JARS Users Guide – Contractor User

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Introduction

The Joint Assurance and Reporting System (JARS) is an AES/RSA encrypted web based database for Contractor to provide NZDF Defence Estate and Infrastructure (DEI) with specific worksite health and safety data. NZDF DEI will be using this data to generate trend analyses and record standard construction industry worksite safety performance. JARS captures:

- a. Key Performance Indicators: Leading and lagging health and safety indicators; and Worker hours.
- b. Initial Incident Reports: Worksite incidents and injuries; and must be linked to a Hazard.
- c. Personnel holding key roles and responsibilities; Engineers, Project Managers, primary Contractors, Subcontractors and Subordinate Contractors.
- d. NZDF DEI Inductions: Health and safety activities.

Contractor Responsibilities

Information need to be supplied to DEI

Sub-contractors and Subordinate Contractors details

Provide DEI with contact information for any sub-contractor(s) and subordinate contractor(s), this is important in case of an incident or emergency. This is to be sent to <u>DEIHS@nzdf.mil.nz</u>.

Information required is:

- Company Name(s) of the sub-contractor(s) and subordinate contractor(s)
- The Head Office contact person for the sub-contractors(s) and subordinate contractor(s)
- The Head Office contact person's phone number for the sub-contractor(s) and subordinate contractor(s)
- The Head Office person's Email address
- The contact person for the sub-contractor(s) and subordinate contractor(s) on the worksite
- The contact person's phone number for the sub-contractor(s) and subordinate contractor(s) on the worksite
- The Start Dates and Estimated End Dates for the sub-contractor(s) and subordinate contractor(s) on the project

ACC Experience Rating

Providing DEI with the most recent ACC Experience Rating for you and your sub-contractor(s) and subordinate contractor(s). This is to be sent to <u>DEIHS@nzdf.mil.nz</u>.

Thought-out the life of any Project, any changes to these ACC Experience Ratings are to be sent to <u>DEIHS@nzdf.mil.nz</u>. Information required is:

- Company name(s) of the contractor, sub-contractor(s) and subordinate contractor(s)
- Date of the ACC experience rating

• The rating loading or discount

Refer to CHESS Vol 1 Section 2.2 Contractor H&S Performance Scoring, paragraph 25.

The Contractor users are responsible for:

The Contractors own JARS information

Checking and ensuring that your own information in JARS is accurate and up to date, this includes:

- The **Projects** that you are working on.
- All the contact information on the **Contractor Assignments**, this includes your sub-contractors and subordinate contractors.
- The Dates on the **Contractor Assignments** where you are the Main Contractor.
- All your sub-contractors and subordinate contractors are detailed in the **Contractor Assignments** for the required Projects.
- The Dates on the Contractor Assignments for your sub-contractors and subordinate contractors.
- Any changes or updates to your information is notified to <u>DEIHS@nzdf.mil.nz</u> as soon as possible.

Key Performance Indicator Reporting

The entering of your Monthly **KPI** reports, including the Hours Worked for you, your Sub-Contractors and Subordinate Contractors. This is to be completed by the second working day of each month.

Initial Incident Reports

The creation of any **Initial Incident Reports** is within two hours of the Incident with the information that you have at hand. Any changes to the **Initial Incident Report** information is immediately notified to <u>DEIHS@nzdf.mil.nz</u>.

Permits to Work

Ensuring that the **Permits to Work** information is correct and up to date, with immediate notification to the Permit **Issuer** of any materially important changes.

Hazards

IMPORTANT: Hazards from the Project Hazard/Risk/Controls Register are NOT pre-populated into JARS. Therefore:

- The creation of any Hazards that need to be linked to Initial Incident Reports.
- The creation of any newly identified **Hazards** that are not in the Projects Hazard/Risk/Controls Register and if it's a significant Hazard, immediately notify the **DEI Project Manager.**
- The updating of any of these **Hazard** controls, as required.

Corrective Actions

Ensuring that any corrective **Actions** assigned to you are completed before their due dates, with the updates being notified to the Action **Owner** and copied to <u>DEIHS@nzdf.mil.nz</u>.

Inductions

Ensuring that your workers, including any Sub-contractors or Subordinate Contractors have attended a NZDF DEI Induction within the last 12 months and that their information is correct in the JARS Inductions. Any notification of changes are to be sent to your Camp or Base **DEI - Officer of Compliance**.

Getting Access to JARS

To get access to JARS or to make changes to your JARS Username, you will need to complete a **JARS Access Request Form**. This Form is for requesting:

- New users
- Password resets
- Changes to access permissions
- Deactivation of users
- Reactivation of users

Download the JARS Access Request Form from <u>https://JARS.NZ/CHESS.html</u> then:

- 1. Re-open the Form and complete sections a) to d) as required.
 - a. For Password Reset requests; send the form directly to the JARS administrator.

b. For all other requests; send the form to your Manager for approval.

- 2. Your Manager will send the form to your Project's DEI Construction Project Manager for endorsing.
- 3. Once approved and endorsed, your **Username** will be returned to you via email on the **JARS Access Request Form** and your **Password** will be texted to your mobile phone.

