALITY: CONTRACTORS

### Contractor Compliance

- ✓ Manage all your contractors contacts, insurances, certifications, insurances and licences including expiry dates and documentary evidence
- ✓ Manage your contractor company's insurance requirements and receive automatic notifications of upcoming insurance expiries
- ✓ Manage your contractor company's licensing requirements and receive automatic notifications of upcoming license expiries
- ✓ Manage your contractor company's certification requirements (safety, quality and environmental) and receive automatic notifications of upcoming expiries

- ✓ Provide your contractors with secure access to rsured™ to maintain their own information
- ✓ Pre-qualify your contractors and undertake periodic reviews

### Contractor People Compliance

- ✓ Manage all your contractor's personnel and competency requirements

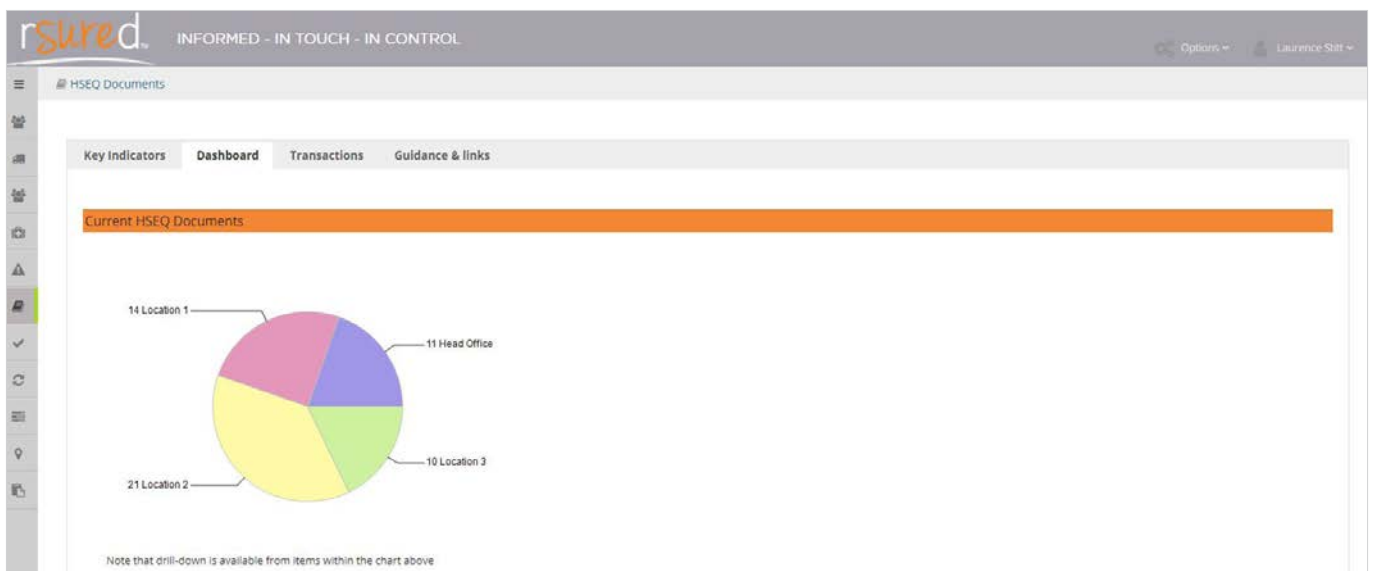
### Contractor Plant Compliance

- ✓ Manage all your contractor's mobile plant and compliance requirements



## HSEQ DOCUMENTS

Manage all your policies, procedures, emergency plans, work instructions and safety documents including the person responsible for the document and review and expiry dates.





## PRE-CONFIGURED FUNCTIONALITY: HSEQ DOCUMENTS

### Management System Documents

- ✔ Manage all your Safety, Environmental and Quality Management System Documents (policies, procedures, work instructions, safety documents, forms) – Including the person responsible for the document and review and expiry dates.
- ✔ Emergency Plans – Provide on-line access to all your emergency plans and procedures.
- ✔ Version Control – Current versions of documents are managed in a single location with access provided to your stakeholders.
- ✔ Automatic Notifications – **rsured**™ can automatically notify you when a new document is added or an existing document is changed.



