

Compliance

Available in Enterprise Edition

In this section the focus is on an employee's compliance in the company.

Navigation from the Home Page:

- System **Administration** | **Modules** | **Manage Employees** to open the Employee List screen.
- When the screen is opened, the page will be empty i.e. no employee records will be displayed.
- Click Search to display matching employee records.
- Click on the **Action** | **View/Edit** link OR click on the employee record to access the employee's record.
- Once a record is selected, find the **Compliance** link on the left side menu bar as shown below.



Occupational Health and Safety Representation

OHS - Occupational Health and Safety provides Information on the company's elected Occupational Health and safety personnel.

The available fields are:

- HAS Representative
 - Currently active
 - Type (Drop down list)
 - Certificate Number
 - Dates valid From (Calendar provided)
 - Assigned To
- Fire Fighter
 - Currently active
 - Type (Drop down list)
 - Certificate number

- Dates valid from (Calendar provided)
- Assigned to
- First Aider
 - Currently active
 - Type (Drop down list)
 - Certificate Number
 - Dates valid from (Calendar provided)
 - Assigned to
 - First Aider Level (Drop down list)



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