

Nvolve Health & Safety Module

Q4 2025 Enhancements

This document outlines the recent enhancements implemented in the Health & Safety module. The module consists of three key areas:

1. Hazard/ Near Miss
2. Accidents / Incidents
3. Risk Assessments

1. Hazard / Near Miss Enhancements

1.1 New Settings Tab – Category Form & Other Master Data Configuration

A new Settings tab has been introduced to manage review forms and other configuration. Within this configuration screen, administrators can:

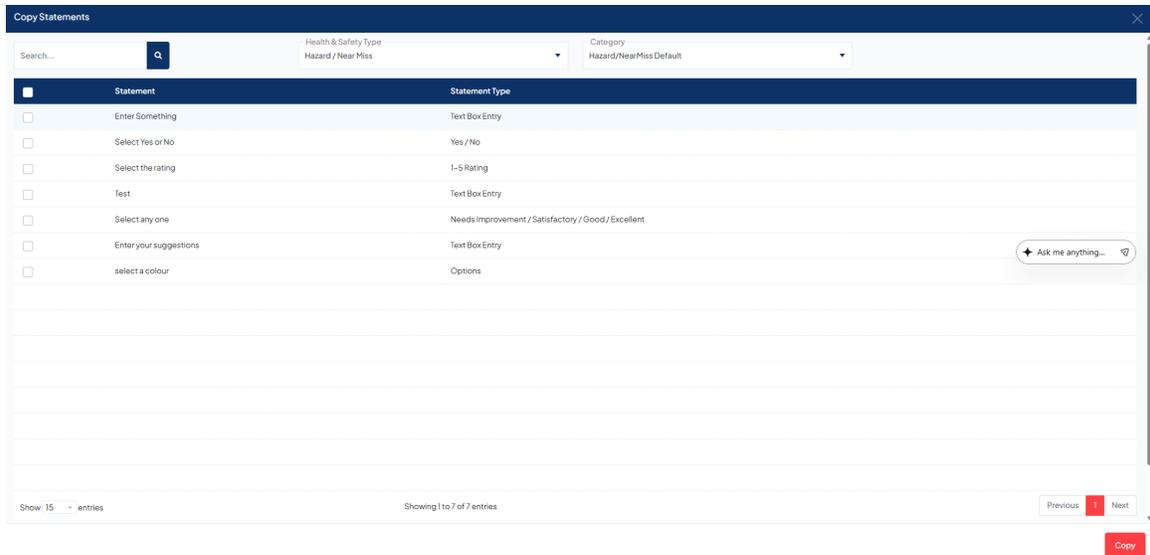
- Define custom statements per category
- Choose statement types (Text, Date, Yes/No, Ratings, Options, etc.)
- Control the display order of statements
- Maintain category-specific compliance requirements

Statement	Statement Type	Order	Actions
test	Needs Improvement / Satisfactory / Good / Excellent	↑ ↓	👁️ 🗑️
date	Date	↑ ↓	👁️ 🗑️
text	Text Field	↑ ↓	👁️ 🗑️

1.2 Clone Form and Copy Statements

To reduce configuration effort, users are provided with:

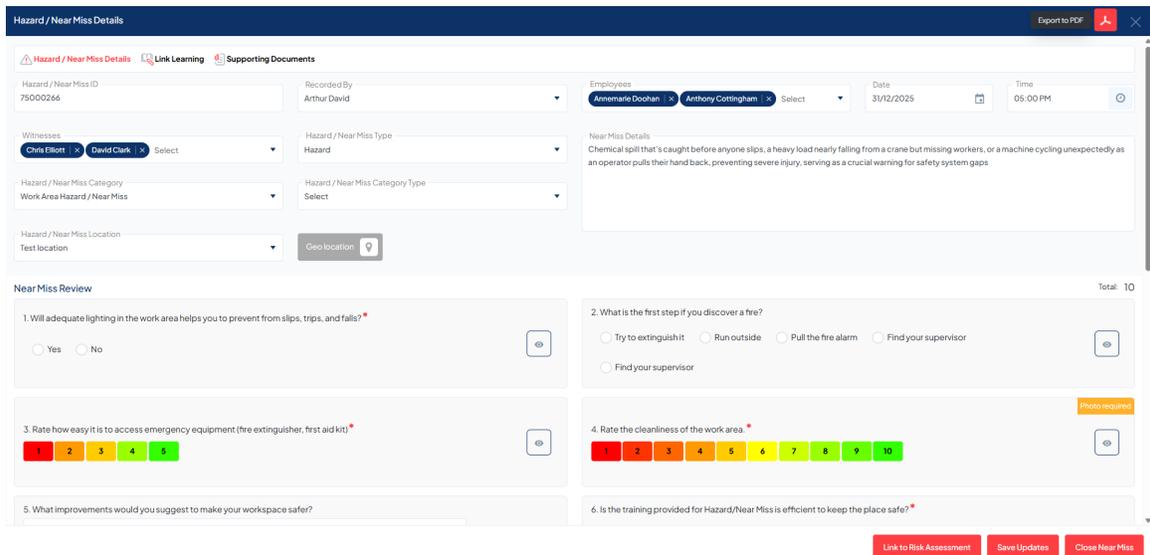
- Clone Form: Duplicate an existing category form
- Copy Statements: Copy selected statements from other categories



