ecoPortal®

Health and Safety, Risk Management Software

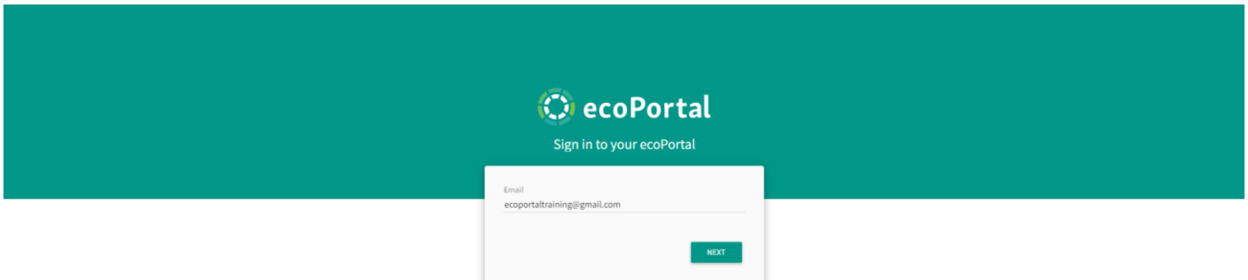
safetree

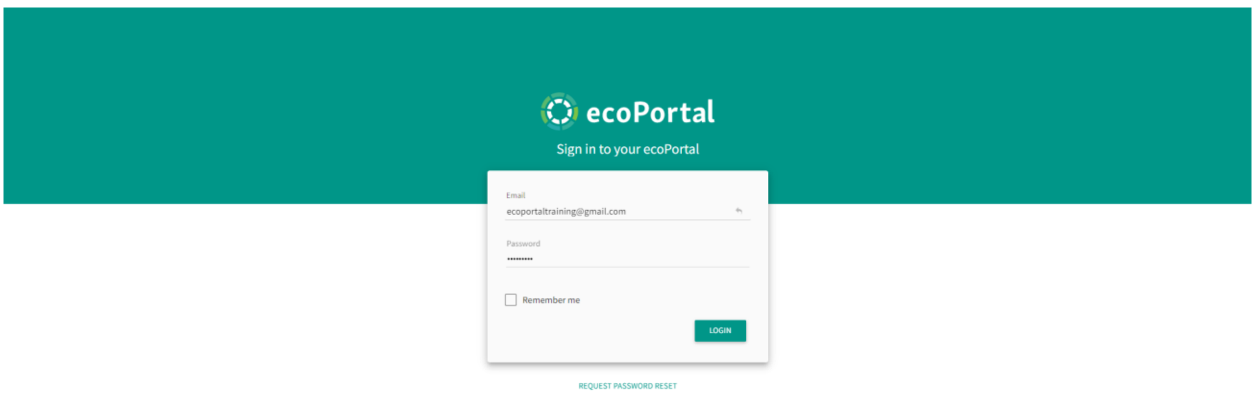
How to Create a Desktop Audit in Safetree

Introduction.

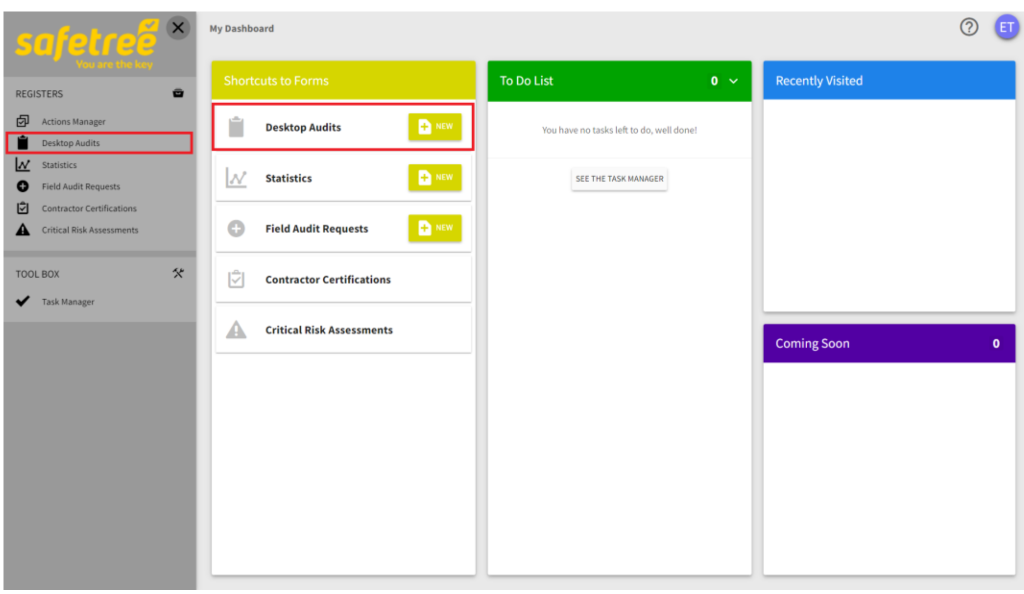
Access & Getting Started.

Access to **Safetree** is provided via the **Contractor or Worker Safetree Login request**. Once that is active then you will need to access Safetree and the Desktop Audits register via the main login point https://live.ecoportal.com/users/sign_in.





Once signed in, you will land on your **My Dashboard** page, from where you will be able to access the **Desktop Audits** register:



Creating a Desktop Audit.

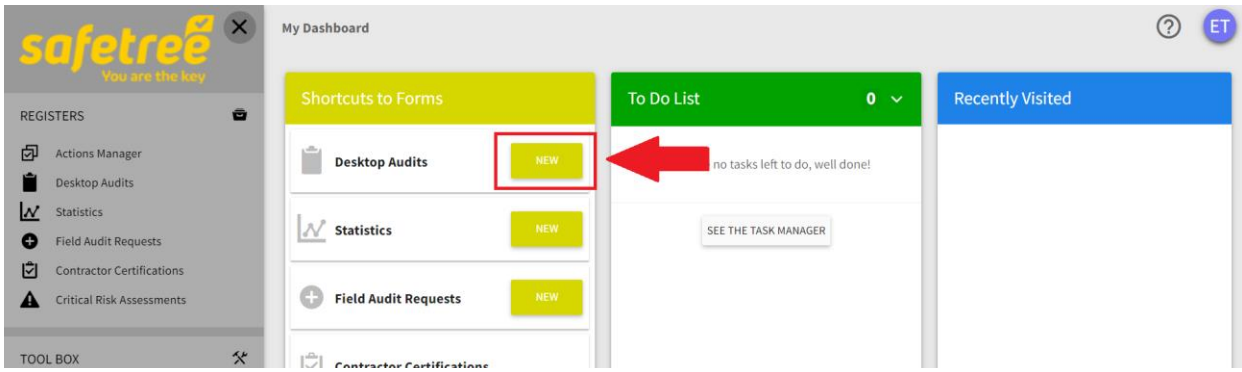
A desktop audit **reviews the documents within the audit scope**. It is referred to as a **"desktop"** audit because it can be performed remotely at the auditor's desk. The documents are reviewed to ensure they are complete, correct, consistent, and current. The information gained is used to plan for the on-site or field Audits.

Accessing the Desktop Audit tool in Safetree.