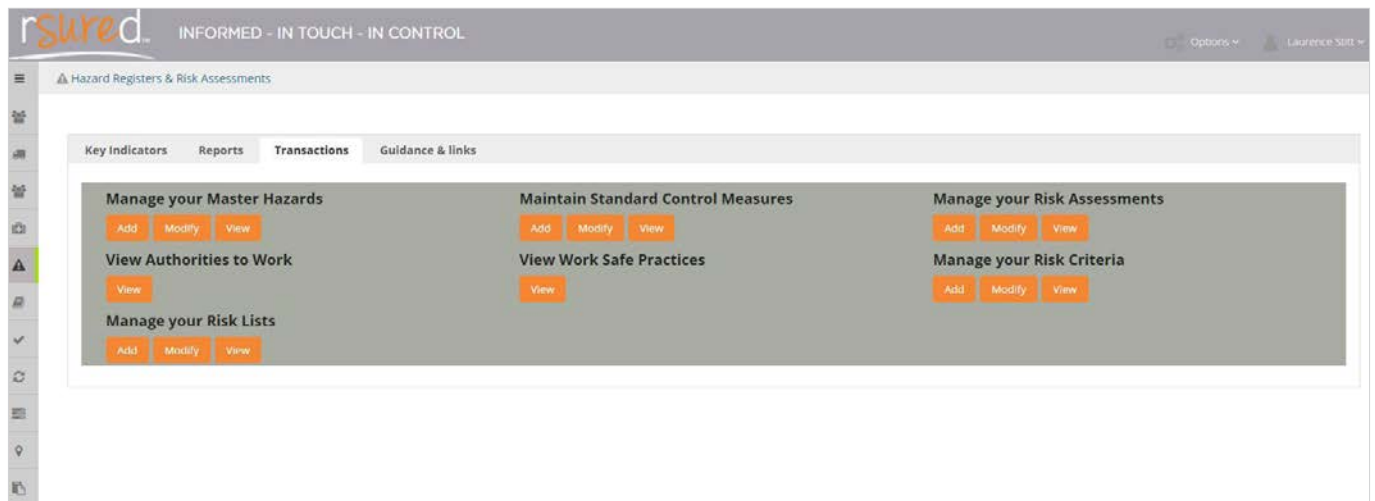


# HAZARD REGISTERS

Access your enterprise hazard registers. Identify the risks in your work. Report and action all your hazards.

The screenshot shows the rsured web application interface. The top navigation bar includes the rsured logo, the tagline "INFORMED - IN TOUCH - IN CONTROL", and user options for "Options" and "Laurence Scott". The main content area is titled "Hazard Registers & Risk Assessments" and features a sidebar with various icons. The "Key Indicators" tab is active, displaying two summary cards: "Number of Master Hazards" with a value of 66 and "Hazard reports not completed" with a value of 0. Both cards include a "VIEW DETAILS" link.

The screenshot shows the rsured web application interface with the "Reports" tab selected. The main content area is titled "Hazard and Control Register" and contains a "Report" button. The sidebar and top navigation bar are consistent with the previous screenshot.



## PRE-CONFIGURED FUNCTIONALITY: HAZARD REGISTERS

### Hazard and Control Registers

- ✔ Manage all your known hazards and their control measures. Manage all your controls for the management of hazards (Safe Work Method Statements, MSDS, Permits).
- ✔ Perform risk assessments using your risk matrix.

### Mobile Plant Hazards

- ✔ Establish the hazards associated with each item of your mobile plant.
- ✔ Produce hazard and risk registers with associated control measures.

### Work Management Hazards

- ✔ Establish the hazards associated with each item in your work structure.
- ✔ Produce hazard and risk registers with associated control measures.

### Hazard Notifications

- ✔ Record hazards identified in the work place. Attach documents and photos to your Hazard notification. Ensure hazard reports are closed out.