1.3 Dynamic Review Forms Based on Category

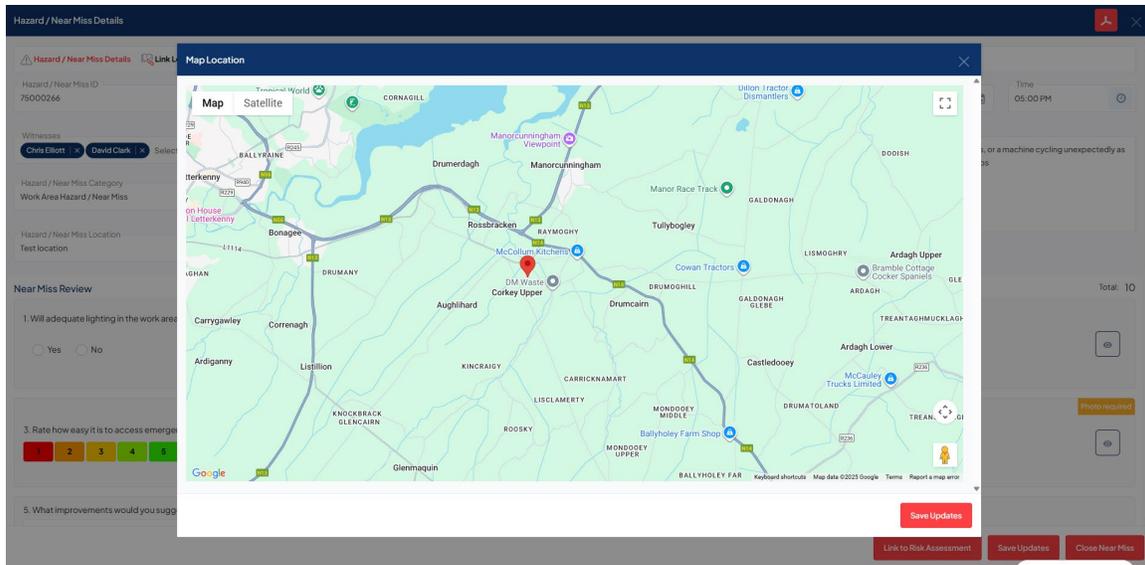
Previously, the Hazard / Near Miss module used a fixed review form with predefined statements for all entries. This has now been enhanced to allow category-based review forms.

Users can define custom review statements for each Hazard / Near Miss category. These statements are dynamically rendered during data entry based on the selected category.



1.4 Geo Location Capture

Geo-location capture has been added to Hazard / Near Miss entries. Users can record the exact location of the event using the Geo Location option, improving traceability and audit accuracy.