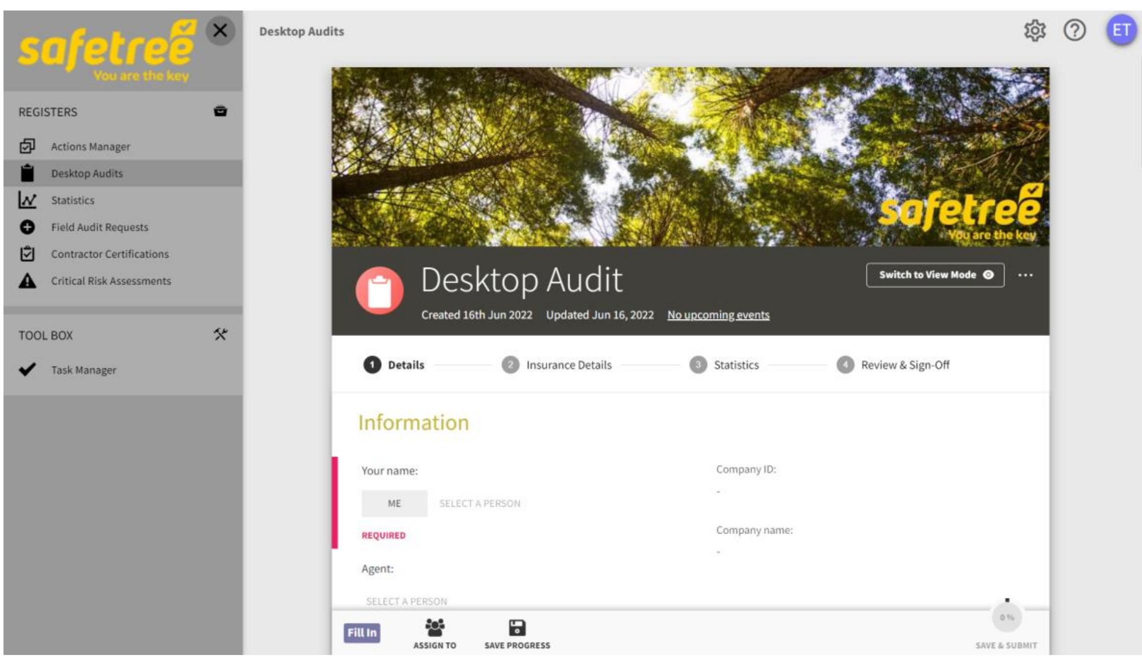
There are two ways that you can access the [Desktop Audit](#) tool in Safetree:

1. Via **[My Dashboard](#)** and the **Shortcuts to Forms** column **NEW** button.

Simply click on the NEW button within the **Shortcuts to Forms** column that looks like this:

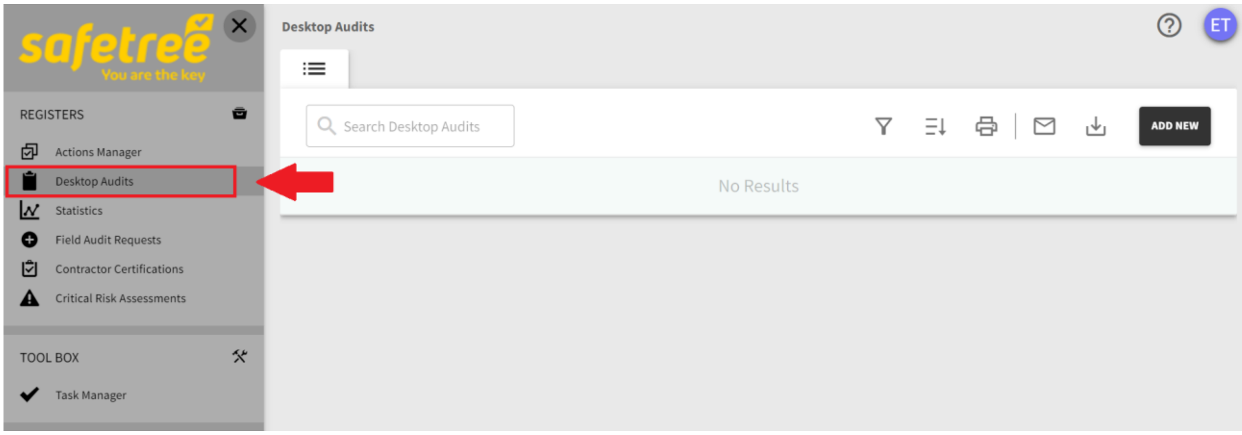


And you will be taken directly into the **Desktop Audit** form where you can begin logging your information.

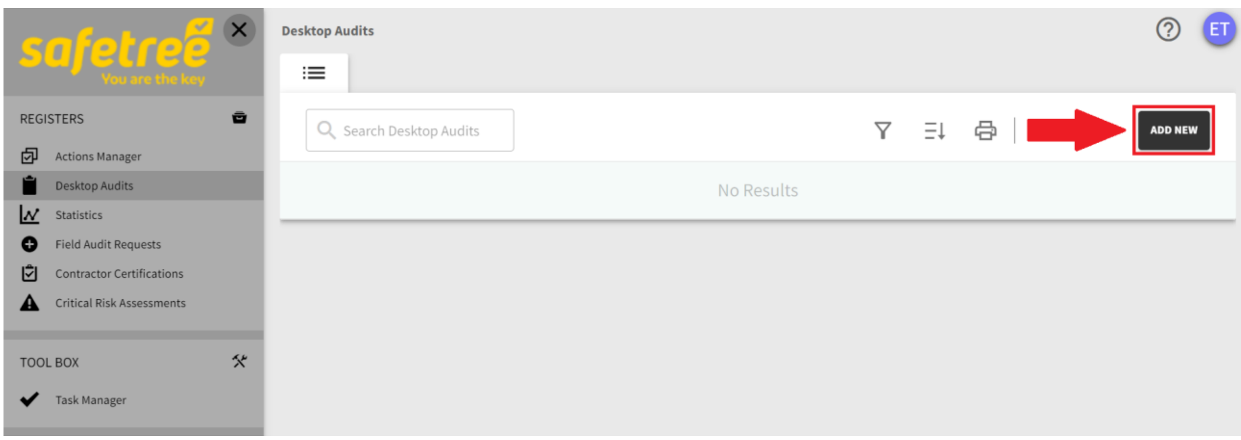


2. Via the **Register Sidebar** and the **ADD NEW** button within the register.

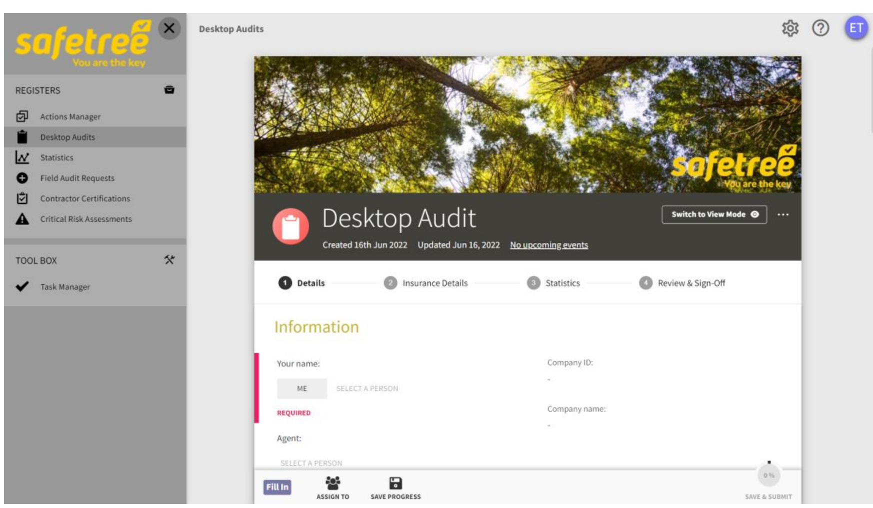
To access via this mode, click Desktop Audits on the left-hand sidebar.



Then select ADD NEW to the right of your screen.



And you will be taken directly into the **Desktop Audit** form where you can begin logging your information.



Logging an Desktop Audit.

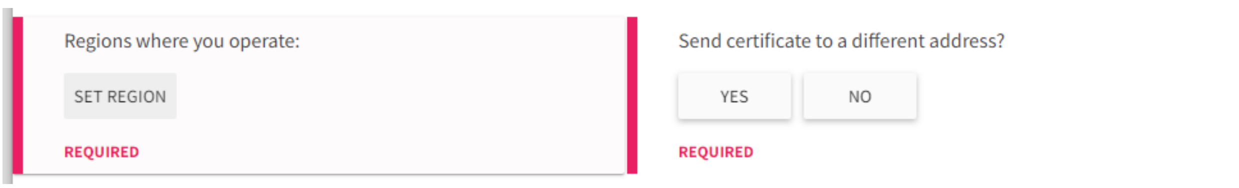
Once you land within the 1 Details ge of the **Desktop Audit** workflow, you can begin filling out the required information.