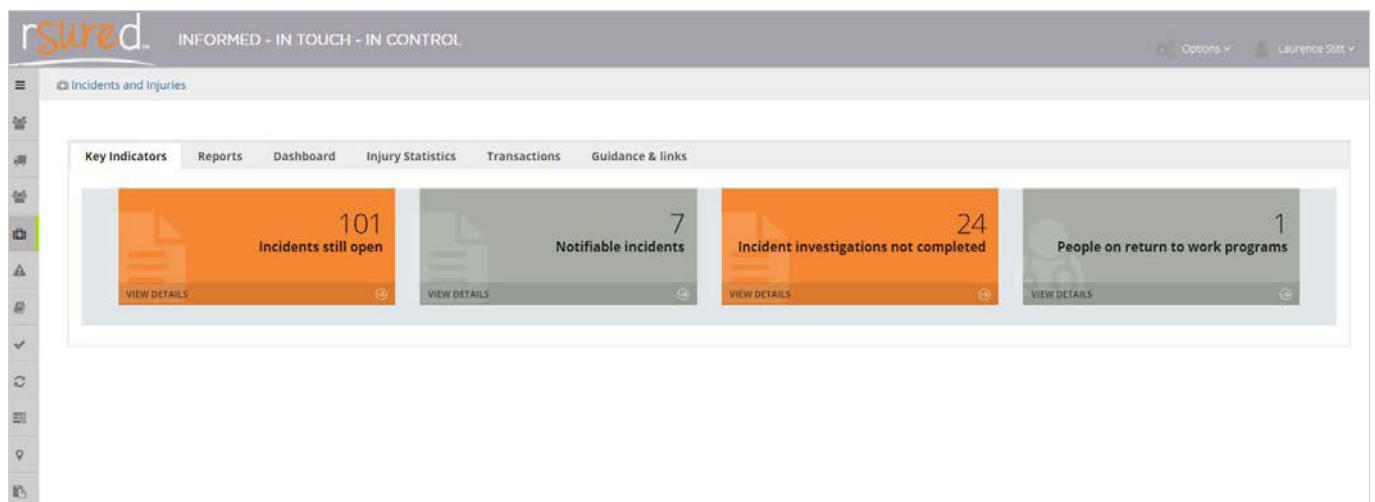
### Risk Assessment Matrix

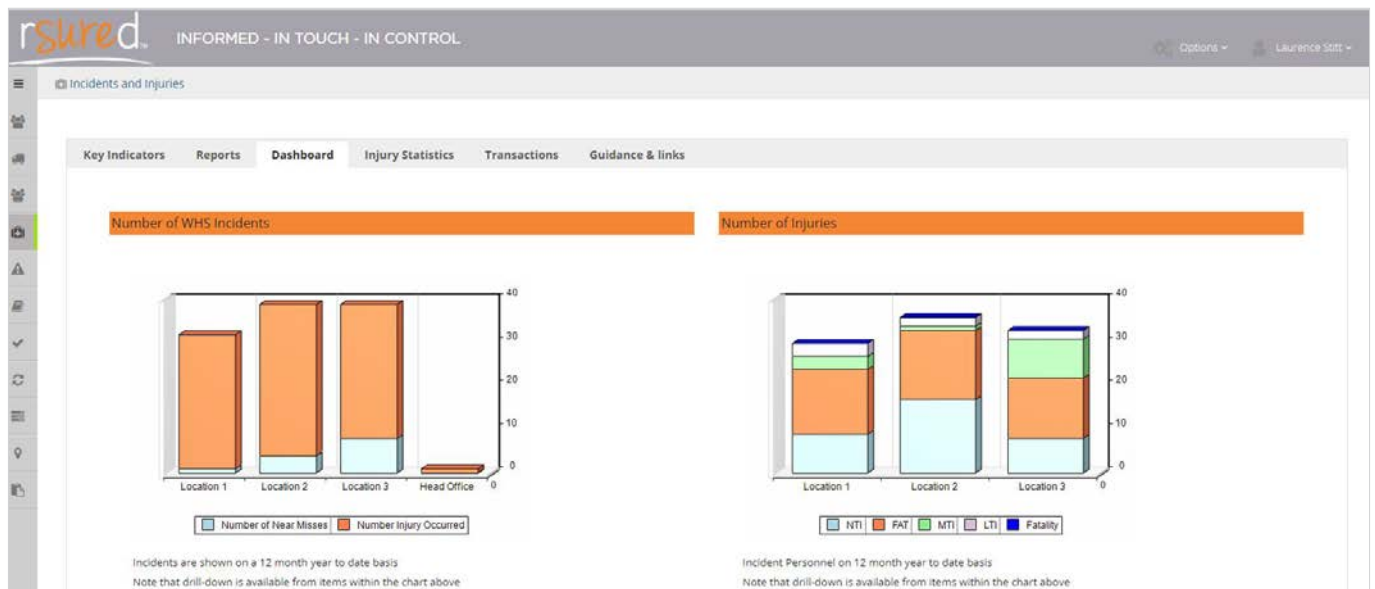
- ✔ Complete risk assessments using your risk matrix.



