

Getting started with your Agrismart Health and Safety

Setting up your own Health and Safety management system using your Agrismart template can be undertaken by following the short list below. This list is designed to help you navigate around a basic setup of your H&S. Full documentation of the various areas of this H&S template are available to be viewed and printed in the “HELP” function. (Top right of any page is this icon  which is the Help Function)

The process:

1. Enter each member of your team and their details
2. Check and make any necessary amendments to the farm Health and Safety policy and the Disclaimer script
3. Enter the appropriate Emergency procedures for the farm
4. Enter in a list of Team member skills
5. Enter in the appropriate skill level for staff based on the skills added in (4)
6. Enter Hazardous Substances found on farm
7. Enter Equipment items
8. Set up your mobile devices.

Once you have worked your way through this document the H&S for your farm is pretty much ready to go. There will now be Risks, Incidents and Inductions to enter. The other, more specific documentation covers all of the areas which may not be covered here.

1. Enter each member of your team and their details



To add in your Users firstly Click on Team Manager



Once on the Team Manager page, Top Right is “Add User”....Click on this.

Team Manager

Add User

General

Username :

Password : 8 characters (minimum 2 numbers, case sensitive)

First Name :

Last Name :

Email Address : Not required

Job Title : Not required

Primary Location : no location

Other Locations : all

Access Level : ..

Week Ending Day : Sunday

Access Timesheet Viewer Report : * this overrides access level

Timesheet Supervisor :

add >>

Username can be a full name or just M for Mark. The Password is NOT case sensitive

Password needs to be 8 characters with a minimum of 2 numbers and is case sensitive (when using your Agrismart you need to put the password in exactly as has been done here.)

First and Last names are required.

Locations are required if you have more than one location (Farm or Unit)

Access Levels determine how much of your Agrismart your various users have access to.

The bottom 3 fields are not relevant to H&S and will be hidden from view at some stage.

Press "ADD" when all the necessary details have been entered. (You can easily change anything here at a later date)

When you have set up your Users you may notice that there are a number of additional Pages that become available as below.

Team Manager

Edit User

General Employment Details User Files Skills

Username : Billy

Employment Details User Files are not applicable to H&S and will be hidden from view at some stage.

2. Disclaimer & Health and Safety Policy

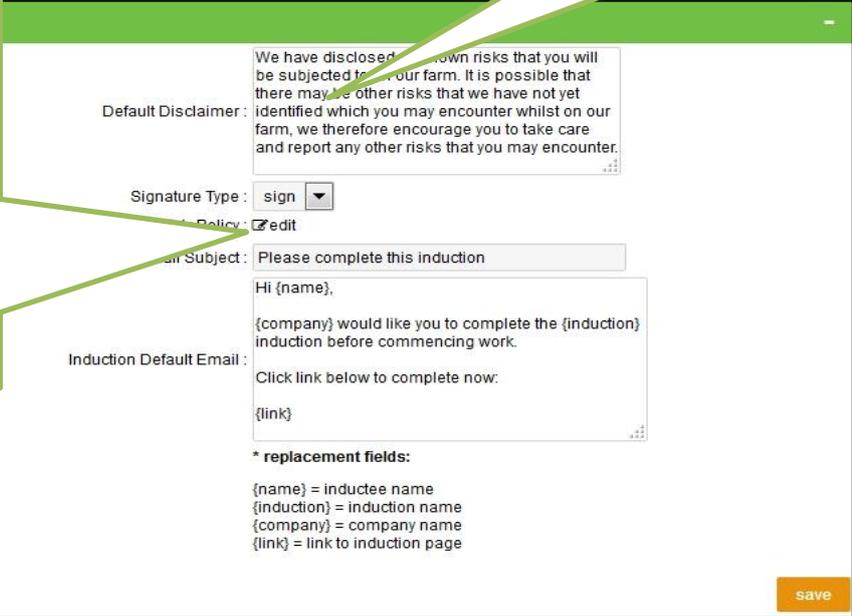
Setup

Click on Setup and go to area "Health and Safety"

Agrismart is pre-set with a disclaimer. Please read the disclaimer and alter it if required.

