

How to Create a Desktop Audit in Safetree





Introduction.

Access & Getting Started.

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

ign in to your ecoPortal	
Ensil ecoportalitzining@gmal.com	
ign in to your ecoPortal	
Email ecoportaltraining@gmail.com %	
Password	
LOGIN BEOLIEST PASSWORD RESET	

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

sajetreë ×	My Dashboard		() ()
You are the key REGISTERS	Shortcuts to Forms	To Do List 0 🗸	Recently Visited
Actions Manager Desktop Audits	📋 Desktop Audits 🕒 NEW	You have no tasks left to do, well done!	
Statistics Field Audit Requests	Statistics	SEE THE TASK MANAGER	
Contractor Certifications Critical Risk Assessments	🕘 Field Audit Requests 🕒 🗠		
TOOL BOX X	Contractor Certifications		
Task Manager	Critical Risk Assessments		Coming Soon 0





Creating a Desktop Audit.

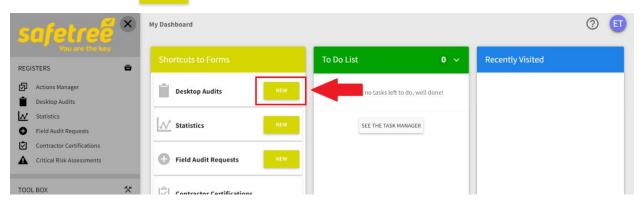
A desktop audit **reviews the documents within the audit scope**. It is referred to as a **"desktop"** audit because it can be performed remotely at the auditor's desk. The documents are reviewed to ensure they are complete, correct, consistent, and current. The information gained is used to plan for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

Accessing the Desktop Audit tool in Safetree.

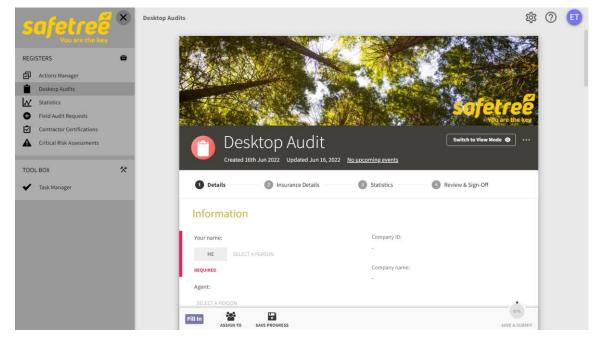
There are two ways that you can access the **Desktop Audit** tool in Safetree:

1. Via <u>My Dashboard</u> and the **Shortcuts to Forms** column **NEW** button.

Simply click on the Hew 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.



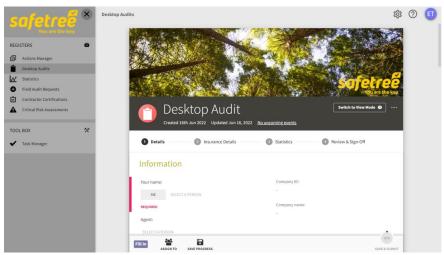




2. Via the **Register Sidebar** and the **ADD NEW** button within the register.

To access via this m	ode, click 📋 Desktop Audits	on the left-hand s	ideb	ar.				
safetreë ×	Desktop Audits						?	ET
REGISTERS	Q Search Desktop Audits		\mathbb{Y}	≡t	₽ 0	₩	ADD NEW	L I
Actions Manager								
Desktop Audits		No Results						
Statistics Field Audit Requests								_
Contractor Certifications								
Critical Risk Assessments								
-								
TOOL BOX 🛠								
✓ Task Manager								
Then select ADD NEW	to the right of your screen.						0	
sajetree ×	Desktop Audits						?	E
REGISTERS	Q Search Desktop Audits		Y	=1	a		ADD NEW	
Actions Manager				- •				
Desktop Audits		No Results						
M Statistics								-
Field Audit Requests								
Contractor Certifications								
Critical Risk Assessments								
TOOL BOX								
✔ Task Manager								

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 **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.