# INCIDENT AND INJURY

Manage your incident reporting, investigation and notification process, including injured personnel and rehabilitation programs.





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Incidents and injuries

Key Indicators Reports Dashboard Injury Statistics **Transactions** Guidance & links

#### Manage your Incidents

Add Modify View

#### Manage your People on Return to Work

Add Modify View

#### Maintain Regulator Incident Classifications

Add Modify View

#### Maintain Standard Contributory Factors

Add Modify View

#### Maintain Standard Cost Categories

Add Modify View

#### View your Incident Personnel

View

#### View Incident Investigations

View

#### Maintain Your Incident Statistics Data

Add Modify View



## PRE-CONFIGURED FUNCTIONALITY: INCIDENT AND INJURY

### Incident Reporting

- ✓ Reporting – **rsured**™ provides a simple business process for reporting, investigating and analysis of Incidents. Track the status of and accountability for Incidents and any actions resulting from the Incident.
- ✓ Classification – Classify your incidents in accordance with the regulators requirements to determine if the regulator is required to be notified.
- ✓ Statistics – Automatic generation of Key Performance Indicator information. Summary dashboard reporting of Incidents and Investigations.

### Incident Investigations

- ✓ Business process for investigating incidents – Record contributing factors and incident costs. Attach any regulator documents to the incident.

### Incident People

- ✓ Manage and record information about personnel involved in the Incident.

