



**ECA SAFE
DIGITAL**

SIMPRO
WORK. SMARTER.

Manual USING THE TOOLS



ECA Safe Digital and Simpro go hand-in-hand...

This manual is intended to assist clients who have connected the ECA Safe Digital App with their Simpro account.

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About this manual

This Manual is designed to help members use the ECA Safe Digital tools, guiding users through each tool with simple instructions and graphics.

For more information on using the ECA Safe Digital App, please refer to the Frequently Asked Questions, available on the ECA WA Safety page at <https://ecawa.org.au/advice/safety/eca-safe-digital>

If you have any questions, please contact ECA WA on (08) 6241 6100.

How to use the Pre-Start / Toolbox tool

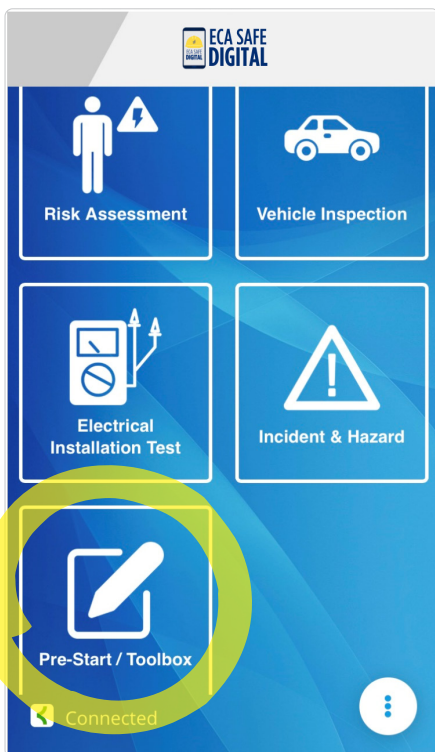


Pre-start Meeting

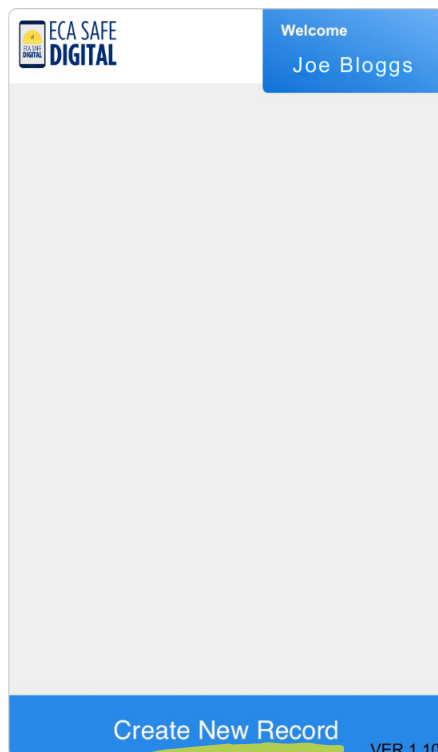
A tool to record all the key aspects of a site-based pre-work safety meeting.

Toolbox

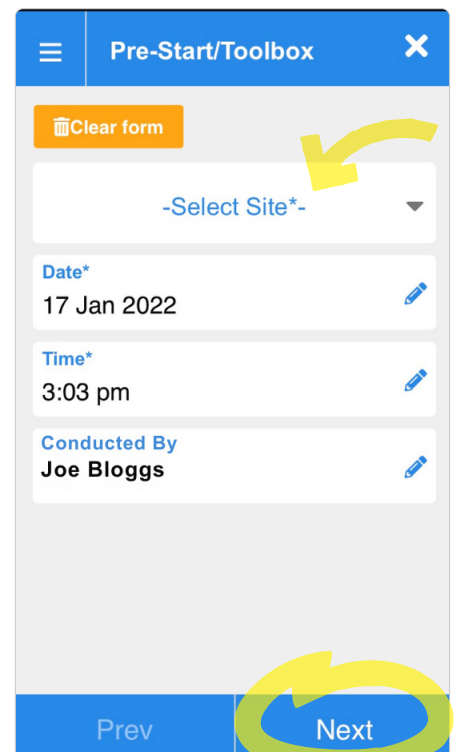
A tool used to record the agenda and minutes of regular toolbox meetings and talks.



Select the **Pre-Start / Toolbox** tool from the App home page.



Select **Create New Record** at the bottom of the screen.



Select the **Select Site** drop-down field.

The **Date**, **Time** and **Conducted By** fields auto-populate.



The screenshot shows the 'Pre-Start/Toolbox' form. At the top, there is a 'Clear form' button. Below it is a dropdown menu for 'Site*' with the placeholder text '-Select Site*'. A search bar is visible below the dropdown. The search results list three options: '1 Bloggs Street, Perth', '44 Mattison Street', and 'Other'. A yellow arrow points to the 'Other' option. At the bottom of the form are 'Prev' and 'Next' buttons.

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

The screenshot shows the 'Pre-Start/Toolbox' form with the following fields filled out: 'Site*' is '1 Bloggs Street, Perth'; 'Address' is '1 Bloggs Street, Perth, WA 6000 Australia'; 'Date*' is '17 Jan 2022'; 'Time*' is '11:52 am'; and 'Conducted By' is 'Joe Bloggs'. A yellow circle highlights the 'Next' button at the bottom right of the form.

Once you have selected the site, select **Next**.

The screenshot shows the 'Pre-Start Safety Talk' form. It asks 'Any safety concerns from yesterday's work?*' with 'Yes' and 'No' options. The 'No' option is highlighted with a yellow box. Below this is a 'Safety Topic' text area with a yellow highlight. At the bottom, there is a 'Today's Weather' section with a grid of input fields. 'Prev' and 'Next' buttons are at the bottom.

Confirm if there are any safety concerns from yesterday's work.



Pre-Start/Toolbox

Pre-Start Safety Talk

Any safety concerns from yesterday's work?*

Yes No

Enter your comment*

Safety Topic

Prev Next

If you select **Yes**, you will need to provide a comment about this.