Regions where you operate:	Send certificate to a different address?		
SET REGION	YES	NO	
REQUIRED	REQUIRED		

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).

Information	
Your name:	Company ID:
ME SELECT A PERSON	
REQUIRED	Company name:
Agent:	
SELECT A PERSON	
When did your company begin trading?	
💾 Select a date 🔹 CLEAR	
REQUIRED	
Your name:	Company ID:
Name /Email	
econortal Training Services	1234567
ecoportal Training Services ecoportaltraining@gmail.com	Company name:
ecoportaltraining@gmail.com	Company name:
ecoportaltraining@gmail.com SELECT A PERSON	Company name:
ecoportaltraining@gmail.com SELECT A PERSON Agent:	Company name:

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.

Send certificate to a different address?	Send certificate to a different address?
YES NO	YES NO
Postal address:	
REQUIRED	
Postal address city:	
REQUIRED	
Postal address postcode:	
	es
REQUIRED	YOU
REQUIRED	WE

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

Do you have employe	ees and/or contractors:		
WE EMPLOY PEOPLE	WE CONTRACT PEOPLE	NONE	
Do you have employe	ees and/or contractors:		
WE EMPLOY PEOPLE	WE CONTRACT PEOPLE	NONE	

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:								
0	An employment agreement:							
L	YES	NO	OTHER					
	REQUIRED							
?	Contract for ser	vices:						





~

• • •					_
Control	VS	Inde	pend	lence	lest
00110101					

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:

8	Control over work, time, location:						
L	YES	NO	OTHER				
L	REQUIRED						
0	Catherine						

	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.

0	Fees:					
L	YES	NO	OTHER			
	REQUIRED					
2	Minimum wage					





Comments	
If you have any comments to add you can enter them here:	
₿ / Щ ≔ ⊭ ඏ	
Fill In ASSIGN TO SAVE PROGRESS	20 % SAVE & SUBMIT

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.**

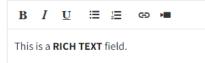
Do you have employ	ees and/or contractors:		
WE EMPLOY PEOPLE	WE CONTRACT PEOPLE	NONE	
			2
ASSIGN TO	SAVE PROGRESS		SAVE & SUB

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.

List of main clients your company performs work for:



DATE field: Where dates can be logged.

Wher	n did your company be	gin trading?			
Ë	Select a date	-	CLEAR		
REQUIRED					

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





UPLOAD NEW FILE	Evidence of SafeP	lus accreditation:
	UPLOAD NEW FILE	
REQUIRED	REQUIRED	

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:

Regions where yo	ou operate:		1	
REQUIRED				
Change Region Tags NORTHLAND AUCKLAND WAIKATO BAY OF PLENTY GISBORNE HAWKES BAY TARANAKI MANAWATU-WHANGANUI WAIRARAPA	×	Change Region Tags NORTHLAND AUCKLAND WAIKATO BAY OF PLENTY GISBORNE HAWKES BAY TARANAKI WAIRARAPA WORTHLAND		×
CLEAR	DONE	CLEAR	1.00.1	DONE
Regions where yo NORTHLAND SET REGION	ou operate:		4 5 7	





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:

Does your company do any of the following within the NZ forestry industry?

OPERATE HEAVY MACHINERY	TRANSPORT BULK	HAZARDOUS SUBSTANCES	PROVIDE TECHNICAL, DESIGN OR BUSINESS ADV	ICE
USE COMPANY OWNED OR USE	OF OWN VEHICLES	SUPPLY, DISTRIBUTE, MAN	UFACTURE, INSTALL OR ALTER PRODUCTS	
ANY HARVESTING ACTIVITY				

Automated output into Insurance Details stage:

What insurance you need:				
The required insuranceThis depends on the t			l at the start of the programr	ne
Work activity:				
Operate heavy machinery				
Required insurance:				
Public Liability Required (Mi	nimum \$10 millior	n)		
_				
Insurance:				





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.

