

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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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	5 #						
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?	ment to the work area safety?			Do you have the appropriate equipment or resources for the minual hand ing activity?					
there a risk of exposure to asbesitos?	Do you need to entire A o	centired space?	ined space?			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 carrying cut this work alone?							
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 communication? (mobile phone, etc.)							
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	$\overline{}$			
Could you safety be placed at risk by working on or near energised yatems?	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?	is fall protection equipme	is full protection equipment available for your use?									
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								
SOLATIONS Risk Rating:	Are you using a ladder (5 short duration only)?	for access, egress and work of a									
Sees the work require the isolation of an energy source electrical, pressurised fluids, mechanical hydraulic)?	HAZARDOUS CI	HEMICALS Risk Rating:		PERSONA	L PROTEC	TIVE EQUIPME	NT				
lave you completed an isolation termination of services permit?	Are you using hazardous	s chemicals?	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	J 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		$\overline{\checkmark}$			
Applicable SWMS # 1 2 3 4 5 Service Installation Service	6 7 8 9 10 11	12 13 14 18 16 17	Mair	ntenance	Risk Rating Notes	L: Low M: M	edium H:	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{arphi}	SAFE ACCESS Risk Rating:	\boldsymbol{arphi}	MANUAL F
Is there a site emergency evacuation process?	\checkmark	Does the work area have a safe means of access?	\times	Does the job in
Is a first aid kit available?	\checkmark	Can you get all of your equipment to the work area safely?	$\left \right\rangle$	Do you have to handling activit
Is there a risk of exposure to asbestos?	\checkmark	Do you need to enter a confined space?	X	WORKING
If working in a public area has the site been segregated?	\checkmark	Is there an emergency escape route available from the access area?	X	Will you be ca
Are other subcontractors likely to perform work close by that may pose a risk to your safety?		Are there any slip, trip or fall hazards?	X	Do you have £

SITE SETUP Risk Rating:	arboxtriangle	SAFE ACCESS Risk Rating:		MANUAL HAN
Is there a site emergency evacuation process?	V	Does the work area have a safe means of access?	$\boldsymbol{\times}$	Does the job involve
Is a first aid kit available? 2019-07-04 16:18:40	×	Can you get all of your equipment to the work area safely?	×	Do you have the ap handling activity?
Is there a risk of exposure to asbestos?	×	Do you need to enter a confined space?	×	WORKING AL
If working in a public area has the site been segregated?	*	Is there an emergency escape route available from the access area?	×	Will you be carryin
Are other subcontractors likely to perform work close by that may pose a risk to your safety?		Are there any slip, trip or fall hazards?	\mathbf{X}	Do you have a mea

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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 Demolition C Electrical Plumbing	
Applicable SWMS #	1 2 3 4 6 7 8 9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 28 29 30 31
Service Performed Inst	allation 🖉 Service Call Out 🖉 Emergency After Hours Call Out 🧹 Maint	enance Risk Rating Notes L: Low M: Medium H: High
DETAILS OF WORK	is completed: Toff My hew Digstal fen an	d SWMS form

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. hundy
WENDAY	84127-119	
GILLIAN	04107119	Eller
	DD/MM/YY	
	DD/MM/YY	
	DDIMMIYY	
	DD/MM/YY	
	DD/MM/YY	
	DD/MM/YY	
	DDIMMIYY	
Person responsible for reviewing SWMS		
W!Uram	04/07/19	Warm

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 Wility

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.

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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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DigiPen - Safe Work Method Statement -

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

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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.

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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.

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DigiPen - Safe Work Method Statement -

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