This is the **Edit/View** button.

When you land the page will be in **Edit** mode, click on the icon to place the page in **View** mode, and then also to return to **Edit** mode.

1. Compulsory Fields.

Throughout the workflow you will see certain fields that hold a **RED** marker to its left, and **REQUIRED** text. These are compulsory fields that must be completed before the page can be submitted.



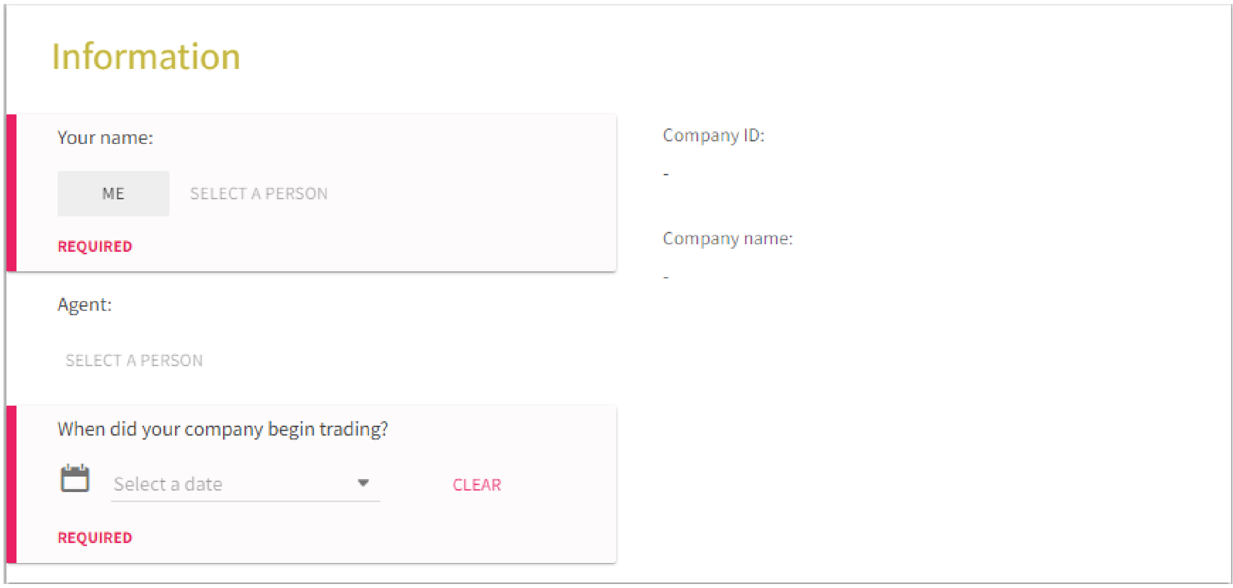
Completing these fields changes the percentage tracker at the bottom of the page above the text **SAVE & SUBMIT**. When this reaches 100% the icon will change to a paper plane, and you will be able to **SAVE & SUBMIT** the page to the next stage.

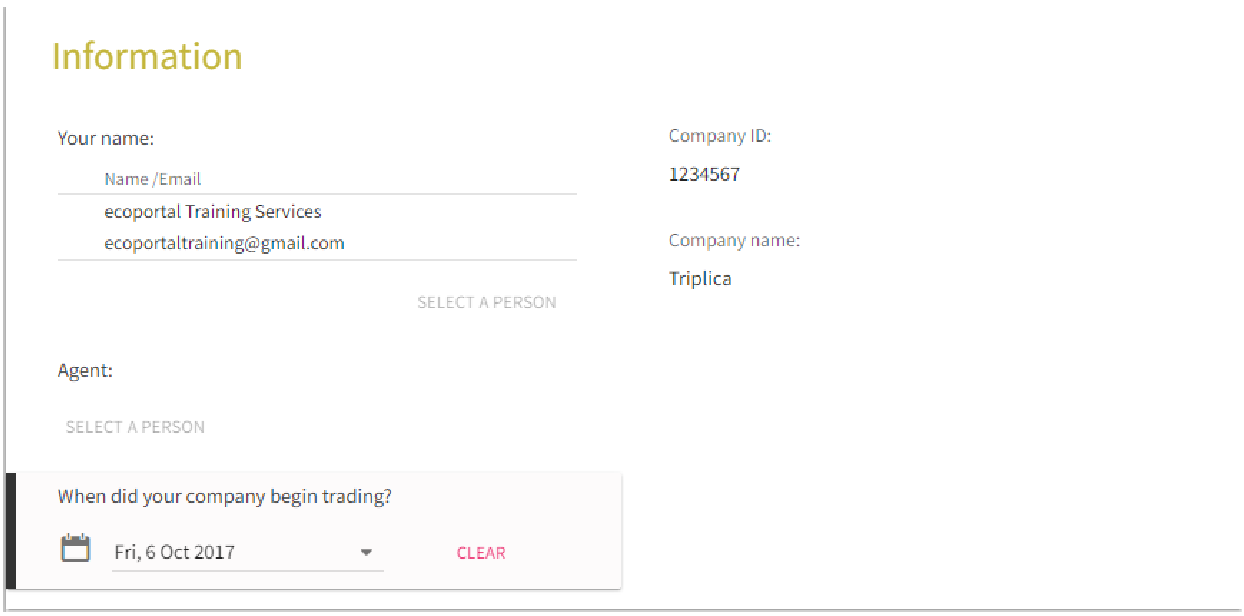
2. Information Section

Within the details stage you will provide **Information** about you and your company. There are a range of automated functions within this stage as you will see below, let's start with the **Information** section.

This section asks for **Your name:** and when your company began trading. **The Company ID:** and **Company name:** fields will automatically populate from the information you provided when requesting a login after you have selected **ME** in the **Your name:** field.

You will need to fill in the **When did your company begin trading:** field to complete the section. The **Agent** field will be locked unless you are filling this in from an **Agent** account, so you can leave that blank (unless you are an Agent).