Logging into JARS

When a	ccessing the JARS application use an internet browser, such as Google Chrome.
1.	Open your internet browser.
	🕘 🥖 🕕 💭 💭 💭 🥝 🧭 📎
2.	In the URL type <i>JARS.NZ</i>
	G Google × +
	$\leftrightarrow \rightarrow \mathbf{C} \bigcirc \text{ jars.nz}$
3.	Enter your <i>Username</i> and <i>Password</i> , then click Login.
	JARS
	Username
	Password
	New Password
	Mobile Code
	Login
	a. For first time users, you will be asked to enter a New Password (see Note 1 below).
4.	You will be prompted with the Defence Estate and Infrastructure JARS Acceptable Use Policy. Ensure you fully
	understand these policies, then click Accept.
NOTES:	
1.	JARS Passwords must be at least 10 characters in length and contain at least one of; lower case letters; upper
	case letters; numbers; and characters. For example P@\$\$w0rdeX@mp1E or 2FlyF@raway
2	After five consecutive failed attempts, your account will be automatically locked. To have your account unlocked

- After five consecutive failed attempts, your account will be automatically locked. To have your account unlocked you will need download the "JARS Access Request" form from <u>https://JARS.NZ/CHESS.html</u> and complete for the Request Type "P/W Reset"
- 3. JARS will automatically log you out after 20 minutes of inactivity and any **unsaved work will be lost**.
- 4. Your JARS Passwords will need to be changed every 60 days.

Main Screen – Menus and Navigation

Menus	As the 0	Contractor U	lser you	will see	two drop down menus; View and Tools .
		JARS	View ►	Tools 🕨	
	View is	for Projects	, KPIs, II	Rs, Perm	its, Hazards, Actions and Inductions

	JARS View Tools		
	Projects		
	KDIc		
	IIDe		
	liks		
	Permits		
	Hazards		
	Actions		
	Inductions		
	Teols is far Logging off and the Light nage		
	Tools is for Logging off and the Help page		
	JARS View Iools		
	Logout		
	Help		
Navigating	Navigating:		
and Sorting	• To see the details of a record, click on the \rightarrow icon in the	Details column.	
0			
	Projects		
	Details ID		
	309		
	→ 317		
	To get back from the Details page, either		
	• To get back from the Details page, either,		
	a) Click on the 🗲 icon located next to the ID fie	eld, this will take you back to the mair	า
	View for the record you were in; or		
	Project		
	G ID 309		
	b) Use the browser back arrow 💟 will take you	u back to the previous screen; or	
	c) Click on the View drop down menu and selec	t any of the available items.	
	 Clicking on the page numbers ¹ icons located at th 	e bottom left of the Views list of reco	rds,
	will display more records		
	will display more records.		
	Canting		
	Sorting:		
	 Records in the Views can be sorted by clicking on the colu 	umn Header of interest, clicking again	will
	reverse the sort order.		
	Ha Ha Ha Ha Ha Ha Ha Ha	Active	
	→ 317 WHP-Roading Training Project	WHP	
	→ 314 WBN-Building Training Project	WBN C	
	315 WBN-Roading Training Project	WBN	
	312 WAI-Building Training Project 313 WAI-Boading Training Project	WAI WAI	
	→ 310 TRN-Building Training Project	TRN	
	→ 311 TRN-Roading Training Project	TRN	
	→ 308 PAP-Building Training Project	PAP 2	
	→ 309 PAP-Roading Training Project 306 OHA-Building Training Project		
	→ 307 OHA-Roading Training Project	OHA Z	
	→ 302 LIN-Building Training Project	LIN	
	→ 303 LIN-Roading Training Project	LIN	

The View and Tools Menu

View:	These are the Capital and PMP (Planned Maintenance Programme) Projects. By default this view is limited
Projects	to showing the active Projects . To view any inactive projects, click on the Active column header.

	You can only Projects	y view Projec	ts where you h	ave a Main Contractor Assig	nment relationship	with.					
	Details ID	Project *	Training Project		Planview ID	Location	Active				
	Projects Vie • Det • ID – • Proj [Pla • Plar • Loca • Acti	w Fields ails – the dril JARS unique jects * – The nview is the l nview ID – The ation - The Ca	l down to the d identifier for t Project Name, NZDF internal r le Planview Ide amp or Base Co ator that the Pr	etails of that record. hat Projects. this should be the same as th eporting system] ntification Number. This is th de where the work is taking oject is active.	ne Project name in l ne PVID# on the CHI place.	Planview. ESS Templa	tes.				
View: KPIs	These are the monthly Key Performance Indicator reports for your Projects. The Complete column means that data has been entered for that record and the Final Report column means that the Final Report flag has been set on that KPI record. CHESS Vol 1 Section 10.1 JARS Key Performance Indicators (KPI). You can view your own KPI records and Update the records that do not have the Final Report flag set.										
	Details ID	KPI Month C	ontractor	Project	Locatio	n Complete	Final Report				
	→ 456	Mar-2021 C	ontractor 1	PAP-Roading Training Project	PAP						
	 ID – KPI Con Proj Loca Con Fina 	JARS unique Month – The Itractor – You ject – The nation – The C ation – The C al Report – A	identifier for t month and year or Contractor Co me of the Proje amp or Base (3 s/No an indicat Yes/No indicat	hat KPI. ar of the reporting period ompany name. act. letter abbreviation) where t for that the data fields have t or whether the KPI report ha	he work is taking pl been entered. s been finalized.	ace.					
View: IIRs	These are your Initial Incident Reports that have been filed in JARS. CHESS Vol 1 Section 9.2 DEI Incident Management System, paragraph 508. You can only view and Create your own Initial Incidents Reports. + Initial Incident Reports										
	Details ID	IIR Date	Incident Title	Project		1	ocation				
	 IIR's View Fi Det ID - IIR I Inci Proj Loca 	elds ails – the dril JARS unique Date – The da dent Title – T ject – The Pro ation – The C	I down to the d identifier for t ate the Incident The short title o oject name asso amp or Base (a	etails of that record. hat IIR. coccurred. f the Incident. pciated with the Incident. bbreviation) where the Incid	ent occurred.		PAP				