Agrismart is pre-set with a Health and safety Policy document. This document is an example of a Health and Safety policy which, if you wish to use this H&S Policy for your farm, please be sure to make any changes that may best represent your own farm business.

Click on the edit icon  to access the policy and make any changes necessary before clicking 

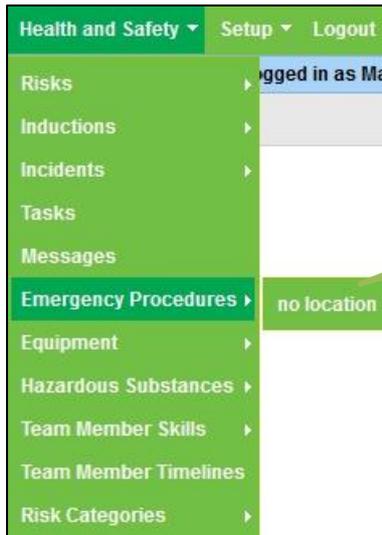


The screenshot shows a web interface for setting up a Health and Safety Policy. It includes the following fields and options:

- Default Disclaimer:** A text area containing the pre-set disclaimer: "We have disclosed the known risks that you will be subjected to on your farm. It is possible that there may be other risks that we have not yet identified which you may encounter whilst on our farm, we therefore encourage you to take care and report any other risks that you may encounter."
- Signature Type:** A dropdown menu set to "sign".
- Policy:** A checkbox labeled "edit" which is checked.
- Induction Subject:** A text input field containing "Please complete this induction".
- Induction Default Email:** A text area containing: "Hi {name},
{company} would like you to complete the {induction} induction before commencing work.
Click link below to complete now:
{link}"
- * replacement fields:** A list of variables: "{name} = inductee name", "{induction} = induction name", "{company} = company name", and "{link} = link to induction page".
- Buttons:** A "save" button is located at the bottom right of the form.

3. Emergency Procedures

Your Agrismart H&S software will come with no Emergency procedures displayed. However there is a default list of procedures that can be viewed and then saved if required. Here is how to go about it.



Click on no location

Emergency Procedure for no location

[edit](#)

Emergency Contacts

Nearest City/Town :

Location of nearest phones on the farm :

Where is the medical centre :

Doctor contact details :

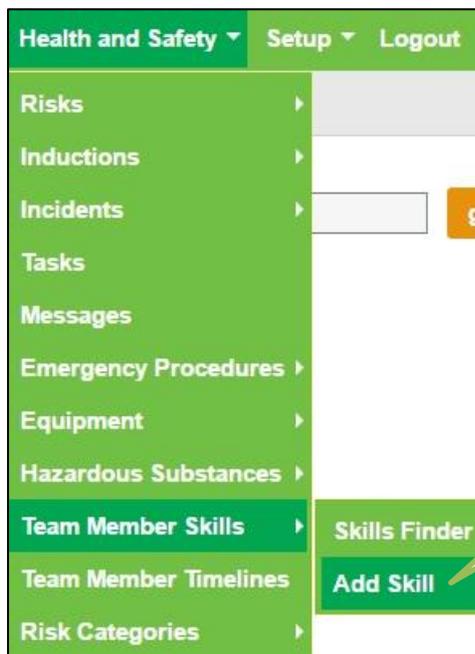
First aiders name :

Spills

A substantial list of pre-populated Emergency procedures will be displayed. If you wish to proceed with this list click on [edit](#) and then at the bottom of the page click on [save](#). This Emergency procedures template will now be saved for good.

