

Training Manager



Module Information

Every company requires competent employees, capable of carrying out the functions assigned to them, and competencies result from the teaching of vocational or practical skills and knowledge. Every company engages in a training programme to one degree or another. Tracking and monitoring staff training is critical to evaluate progress, decide on future direction and receive the most benefit from money being spent training staff.

Managing the training requirements of employees over multiple locations, regions, regulations and courses can be demanding and time consuming. Having a single employee with an out of date qualification or an untrained employee can lead to serious repercussions if a H&S Inspector finds this non-compliant, and in industries where shutdowns can cost the company thousands every day, it is a non-conformity which is worth managing.

Training Manager tracks the employee training requirements specified for any particular location or item of equipment, ensuring that employees have the necessary qualifications to keep your company compliant and operating. Incorporating the Equipment Assignment process ensures that only employees with the correct, valid, qualification are assigned to operate equipment.

Training Manager uses reports, alerts and notifications to keep you apprised of changes, so you don't have to continuously monitor training, the system will let you know when you need to take action.

Are all your employees holding valid qualifications right now?



Key Features

- Employee Training Records
- Course Scheduling & Management
- Company Training Calendars
- Notification & Alerts
- Customisable
- Profile Calendars

Analytics

- Qualification Achieved
- Course Number
- Employee Numbers
- Training Time
- Pass / Fail Rates
- Training Providers

Course Pending Complete - Project Courses							
View	Project	Course Name	Date Time	Location	Provider	Creator	
General		Work Safety	01 January 2016 10:00	Galway	Tr safety and Training Ltd	Sharon, O'Leary	
General		Work Safety (M1001)	01 January 2016 10:00	Galway	Tr safety and Training Ltd	Nathan, Walsh	
Work Safety (M1001)		360 Degree Elevator	18 December 2015 0:00	Londy Project		Inspector, John	
Work Safety (M1001)		First Aid	17 December 2015 14:00	Londy Project		Inspector, John	
General		First Aid Refresher	19 December 2015 1:00	Office		Nathan, Walsh	
General		First Aid	19 December 2015 1:00	A		Geoff, George	
General		360 Degree Elevator	18 December 2015 10:00	asf		Geoff, George	

Course Attendees					
Employee	Employee Firstname	Employee Surname	Employee No.	Completed	Passed
	George	Geoff	CGA101		
	Aime	Geoff	CGA102		

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Points Of Interest



Module Information

A point of interest, or POI, is a specific point location that someone may find useful or interesting. An example is a point on the earth representing the location of the local doctor, dentist or the nearest hospital. Most local points of interest are naturally acquired as we get more familiar with our surroundings. In a modern world where we often work away from home or are part of mobile crews where work locations change daily, acquiring local knowledge is very difficult.

The Points of Interest Module is designed to share local knowledge and centrally record any external resource which may be useful for the completion of works. It was designed with emergencies in mind, however, it can be just as useful for practical day to day items, shops, accommodation, or good places to eat.

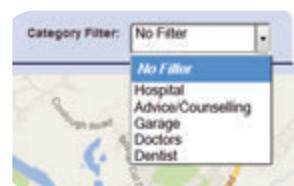
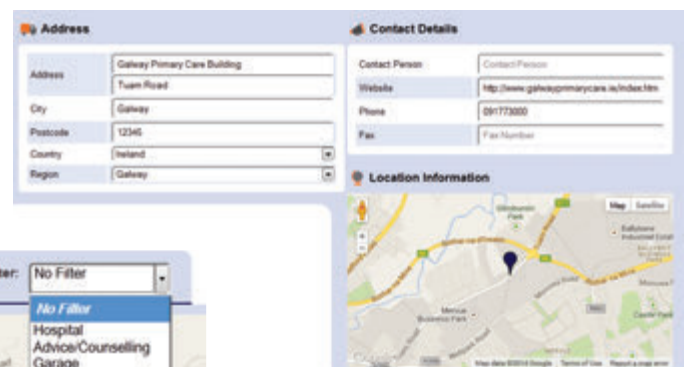
Record your POI's under categories so you can easily find the appropriate location when you need it, along with the full address, map GPS co-ordinates, contact details and any notes, account details or references which may be required.

Improve your emergency response times and improve employees working experiences with a simple information sharing tool, the POI module.



Key Features

- Important Locations by Category
- Emergency Resources
- Contact Details
- GPS Co-ordinates & Map
- Searchable Locations by Map



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Audits



Module Information

Audits are performed to verify conformance to standards through the review of objective evidence. A system of audits can demonstrate the effectiveness of the management system being audited. There are many different types of audits carried out in business, ISO 9001 is common, ISO 18001 and ISO 14001 in the HSE, HIQUA and JCI in health care, to name just a few. Some audits are voluntary, others like the JCI, are mandatory and the cost of failure can run into thousands daily.