View: Permits	These are the DEI Permits to Work that may affect the ongoing construction, operations and other activities on Camp and Bases, refer CHESS Vol 1 Section 3.8. The Permits to work have a default sort order based on the State column, which is sorted in order of "Overdue", "Open" and "Closed". You can only view Permit to Work records for the Camps and Bases you have been assigned.										
	Permits	Permits									
	Details ID Issued Rece	eiver*	Category	Project		Location Date	Time S	state			
	93 17-03-2021 Site	wanager	Tree Felling	PAP-Road	aing Training Project	PAP 17-03	-2021 14:30 <mark>0</mark>	Jverdue			
	Permits View Fields										
	• Details – the	drill down	to the details o	of that record	l.						
	• ID – JARS uni	que identi	fier for that Per	mit.							
	• Issued – The	date the P	ermit was issue	ed.							
	• Receiver * –	The name	of the Person re	eceiving the	Permit.						
	• Category – T	he categor	y of work being	undertaken	by the Perm	it.					
	• Project – The	e related Pi	roject name for	the Permit.							
	Location – Th	he Camp o	r Base (abbrevia	ation) where	the work is o	carried out.					
	• Date – The da	ate work is	s expected to be	e completed	on.						
	• Time – The ti	me work i	s expected to ha	ave been con	nplete bv.						
	• State – the St	tatus of th	e Permit.		F /						
	You can only Read, Cu + Hazards	reate and I	Update Hazard	records at th	e Camps and	l Bases you have l	been assigne	ed.			
	→ 64 29-02-2020	Vibration	Hand / arm vibration		TR	gect G - BHM Training High Project		BHM			
	 Hazards View Fields Details – the ID – JARS uni Entered – The Hazard – The Sub-Category Project – The Location – The 	drill down que identi e date the Hazard ca y – The Ha e related Pi ne Camp o	to the details o fier for that Haz Hazard was ent itegory. zard sub-catego roject name for r Base (abbrevia	of that record card. tered. ory. the Hazard. ation) where	l the Hazard ł	nas been identifie	d.				
View:	These are the correct	ive Action	s records that h	ave been as	signed to you	as the Contracto	or. The Actio	ns			
Actions	have a default sort or "Suspended", "Cance	der based led" and '	on the State co 'Closed".	olumn, which	is sorted in	order of " <mark>Overdu</mark>	<mark>e</mark> ", "Open",				
	You can only view yo	ur own Act	tions.								
	Details ID Action	Project		Туре	Owner	Contractor *	Due Date St	tate			
	→ 36 Training Action	WHP-Roa	ading Traning Project	EventID	Staff	Contractor 1	16-03-2021 Ov	verdue			
	Actions View Fields Details – the ID – JARS uni 	drill down que identi	to the details o fier for that cor	of that record rective Actio	l. n.						

		Actio	n Achortt	itle for the co	rractiva Acti	20				
	 Action – A short the for the corrective Action. Project – The related Project name for the corrective Action. 									
	Project – The related Project name for the corrective Action.									
	Type – The initial source for the corrective Action.									
	•	Owne	e r – The First	t name and Su	rname of the	e DEI perso	n responsib	ble for the corrective Action.		
	•	Contr	ractor * – Th	e Contractor a	assigned to c	omplete th	e corrective	e Action.		
	•	Due [Date – The d	ate that any o	utstanding a	ctivity on t	he correctiv	ve Action needs to be completed		
		or cor	rrected by.							
	•	State	– The Statu	s of the correc	tive Action.					
View:	These a	re the	contract wo	orkers who ha	ve attended	and compl	eted an NZ	DF DEI Induction for you as the		
Inductions	primary	/ Conti	ractor. The N	NZDF DEI Indu	ctions are va	lid for 12 m	nonths. CHE	SS Vol Section 4.1 Inductions		
	Paragra	aph 26	0.							
	Valuation	مماري	uio In du oti			the wi				
	You car	i oniy v	view induction	on records ass	signed to you	i as the pri	mary Contra	actor.		
	Induct	tions								
	Details	ID	First Name	Surname *	Birth Date	Site Safe	Facility	Contractor		
	→	38	Training	Induction	01-02-2020	Number	PAP	Contractor 1		
	Inductio	ons Vie	ew Fields							
	•	Detai	Is – the drill	down to the c	letails of tha	t record				
	•	ID – J	ARS unique	identifier for t	hat Inductio	n				
	•	First I	Name – The	forename or a	given name o	of the perso	on who atte	nded the DEI H&S Induction.		
	•	Surna	ame * – The	last or family	name of the	person wh	o attended	the DEI H&S Induction.		
	•	Birth	Date – Birth	Date of the p	erson who a	ttended th	e DEI H&S I	nduction.		
	•	Site S	afe – The pe	erson's Site Sa	fe Access Ca	rd Number				
	•	Facili	tv – The Can	nn or Base Cor	he where the	DELH&SI	nduction to	ok place		
		Contr	ractor – The	nrimary Contr	ractor Comp					
	•	conti		prinary conti	actor comp	any name.				
1										
Tools:	From th	ne Too	Is menu clicl	k on the Logo i	ut for logging	g off.				
Tools: Logout	From th	ne Too	ls menu clicl	k on the Logo i	ut for logging	g off.				
Tools: Logout Tools: Help	From th	ne Too a Help	l s menu clicl	k on the Logo i	ut for logging	g off.				

