

Digi Pen - Safe Work Method Statement -

Vervien

This document describes how to use a digital pen and Destiny Wireless Australia services to gather information directly from a site, in particular from a construction site where risk assessments are conducted.

The first objective is to make sure that each field worker goes through a checklist of risk control measures, read the relevant SWMS, signed and confirm which reference documents were used in the assessment.

The second objective is to send an electronic copy of the paper work as quickly as possible to head office (which would also include the reference documentation).

The third objective is to file all these electronic documents properly, with the ability to search / retrieve / attach if necessary to any other documents associated to the Job. The data collected can also be analysed and used by management in future trainings to reduce hazards.

tow does it work?

The Risk Assessment or SWMS form is printed with a micro pattern only visible to a Digital Pen supplied by Destiny Wireless Australia.

Field workers would use the pen to write on the paper form. The pen has an infra-red camera and takes black and white pictures of the dot pattern when the nib is pressed. The coded pattern is like a map returning $\{x,y\}$ coordinates of where the pen strokes are on paper, and at what time.





The data is extracted from the pen by a small software installed on a mobile phone or a PC and is routed to the digital pen cloud server.

An electonic copy of the form is filed in a database, with some handwritten pen strokes converted to text where appropriate, in just a few of seconds. An administrator using the Silhouette Form Utility on a desktop at the office is able to look at all the documents, the resulting data and share PDF copies if requested.

Tachments

It is also possible to attach with the forms a few pictures or videos. For example a few pictures of the sites are taken with a mobile phone and when the mobile router software extracts the data from the pen, it could also associate the pictures to that transactions.

The office administators can see the pictures and select which ones to include in a PDF copy of each record, or they could play the short videos in the Silhouette Form viewer utility.

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DigiPen - Safe Work Method Statement -

Example of a fisk Assessment and SWMS

The following is an example of a form that would require each field worker and their surpervisor to complete, sign and return to the office:

lient				Job	*			
ddress				Ord	der#			
Reason For Visit To Site				AT	CW#			
ITE SETUP Risk Rating:	SAFE ACCESS	Risk Rating:		MANUAL H	ANDLING	Risk	Rating:	
there a site emergency evocuation process?	Does the work area have	e a safe means of access?	1	Does the job in	voive heavy man	ual handing?		$\overline{\mathbf{v}}$
a first aid kit avoilable?	Can you get all of your e	quipment to the work area salely?	1	Do you have the handling activity	e appropriale eq /?	ipment or resources f	ior the manual	$\overline{\mathbf{v}}$
there a risk of exposure to asbesitos?	Do you need to entire A o	centined apace?	1	WORKING	ALONE	Risk	Rating:	
working in a public area has the site been segregated?	Is there an emergency er access area?	scape route available from the	1	Will you be carr	ying out this wor	k alone?		$\overline{}$
we other subcontractors likely to perform suck close by that may one a risk to your safety?	Are there any slip, trip or	fall hazards?	1	Do you have a	means of comm	nication? (mobile pho	ne, etc.)	$\overline{}$
ELECTRICAL SAFETY Risk Rating:	WORKING AT HE	EIGHTS Risk Rating:		Has the facility on site?	/ site monager b	en made aware of yo	ur presence	$\overline{}$
ould you safety be placed at risk by working on or near energised ystems?	Will you be working from fail to another level?	a level where you could potentially	1	OTHER HA	ZARDS			
an the electrical works be completed with the power off?	Am you working within tw other drap (e.g. skylight)	ab methos of an unprotected roof or 7	1					
the electrical work limited to inspection, test and measurement of equipment?		ent available for your use?	1					
lave you completed an isolation termination of services permit?	Are roofs and ceiling voic access?	ds provided with safe walkways and	1	RISK CON	TROL MEA	SURES		
Do all electrical appliances and leads have a current test tag?	Are you using an elevate	ed work platform?	\checkmark					
ISOLATIONS Risk Rating:	Are you using a ladder (5 short duration only)?	for access, egress and work of a						
Does the work require the isolation of an energy source (electrical, pressurised fulds, mechanical hydraulic)?	HAZARDOUS CI			PERSONA	L PROTEC	TIVE EQUIPME	NT	
Have you completed an isolation termination of services permit?	Are you using hazardous		1	Hard Hat		Protective F	ootwear	$\overline{\checkmark}$
tave you conducted a whole circuit isolation as well as a local solation?	Do you have up to date 3 hazardous chemicals?	Safety Data Sheets available for the	1	Safety Glasse	88	/ High visibilit	ly clothing	\checkmark
lave Danger Tags and Locks been applied?	Do you have the correct	PPE available as defined in the SDS?	1	Protective Glo	2085	Fall Protecti	ion Equipmen	t 🗸
s a standty person available?	Are all chemical contains	ers labeled?		P2 masks		J Ear Pugs		$\overline{\checkmark}$
Service Z Installation Z Service		12 13 14 15 16 17		ntenance	Risk Rating Notes	L: Low M: M	edium H:	31 High
Service Installation Service				ntenance		L: Low M: M	edium H:	
ervice erformed Installation Service of DETAILS OF WORKS COMPLETED: he following workers have been inducted into this Sa	Call Out Emergence	cy After Hours Call Out	Mair	ntenance	Votes			High
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The different parts of the form