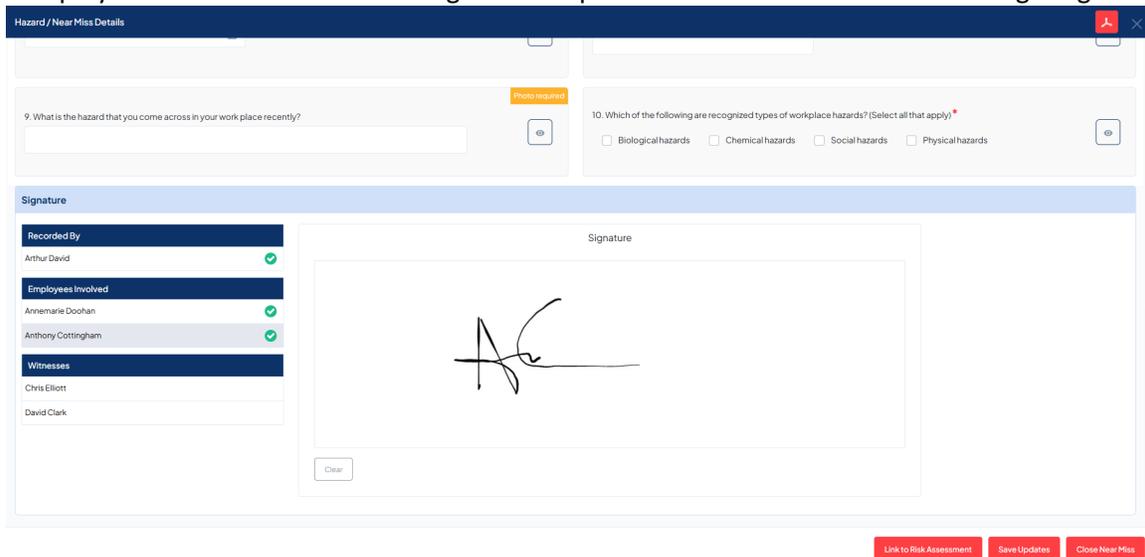
1.5 Digital Signatures

Digital signature capture has been introduced for:

- Recorded By
- Employees Involved
- Witnesses

Signature rules:

- Recorded By: Signature is always mandatory
- Employees Involved & Witnesses: Signature requirement is controlled via Site Settings flags



1.6 Partial Save Option

A partial save option has been added, allowing users to save progress without completing all mandatory fields. This is especially useful when information or signatures need to be collected at a later time.

1.7 PDF Download

A PDF download option has been added for both modules. Users can generate and download a complete PDF version of Hazard / Near Miss records, including:

- Entered details
- Review statements
- Attached Images
- Digital signatures

The screenshot shows the Nvolve Hazards & Near Misses form. The form is titled "Hazards & Near Misses" and contains the following sections:

- Hazard / Near Miss ID:** 75000260
- Date & Time:** 15/12/2025 06:30 AM
- Recorded By:** 001 Azure Linc
- Type:** Hazard
- Hazard / Near Miss Category:** Work Area Hazard / Near Miss
- Hazard / Near Miss Type:** Work Area Type
- Hazard / Near Miss Location:** Combatore
- Google Map:** Hazard
- Employees:**
- Witnesses:** 001 Azure Linc, 001 Gp Check
- Near Miss Details:** demo
- Near Miss Review:**
 - 1) Will adequate lighting in the work area help you to prevent from slips, trips, and falls? Yes No
 - 2) What is the first step if you discover a fire? Try to extinguish it Run outside Pull the fire alarm Find your supervisor
 - 3) Rate how easy it is to access emergency equipment (fire extinguisher, first aid kit) [1-5 scale]
 - 4) Rate the cleanliness of the work area. [1-10 scale]

2. Accident / Incident Enhancements

All enhancements implemented for Hazard / Near Miss are also available for Accident / Incident records, including dynamic review forms, category-based configuration, cloning, geo-location, digital signatures, and partial save functionality.

The screenshot shows the Nvolve New Incident form. The form is titled "New Incident" and contains the following sections:

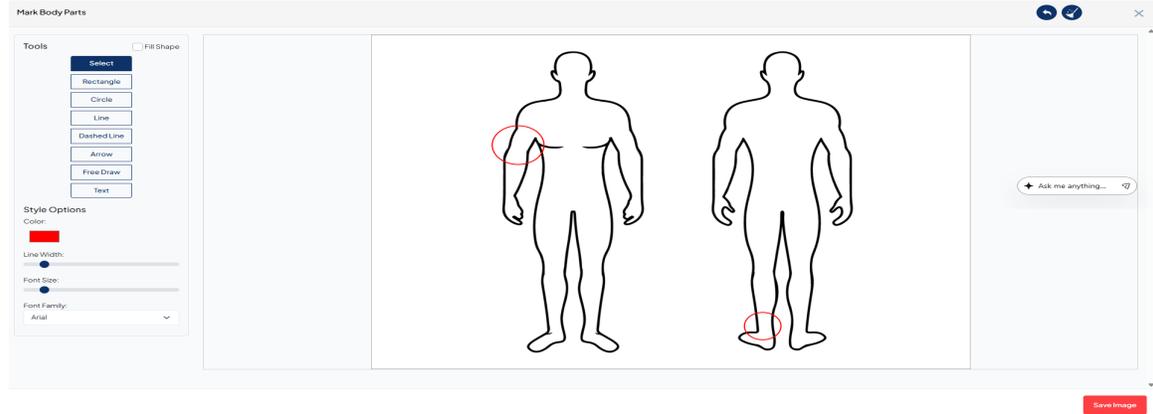
- Incident ID:** -
- Recorded By:** Arthur David
- Employees:** Claran Baxby, Hemant Hakkasi (760)
- Incident Date:** 31/12/2025
- Time:** 11:44 AM
- Witnesses:** Kavitha Barathi, Martin Brodia
- Period away from Work:** 2 days
- Incident Category:** Work Area Accident/Incident
- Incident Category Type:** A crush injury to the head or torso causing damage to the brain or internal
- Incident Location:** Location 1
- Geo location:** [Map icon]
- Body Parts:** Arms
- Incident Details:** Industrial accidents vary from minor slips and machinery mishaps to major disasters
- Incident Review:**
 - 1. Rate the cleanliness of the work area. [1-10 scale]
 - 2. Rate the cleanliness of the work area. [1-10 scale]
 - 3. Will adequate lighting in the work area help you to prevent from slips, trips, and falls? Yes No
 - 4. What is the first step if you discover a fire? Try to extinguish it Run outside Pull the fire alarm Find your supervisor Option 5

2.1 Body Parts Marking and Tracking

An additional enhancement specific to Accidents / Incidents is Body Parts Marking and Tracking.

Users can visually mark affected body parts, enabling:

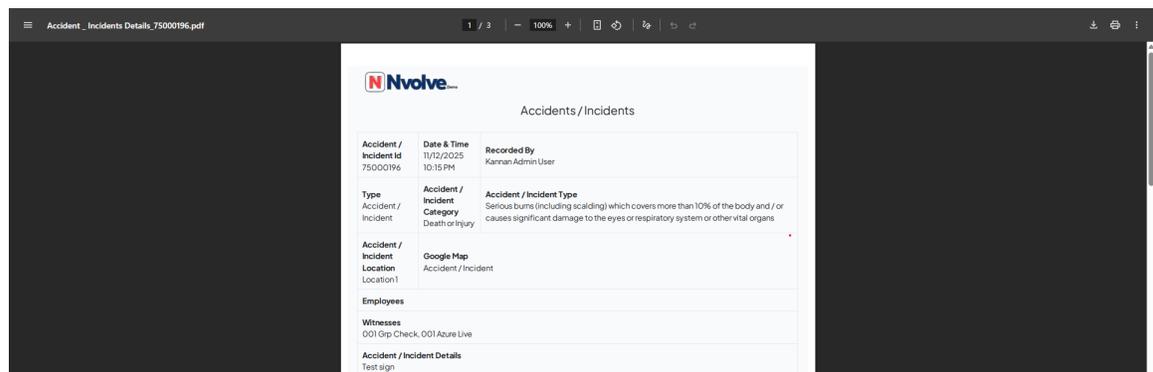
- Accurate injury documentation
- Improved analysis and reporting
- Better compliance with health and safety standards



2.2 PDF Download

A PDF download option has been added for both modules. Users can generate and download a complete PDF version of Accident / Incident records, including:

- Entered details
- Review statements
- Attached Images
- Digital signatures



3. Risk Assessment Enhancements

3.1. Configurable Risk Matrix (New Settings Tab)

Previously, the Risk Assessment module used a fixed and system-defined risk matrix to calculate risk ratings before and after controls.

This has now been enhanced with a **fully configurable Risk Matrix**, allowing organisations to define their own risk assessment logic through the Settings tab.