The Details

Project	details fields	are:							
•	ID – JARS un	nique ide	entifier for	r that F	Project.				
•	Project – Th	e Projec	t Name, t	his sho	ould be the s	ame as th	e Project in	Planview.	
•	Planview ID	– The P	lanview lo	dentific	cation Numb	er. This is	the PVID# o	n the CHESS T	emplates.
•	Location – T	he Cam	p or Base	(abbre	viation) whe	ere the wo	ork is taking	place.	-
•	Manager – ⁻	The First	' name an	、 d Surn	, ame of the D	DEI Proiec	t Manager a	ssigned to the	Proiect.
•	Fngineer – 1	The First	name and	d Surna	ame of the F	ngineer a	ssigned to th	ne Project	
•	Active – An	indicato	r that the	Proiec	rt is active	inginicer a			
_		marcato		riojec					
The det	tails of each P	Project a	lso has su	mmar	y tabs: "Cont	tractors",	"Hazards", "	Actions", "Per	mits" and
"IIRs" (Initial Inciden	t Report	ts). Showi	ng any	records that	t are asso	ciated to tha	t project.	
			.						
Contra	ctors – These	are the	Contracto	or Assi	gnments on	the Proje	ct		
Contract	ors Hazards	Actions	Permits	liRs					
ID	Contractor			Main	Contact		Phone	From	То
170	Contractor 1				Jo Contractor 1		021 555666	01-03-2021	31-12-2021
1/1		iaua ida	ntifior for	that D	Thy Contractor		021 00000	01-03-2021	30-11-2021
•	JAKS UN				roject.	6			
•	Contractor -	The bus	siness nan	ne of ti	ne Contracto	or Compai	ny.		
•	Main – This	indicato	rs the prin	marily	Contractor r	esponsibl	e for deliver	ing the Project	•
•	Contact – Th	ne name	of the co	ntact p	erson for th	at Contra	ctor Compar	ny on the proje	ect.
•	Phone – Tha	it contac	ct person's	s phon	e number.				
•	From – The s	start dat	e of the C	ontrac	tors engage	ment on t	he Droject		
				Junuar	tors crigage		ine rioject.		
•	To – The end	d date of	f the Cont	ractors	s engagemei	nt on the	Project.		
•	To – The end	d date of	f the Cont	ractors	s engagemei	nt on the	Project.		
• Hazard	To – The end s	d date of	f the Cont	ractors	s engagemei	nt on the	Project.		
• Hazard	To – The end s ors Hazards	d date of Actions	f the Cont	ractors	s engagemei	nt on the	Project.		
Hazard Contracto Details	To – The end s ors Hazards ID Entered	d date of Actions	f the Cont	ractors	s engagemei	nt on the	Project.	Description	
● Hazard Contracto Details →	To – The end s ors Hazards ID Entered 66 01-03-20	Actions Ha 121 Gra	Permits IIF zard	Rs Sub-C	category om height / climbin	nt on the	Project.	Description Need to climb the tr down	ee to cut the tree
● Hazard Contracto Details →	To – The end s rs Hazards ID Entered 66 01-03-20 Details – Dri	Actions Ha 121 Gra Ils down	Permits IIF zard avity to the Ha	Rs Sub-C Fall fr	Category om height / climbin Details.	nt on the	Project.	Description Need to climb the tr down	ee to cut the tree
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• Status – The status of the corrective Action
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Permits
Contractors Hazards Actions Permits IIRs
Details ID Location Issue Expiry Status Category
→ 92 location details 02-02-2021 03-02-2021 Open Electrical
• Details – Drills down to the Permit to Work Details.
• ID – JARS unique identifier for that Permit to Work.
• Location – The brief description of where the work is to be carried ou
• Issue – The date the Permit to Work was issued.
• Expiry – The date work is to stop for the Permit to Work.
• Status – The status of the Permit to Work.
• Category – The category of work being undertaken be the Permit to \
liRs
Contractors Hazards Actions Permits IIRs
Details ID Incident Contractor Description
→ 47 23-12-2020 TRG Contractor UAT Testing brief desc
• Details – Drills down to the Initial Incident Report Details.
• ID – JARS unique identifier for that IIR.
Incident – The date the Incident occurred.
• Contractor – The name of the Contractor reporting the Incident.
• Description – A short factual account of the Incident.
 KPI fields are:
• ID – JARS unique identifier for that KPI record.
 Month – The month and year of the reporting period.
Contractor - Your Contractor Company name.
 Project - The name of the project.
• Total Hours – The sum of all the Hours worked for all the Primary Cor
Subordinate Contractors.
Events
• Near Misses – The number of close calls/near miss Incidents.
Minor Vehicle – The number of Incidents that related to minor vehicl
Major Vehicle – The number of Incidents that related to major vehicle
• Fire Explosion – The number of fire and/or explosion Incidents.
Chemical Spill – The number of chemical spill Incidents.
 First Aid – The number of first aid injury Incidents.
TRIFR (Total Recordable Injury Frequency Rate)
• Lost Time Injury – The number of injury incidents resulting in loss of t
Medical Treatment – The number of Incidents requiring medical treat
Restricted Duty – The number of Incidents that resulted in restricted
• Work Fatality – The number of fatalities.
Lead Indicators
Safety Engagements – The number of times the workers have been e
matters.
• Hazards Reported – The number of new Hazards reported.