For Toolboxes, enter the topic in the **Safety Topic** field.

Pre-Start/Toolbox

Pre-Start Safety Talk

Today's Weather

Weather*

Today's Work*

Prev Next

Choose an option for the day's weather.

Multiple weather conditions can be selected.

Briefly describe the day's work.

Select **Next**.

Pre-Start/Toolbox

New Hazards

Any newly discovered hazard or risk must be controlled in a SWMS or as a minimum recorded below

Add New Hazard

Prev Next

Record any new hazards by selecting the **Add New Hazard** button.

Multiple **New Hazards** can be entered.

Select **Next**.



Checklist

Scope of work for the day was discussed and understood.*

Yes	No	N/A
-----	----	-----

Major High Risk Activities are understood and controlled in a SWMS.*

Yes	No	N/A
-----	----	-----

Relevant SWMS were reviewed, understood and signed by all workers.*

Yes	No	N/A
-----	----	-----

Prev Next

Complete the checklist. There are 9 mandatory statements in total.

If you select **No** for any statement, you will need to provide a comment.

When you have finished, select **Next**.

Attendees

Comments from the floor

Add Team Member

Prev Next

Record any comments from the floor in the text box.

Add the team members present via the **Add Team Member** button.

If you have people (e.g. sub-contractors) attending your toolbox who are not registered users of the ECA Safe Digital App, you can capture their names in the **Comments from the floor** text box.

Select **Next**.

Signatures

Signature*

Prev Submit

Tap on the **Signature** text box to add your name and signature.

Select **Submit**.



The screenshot shows the ECA SAFE DIGITAL interface. At the top left is the logo. At the top right, a blue bar says 'Welcome Joe Bloggs'. Below this, the date '17/01/2022' is displayed. The main content area contains a form with the following fields: 'Site: 1 Bloggs Street, Perth', 'Address: 1 Bloggs Street Perth WA 6000 Australia', 'Date: 17-1-2022', and 'Time: 11:52 am'. To the right of the 'Address' field is a green email icon. A yellow highlight is placed over the 'Address' field. At the bottom, there is a blue button labeled 'Create New Record' and the version number 'VER 1.10'.

A copy of your submission will appear on the home page of the tool.

Click the **green email button** on the right to send a copy of the submission to anyone.

Please note that you can also email submissions from the console.



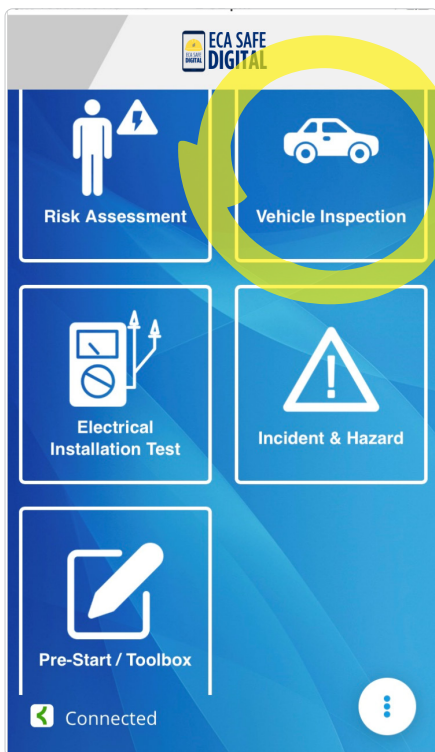
2

How to use the Vehicle Inspection tool

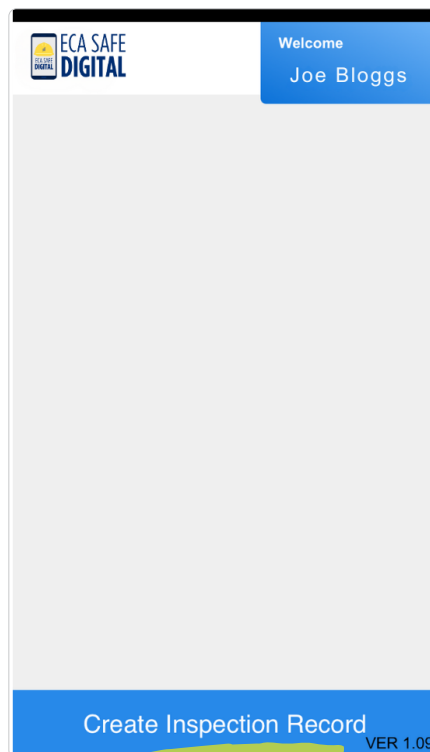


Vehicle Inspection

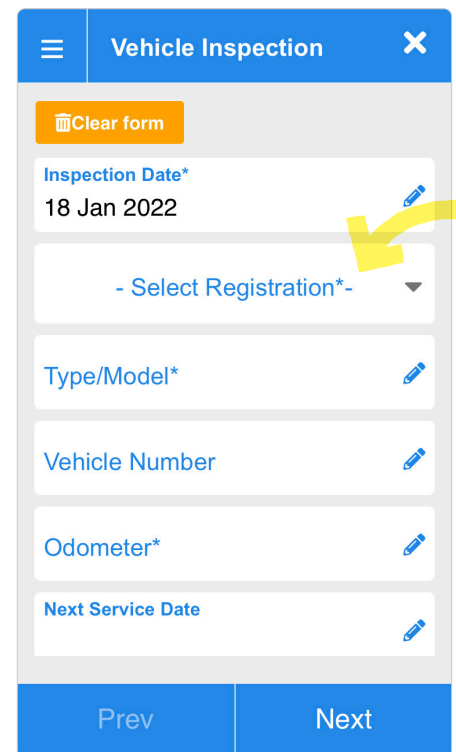
A tool to record the systematic inspection of a vehicle for roadworthiness.



Select the **Vehicle Inspection** tool from the App home page.