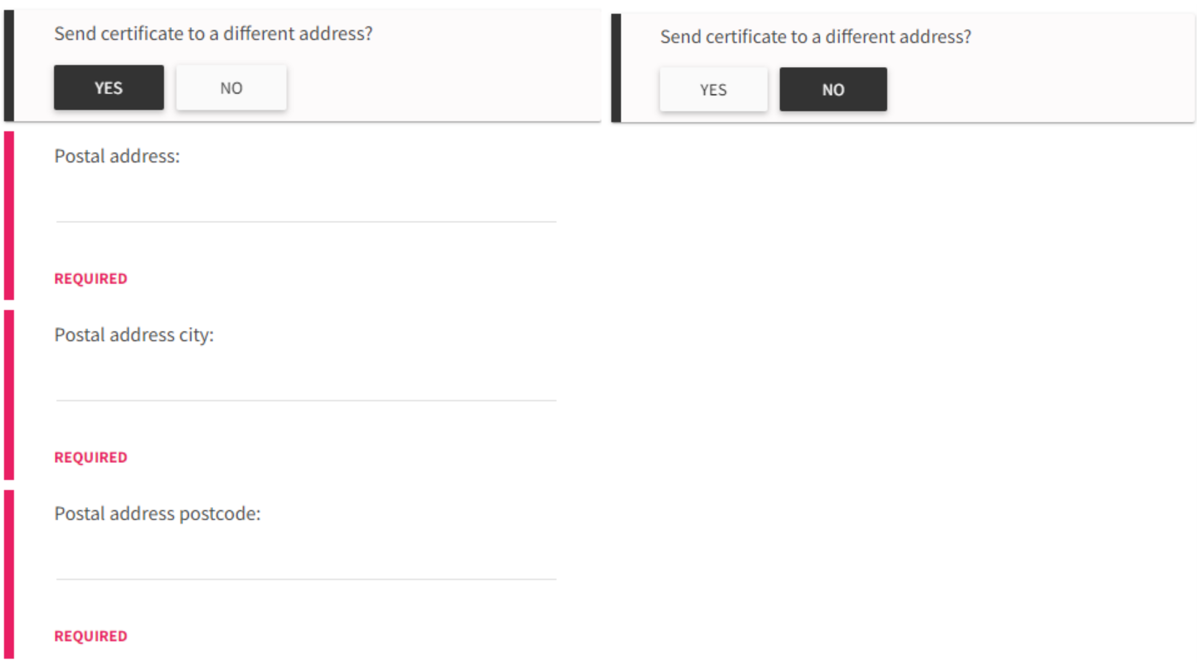


3. Completing the remaining Details sections.

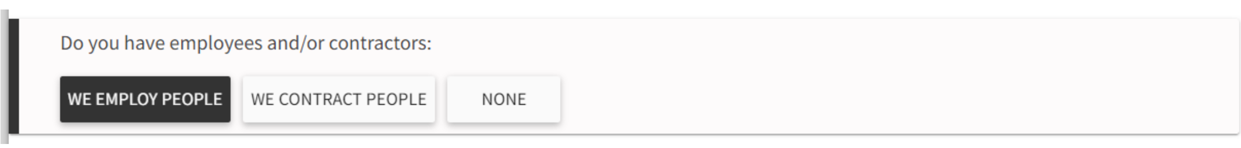
From here you just need to work through the remaining sections completing the fields within each.

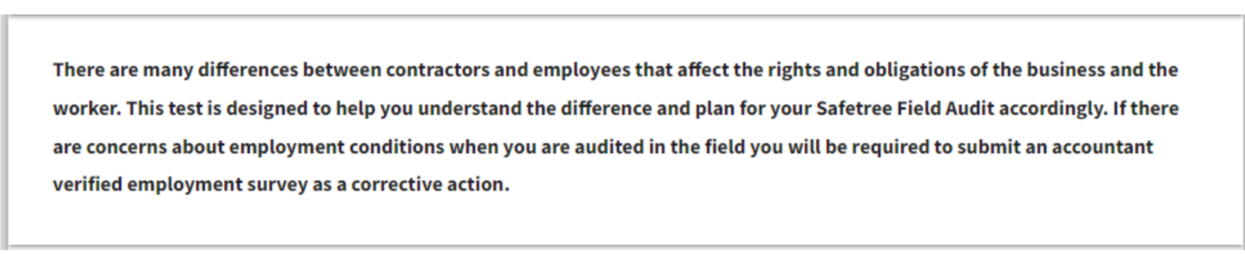
There are a range of **field** types throughout the workflow, and many of them are linked to conditional logic. For example, within the **Address** section, the **SELECT** field **Send certificate to a different address?** generates an option depending on what you select. If we click **YES** then the

TEXT fields **Postal address:**, **Postal address city:** and **Postal address postcode:** appears, whereas if you select **NO** then the section will remain as is.



ees
ou
WE
CONTRACT PEOPLE (or both) then the following sections and fields appear:




There are many differences between contractors and employees that affect the rights and obligations of the business and the worker. This test is designed to help you understand the difference and plan for your Safetree Field Audit accordingly. If there are concerns about employment conditions when you are audited in the field you will be required to submit an accountant verified employment survey as a corrective action.

Employee vs Contractor Test

Date of employee vs contractor test:

Select a date

NOW CLEAR

How many workers do you employ?

How many workers do you contract services from?

You can find a PDF version of this on the website for reference.

These tests have been developed in the courts. Consider all the points that apply to your case to help you decide. No individual point provides the answer. If you are still unsure after you've read this document, you should seek legal advice.

Answer ALL the questions below to check what requirements will be looked for in the Field Audit. Once you have checked who is and isn't an employee, please advise on your worker numbers above.

Intention Test

The intention of the parties is relevant, but it does not on its own determine the true nature of the relationship between them. Intention is typically indicated in the written agreement between the parties.

Does your worker have:

An employment agreement:

YES NO OTHER

REQUIRED

Contract for services:

Control vs Independence Test

The greater the control exercised over the worker's work content, hours and methods, the more likely it is that a person is an employee.
A worker with greater freedom to choose who to work for, where to work, the tools used and so on, is more likely to be a contractor.

Does your worker have:

Control over work, time, location:

YES NO OTHER

REQUIRED

Set hours:

Integration Test

This test looks as whether the work performed by the employee is integral to the employer's business (an whether they are 'part and parcel' of the organisation. Usually the work performed by a contractor is only an accessory to the business.

A person is more likely to be considered to be an employee of the organisation if the work is:

- **The type that is commonly done by employees**
- **Continuous (Not a one-off project)**
- **For the benefit of the business rather than for the benefit of the worker**

Works with own equipment:

YES NO OTHER

REQUIRED

Team integration:

Fundamental/Economic Reality Test

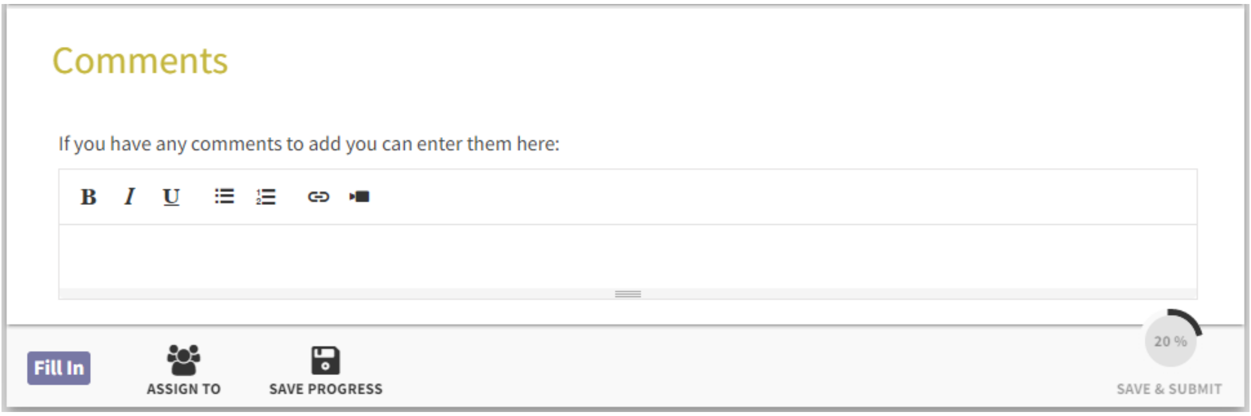
The test involves examining the total situation of the work relationship to determine its economic reality. A contractor is a person in business in their own account.

Fees:

YES NO OTHER

REQUIRED

Minimum wage:

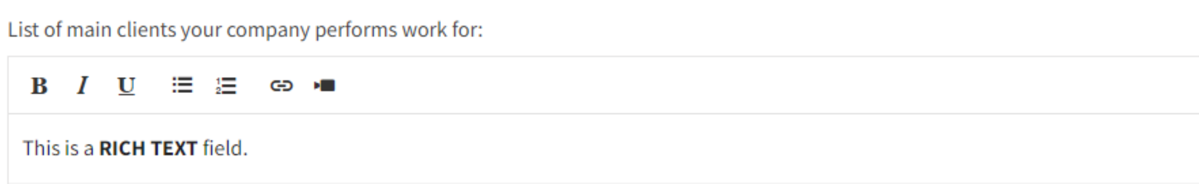


And if you were to select **NONE** then that would complete the necessary components of the stage activating the **SAVE & SUBMIT** allowing the entry to be submitted to the next stage **STATISTICS.**

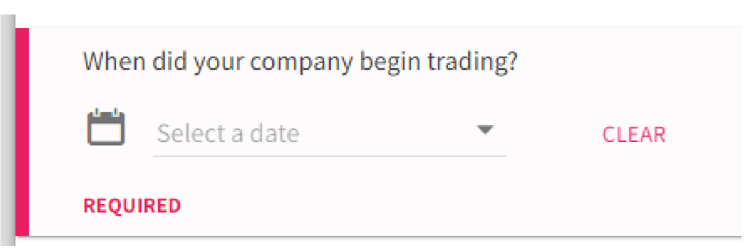
You will find conditional logic behavior through all **Safetree** workflows under a wide range of conditions.