 Audits – The number of internal and external Safety audits performed. Inspections – The number of health and safety site inspections carried out. Workers Inducted – The number of new workers attending Health and Safety inductions. Final Report – A Yes/No indicator whether the KPI report have been finalised.
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• Final Report – A Yes/No indicator whether the KPI report have been finalised.
Contractor Hours
These are the Hours worked for you as the Contractor, and your Sub-contractors and Subordinate
contractors on the Project, the fields are:
Contractor The name of the Contractor Full contractor or Subordinate Contractor on the
Contractor – The name of the contractor, sub-contractor of subordinate contractor of the
• Main – V/N indicators the primarily contractor responsible for delivering on this project
Wain – The number of whole hours worked in that month on the Project for that Contractor
• Hours – The number of whole hours worked in that month on the Project for that contractor.
IIR Initial Incident Report fields are:
• ID – JARS unique identifier for that IIR.
Main Contractor – Your Contractor Company name.
• Project – The Project name associated with the Incident.
Sub-Contractor business names – The business names of any sub-contractors and/or subordinate
contractors involved in the Incident.
Hazard – The Hazard associated with the Incident.
Incident Date – The date the Incident occurred.
 Incident Time – The time that the Incident occurred.
Latitude – The Latitude value where the Incident took place.
 Longitude – The Longitude value where the Incident took place.
 Near Miss – A Yes/No indicator whether the incident was a "Near Miss".
 Incident Title – A short title for the Incident, which could include the Location.
• Brief Description – A short factual account of the Incident (do not include any personal names).
Immediate Consequences – Describe in detail what the immediate consequences that happened
to cause the incident.
Immediate Actions – Describe in detail what were the immediate actions taken at the time of the
Incident and by whom.
 Actual Levels – The actual severity level of the Incident. Values are "Trivial", "Minor", "Severe",
"Major" or "Catastrophic".
Impact of loss Description
Catastrophic Fatal outcome for one or more persons, complete destruction of plant,
property and equipment potential for large scale irreparable environmental
Major Serious long-term harm permanent disability and/or permanent ill-health
large scale damage to plant, property and equipment, little or slow recovery
expected.
Severe Lasting impact on mobility and life, hospitalisation required, noticeable damage
to plant, property and equipment, recovery expected.
Minor Medical treatment required, no lasting harm, minimal damage to plant,
Trivial First Aid Case, no lasting harm
Worst Case Potential – The worst case notential severity level of the Incident (see above table)

 Worst Case Potential Consequence – Describe in detail the worst case potential consequences that could have happened at the time of this incident. Barriers Preventing Worst Case – Describe in detail the barriers in place at the time of the incident that prevent the worst case potential consequences from happening. Stop Work Authority used – A Yes/No indicator whether a Stop Work Authority was used as a result of this incident. Works related to a DEI contract – A Yes/No indicator whether the works relate to a DEI contract. Incident Type – multiple pick options of the Incident Type there are relevant for this incident. Might event attract media attention – A Yes/No indicator whether the Incident might attract any media attention? Do regulators need to be informed – A Yes/No indicator that regulators needed to be informed for this Incident. Regulators informed – Multiple pick options of the Regulators that were informed. Dopartment informed – The full name and title of the Defence person who was informed. Informed Date – The dut regulates were informed. WorkSafe Ref No – The work safe reference number assigned to this Incident. Engineer, PM or H&S Manager – The full name and title of the Engineer, Project Manager or Health and Safety Manager to contact regaring the Incident. Contact for more info – The full name and title of the epineer, Project Manager or Health and Safety Manager to contact - The engineer, persons involved and any actions taken. Type of activity – Multiple pick options of the tasks involved with the activity being undertaken that relate to the Incident. Tasks involved – Multiple pick options of the tasks involved with the activity being undertaken that relate to the Incident. Temperature – The tamperature at the time of the incident. Temperature – The take the Permit. <			
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	Expiry Time – The time work is to stop for the Permit.
	Isolation Cert No – The Isolation Certificate Number.
	Status – The status of the Permit.
	Amendment – The amendment type of the Permit.
	End Date – Dependents on the amendment type, either;
	\circ The new expected complication Date of the work for the "Extension"; or
	\circ The Date the work was cancelled for the "Cancellation"; or
	 The Date the work was suspended for the "Suspension"
	End Time – Dependents on the Amendment Type, either;
	\circ The new expected complication Time of the work for the "Extension"; or
	 The Time work was cancelled for the "Cancellation"; or
	 The Time the work was suspended for the "Suspension".
	Reason – The Reason for the Amendment.
Hazard	Hazard fields are:
	• ID – JARS unique identifier for that Hazard.
	Project – The related Project name for the Hazard.
	• Entered Date – The date the Hazard was entered.
	Category – The Hazard categories.
	• Sub-category – The Hazard sub-categories.
	• Description – A brief description of the Hazard.
	 Location – The camp or base where the Hazard has been identified.
	Controls (Historychy of Harand Controls CHESS) (a) 1 Section 2.4 Deciant Harand (Disk (Control Measures)
	Controls (Hierarchy of Hazard Controls CHESS Vol 1 Section 3.4 Project Hazard/Risk/Control Measures)
	 Substitute – A brief description of how the Hazard has been replaced
	 Substitute – A brief description of how the Hazard has been replaced. Isolate – A brief description of how the Hazard has been isolated.
	Isolate – A brief description of the engineering controls in place, adapted tools and equipment
	Engineer – A bher description of the engineering controls in place, adapted tools and equipment.
	Administration – A brief description of the changes to the way people work and administrative control measures
	PDF – A brief description of the required Personal Protective Equipment - equipment - clothing and
	protective gear used to protect and shield individuals from hazards
Action	Actions fields are:
	• ID – JARS unique identifier for that corrective Action.
	Action – A short title for the corrective Action.
	Project – The Project name relating to the corrective Action.
	• Type – The initial source of the corrective Action.
	 Value – This is the scoring value of the Action as per the CHESS Vol 1 Section 2.2 Contractor H&S Performance Scoring.
	• Owner – The First name and Surname of the DEI person responsible for the corrective Action.
	Contractor – The Contractor assigned to complete the corrective Action.
	• Engineer – The Engineer assigned to the corrective Action.
	Manager – The Project Manager assigned to the corrective Action.
	Status – The status of the corrective Action.
	• Entry Date – The date the corrective Action was entered.
	• Due Date – The date by which any activity on the corrective Action needs to be completed.