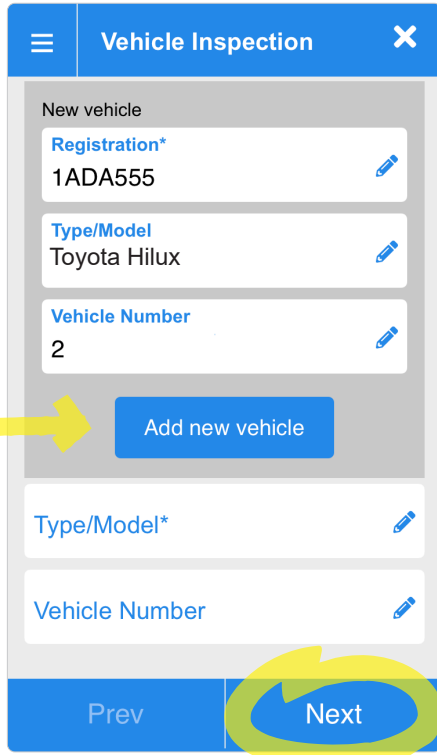


Select **Create Inspection Record** at the bottom of the screen.



The **Date** field auto-populates.
Select the **Select Registration** drop-down field.





Vehicle Inspection

New vehicle

Registration*
1ADA555

Type/Model
Toyota Hilux

Vehicle Number
2

Add new vehicle

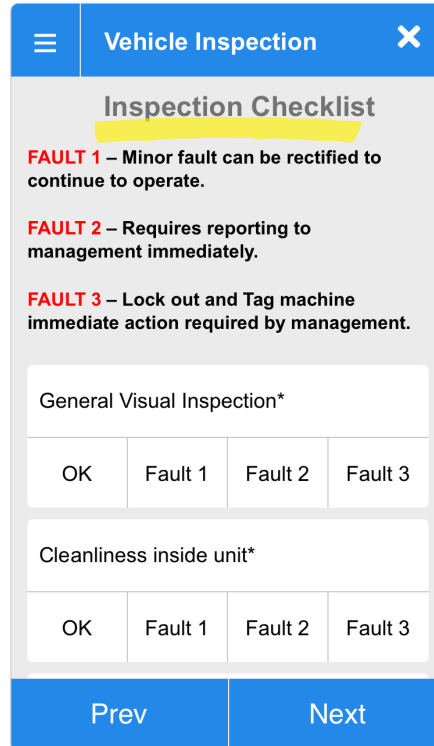
Type/Model*

Vehicle Number

Prev Next

You can choose from an existing vehicle in the drop-down list or you can add your own by selecting **Add new vehicle**.

Complete the other fields where relevant and select **Next**.



Inspection Checklist

FAULT 1 – Minor fault can be rectified to continue to operate.

FAULT 2 – Requires reporting to management immediately.

FAULT 3 – Lock out and Tag machine immediate action required by management.

General Visual Inspection*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

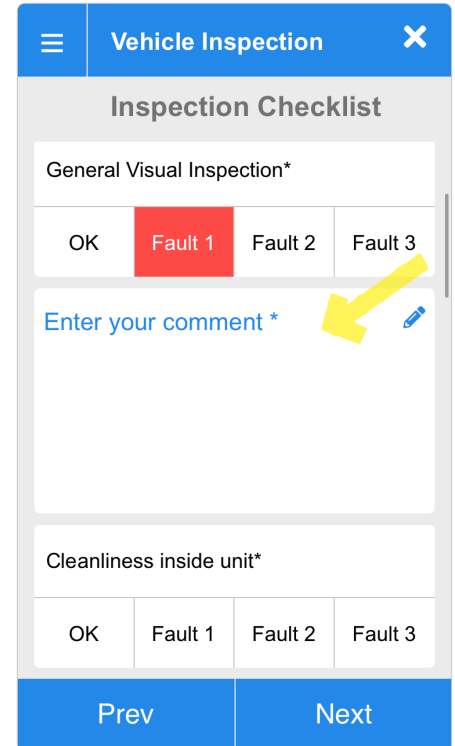
Cleanliness inside unit*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Prev Next

Complete the **Inspection Checklist**. There are 17 statements in total.

Statements with an asterix are mandatory.



Inspection Checklist

General Visual Inspection*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Enter your comment *

Prev Next

If you select a **Fault** for any statement, you will need to provide a comment.



Vehicle Inspection

Inspection Checklist

General Visual Inspection*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Enter your comment *

⚠ Please discuss with your manager. ✕

Cleanliness inside unit*

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Prev Next

If you select **Fault 3**, a message will appear stating 'Please discuss with your manager'.

When you have finished, select **Next**.

Vehicle Inspection

Safety Equipment

FAULT 1 – Minor fault can be rectified okay to continue to operate.

FAULT 2 – Requires reporting to management immediately.

FAULT 3 – Lock out and Tag machine immediate action required by management.

Straps/ratchets in good cond.

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Fire ext. secured & in date

OK	Fault 1	Fault 2	Fault 3
----	---------	---------	---------

Prev Next

Complete the **Safety Equipment checklist**. There are 9 statements in total.

Statements with an asterix are mandatory.

When you have finished, select **Next**.

Vehicle Inspection

Actions required

+

Add action required

Prev Next

Record any actions required by selecting the **Add action required** button.

Multiple **Actions** can be entered.

Select **Next**.



Vehicle Inspection

Signatures

Comments

Inspector Signature

Prev Submit

Add any relevant comments.

Tap on the **Inspector Signature** text box to add your name and signature.

Select **Submit**.

ECA SAFE DIGITAL

Welcome Joe Bloggs

18/01/2022

Inspection Date: 18-1-2022

Registration: 1ADA555

Type/Model: Toyota Hulux

Vehicle Number: 2

Odometer: 21112

Next Service Date: N/A

Next Service KM: N/A

Create Inspection Record

VER 1.09

A copy of your submission will appear on the home page of the tool.