Field types you will encounter when working through the sections and stages are:

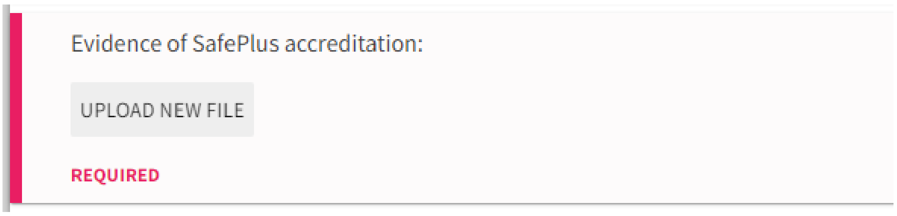
RICH TEXT field**:** An advanced text field where you can apply basic formatting, provide hyperlinks or embed video.



DATE field**:** Where dates can be logged.

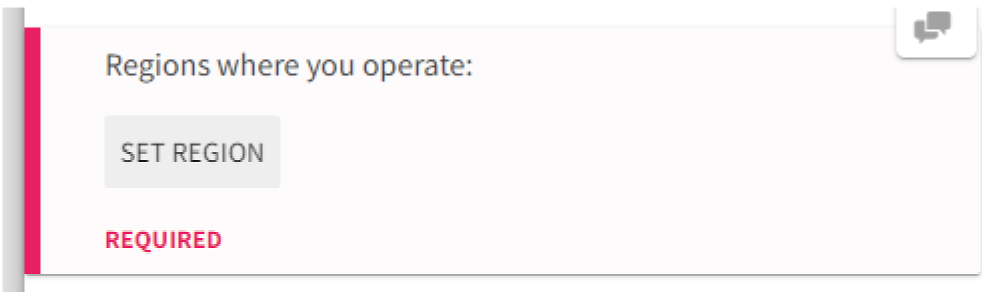


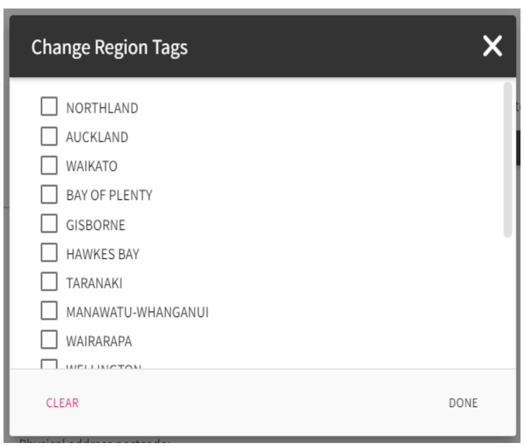
FILES field: Where you can upload documents and files in most formats.

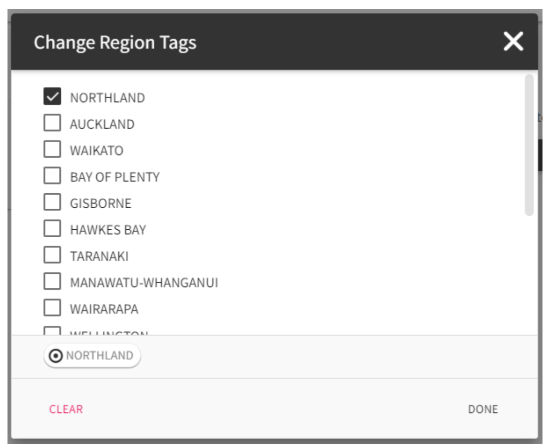


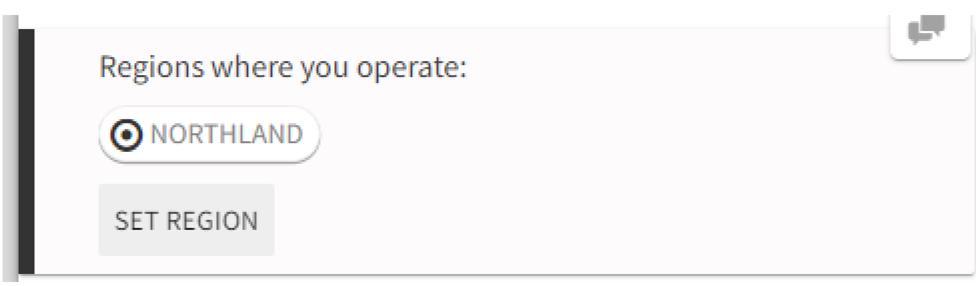
LOCATIONS field:

You will need to define the **Regions where you operate:** within a **Locations** field. This is a simple matter of selecting one or more options offered within the field:









4. Saving & Submitting.

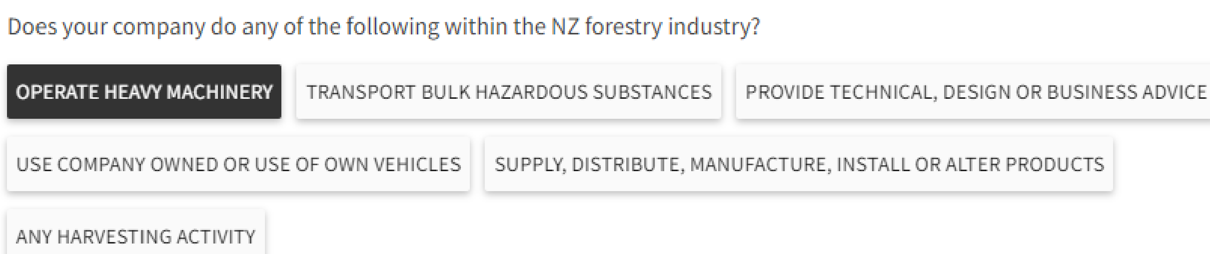
Completing all the compulsory fields changes the percentage tracker at the bottom of the page above the text **SAVE & SUBMIT**. When this reaches 100% the icon will change to a paper plane, and you will be able to **SAVE & SUBMIT** the page to the next stage.

Once you have Saved and Submitted the **Details** stage you will be taken to the **Insurance Details** stage of the form.

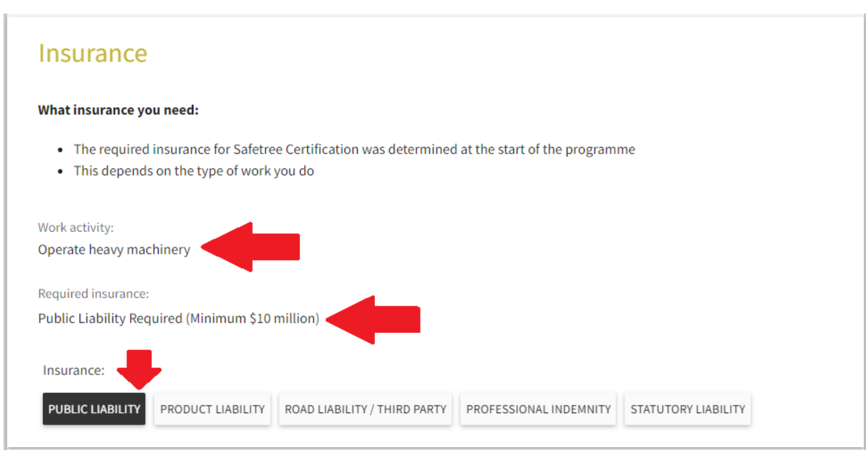
5. Insurance Details

The Insurance Details section is heavily reliant on the choices you make in the Details stage. For example the options you select for the field **Does your company do any of the following within the NZ forestry industry?** are reflected in the locked field **Work activity:**, which will in turn dictate the **Required insurance:** that you need and select the relevant button in the **Insurance:** field.