	Closed Date – The date the corrective Action was closed.
Induction	 Inductions fields are: ID – JARS unique identifier for that Induction. First Name – The forename or given name of the person who attended the DEI H&S Induction. Surname – The last or family name of the person who attended the DEI H&S Induction. Birth Date – Birth Date of the person who attended the DEI H&S Induction.
	 Birth Date – Birth Date of the person who attended the DEI H&S induction. Site Safe No – The person's Site Safe Access Card Number. Expiry Date – The Date by which the person needs to attend another NZDF DEI Induction, one year currency. Facility – The Camp or Base where the DEI H&S Induction took place. Specialty – Any specialty (like Welder) that the person has. Contractor – The primary Contractor Company name.

Common Tasks – Adding and Updating

Adding Hazards	To add a new Hazard, select Hazards from the View drop down menu, then click on the New Hazard icon just above the Details column. JARS-Training View ► Tools Projects KPIs IIRs Permits Hazards
	Once all the fields have been entered, click the OK button. If you have not completed all the required fields, there will be a red message beside them and these must be resolved before you can create the Hazard record
	Hazard ID New Project Project Category Category Sub-Category Description Location Controls Eliminate Isolate Engineer Administration PPE OK Cancel
	 Hazard fields are: ID – JARS unique identifier for that Hazard, automatically created by the system Project – The related Project name for the Hazard, select from the drop down list. Entered Date – The date the Hazard was entered; format DD-MM-YYYY. Category – Selected from the List of Hazard categories. CHESS Vol 1 Table 6: Hazard Category Reference Table. Sub-category – Select from the List of Hazard sub-categories. Same CHESS Vol 1 Table 6

	Description — A brief description of the Hazard		
	• Description – A brief description of the Hazard.		
	• Location – The camp or base (3 letter abbreviation) where the Hazard has been identified.		
	 Controls (Hierarchy of Hazard Controls CHESS Vol 1 Section 3.4 Project Hazard/Risk/Control Measures) Eliminate – A brief description of how the Hazard has been removed. Substitute – A brief description of how the Hazard has been replaced. Isolate – A brief description of how the Hazard has been isolated. Engineer – A brief description of the engineering controls in place, adapted tools and equipment. Administration – A brief description of the changes to the way people work and administrative control measures. 		
	 PPF – A brief description of the required Personal Protective Equipment - equipment clothing and 		
	notective gear used to protect and shield individuals from bazards		
	protective gear used to protect and smeld individuals from hazards.		
	Once a Control check box has been ticked, the Control description must be completed. If Eliminating the Hazard, this is the only Control required. If the Control has multiple elements, use the semicolon ";" to separate them. For example: Mask; Protective eye wear.		
Adding IIRs	IMPORTANT: Initial Incident Reports must have the related Hazard already loaded against that Project, if		
-	the required Hazard is not present in JARS for that Project, then create that Hazard before attempting to		
	create the new Initial Incident Report.		
	To add a new Initial Incident Penert, select IIPs from the View drop down menu, then click on the New IIP		
	ticon just above the Details column		
	JARS-Training View Tools Projects ← Initial Incident Rep IIRs		
	Once all the fields have been entered, click the OK button at the bottom of the web form. If you have not		
	completed all the required fields or have used an incorrect format, there will be a red message beside		
	them and these must be resolved before you can create the Initial Incident Report.		