Select the **green email button** on the right if you need to send a copy of the submission to anyone.

Please note that you can also email submissions from the console.



How to use the Risk Assessment tool



Risk Assessment Checklist

This tool provides workers with a quick, easy and appropriate method of identifying work site hazards and the necessary controls prior to the commencement of work.

Safe Work Method Statement

This is a tool that provides a method of assessing applicable SWMS related to high risk construction work and additional controls that might be necessary to make the SWMS specific to site.

Special feature: Auto-save

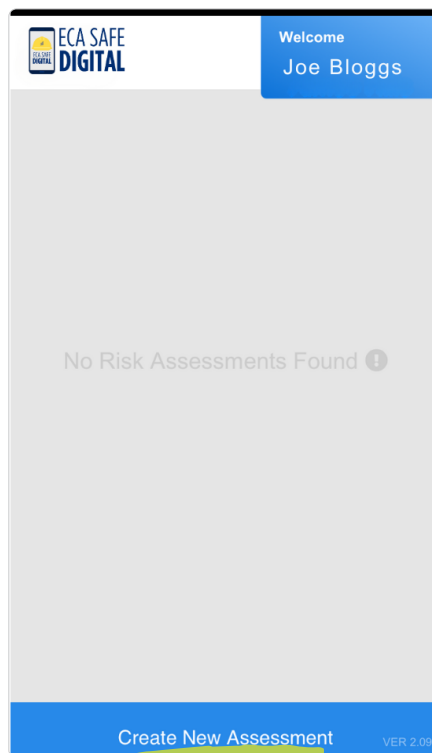
You can close out of a Risk Assessment submission at any time and your work will be saved. Simply select the ✕ in the top right corner of the screen and your draft submission will be saved on the home page of this tool.

Incomplete submissions will be shaded blue. Tap on the draft submission to reopen it and continue with your submission.

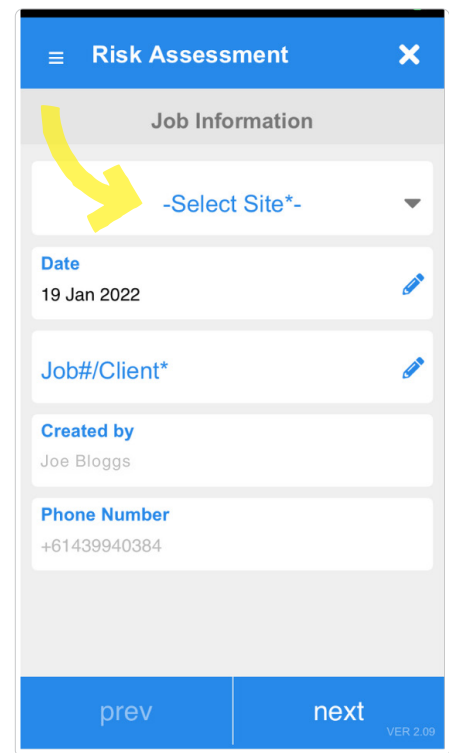
Completed submissions will be shaded green.



Select the **Risk Assessment** tool from the App home page.



Select **Create New Assessment** at the bottom of the screen.



The **Date**, **Created by** and **Phone number** fields auto-populate.
Select the **Select Site** drop-down field.



Risk Assessment

Job Information

-Select Site*-

Search Site

1 Bloggs Street, Perth

44 Mattison Street

Other

Date

19 Jan 2022

prev next

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Complete the other fields where relevant and select **Next**.

Risk Assessment

High Risk Construction Work

Please check if your job involves high risk construction work below, if not please press next

1. Risk of a person falling 2 meters or more ☐
2. Work on telecommunication towers ☐
3. Work on or near energised electrical installations and lines(whether overhead or underground) ☐

prev next

Select any **High Risk Construction Work** being undertaken.

Select **Next**.

Risk Assessment

SWMS

Click [here](#) to check the risk matrix

1.Risk of a person falling 2 meters or more
SWMS:

Add SWMS

*Are there any other SWMS relevant to this job?

Other SWMS

*Please ensure all workers have signed on to all referenced SWMS.

prev next

If you had checked any of the **High Risk Construction Work** items in the previous step, you will need to select the relevant **SWMS** on this screen.

Your signed **SWMS** can be loaded via the console.

If **Other SWMS** are in use, capture them here (e.g. sub-contractors).

Select **Next**.



Risk Assessment

Additional Hazards

Please add hazards not covered by SWMS

SWMS

+

Add New Hazard

prev next

Add any additional site hazards not covered under the selected SWMS and include a control, using the **Add New Hazard** button.

Multiple **new hazards** can be added.

Select **Next**.

Risk Assessment

Risk Assessment Control

Task/activity*

Do I understand the task to be performed?*

Yes No

prev next

If a High Risk Construction Work item was not selected on the previous screen, you are driven to a basic **Risk Assessment Control Checklist**.

Briefly describe the task or activity you will be undertaking and confirm whether you understand the task.

Select **Next**.

Risk Assessment

Hazard

What are the relevant hazards and controls?

1. Electricity ☐
2. Working at height(less than 2 meters) ☐
3. Excessive noise ☐
4. Exposure to asbestos ☐
5. Fumes / dust ☐

prev next

Complete the **Hazard** checklist.

Select **Next**.



Provide a **control** for all hazards you selected in the previous step.

Select **Next**.

Check which **PPE/PPC** are required for the job and site.

Select **Next**.

Add the team members present via the **Add Team Member** button. You can only select from registered users of the NECA Safe Digital App.

If you are the **only team member**, skip this section by selecting next and enter your details on the next screen (**Supervisor Review**).


Select **Next**.



Risk Assessment

Supervisor's Review

If any changes are made to the RA, ensure the supervisor signs off

 Add Supervisor

prev next

If you have a Supervisor, they need to review and sign-off on the Risk Assessment.