The form can be decomposed in 4 parts A-D.

A) The Header

- B) The Checklist and Risk Rating
- C) The SWMS reference to include
- D) The Names and Signatures

The Header

It can written on site or typed in advance at the office and the supervisor can take the paper forms with the printed information and bring it on site. To associate the printed information with the pen strokes, the pen user would need to write a copy of the ATCW # (Authority To Commence Work).

The Fisk Fating

The rating is simply Low / Medium / High / Extreme and the checklist gives more details to management. This part of the form is converted to data and can be analysed, displaying various statistics on risks encountered and also ensuring that the form are filled before work commences. Indeed, the pen strokes have a timestamp and the time of writing in this section is displayed.

SITE	SETUP	Risk Rating:	$\boldsymbol{\mathcal{V}}$	SAFE ACCESS	Risk Rating:	$\overline{}$	MANUAL H
Is there	e a site emergency evacuation process?		\checkmark	Does the work area have a safe means of	access?	X	Does the job in
Is a firs	at aid kit available?		\checkmark	Can you get all of your equipment to the v	vork area safely?	×	Do you have the handling activit
Is there	e a risk of exposure to asbestos?		\checkmark	Do you need to enter a confined space?		X	WORKING
lf worki	ing in a public area has the site been seg	regated?	\checkmark	Is there an emergency escape route avail access area?	able from the	X	Will you be cal
	er subcontractors likely to perform work risk to your safety?	close by that may		Are there any slip, trip or fall hazards?		\mathbf{X}	Do you have ε

SITE SETUP	Risk Rating:		SAFE ACCESS	Risk Rating:	MANUAL HA
Is there a site emergency evacua	ation process?	V	Does the work area have a safe means of acces	s? 🔀	Does the job involv
Is a first aid kit available? 201	9-07-04 16:18:40	×	Can you get all of your equipment to the work an	ea safely?	Do you have the ap handling activity?
Is there a risk of exposure to asbe	estos?	×	Do you need to enter a confined space?	\times	WORKING A
If working in a public area has the	e site been segregated?	*	Is there an emergency escape route available fro access area?	om the	Will you be carryin
Are other subcontractors likely to pose a risk to your safety?	perform work close by that may	\square	Are there any slip, trip or fall hazards?		Do you have a me

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Pisk Pating Statistics

Various statistics and charts can be produced using the data collected from these forms.

This chart shows that there are quite a few services where the risk rating is extreme or high, mainly related to site setup and safe access.

This information can be used for Training and Workshops.





This chart shows how management turned around the situation and moved the number of SWMS associated to each service report from 50% to 80%.



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The SWMS Reference to include

This part of the SWMS form allows the technicians on site to include in the documentation what detailed documentation they have used as a reference to remove or minimise the risks. They can also attach pictures of the site.

SWMS reference	Carpentry	X Demolition	Electrical	Plumbing			
Applicable SWMS #	1 2 3 4	6 7	3 9 10 11 12 1	3 14 15 16 17 1	8 19 20 21	1 22 23 24 25 26	28 29 30 31
Service Performed Inst	allation 🚺 Se	ervice Call Out	Emergency After	Hours Call Out	Maintenance	Risk Rating Notes	M: Medium H: High
DETAILS OF WORK	(S COMPLETED	: TeA	of new A	ighter Pen	and	SWMS form	n

Names and Signatures

The last part of the form is where each field worker writes her/his name, date and signature confirming that the risk control measures are in place.

It is important to note that although the data collected from pen strokes can be edited or validated, the pen strokes cannot be edited or changed.

Print Names	Dates	Signatures
William	04/07/19	W. hund
WENDAY G:LLIAN	84107-115	R
GILLIAN	04107119	Rhim
	DD/MM/YY	
	D D / M M / Y Y	
	DD/MM/YY	
	D D / M M / Y Y	
	DD/MM/YY	
Person responsible for reviewing SWMS		
W!Uram	04/07/19	Many

The following workers have been inducted into this Safe Work Method Statement (SWMS), and this SWMS has been developed through consultation with these workers who have read

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The Silhoyette Form Utility

The Form Utility is the user interface of the Silhouette software which displays the forms processed, the pen strokes and the converted data using handwriting recognition neural networks.