Key capabilities include:

- Configuration of **Likelihood of Exposure** scales
- Configuration of **Severity** scales
- Definition of **risk score ranges** mapped to:
 - Low Risk
 - Moderate Risk
 - High Risk
 - Very High Risk
 - Extreme Risk
- Colour-coded visual representation for each risk level

The screenshot displays a configuration interface for risk assessment. It is divided into several sections:

- Likelihood of Exposure:** A vertical list of five levels: 1. Rare (Highly Unlikely Test), 2. Unlikely (Unlikely), 3. Moderate (Possible), 4. Likely (Likely), and 5. Almost Certain (Highly Likely).
- Severity Scale:** A vertical list of five levels: 1. Insignificant (Minor non-immobilising injury or trauma not requiring hospital treatment), 2. Minor (Non-immobilising injury or trauma but requiring hospital treatment), 3. Significant (Immobilising injury or trauma requiring hospital treatment), 4. Major (Severe injury or trauma requiring urgent hospital treatment. Very severe life-threatening), and 5. Severe (Death Test).
- Range:** A table defining risk score ranges for five risk types:

Risk Type	Minimum	Maximum	Risk Description
Low Risk	1	12	Acceptable, no action required
Moderate Risk	13	14	Monitor and manage
High Risk	15	20	Requires attention
Very High Risk	21	23	Requires immediate attention, significant action
Extreme Risk	24	25	Stop Work! Do not proceed
- Risk Matrix:** A grid mapping Likelihood of Exposure (rows) to Severity Scale (columns). The cells are color-coded according to the Range table. For example, 'Highly Likely (5)' and 'Minor non-immobilising injury or trauma not requiring hospital treatment (1)' result in a 'Low Risk 5' (green cell).
- Summary Legend:** A vertical list of risk levels with their corresponding descriptions and colors:
 - 1-12: Low Risk, Acceptable, no action required (Green)
 - 13-14: Moderate Risk, Monitor and manage (Yellow)
 - 15-20: High Risk, Requires attention (Orange)
 - 21-23: Very High Risk, Requires immediate attention, significant action (Red-Orange)
 - 24-25: Extreme Risk, Stop Work! Do not proceed (Dark Red)

Buttons for 'Load Matrix' and 'Save' are visible at the bottom right.

3.2. Dynamic Risk Score Calculation (Before & After Controls)

The Risk Assessment entry screen now dynamically applies the configured risk matrix.

Enhancements include:

- Automatic calculation of **Risk Rating before Controls**
- Automatic calculation of **Risk Rating after Controls**
- Real-time display of:
 - Risk level (e.g. High Risk, Extreme Risk)
 - Risk score value
 - Colour-coded risk indicator
- Consistent risk evaluation based on organisation-defined settings

Risk Assessment Details

[Risk Assessment Details](#) | [Link Learning](#) | [Supporting Documents](#) | [eSignature](#)

Risk Assessment Date: 30/12/2025 | Risk Assessor: Dom James | Task Area: Unit2 | Person at Risk: Plumber -> Testing -> Select

Hazard Details: Burns -> Select | Effects of Risk: Test Effects of Risk -> Select | Review Period Limit: 3 months | Risk Assessment Category: Death By Incident

Details
 The steel manufacturing industry is labor intensive and uses large scale and potentially hazardous manufacturing processes. The industry experiences incident rates that are high compared with some other manufacturing industries.

Risk Rating before Controls
 Likelihood of Exposure: Highly Likely | Severity Scale: Death Test | **Extreme Risk 25**

Controls taken to reduce this Risk
 Test Risk

Risk Rating after Controls
 Likelihood of Exposure: Likely | Severity Scale: Severe injury or trauma requiring urgent hospital treatment. Very severe life-threatening event. | **High Risk 16**

[Risk Assessor Signature](#) | [Manager Signature](#) | [Save Updates](#) | [Close Risk Assessment](#)

3.3 Dynamic Review Forms Based on Category

Category based review forms have been added to the risk assessment.

Users can define custom review statements for each risk assessment category. These statements are dynamically rendered during data entry based on the selected category.

