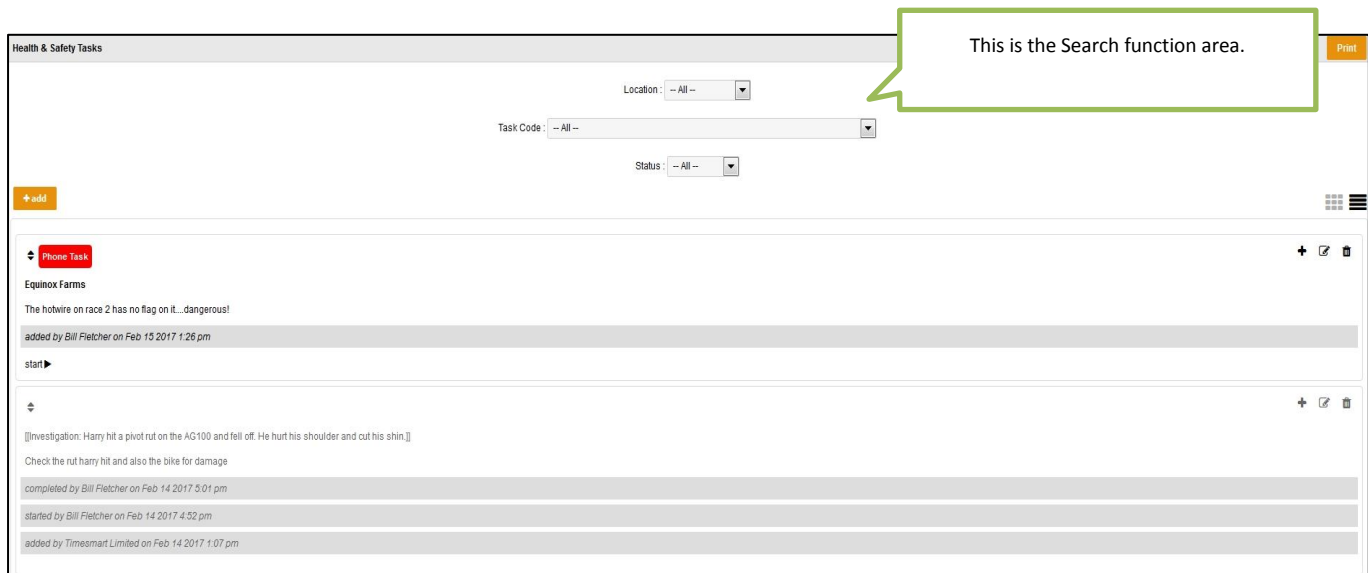


Health and Safety – Tasks



Clicking on Tasks takes the user to the list of Tasks and a full search function for looking over past tasks and their different categories.



Tasks can be created in 3 areas:

1. When a **Risk** is created, certain “Control Actions” may be created as a means to reducing the severity of that Risk. Those “Control Actions”, once created, can be automatically become Tasks, thereby informing Staff of the “Control Actions” that need to be worked on.

Click Create Tasks to push these "Control Actions" into Tasks .

Control Actions		+
Create Tasks : <input checked="" type="checkbox"/>		
Added Actions		
Waterless alcohol-based hand rubs can be used to sanitise visibly clean hands		x
Provide hand washing facilities for workers and keep them clean		x
Maintain a robust vaccination and parasite control programme (especially for Leptospirosis)		x

2. In **Incidents** that have or are being "written up" tasks can be added as a way to minimise, eliminate or isolate something which is obviously a Risk as an Incident has actually occurred.

Investigation : What investigation is appropriate?

Probability of this happening again (P) : 1: Rare - only in exceptional circumstances

Expected severity if it happens again (S) : 1: Negligible harm - inconvenience or adjustment

Risk Score : 1 (P) x (S)

Investigation Task : Create you task in here that may reduce the risk of this type of incident reoccurring.

create task

new task will be created once incident saved

Create a Task in this area.

3. A Task unrelated to Risks or messages can be created either on the PC or mobile device.

By clicking on Tasks on the PC the screenshot below is the top of the Tasks page where any task can be added by clicking here.

Health & Safety Tasks	
Location : -- All --	
Task Code : -- All --	
Status : incomplete	
+ add	

This is the menu bar icon on your mobile device. By tapping here you will find H&S Tasks.

Tasks can be added here quite easily. A code is not really required but obviously the Comment is the Task. This Task will be available to all Staff to view and/ or act upon.

The screenshot shows the 'Add Task' screen in the AgriSmart app. At the top, there is a green header with the AgriSmart logo and a lock icon. Below the header, the form is titled 'Add Task'. It has a 'Code:' label followed by a dropdown menu showing 'Phone Task - Phone task'. Below that is a 'Comment:' label followed by a text input field containing the text 'The hotwire on race 2 has no flag on it...dangerous!'. Underneath is a 'Location:' label followed by a dropdown menu showing 'Equinox Farms'. At the bottom of the form is a button labeled 'add'.

In addition to merely viewing the Tasks or entering a new task on a mobile device, team members will be able to actively go about performing tasks and having them register in the system as being both “Underway” and when done the task will display as “Completed”. There is more on this in Mobile H & S.