



D A M S T R A

Manage Event
Categories

Safety



[DISCLAIMER]

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Manage Event Categories

Introduction

In Damstra Safety, Events are given a Classification of 'Injury', 'Illness', 'Incident' or 'Near Miss', with a secondary Category selection, which describes at a high-level the nature of the Event.

For example, an Event classified as 'Injury' may be given a Category of 'bruising' or 'burn'.

These secondary Categories are pre-built lists which can be customised to suit the needs of your Organisation in 'Settings'.

Notifiable Event/Incident [?]
Fatality
 MVA (Motor Vehicle Accident) [?]

Category *
Severity *
Priority

➖ Milestone Timer
Milestone Timer

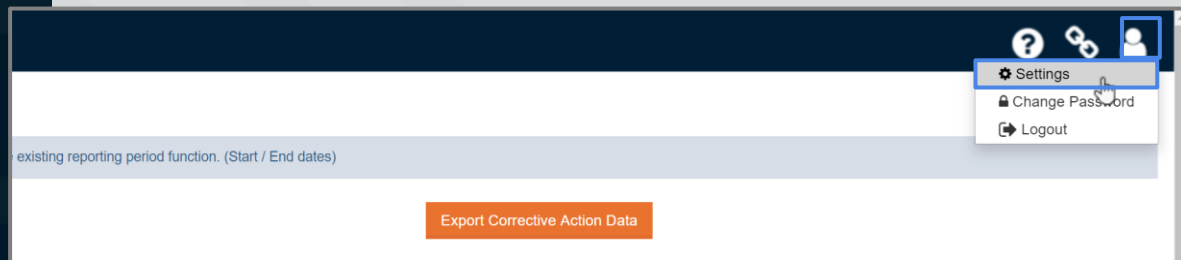
Deactivate by
Date

➖ Event Status
Event Status

Dislocation
-- Please Select --
Amputation
Asphyxiation
Bleed
Bruising
Burn
Claim Required
Concussion
Contusion
Crane
Crushing
Death
Disc disorder
Dislocation
Electrical shock
Foreign body
Fracture
Haemorrhage
Hearing loss
Heart attack

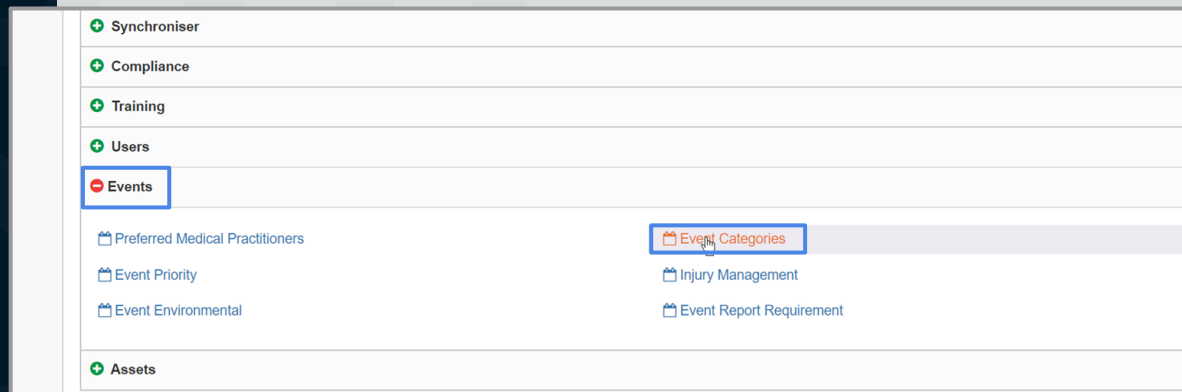
Underway

Manage Event Categories Settings



This is found under  toward the top of the screen.

Click to expand 'Events', then **click** on 'Event Categories'.



Manage Event Categories

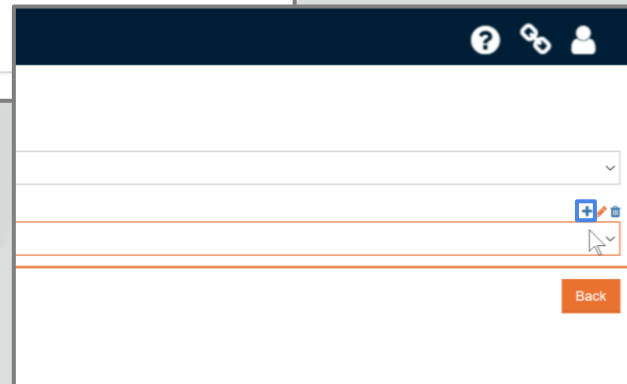
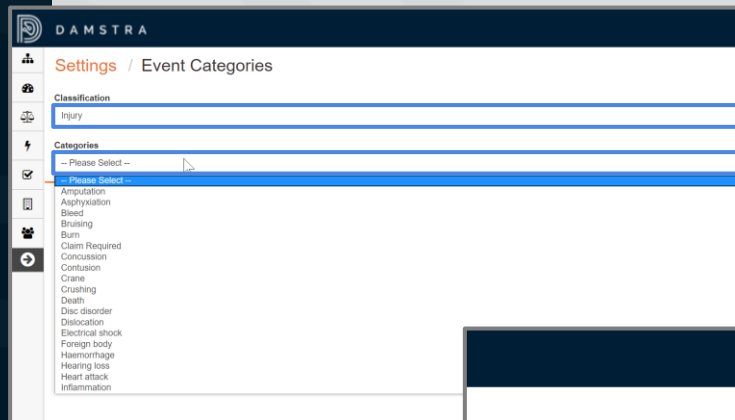
Add Category

In the 'Classification' field, **select** a primary Classification from the list to populate the 'Categories' field with the categories that relate to the chosen Classification.

In this example, we see all the Categories that belong under the Classification 'Injury'.

To add a new category, **click** the '+' icon and **type** the name of the new item before **clicking** 'Save'.

The new Category is immediately available for selection in both new and existing Events within the Risk module.



Manage Event Categories

Edit / Delete Category

To edit or delete an existing item, **select** the item from the list and **choose** the appropriate icon.

The Event Categories are now defined and can be selected when working with new and existing records in your Events register.