### Return to Work

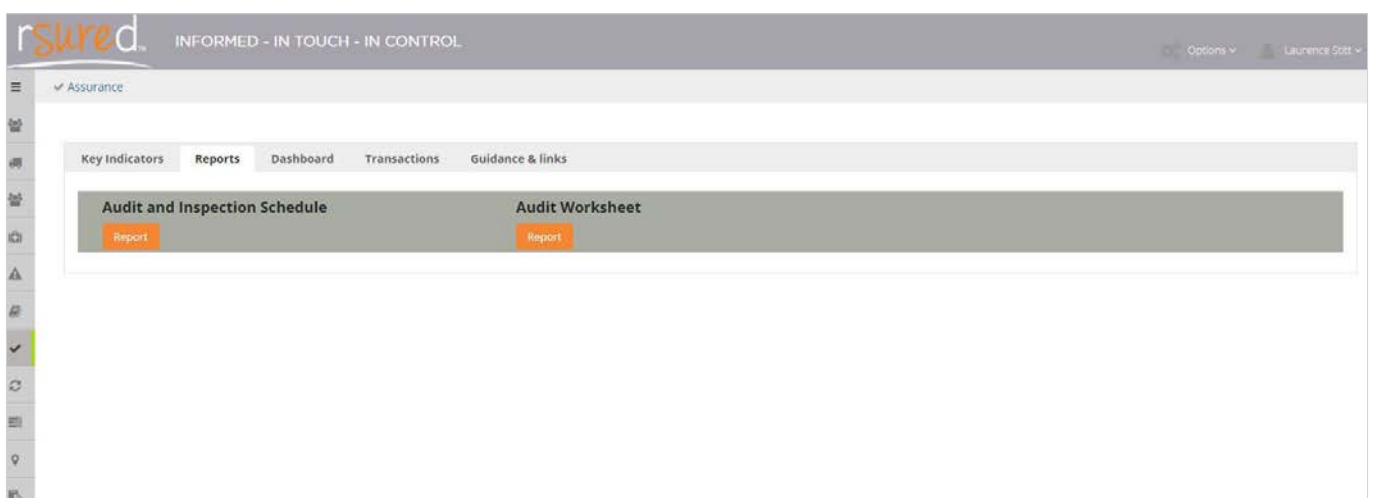
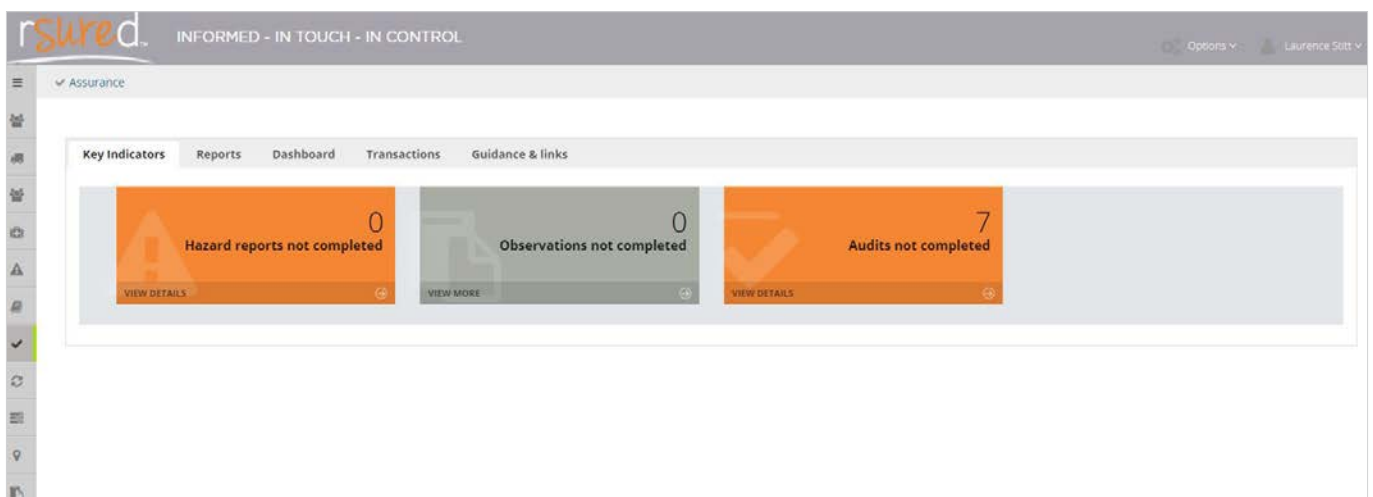
- ✓ Manage the rehabilitation process for your workers.
- ✓ Manage all the tasks required in the return to work plan and receive automatic reminders when the tasks are due.
- ✓ Record all your medical certificates and receive automatic reminders when they are due for review.

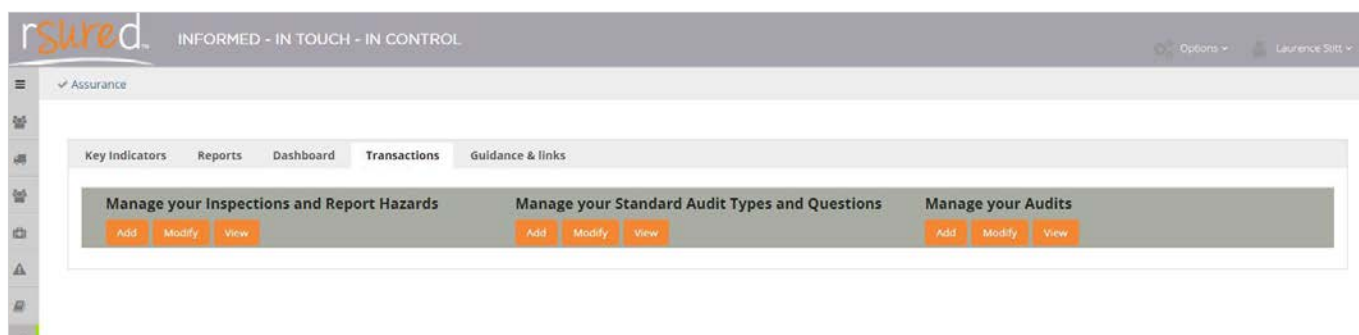




# EVIDENCE-BASED ASSURANCE

With **rsured™**, you will have clear business processes for audit planning, management and reporting. You can even schedule inspections and manage your corrective action process.