Go to the Help menu and select Health and Safety – Emergency Procedures for more information

4. Enter in a list of Team member skills



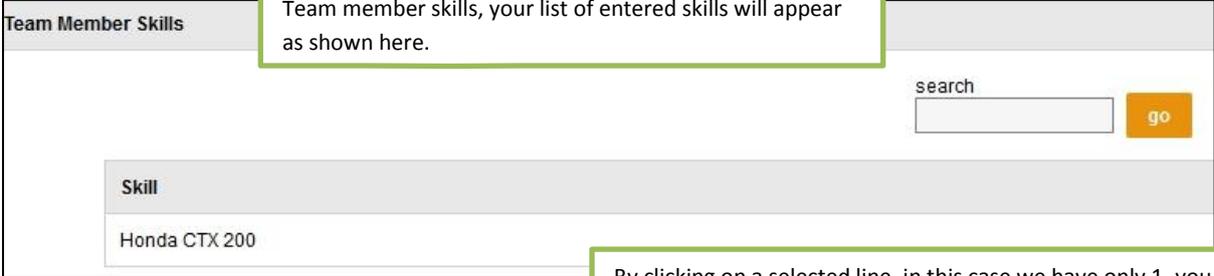
Start adding in skills that you believe are necessary to have documented on your farm...Treat each skill as a document as a procedural checklist. Click here to add a skill.

A screenshot of the 'Add Skill' form. The form has a title 'Add Skill' and a subtitle 'Add Skill'. It contains a 'Skill' field with the value 'Honda CTX 200' and a 'Description' field with the value 'Test basic use of the Honda CTX'. Below these fields is a 'Supporting Files' section with a 'New File(s)' label. There is a text input field for 'file 1 description' and a 'Choose File' button next to it, which shows 'No file chosen'. At the bottom right of the form is a 'save' button with a floppy disk icon. Three callout boxes with green borders and arrows point to the 'Skill' field, the 'Description' field, and the 'file 1 description' field.

Go to the Help menu and select Health and Safety – Team Member Skills, Adding Skills to your database of skills and the Skills Finder for more information

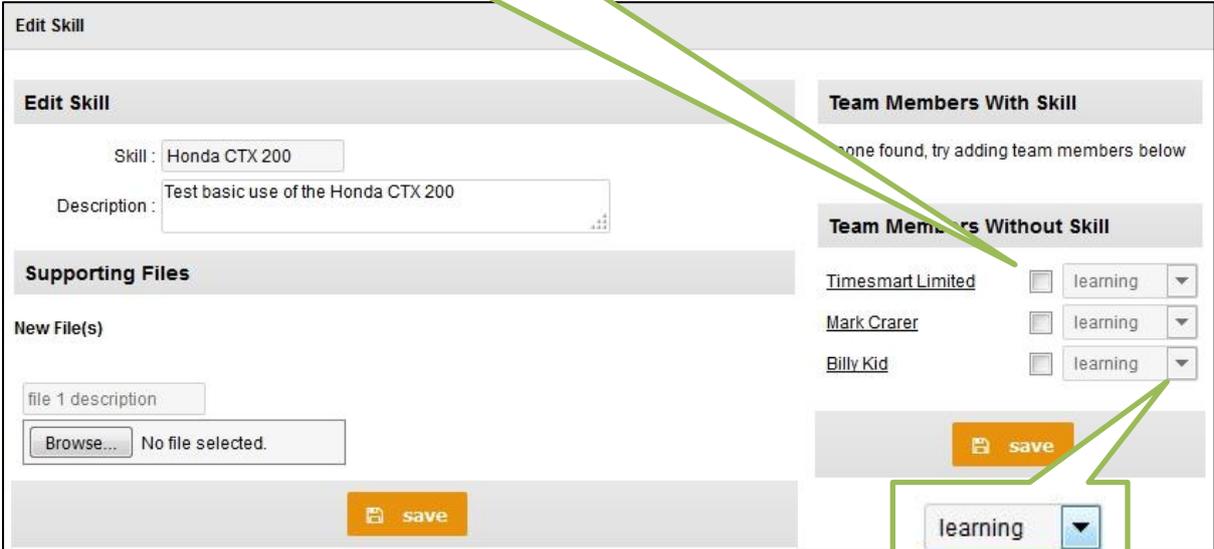
5. Enter in the appropriate skill level for staff based on the skills added in (4)

Once a Team member skill has been added, by clicking on Team member skills, your list of entered skills will appear as shown here.