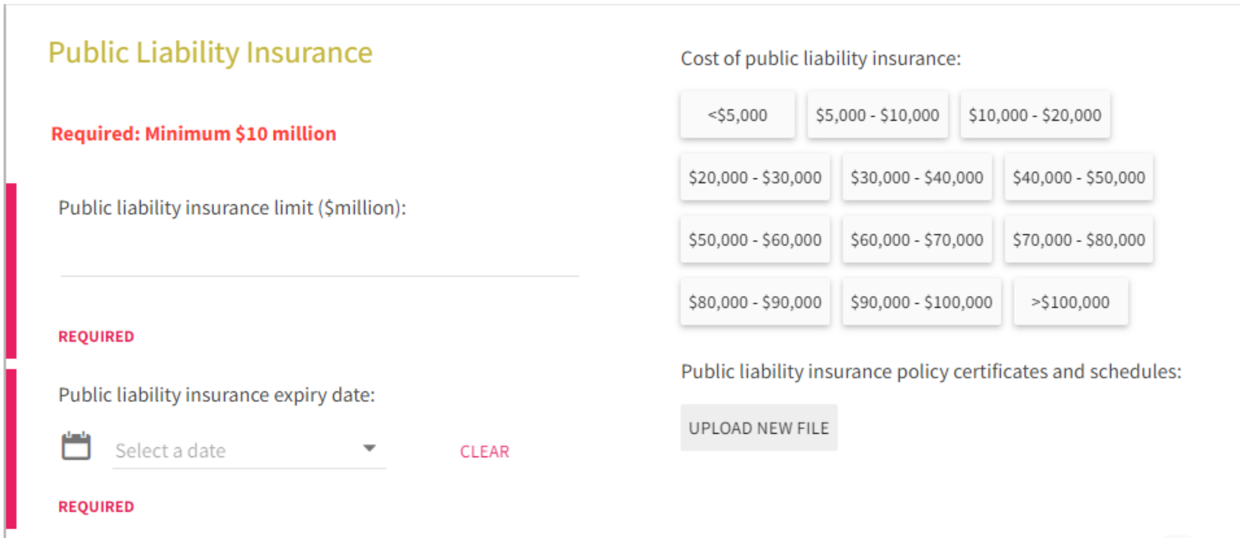
*Selection in **Details** stage:*

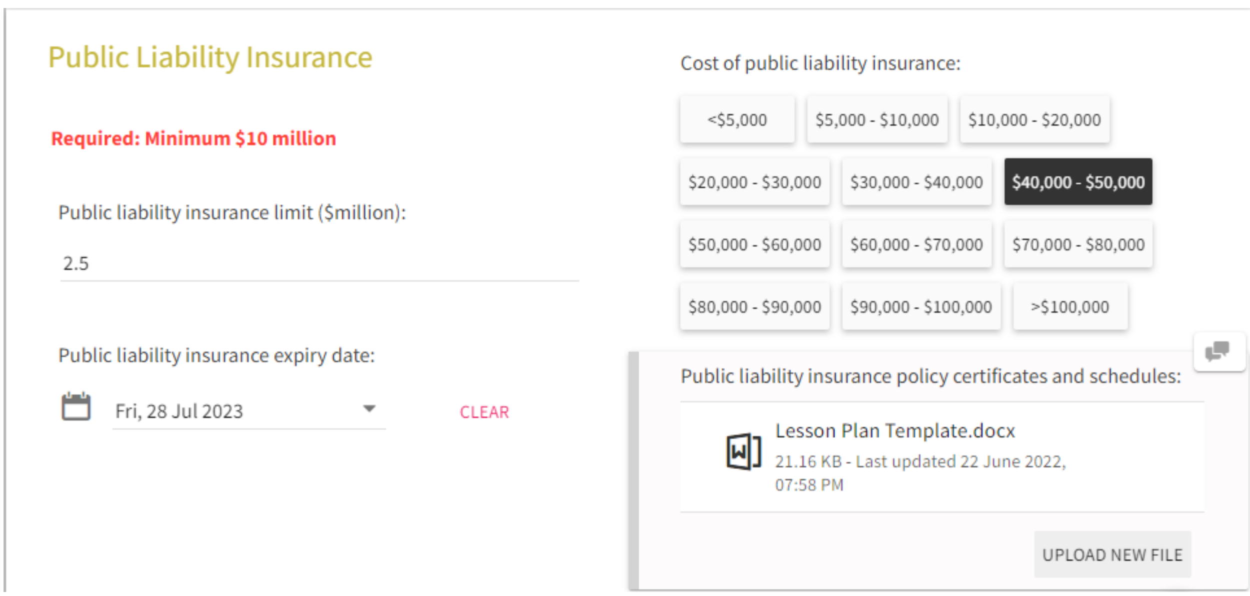


*Automated output into **Insurance Details** stage:*

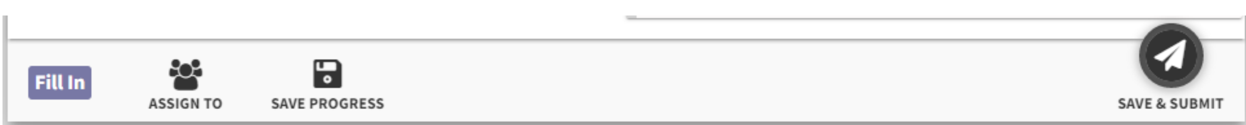


With these options pre-selected, all you need to do from here is fill out the details in the insurance type section(s) that appear underneath.



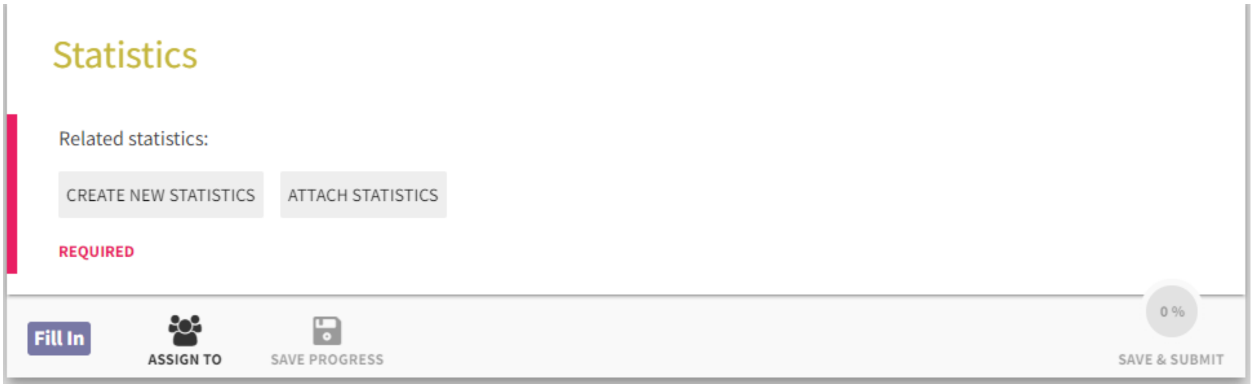


Once complete you can **SAVE & SUBMIT** to the **Statistics** stage.