Add the Supervisor via the **Add Supervisor** button. If they are unavailable, press the **X** in the top right corner of the screen. This will save what you have already completed and you can re-open the submission on your device when your Supervisor is available.

If there is no Supervisor, you can complete this section.

Select **Next**.

Risk Assessment

Supervisor's Review

If any changes are made to the RA, ensure the supervisor signs off

Supervisor 1

Signature

☐ I certify that the control measures checked in this tool have been implemented and I deem this site to be safe.

prev next

Enter in your or the Supervisor's details.


You or the Supervisor need to check the box to certify that the control measures have been implemented and the site is deemed safe.

Select **Next**.

Risk Assessment

Submit

[< Back](#)

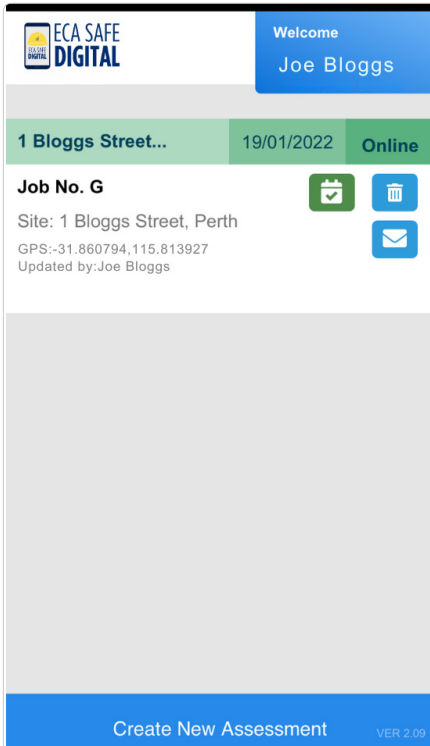


Form Completed!

Submit

Once you have completed your submission, select the **Submit** button.





A copy of your submission will appear on the home page of the tool.

You have the following options:



Email a copy of the submission to anyone.



Close off the submission (this removes it from the home screen of the App, however a copy is still available in the console).



Delete the submission. **If you do this, it will also be deleted from the console.**



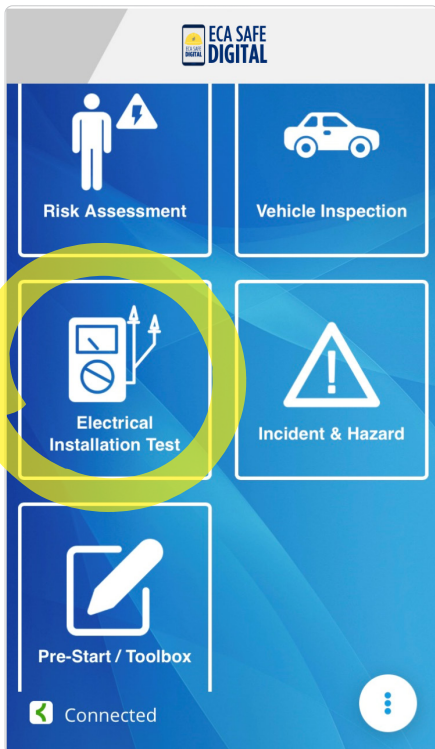
4

How to use the Electrical Installation Test tool

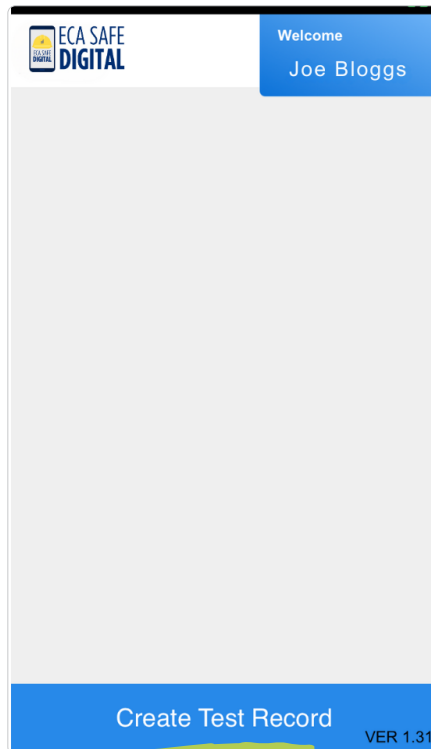


Electrical Installation Test

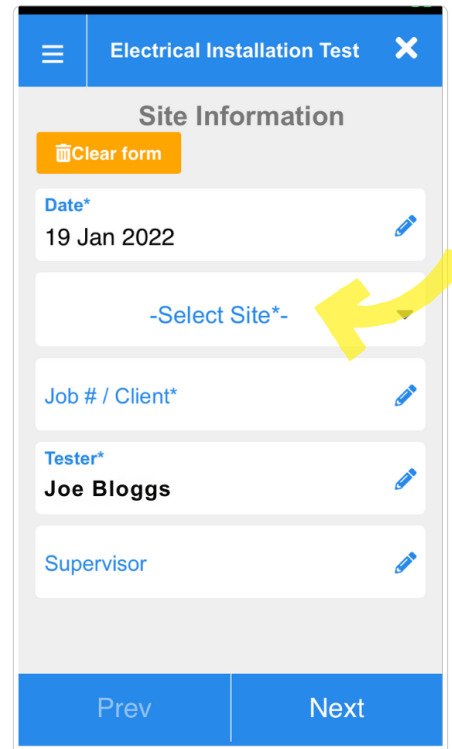
A Tool that records the testing of installations to the requirements of AS/NZS 3000:2018.



Select the **Electrical Installation Test** tool from the App home page.



Select **Create Test Record** at the bottom of the screen.



The **Date** and **Tester** fields auto-populate. Select the **Select Site** drop-down field.



Electrical Installation Test

Site Information

Clear form

Date*
19 Jan 2022

-Select Site*-

Search

1 Bloggs Street, Perth

44 Mattison Street

Other

Prev Next

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Complete the other fields where relevant and select **Next**.