Risk Assessment Details

from app

Risk Rating before Controls
 Likelihood of Exposure: Possible | Severity Scale: Death Test | **High Risk 15**

Controls taken to reduce this Risk
 test

Risk Rating after Controls
 Likelihood of Exposure: Likely | Severity Scale: Death Test | **High Risk 20**

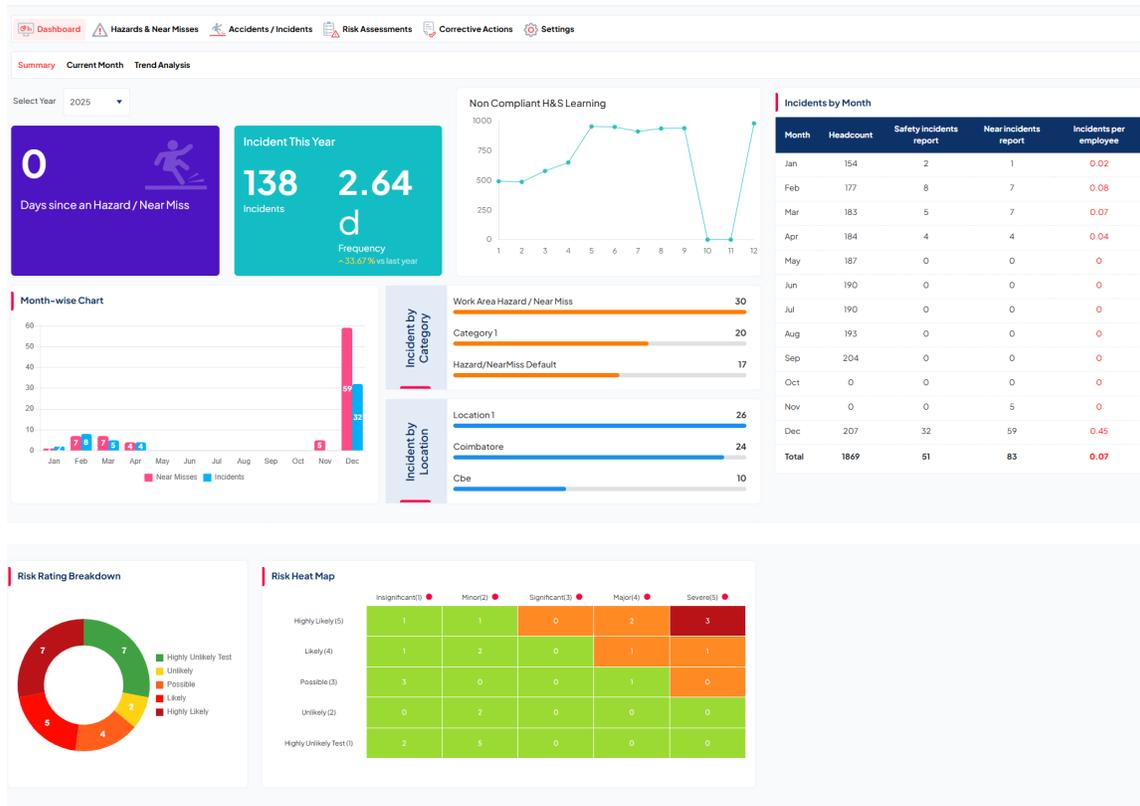
Risk Assessment Review Total: 1
 1. Death issues happened?
 Yes No

[Risk Assessor Signature](#) | [Manager Signature](#) | [Save Updates](#) | [Close Risk Assessment](#)

4. Enhanced Health & Safety Dashboard

Dashboard improvements include:

- Month-wise incident and near-miss trends
- Risk rating breakdown and distribution
- Risk heat map based on likelihood and severity
- Incident categorisation by:
 - Category
 - Location
- Key performance indicators such as:
 - Days since last hazard / near miss
 - Incidents per employee
 - Yearly incident frequency comparison



5. Email Notification Enhancements – Hazard / Near Miss & Accidents / Incidents

Email notification functionality has been introduced for **Hazard / Near Miss** and **Accident / Incident** records

Notification Triggers

Automated email notifications are sent at the following stages:

1. **On New Record Creation**

- When a Hazard / Near Miss or Accident / Incident is newly recorded in the system.
- 2. **On Record Closure**
 - When the Hazard / Near Miss or Accident / Incident is formally closed.
 -

Notification Recipients

For both creation and closure events, email notifications are sent to:

- **Recorded By**
- **Employees Involved**
- **Witnesses**

6. Email Notification Enhancements – Risk Assessment

Email notification functionality has been introduced for **Risk Assessment**

Notification Triggers

Automated email notifications are sent at the following stages:

On Record Closure

- When the Risk Assessment is formally closed.

Notification Recipients

For both creation and closure events, email notifications are sent to:

- **Risk Assessor**
- **Health & Safety Managers**