By clicking on a selected line, in this case we have only 1, you will be taken to the next screenshot.

There are dropdown menus in here which give the option to choose the level of competency.



The 'Edit Skill' interface includes the following sections:

- Edit Skill:** Skill: Honda CTX 200, Description: Test basic use of the Honda CTX 200
- Supporting Files:** New File(s) section with a 'Browse...' button and 'No file selected' text.
- Team Members With Skill:** None found, try adding team members below
- Team Members Without Skill:** List of team members with competency levels:
 - Timesmart Limited learning
 - Mark Crarer learning
 - Billy Kid learning
- save** button (orange)

A dropdown menu for the competency level is shown, with options: learning, learning, competent, advanced.

Team Members With Skill

Billy Kid learning ▼

Team Members Without Skill

Timesmart Limited learning ▼

Mark Crarer learning ▼

 **save**

Once the selected competency level has been chosen it will look like this.

Team Member Skills ▶ **Skills Finder**

Team Member Timelines **Add Skill**

To view this competency level along with all others is simple. Just click on Skills Finder.

Team Member Skills Finder

	Skill	<u>Billy Kid</u>	<u>Mark Crarer</u>
-	<u>Honda CTX 200</u>	✓	

Key :

- ✓ Learning
- ✓ Competent
- ✓ Advanced

Here is the key to the competency level acquired

Here is Billy's level of competency

Go to the Help menu and select Health and Safety – Team Member Skills, Adding Skills to your database of skills and the Skills Finder for more information.

6. Enter Hazardous Substances found on the farm

Health and Safety Setup Logout

- Risks
- Inductions
- Incidents
- Tasks
- Messages
- Emergency Procedures
- Equipment
- Hazardous Substances** Add Hazardous Substance
- Team Member Skills
- Team Member Timelines
- Risk Categories

To Add a hazardous substance just click here.

Edit Hazardous Substance

Proper Name : Glyphosate
Common Name : Roundup
Description :
HSNO Class : 9.1B
Quantity Stored : 50 litres
Storage Location : Back Shed
Usage : Killing Weeds (Not clover, broom, dock etc)
Safety Equipment : Gloves and goggles
First Aid : Go to Datasheet
Photo : No file selected.

Supporting Files

New File(s)

file 1 description
 No file selected.

Enter in the appropriate information for the chemical into the respective fields

The file can be named by entering the details into this field

Files that have been uploaded and named will be visible and able to be opened from here.

A photo of the chemical container can be uploaded through here.

Data sheets can be uploaded via the internet or via photos from camera or phone

Go to the Help menu and select Hazardous Substances for more information.

7. Enter Equipment items

The image shows a web application interface for entering equipment items. It consists of a navigation menu at the top and a main form area below. The navigation menu includes options like 'Health and Safety', 'Setup', 'Logout', 'Risks', 'Inductions', 'Incidents', 'Tasks', 'Messages', 'Emergency Procedures', 'Equipment', 'Hazardous Substances', 'Team Member Skills', 'Team Member Timelines', and 'Risk Categories'. The 'Equipment' menu item is highlighted, and a sub-menu is visible with 'Add Equipment' and 'Maintenance' options. A callout box points to the 'Add Equipment' option, stating: "Add your first Equipment Item by clicking here."

The main form area is titled 'Edit Equipment' and contains several sections:

- Edit Equipment**: This section has a 'Name' field with the value 'Post Rammer' and a 'Description' field. A callout box points to the 'Name' field, stating: "Enter the equipment item name". Another callout box points to the 'Description' field, stating: "Add in a description if required."
- Photo**: This section has a 'Browse...' button and the text 'No file selected.'. A callout box points to this area, stating: "Add an image/ photo if required."
- Supporting Files**: This section has a 'New File(s)' label and a 'file 1 description' field with a 'Browse...' button and 'No file selected.' text. A callout box points to this area, stating: "Any files you have that you may want to store against the Equipment Item can be uploaded here."
- Items**: This section has a '+' icon. A callout box points to this icon, stating: "This is the button to use if you would like to add any procedures for this item such as service items etc."