Public Liability Insurance	Cost of public liability insurance:
Required: Minimum \$10 million	<\$5,000 \$5,000 - \$10,000 \$10,000 - \$20,000
	\$20,000 - \$30,000 \$30,000 - \$40,000 \$40,000 - \$50,000
Public liability insurance limit (\$million):	\$50,000 - \$60,000 \$60,000 - \$70,000 \$70,000 - \$80,000
	\$80,000 - \$90,000 \$90,000 - \$100,000 >\$100,000
REQUIRED Public liability insurance expiry date:	Public liability insurance policy certificates and schedules:
Select a date CLEAR	UPLOAD NEW FILE
REQUIRED	
Public Liability Insurance	Cost of public liability insurance:
Required: Minimum \$10 million	<\$5,000 \$5,000 - \$10,000 \$10,000 - \$20,000
Public liability insurance limit (\$million):	\$20,000 - \$30,000 \$30,000 - \$40,000 \$40,000 - \$50,000
2.5	\$50,000 - \$60,000 \$60,000 - \$70,000 \$70,000 - \$80,000
	\$80,000 - \$90,000 \$90,000 - \$100,000 >\$100,000
Public liability insurance expiry date:	Public liability insurance policy certificates and schedules:
Fri, 28 Jul 2023 CLEAR	Lesson Plan Template.docx 21.16 KB - Last updated 22 June 2022, 07:58 PM
	01.001.01

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

Fill In	ASSIGN TO	SAVE PROGRESS		SAVE & SUBMIT
🕑 De	etails	Insurance Details	3 Statistics	4 Review & Sign-Off





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.

Statistics			
Related statistics:			
CREATE NEW STATISTICS	ATTACH STATISTICS		
REQUIRED			
Fill In ASSIGN TO SA	/E PROGRESS		0 % SAVE & SUBMIT

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.

Related statistics:		4 2 7
CREATE NEW STATISTICS	ATTACH STATISTICS	
REQUIRED		

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).

Make new	×
Statistics	
	CLOSE





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.**

	SO CELECE You are the key
Statistics Created 22nd Jun 2022 Updated Jun 22, 2022 <u>No upcoming events</u>	witch to View Mode ④ ····
Company Details	
Company: ME SELECT A PERSON REQUIRED	
Annual Accident History Number of employees:	
Fill In ASSIGN TO SAVE PROGRESS	0 % SAVE & SUBMIT

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:

0	Number of employees:
L	Full time equivalency of employed workers only.
L	100
μ.,	

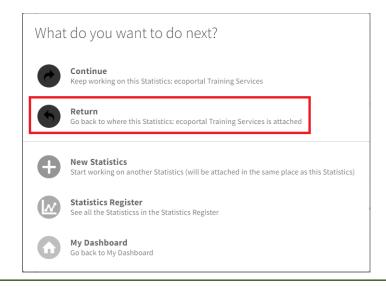




You will also note that conditional logic calculations apply in the locked **TRIFR**:, **LTIFR**: and **Injuries per 1000 employees**: fields in the **Annual Accident History** section.

	Statistics: ecoportal Training Services	Switch to View Mode O	
	-1		_
8	Number of fatalities:		
	0		
0	Total number of incidents recorded:		
	100		
8	Number of commuting injuries:		
	12		
	TRIFR:		
	1.71		
	LTIFR:		
	1.28		
	Injuries per 1000 employees:		
	-10		

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.

✔ Details	3 Statistics — 4 Review & Sign-Off		
Statistics			
Related statistics:			
Name Statistics: ecoportal Training Services	Last Update Jun 22, 2022		
	CREATE NEW STATISTICS ATTACH STATISTICS		
Fill In ASSIGN TO SAVE PROGRESS	SAVE & SUBMIT		

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.