Electrical Installation Test

Test Information

Meter Number

Main Earth

Visual Inspection

Tag & Paint

Main Earth R(Ω)

Pass Fail

Prev Next

Complete relevant fields and select **Next**.

Electrical Installation Test

Test Items

Add circuit test

Prev Next

Add a circuit test by selecting the **Add circuit test** button.



Electrical Installation Test

Test Items

Circuit Test 1

+

Add circuit test

Prev Next

Click on the **Circuit Test 1** text to open the test.

You can add as many **Test Items** as you require.

Electrical Installation Test

Test Items

Circuit Test 1

Test Point/ Circuit ID*

Neutral No*

- Circuit Configuration*-

- Cable Size*-

- Protection Size*-

Prev Next

Enter in the **test point** or **circuit ID** and the **neutral number**.

Select the **circuit configuration**, **cable size** and **protection size** from the drop-down options.

Electrical Installation Test

Test Items

- Protection Type*-

- CB Type-

Continuity

- Test Type*-

IR

Heating Element (KOhms)

Prev Next

Select the **protection type** from the drop-down options and if relevant, the **CB type**.

Under the **Continuity** heading, select whether it is a dead or live test – this will provide you with different fields depending on your selection.



Electrical Installation Test	
Test Items Continuity	
Test Type* Dead Test	
Click here to check table 8.2	
Earth Resistance (Ω)	
Rphe Phase Earth (Ω)	
Max Rphe Table (Ω)	
Pass	Fail
Prev	Next

If you select **Dead test**, you can access table 8.2 from the Wiring Rules for reference, and you will see the following fields.

Electrical Installation Test	
Test Items Continuity	
Test Type* Live Test	
Click here to check table 8.1	
Rphe (Ω)	
Max Rphe (Ω)	
Pass	Fail
IR	
Prev	Next

If you select **Live test**, you can access table 8.1 from the Wiring Rules for reference, and you will see the following fields.

Electrical Installation Test	
Test Items IR	
Heating Element (KOhms)	
Pass	Fail
General Wiring (MOhms)	
Pass	Fail
Correct Circuit Connections*	
Pass	Fail
Prev	Next

Complete the **IR** section, if relevant.



Electrical Installation Test ✕

Test Items

Correct Circuit Connections*

Pass	Fail
------	------

Polarity*

Pass	Fail
------	------

RCD Push Button Test*

Pass	Fail
------	------

RCD Injection Test*

Prev **Next**

Record a **Pass** or **Fail** for correct circuit connections, polarity, RCD push button test, RCD injection test and select the RCD parameters from the drop down.

Add another circuit test if required, otherwise select **Next**.

Electrical Installation Test ✕

Checklist

Confirm MEN connection is re-installed after testing ☒

Add Image

! No current attachments

Prev **Next**

If relevant, check the box to confirm that the MEN connection has been re-installed.

Select the **Add Image** button if you would like to add a photograph to the test submission. You can choose from an existing photo or take one now.

Select **Next**.

Electrical Installation Test ✕

Building & Energy Notice

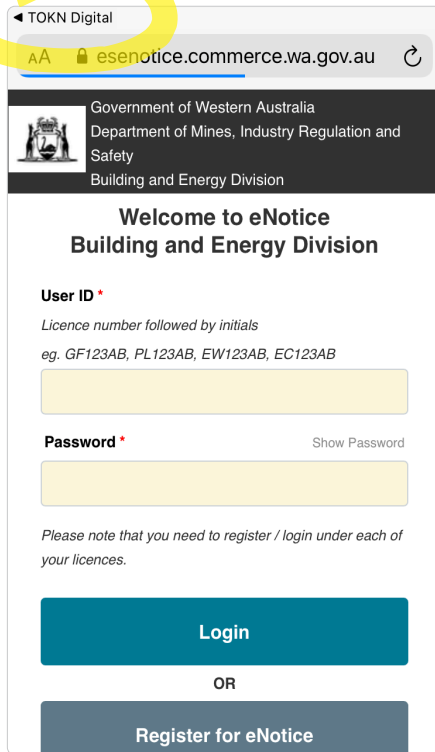
Do you need to lodge an Energy Safety Certificate/Notice? ☒

Prev **Next**

Check the box if you need to lodge a certificate or notice with Building and Energy.

If you don't, leave the box unchecked and select **Next**.





Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

Welcome to eNotice
Building and Energy Division

User ID *
Licence number followed by initials
eg. GF123AB, PL123AB, EW123AB, EC123AB

Password * Show Password

Please note that you need to register / login under each of your licences.

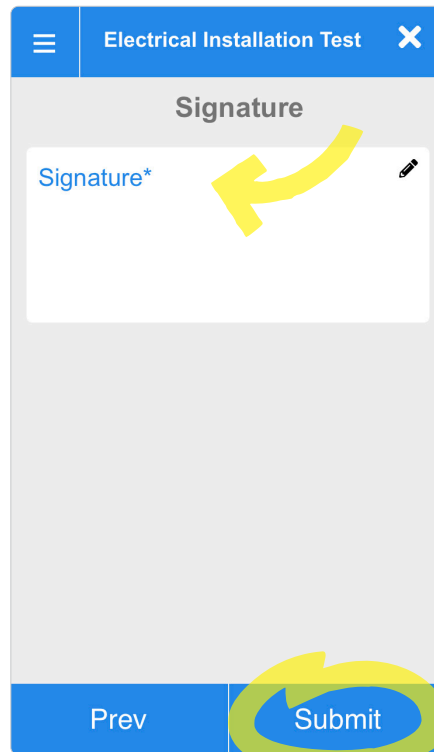
Login

OR

Register for eNotice

If you check the box, the eNotice log in page will open.

Return to the App by selecting the **TOKEN Digital** link in the top left corner of the screen.