		Initial Incident Report
	ID	New
	Created	Auto
	Main Contractor	Contractor 1
		1. Project
	Project	✓
	Sub-Contractor business names	
	Hazard	V
		It a nazaro is missing, go to Hazaros and create it before continuing.
		2. Incident Brief
	Incident Date	
	Incident Time	
	Latitude	0
	Longitude	0
	Near Miss	✓
	Incident Title	
	Brief Description	
	(do not include personal names)	
	X 1 7	
	Immediate Consequences	
	Immediate Actions	
	Actual Level	✓
	Worst Case Potential	✓
	Worst Case Potential Consequence	

Initial Incident Report fields are:

- ID JARS unique identifier for that IIR, automatically created by the system
- Main Contractor This is automatically set to you as the primary Contractor.
- **Project** The Project name associated with the Incident. Selected from your list of Projects.
- **Sub-Contractor business names** The business names of any sub-contractors and/or subordinate contractors involved in the Incident. Either separated by a comma or numbered.
- Hazard The Hazard associated with the Incident. Selected from the list of your Hazards.
- Incident Date The date the Incident occurred; format DD-MM-YYYY.
- Incident Time The time that the Incident occurred; format HH:MM for the 24 hour clock.
- Latitude The Latitude value where the Incident took place. Use the World Geodetic System 1984 (WGS 84) decimal degrees coordinates. Values can range from -10.0 to -99.9999. (NOTE the default value of 0 and red example values of -41.123456 are NOT the current Latitude value).
- **Longitude** The Longitude value where the Incident took place. Use the World Geodetic System 1984 (WGS 84) decimal degrees coordinates. Values can range from 0.0 to 180.0. (NOTE the default value 0 and red example values of 174.123456 are NOT the current Longitude value).
- Near Miss A Yes/No indicator whether the incident was a "Near Miss".
- Incident Title A short title for the Incident, which could include the Location.
- Brief Description A short factual account of the Incident (do not include any personal names).
- **Immediate Consequences** Describe in detail what the immediate consequences that happened to cause the incident.
- Immediate Actions Describe in detail what were the immediate actions taken at the time of the Incident and by whom.
- Actual Levels The actual severity level of the Incident, selected from the list of values "Trivial", "Minor", "Severe", "Major" or "Catastrophic".

Impact of loss	Description
Catastrophic	Fatal outcome for one or more persons, complete destruction of plant, property and
	equipment potential for large scale irreparable environmental damage, recovery
	unlikely.

	Major	Serious long-term harm, permanent disability and/or permanent ill-health, large		
	Severe	Lasting impact on mobility and life hospitalisation required noticeable damage to		
	Severe	plant, property and equipment, recovery expected.		
	Minor	Medical treatment required, no lasting harm, minimal damage to plant, property and		
Trivial		equipment, immediate recovery.		
		First Aid Case, no lasting harm.		
Worst Ca		se Potential – The worst case potential severity level of the Incident, selected from the		
	list of val	ues "Trivial", "Minor", "Severe", "Major" or "Catastrophic". (see above table)		
	Worst Ca	se Potential Consequence – Describe in detail the worst case potential consequences		
	that could	d have happened at the time of this Incident.		
	Barriers F	Preventing Worst Case – Describe in detail the barriers in place at the time of the Incident		
	that prev	ent the worst case potential consequences from happening.		
	Stop Wor result of t	rk Authority used – A Yes/No indicator whether a Stop Work Authority was used as a		
	Works re	lated to a DEL contract – A Ves/No indicator whether the works relate to a DEL contract		
		The comp or base where the incident ecourred; based on the colorted Broject's		
	• N2DF Loc Location.	ation – The camp of base where the incident occurred; based on the selected Project's		
	 Incident⁻ 	Type – multiple pick options of the Incident Type there are relevant for this Incident.		
	 Might event attract media attention – A Yes/No indicator whether the Incident might attract any modia attention? 			
	Do regula	ators need to be informed – A Yes/No indicator that regulators needed to be informed		
	• Do regulators need to be informed – A Yes/No indicator that regulators needed to be informed for this incident			
	 Regulators informed – Multiple pick options of the Regulators that were informed of this Incident 			
	 Person Informed – The full name and title of the Defence person who was informed. 			
	 Department Informed – The department of the Defence person who was informed 			
	 Informed Date – The date regulates were informed: format DD-MM-VVVV 			
	WorkSafe	P Ref No – The work safe reference number assigned to this Incident		
	 Engineer 	 worksale ker ivo – The work sale reference number assigned to this incluent. Engineer DM or H&S Manager – The full name and title of the Engineer. Project Manager or 		
	Health an	 Engineer, PM or H&S Manager – The full name and title of the Engineer, Project Manager or Health and Safety Manager to contact regarding this Incident 		
	Contact f	for more info – The full name and title of the primary person to contact for more		
	informati	on regarding this Incident, along with their email address.		
	Phone fo	r contact – The primary contract person's phone number (should include the STD code).		
	Full Desci	ription – Describe in detail the full events, persons involved and any actions taken.		
	Type of a	ctivity – Multiple pick options for the types of activity being undertaken that relate to the		
	Tasks inv	olved – Multiple pick options of the tasks involved with the activity being undertaken		
	• Tasks IIIv	e to the Incident		
		$t_{\rm uro}$ – The temperature at the time of the incident selected from a list; loss than Zero		
	• Tempera	Calsius, between zero and 27 degrees Calsius, greater than 27 degrees Calsius		
	• Weather	conditions – multiple pick options of weather conditions at the time of the Incident.		
	Once you have cr	eate the Initial Incident Report you cannot undate the information on them. If you need		
	to correct any of	the information, please contact DEIHS@nzdf.mil.nz with:		
	 JARS Uni 	que ID for that Initial Incident Report .		
	• The field	/s that need to be updated.		
	• The corrected information			