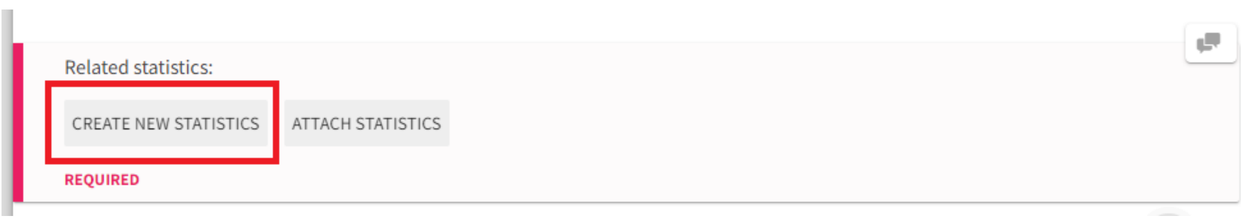


6. Statistics

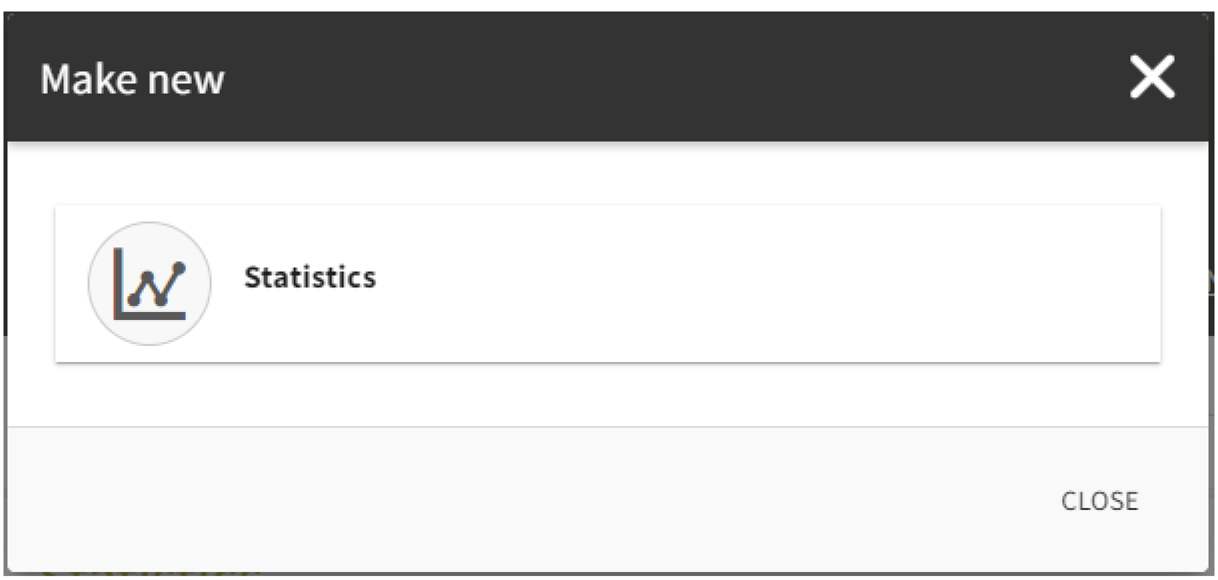
The Statistics stage is quite unique in that it contains a single **REFERENCE** filed within. A **REFERENCE** field allows you to associate pages by either attaching or creating a page from another **Register** within the **Safetree** system.



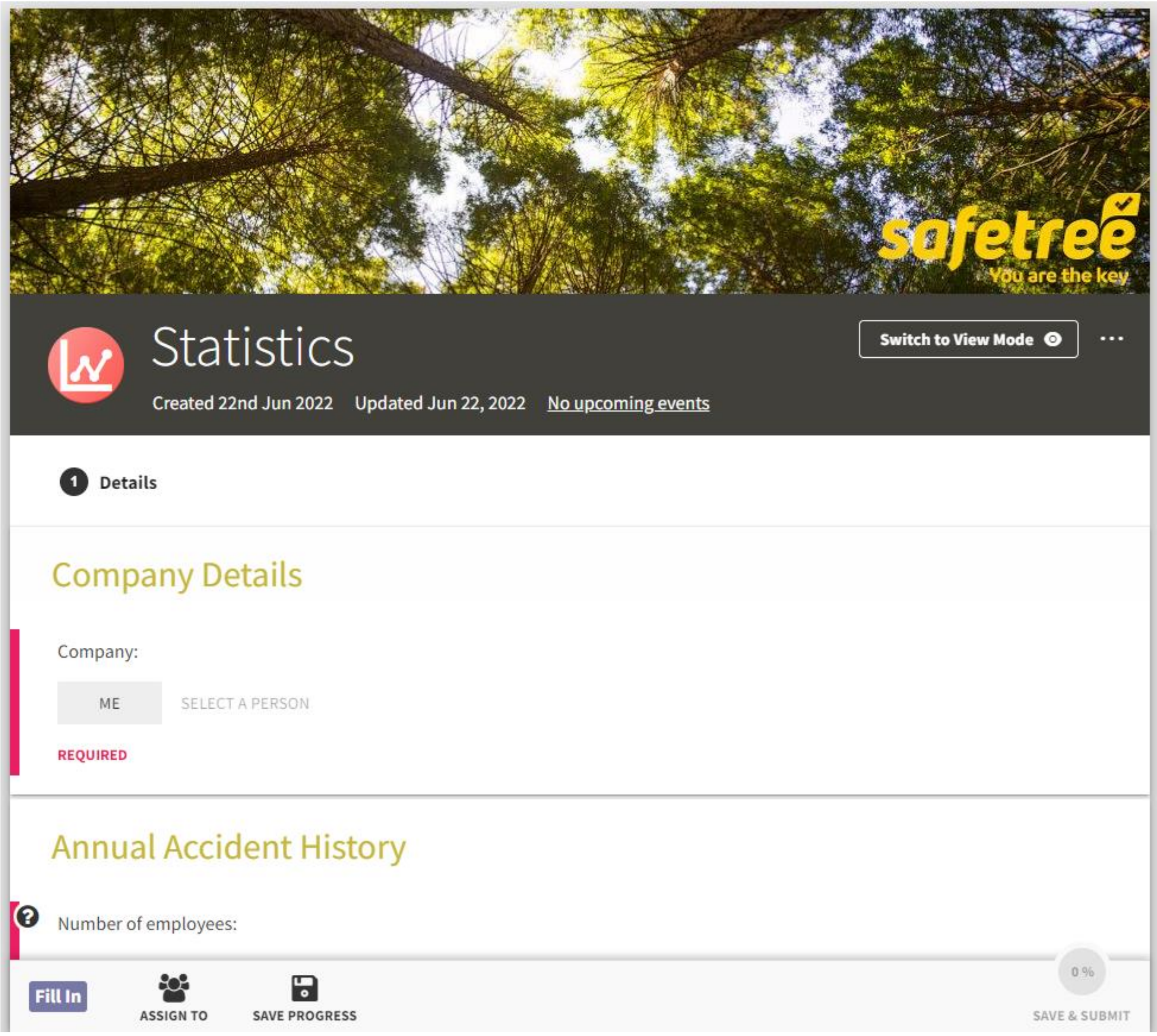
In this case you will be asked to attach or create **Related statistics:**. Given the **Desktop Audit** is likely the first page you have created in **Safetree** you will need to select the **CREATE NEW STATISTICS** button.



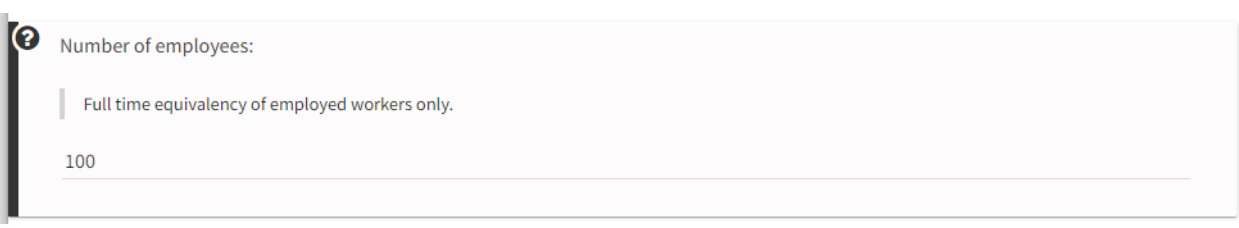
A pop up will appear with a link to create a new form in the **Statistics** register (don't worry once you fill this part and save you will be directed back to your **Desktop Audit** where your page will be referenced).