Electrical Installation Test

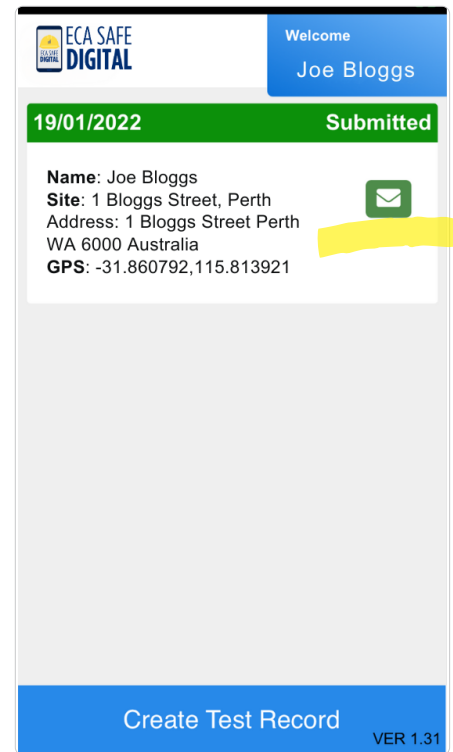
Signature

Signature*

Prev **Submit**

Tap on the **Signature** text box to add your name and signature.

Select **Submit**.



ECA SAFE DIGITAL Welcome **Joe Bloggs**

19/01/2022 **Submitted**

Name: Joe Bloggs
Site: 1 Bloggs Street, Perth
Address: 1 Bloggs Street Perth
WA 6000 Australia
GPS: -31.860792,115.813921

Create Test Record VER 1.31

A copy of your submission will appear on the home page of the tool.

Select the **green email button** on the right if you need to forward a copy of the submission to anyone.



How to use the Incident Report tool



Incident Report

A tool to record incidents or potential occurrences which cause or may cause an injury, illness, environmental damage or property damage.

Special feature: Auto-save

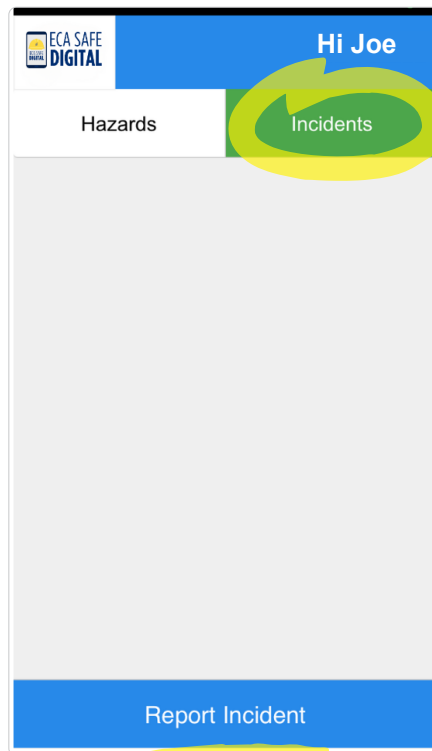
You can leave an Incident Report submission at any time and your work will be saved. Simply select the ✕ in the top right corner of the screen and your draft submission will be saved on the home page of this tool.

Incomplete submissions will be shaded blue. Tap on the draft submission to reopen it and continue with your submission.

Completed submissions will be shaded green.



Select the **Incident & Hazard** tool from the App home page.



Select the **Incidents** tab on the right.

Select **Report Incident** at the bottom of the screen.

The **Incident Date**, **Incident Time** and **Reported by** fields auto-populate.

Select the **Site** drop-down field.



Incident Report

Incident Date
21 Jan 2022

Incident Time*
11:35 am

Reported By
Joe Bloggs

-Site*-

Search

1 Bloggs Street, Perth

44 Mattison Street

Other

Prev Next

VER 1.82

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Incident Report

WA 6000 Australia

Exact location of incident

Describe how the incident occurred

Immediate action taken

Prev Next

VER 1.82

Record the location of the incident, how it occurred and what action has been taken.

Incident Report

Incident Resulted In

Injury to employee ☐

Injury to public ☐

Injury to Sub-contractor ☐

Damage to property ☐

Near miss (dangerous occurrence only) ☐

Environmental incident ☐

Prev Next

VER 1.82

Record what the incident resulted in (more than one box can be checked).

Select **Next**.



Incident Report

Add Image

No current attachments

Injured Person Details

Injured Person Name

Employer (if Sub-contractor)

Injury

Prev Next

VER 1.82

Select the **Add Image** button if you would like to add a photograph to the Incident Report.

You can choose from an existing photo or take one now.

If relevant, record the name of the injured person and the employer.

Incident Report

Injury

Right Left Left Right

Clear

Nature of Injury

First Aid Treatment Provided

Prev Next

VER 1.82

You can highlight the injured area by drawing a circle or line with your finger on the image.

Incident Report

Right Left Left Right

Clear

Nature of Injury

First Aid Treatment Provided

Activity at time of Incident

Prev Next

VER 1.82

You may record more information about the incident here, including the nature of the injury, what type of first aid was provided and what activity was being undertaken at the time of the incident.

Select **Next**.



Incident Report

Other Details

Plant, Equipment or Property Damaged:

Was another employee, contractor, client or any other person involved?

Yes No

Witness 1

Name

Prev Next

VER 1.82

If relevant, record details about damaged equipment and provide information about any witnesses to the incident (multiple witnesses can be added).

Select **Next**.

Incident Report

-Incident Classification-

Lost Time Injury

Will the injured/ill person be off work?

Yes No

Prev Next

VER 1.82

At this stage you can save what you have completed by clicking on the ✕ in the top right corner. The partially completed tool will be shaded blue on the home screen of this tool. Your Manager or Supervisor can then complete the rest of the submission on your device at a convenient time.

If you do not have a Manager or Supervisor, continue with the submission.

Select an **Incident Classification** from the drop-down and provide details if this incident is a **Lost Time Injury**.