Updating	To update an existing Hazard record, select Hazards from the View drop down menu, then click on the 📌
Hazards	icon in the Details column for the Hazard record you wish to undate
	Drojects
	KPIs
	+ Hazards IIRs
	Permits
	Details ID Entered Hazards
	66 01-03-20 Actions
	On the details screen slick on the Edit 🖉 ison
	Hazard
	Project TRG - BHM Training High Project
	Sub-Category Hand / arm vibration
	Description drilling through exteral wall
	Location BHM
	Controls
	Eliminate do not use hand power tools
	Engineer
	Administration
	PPE
	Once all the fields have been updated, click the OK button.
	Hazard
	ID 64
	Entered Date 29-02-2020
	Category Vibration V
	Sub-Category Hand / arm vibration
	Description drilling through exteral wall
	Location BHM V
	Fliminate V do not use hand power tools
	Isolate 🗆
	Engineer
	Administration

Updating	To update a Key Performance Indictor record, select KPIs from the View drop down menu, then click on
KPIS	the 🔿 icon in the Details column for the KPI record you wish to update.
	JARS-Training View Tools
	Projects
	KPIS UPC
	Key Performance Indicate Permits
	Details ID KPI Mont Hazards sto
	456 Mar-202 Actions
	On the details screen click on the Edit 🖍 icon
	Key Performance Indicator
	Month Feb-2021
	Contractor UAT Testing staff
	Project TRG - BHM Training High Project
	Record the number of Events , TRIFR (Total Recordable Injury Frequency Rate) and Lead Indicators . These
	all must have whole numerical values, so use 0 (zero) to remove the blanks. Once all the fields have been
	entered, check the Final Report flag, then click the OK button.
	Kau Darfermana Indiates
	ID 448
	Month Feb-2021
	Contractor UAT Testing staff
	Project TRG - BHM Training High Project
	Total Hours 0
	Events
	Maior Vehicle
	Fire Explosion
	Chemical Spill
	First Aid
	TRIFR
	Lost line injury
	Restricted Duty
	Work Fatality
	Lead Indicators
	Safety Engagements
	Hazards Reported
	Audits
	Workers Inducted
	Final Report
	OK Cancel
	KPI fields available for updating are:
	Events
	Near Misses – The number of close calls/near miss incidents
	Miner Vahiale The number of locidents that related to miner webbles. This could be built
	 IVINOR VENICIE – The number of incidents that related to minor vehicles. This could include;
	 traffic infringements in company vehicles;
	 vehicle incidents not resulting in injury or major damage;
	 vehicle incidents resulting in first aid.
	Major Vehicle – The number of Incidents that related to maior vehicles. This could include:
	• • • • • • • • • • • • • • • • • • • •

	 vehicle incidents resulting in medical treatment;
	 vehicle incidents resulting in major damage.
•	Fire Explosion – The number of fire and/or explosion Incidents.
٠	Chemical Spill – The number of chemical spill Incidents.
٠	First Aid – The number of first aid injury Incidents.
TRIFR	Total Recordable Injury Frequency Rate)
٠	Lost Time Injury – The number of injury incidents resulting in loss of time.
•	Medical Treatment – The number of Incidents requiring medical treatment.
٠	Restricted Duty – The number of Incidents that resulted in restricted duties for the workers.
٠	Work Fatality – The number of fatalities.
Lead Ir	ndicators
٠	Safety Engagements – The number of times the workers have been engaged regarding safet
	matters. This could include;
	 Safety meetings;
	 Safety talks, or;
	 Health and Safety forums attended.
٠	Hazards Reported – The number of new Hazards reported.
•	Safety Observations – The number of Safety observations reported. This could include;
	 the use of a stop work authority for health and safety reasons;
	 Safety observations as the result of an inspection or audit.
٠	Audits – The number of internal and external Safety audits performed.
	Inspections – The number of health and safety site inspections carried out.
•	
•	Workers Inducted – The number of new workers attending Health and Safety inductions.

		Key Performance Indicator	
	🕈 🖌 ID	440	
	Month	Oct-2020	
	Contractor	TRG Contractor	
	Project	TRG - BHM Training Maintenance Project	
	Total Hours	0	
		Events	
	Near Misses		
	Minor Vehicle		
	Major Vehicle		
	Fire Explosion		
	Chemical Spill		
	First Aid		
		TRIFR	
	Lost Time Injury		
	Medical Treatment		
	Restricted Duty		
	Work Fatality		
		Lead Indicators	
	Safety Engagements		
	Hazards Reported		
	Safety Observations		
	Audits		
	Inspections		
	Workers Inducted		
	Final Report		
	Edit ID Contract	or Main Hours	
	268 TRG Cor	ntractor 0	
Enter in	the hours worked	I for that month, then click the OI	C button.
	Hour		
	ID 268		
	Contractor TRG Contractor		
	Hours 0	-	
	OK		
Reneat	this for each Sub-	contractor and Subordinate contr	actor on the Project for that month
Repeat			
NOTE)		what we dote the KDI record. If only arrest has
NOTE: C	nce the Final Rep	Jon box has been checked, you ca	innot update the KPI record. If any error hav
been m	ade contact <u>DEIHS</u>	<u>a@nzdf.mil.nz</u> with:	
•	JARS Unique ID fe	or that Key Performance Indictor.	
	The field /a that -	, and to be undated	
•	me neid/s that h	leed to be updated.	
•	The corrected inf	formation.	