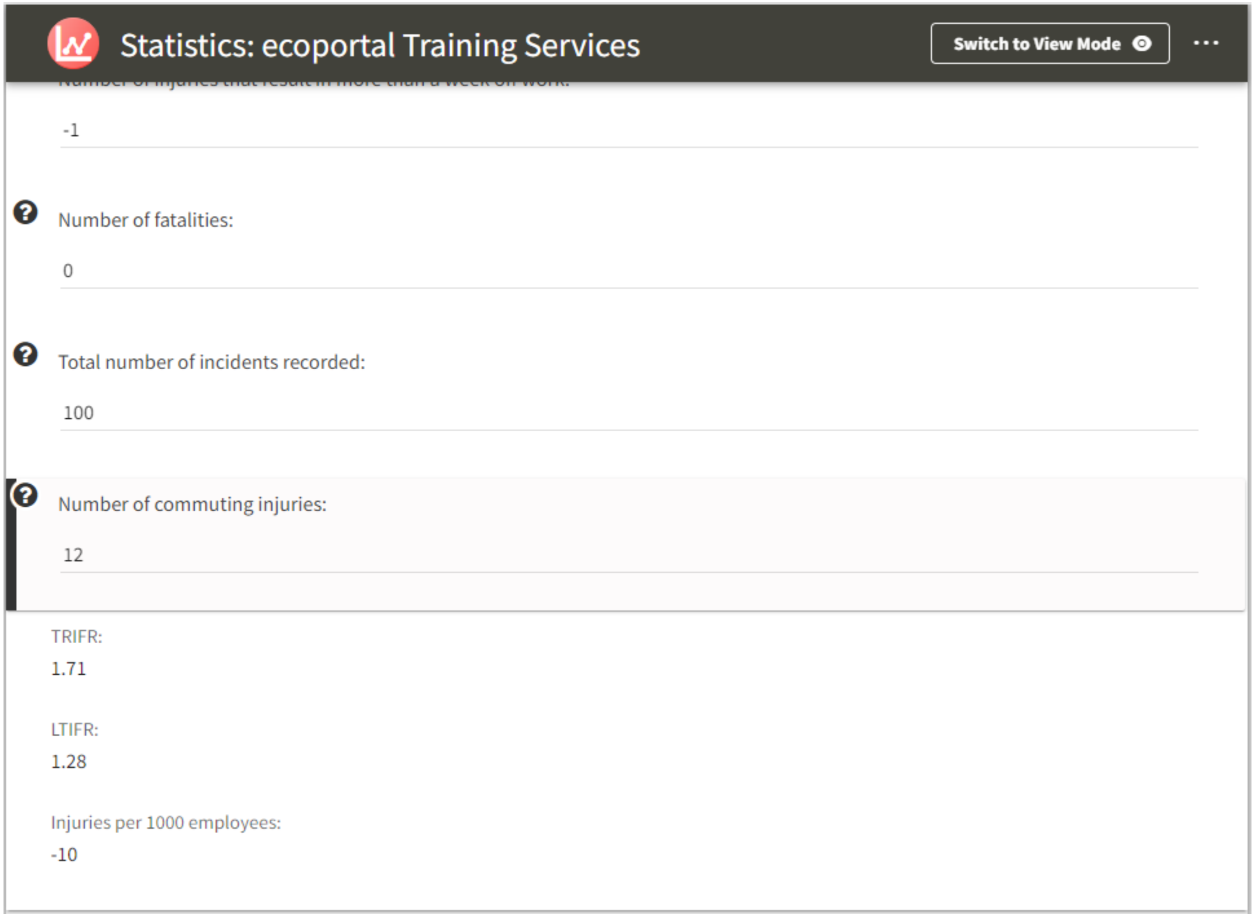
Click on the Statistics link and you will be taken directly into the Statistics page where you will need to complete the required **Details.** This form and the fields within behave as any other page you will find in **Safetree.**



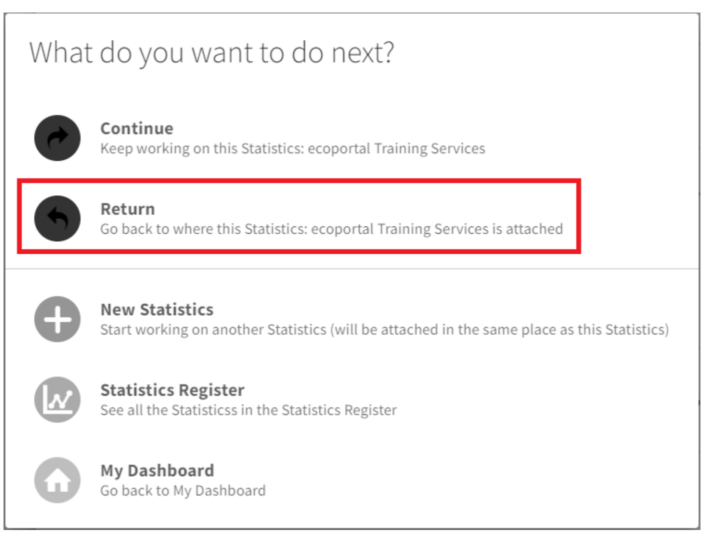
Select ME in the Company Details section, then work through the questions in the remaining sections **Annual Accident History**, **Worksafe Enforcement History** and **Environmental Enforcement History**. These sections contain BASIC TEXT fields that capture basic numeric inputs. For further details on the query click the question mark icon to the left of the question:



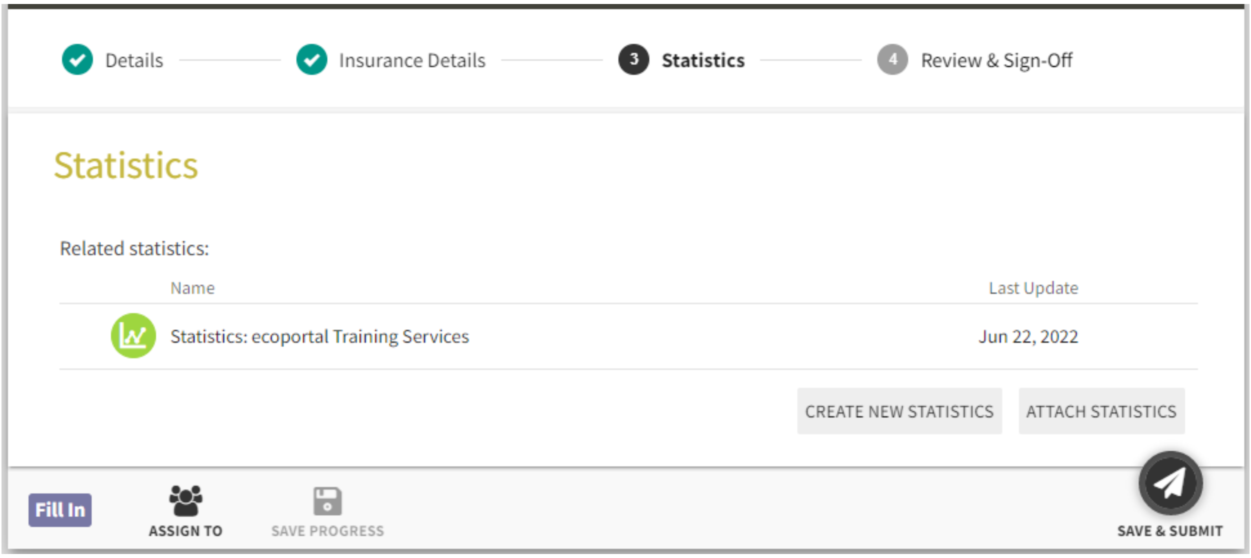
You will also note that conditional logic calculations apply in the locked **TRIFR:**, **LTIFR:** and **Injuries per 1000 employees:** fields in the **Annual Accident History** section.



With all fields complete you can select **SAVE & SUBMIT.** For the **STATISTICS** page you will be presented with an option to pop out **What do you want to do next?** where you need to select the **Return** - Go back to where this Statistics: (your company name) is attached.



And you will return to the **Statistics** stage of the **Desktop Audit** where the **Statistics** page you have created will have been referenced.



Once complete you can **SAVE & SUBMIT** to the **Review & Sign Off** stage. At this point your work here is done, and the page will be allocated to a member of the **FISC Admin** team to allocate for Review and Sign Off. Whilst you can **View** this stage, you will not be able to **Edit**, but you will be notified once the Desktop Audit has been signed off.