Select **Next**.

Incident Report

Causes and Corrective Action

Immediate Causes are the unsafe acts and conditions that resulted in or could have resulted in an accident. They explain why an accident happened.

Immediate Causes

A root cause is a fundamental, underlying system-related reason why an incident occurred that identifies one or more correctable system failures.

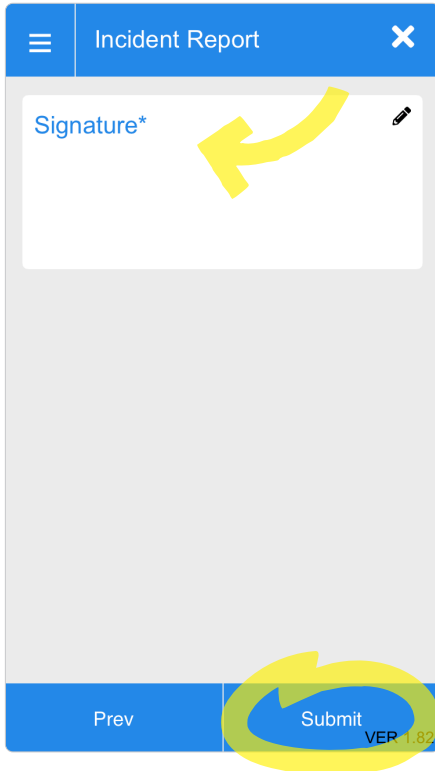
Prev Next

VER 1.82

In this section you may record information about the immediate causes, underlying causes, corrective actions and a management summary.

Select **Next**.





Incident Report

Signature*

Prev Submit VER 1.82

Tap on the **Signature** text box to add your name and signature.

Select **Submit**.



ECA SAFE DIGITAL Hi Joe

Hazards Incidents

Site: 1 Bloggs ... 21/01/2022 Submitted

Incident Date: 21/01/2022
Incident Time: 11:32 am
Incident Address: 1 Bloggs Street
Perth WA 6000 Australia
Reported by: Joe Bloggs

Report Incident

A copy of your submission will appear on the home page of the tool.

You have the following options:



Email a copy of the submission to anyone.



Close off the submission (this removes it from the home screen of the App, however a copy is still available in the console).



Delete the submission. If you do this, it will also be deleted from the console.



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How to use the Hazard Report tool

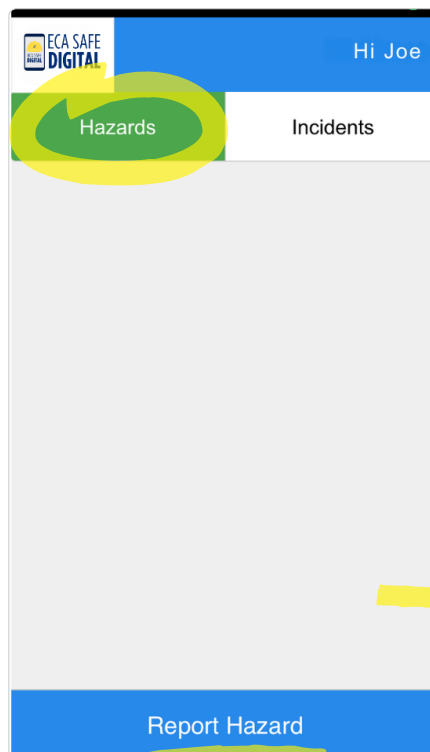


Hazard Report

A tool that enables employees to report a hazard to their line Supervisor or Manager via a smart device.

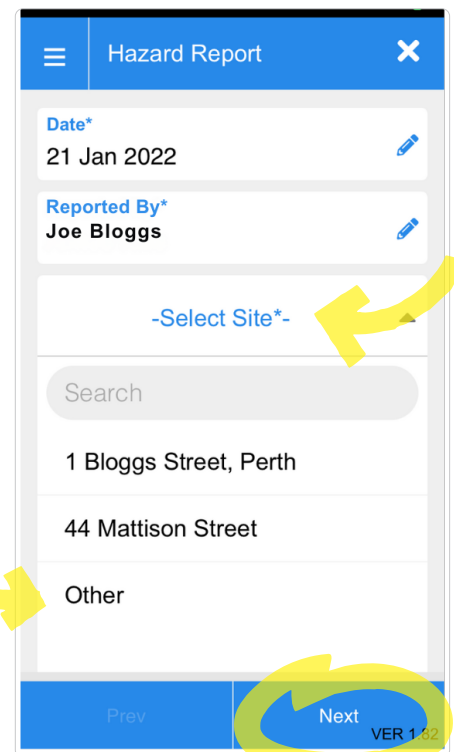


Select the **Incident & Hazard** tool from the App home page.



Select the **Hazards** tab on the left.

Select **Report Hazard** at the bottom of the screen.



The **Date** and **Reported by** fields auto-populate.

Select the **Site** drop-down field.

You can choose from an existing site in the drop-down list or you can add your own by selecting **Other**.

Select **Next**.



Hazard Report

Hazard Location*

Hazard Description*

What are the Risks

Prev Next

VER 1.82

You are required to provide a response to the **Hazard Location** and **Hazard Description** fields.

If relevant, you may also record details about the risks and actions taken.

Hazard Report

Add Image

No current attachments

Signature*

Prev Submit

VER 1.82

Select the **Add Image** button if you would like to add a photograph to the Incident Report. You can choose from an existing photo or take one now.

Tap on the **'Signature'** text box to add your name and signature.

Select **Submit**.

Hi Joe

Hazards Incidents

Site: 1 Bloggs ... 21/01/2022 Submitted

Date: 21/01/2022
Address: 1 Bloggs Street Perth WA
6000 Australia
GPS: -31.860758, 115.813963

Report Hazard

A copy of your submission will appear on the home page of the tool.

Select the **blue email button** on the right if you need to send a copy of the submission to anyone.

