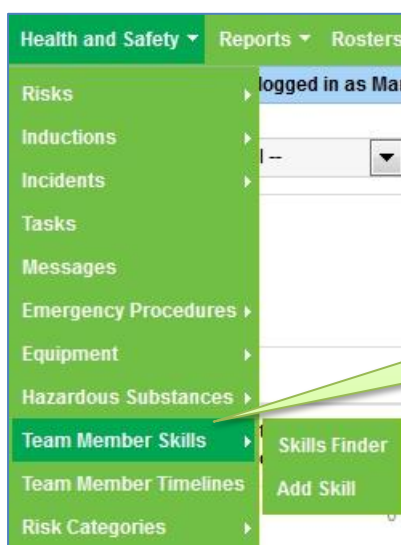


Health and Safety – Team Member Skills, Adding Skills to your database of skills and the Skills Finder.

A considerable amount of emphasis needs to be placed on staff training within any business. Well trained staff will have a good understanding of acceptable operational procedures within the business. As a business owner, manager, director, the better trained the staff the less likelihood of incidents occurring and of course as a result, the less the chance of blame falling on the shoulders of management and the resulting implications that come with that blame.



The current list of team member skills can be viewed by clicking here.

A summary of all the team member skills set up for the business can be found by simply clicking on Team Member Skills. Here the list of team member skills that have already been set up can be viewed and then edited if necessary.

Skill	Location(s)	
		x
chainsaw	• Equinox Farms	
Mixing chemicals for pasture application and general weed spraying	• ALL	
Operate Quad Bike	• ALL	
Operate WoW at Rainbow Farm	• Equinox Farms • Rainbow Farm	
Operating the Topper used for mowing off thistles, dock and grass heads.	• Equinox Farms	
testing again to see if this box is big enough and no it is not	• ALL	
Using Post rammer	• ALL	
Using power impliments behind the John Deer 6MC		x

Click on any line to view or edit the skill.

Clicking on a line will take the user to the initial set up page for that skill

Adding a Skill



Add a skill by clicking here.

The 'Add Skill' form contains the following fields and options:

- Skill:** A text input field.
- Description:** A text area with a small image icon on the right.
- Locations:** A list of radio button options: All, no location, Equinox Farms, Rainbow Farm, and Test.
- Supporting Files:** A section titled 'New File(s)' with a text input field containing 'file 1 description', a 'Browse...' button, and the text 'No file selected.'.
- save:** An orange button with a floppy disk icon and the text 'save'.

Fill in the Skill and Description field

Select a Location if you have multiple locations

One or more documents or images can be uploaded to the skill.....The full training procedure is often used here.

Once the template above has been filled out and saved the following form is displayed.

Edit Skill

Skill :

Description :
 Operating the topper is a job that requires concentration.
 1/ Engaging the PTO needs to be done at minimum tractor revs.
 2/ Topper must be raised before PTO engaged.
 3/ Foreign matter will fly out the back so dis-engage PTO if anyone is wanting to come up to the tractor to talk to you.
 4/ Keep an eye out for wire, tape, anything that the topper should not be trying to chop up.

Locations :
 All
 no location
 Equinox Farms
 Rainbow Farm
 Test

Team Members With Skill
 none found, try adding team members below

Team Members Without Skill

Bill Fletcher	<input type="checkbox"/>	learning
David Maxwell	<input type="checkbox"/>	learning
Eric Clapton	<input type="checkbox"/>	learning
Harry Fleming	<input type="checkbox"/>	learning

Supporting Files

New File(s)

file 1 description

No file selected.

When training a Team member with this skill just put a tick alongside the Team Member and choose from the dropdown the appropriate level of competency and then save.

<input checked="" type="checkbox"/>	learning
<input type="checkbox"/>	learning
<input type="checkbox"/>	competent
<input type="checkbox"/>	advanced

Once you have saved the level of competency for the Team Member the update will display as below.

Team Members With Skill

Bill Fletcher	<input checked="" type="checkbox"/>	learning
-------------------------------	-------------------------------------	----------

Team Members Without Skill

David Maxwell	<input type="checkbox"/>	learning
Eric Clapton	<input type="checkbox"/>	learning
Harry Fleming	<input type="checkbox"/>	learning

We can see here that Bill is learning the safety and operating procedures around using the Topper on the tractor

Skills Finder



Click here to go to the Skills Finder

The Skills Finder displays ALL of the Skills and the level of competency that each Team Member has with regards to each skill.

Different locations can be selected if the licence has different locations.

Team Member Skills Finder

Location: Equinox Farms

Skill	Bill Fletcher	David Maxwell	Eric Clapton	Harru Fleming
-				
- chainsaw	✓	✓	✓	
- Mixing chemicals for pasture application and general weed spraying				
- Operate Quad Bike	✓			
- Operate WOV at Rainbow Farm	✓			
- Operating the Topper used for mowing off thistles, dock and grass heads.	✓			
- testing again to see if this box is big enough and no it is not	✓			
- Using Post rammer	✓			
- Using power implements behind the John Deere 6MC				

Key:
 ✓ Learning
 ✓ Competent
 ✓ Advanced

This is the KEY that illustrates the level of competency achieved by the KEY COLOUR.