At the bottom of the form, there is an orange 'save' button with a floppy disk icon.

This is an example of how this ITEMS section may look.

Items		+
Service Points		x +
Date Tyre pressures c :	date	x
Date Brakes checked :	date	x
:	text	x
Carried out by profess		x +
copy of service statem :	file	x
Checking for Bird nest		x +
:	date	x
:	text	x
		x +
:	text	x
:	text	x
:	text	x
 save		

Go to the Help menu and select Equipment for more information.

8. Setting up Mobile Devices

iPhone

This bit on the end is specific to your licence name

Your licence URL will look like this: <https://c3.timesmart.co.nz/kaireka>

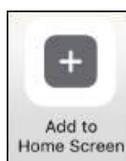
Type the URL into the browser on your phone. (You may get away with starting at c3...) Browser may be Safari, Google or Mozilla Fire fox

When you have been successful the screen below will be displayed.



Here it is!

To save Agrismart to your phone screen just tap on this icon...



Then tap on this icon... which will produce the screen below where you can then name your icon before tapping "Add"



Remove the word "Mobile" as there won't be enough room under the icon on your screen

On your phone screen you will now have the icon below which gives instant access to the Timesheet area in AgriSmart



Here's your Agrismart icon.

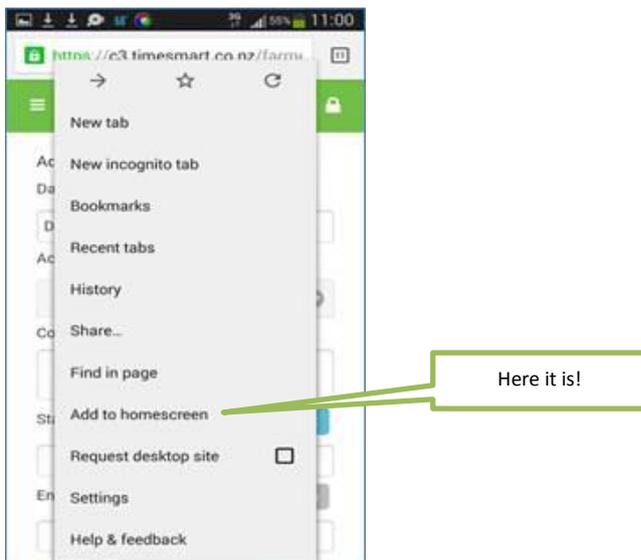
Android

To add an Agrismart icon to the phone screen of your Android device firstly open up Google Chrome or any other browser and type in your licence URL....again you may get away with starting with c3... <https://c3.timesmart.co.nz/kaireka>

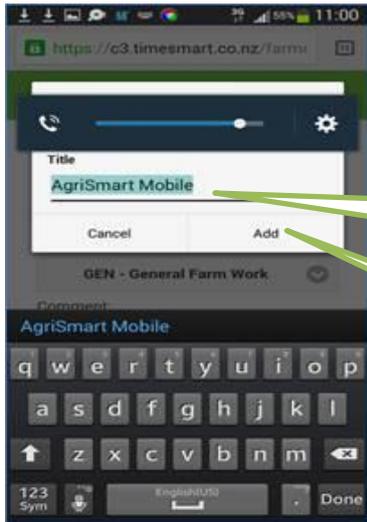
Kaireka need to be replaced with the end of your URL which is your specific licence name.



Then tap on the little button on the bottom left of your screen which will bring up the following options.



Then simply tap “Add to Home Screen” which will bring up the next option. Name your icon how you like or simply remove the word Mobile.



Remove the word "Mobile" as there won't be enough room under the icon on your screen.

Complete by tapping on "Add"

Go to the Help menu and select Mobile Devices for information on how H&S works on mobile devices.