It acts as a document repository system, where each login has pre-defined access rights to form types and transactions, and it allows users to search any forms using a series of filters and extract PDF copies when necessary.

w Forms Reviewed Forms	Completed Fo							SAFE WORK METHOD STATEME	ENT			
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04/07/2019 [1]				4		ASDESS Chatse	inor 1	พรพ		Order #		
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The above image illustrates the attached pages (the reference SWMS) of 1 specific form record.

Another function of the Form Utility

If the form utility is used to see the forms received and processed data, edit it or validate it, it can also be used to create new records and input information to pre-print on the dotted paper forms.

The next page describes in more details this optional feature.

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Pre-Printing data on a Form

Using the Form Utility, an administrator can enter the header of a form and print it with a normal printer on top of the dotted paper (blank) form.

The printed form and its pre-printed information is then given to a pen user to write on it with a digital pen.

The association between the information preprinted and the pen strokes is done by using a common key. Here the key is the ATCW #.

For example:

1) Go to the Action menu and INSERT a new record:

2) Enter information in the header and click SAVE

Function Menu	Nev
Filter by Received Date / User	Da
Additional Filters / Group by	
Work Flow	
Display Options	
Actions	
Save Settings	
Download W2T File	
Download PDF File	
Download P4W File	
Add new record	

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New	New Revi			Com	•	Dele.	.	All F]		
Da 1▼	c	J	o	A	R	s	s	id	т	т	Atta

BRIDING				WORK ME	HOD STATEMENT	-	7		
Client							Job #		
Address 18 Sm	ith Street Chatswo	nod N	sw				Order#		
Reason For Destin	ny Wireless Aust	tralia					ATCW #		
SITE SETUP			SAFE A		Risk Rating	MANU	AL HANDLING		
Is there a site emergency evocution	in process?			of area have a safe re	result access?	Does the	jab involve heavy manual har	(heg?	
In a first sid bit avoidable?			Con you go	Job #	4321		e tra appropriate equipment (5-8y?	for necessarily for the manual	
				Order	£				
Make sure th	e ATCW #	is ir	ו:	ATCW	# 2				
				MANUAL HAN	LING Risk Rating				

3) Over print: go to All Forms, select a record in the data grid, go to the Action menu and click on Download P4W. The system downloads a PDF file.

Additional Filters / Group by Work Flow Display Options	Da I C J ▼ ⇒ 16/ [1] D 432 ▶ ⊇ 04/ [1]	Open and print it using its actual size. The F with just the header information typed and p	
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Download PDF File		한 수 등 전 Q ⓒ & 1/1 * 연 © 1245 · H	
Add new record		Destiny Wireless Australia 18 Smith Street Chatswood NSW Testing digital pens	4321 2

Note: It is also possible to print the form with the dots if the local printer is a CYMK laser printer and shared with lots of other people.

Silhouette



DigiPen - Safe Work Method Statement -

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SITE SETUP	viait ro c	Risk Rating	-	SAFE ACCESS	Risk Rating:	L	MANUAL HANDL		Risk Rating:		
Is there a site emerg	_	° process? /∕⊳ 19-08-16 ∤5; 00:5	60	Does the work area have a saf Can you get all of your equipm		×	Does the job involve hear Do you have the appropri-		andleg?		
In them a risk of expo	uniter to indoesi	шя?	X	Do you need to enter a confine Is there an emergency escape	d space?	X	WORKING ALON	E	Risk Rating:		
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ELECTRICAL Could you safety be p		Risk Rating:		WORKING AT HEIGH Will you be working from a leve fail to another level?	- <u>-</u>	<u>_</u>	Has the facility (site mon on site? OTHER HAZARD		node owore of your presence		
		ed with the power off? ction, test and measurement	X	Are you working within two me other drop (e.g. skylight)?	inse of an unprotected roof or	×	William				
of equipment?		mination of services permit?	×	la fail protection equipment ava Are roofs and celling voids pro- picess?		X	RISK CONTROL MEASURES				
Do all electrical appli ISOLATIONS	ances and lead	is have a current test tzg? Risk Rating:	X	Are you using an elevated work Are you using a ladder (for acc		X	Send him hor	Send him home home			
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SWMS referen			Demoli			_					
Applicable SV Service							20 21 22 23	find			
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