## PRE-CONFIGURED FUNCTIONALITY: EVIDENCE-BASED ASSURANCE

### Audits

- ✓ Your audits can be planned and scheduled, questions developed and responses recorded. Standard audit structures can be copied to fast track the audit development process. Configurable to your existing Audit process.
- ✓ Your audits can be linked to another functionality e.g. contractors, sites, plant.
- ✓ All your audit worksheets of questions and responses will be readily located.
- ✓ Get an automatic analysis of audit responses.

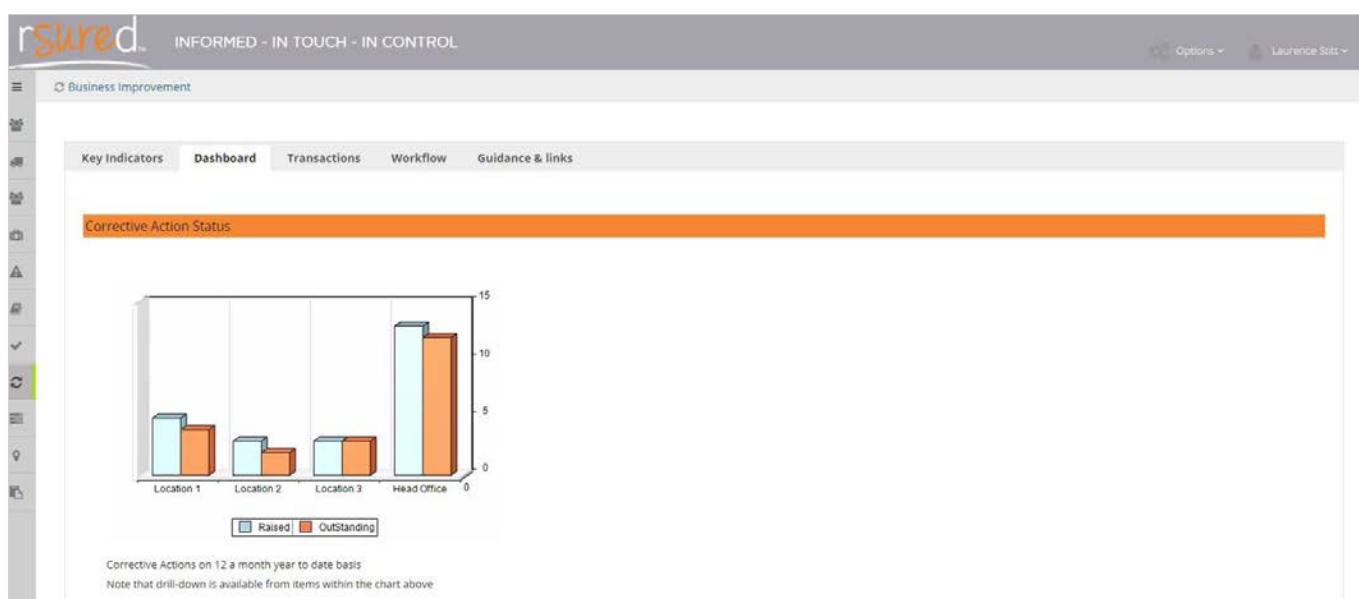
### Inspections and Observations

- ✓ Forward schedule your inspections and allocate to responsible people. Record observations made during your walk around. Attach documents and photos to your Inspection or Observation.
- ✓ Establish attributes for your Inspections such as risk rating, hazard, and priorities.
- ✓ Manage the corrective actions resulting from the inspection. Allocate responsibilities and monitor status.
- ✓ Log all your Safety Bulletins and provide access to all personnel.

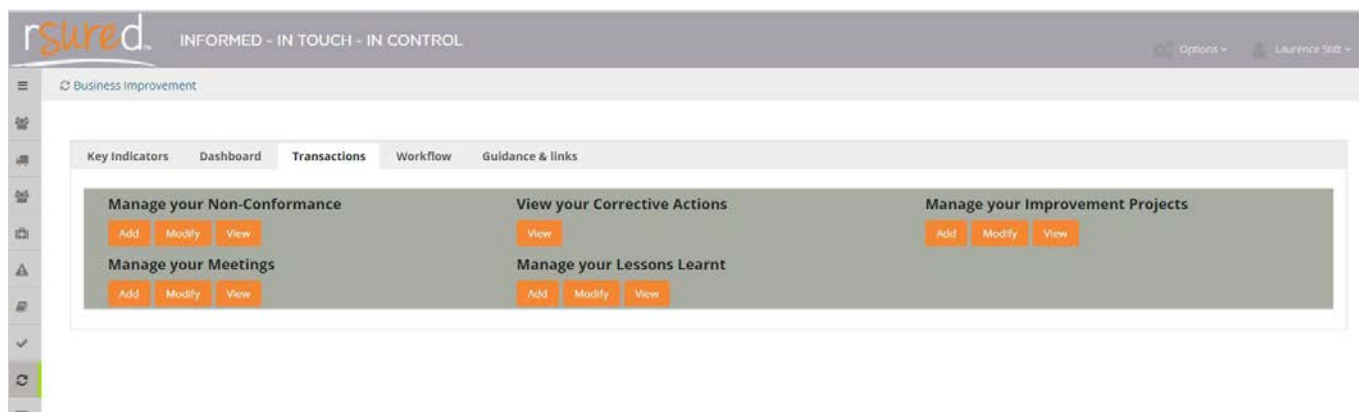


# BUSINESS IMPROVEMENT

Continuous Improvement for your enterprise through enhanced management and tracking of: Non-Conformance, Corrective Actions, Improvement Projects, Meetings and Lessons Learnt.







## PRE-CONFIGURED FUNCTIONALITY: BUSINESS IMPROVEMENT

### Non-Conformance

- ✓ Record and classify non-conformances from both internal and external sources.
- ✓ Non-conformances can be linked to your Audits, Inspections and Meetings.
- ✓ Allocate Non-conformances to responsible people.

### Corrective Actions

- ✓ Manage the corrective actions resulting from the incident. Allocate responsibilities and monitor status.
- ✓ Corrective Actions can be linked to Incidents and Non-conformances.
- ✓ Allocate Corrective Actions to responsible people.

### Improvement Projects

- ✓ Track and management continuous improvement projects.

### Meetings

- ✓ Record all your meetings and attach the minutes for easy reference.

### Lessons Learnt

- ✓ Record all your Learnings (e.g. Safety Bulletins) and share with your stakeholders.



# WORK – PROJECTS & JOBS

Access your enterprise hazard registers. Identify the risks in your work. Report and action all your hazards.

## PRE-CONFIGURED FUNCTIONALITY:

### WORK – PROJECTS & JOBS

#### Work Structure

- ✓ Implement your own Work Management system. **rsured™** can cater for all types of work – project, service, maintenance, contracting, production, job shop.
- ✓ Associate hazards and controls with your work structure to ensure a safe system of work.

#### Jobs

- ✓ Workflow and status reporting around the job planning and execution process including planned and actual dates for each job.
- ✓ Automated Work Pack generation - incorporating information on data entered for the job including, for example, Scope of Work, Personnel, Drawings, Bills of Materials, Clearance Certificates, Work Method Statements (Job Safety Analysis), Material Safety Data Sheets and Work Instructions.
- ✓ Access Job Compliance Flags, where compliance rules are determined by the customer.
- ✓ Completed in-field Job and Job Safety Analysis documents can be scanned and attached in **rsured™**.





Get the tools needed to achieve efficiency,  
profitability, enhanced analytics in your business.

Contact us today for a free consultation | [www.rsured.com](http://www.rsured.com)