Two types of auditing are generally required: auditing by an external certification body and auditing by internal staff trained for this process. The Audit Module can provide the internal element of the audit process, and restrict it to approved auditors.

The Audits Module can be set up and configured to any number of audits applying to your organisation and audits can be carried out frequently in order to ensure your company is prepared to meet all compliance levels. Track and monitor your progress from audit to audit and allocate tasks from the audit process directly, and monitor their status as part of the audit process.

The most common issues found in audits include:

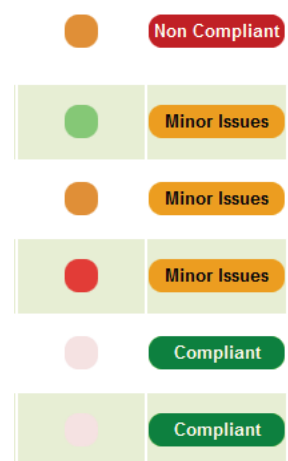
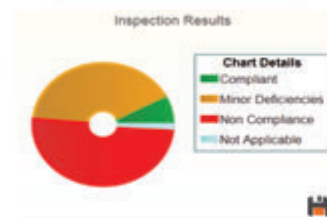
- Documentation gaps
- No evidence of continual improvement process
- No collection and analysis of data
- No effective control of processes

Key Features

- Audit Process
- Review Process
- Notification & Alerts
- Corrective Actions
- Customisable
- Multiple Jurisdictions
- Multiple Audit Types

Analytics

- Audits by Time
- Audit Results
- Audit Type



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Corrective Actions



Module Information

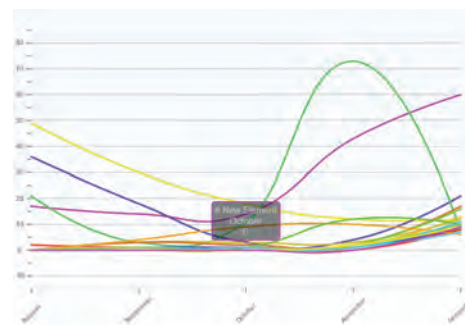
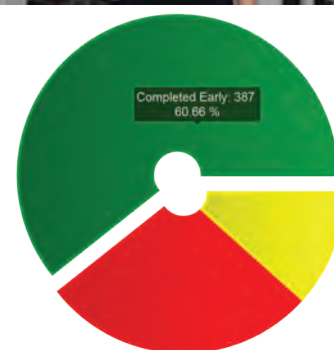
A task is an activity that needs to be accomplished within a defined period of time or by a deadline. Our workdays are comprised of numerous tasks designed to achieve a goal. Some tasks are small, others can be comprised of multiple elements, with various parties involved in the process.

The Corrective Actions module handles both automatic task assignment and manual task assignment, integrating to all other modules in the Flex system to give an overall picture of the tasks and responsibilities to be completed, actions taken, estimated and actual completion dates.

If a task cannot be completed on time, the escalation feature ensures that nothing slips through the net by getting referred up the chain to the employee's supervisor.

Modern businesses rely more and more on co-operation between Suppliers and external companies, Corrective Actions also gives your suppliers their own portal to access jobs assigned to them to complete or update where necessary.

The personal calendar allows employees to get a clear view of their duties and the integration of time management and tracking information enables you to track time against a specific task, building data profiles for future benchmarking.



Key Features

- Task Assignment & Tracking
- Unique Job Number per Task
- Notifications including SMS
- Company Calendars
- Auto Escalation
- Email Helpdesk Support
- Supplier Portal Support
- Time Management

Analytics

- Compliance Rate
- Job Category Rates
- Employee Workload
- Category Forecasting
- Employee Forecasting



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Incident Reporting



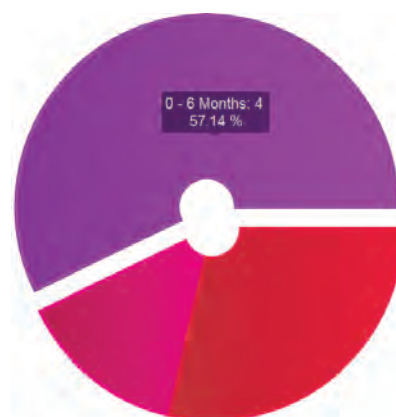
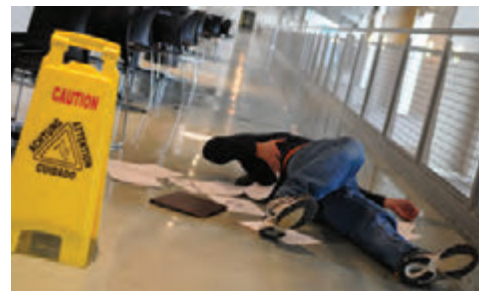
Module Information

Incidents affect the full range of people in a company, from the workforce on the ground to senior management who may ultimately be legally responsible for the incident. Everyone has a vested interest in reducing the number of incidents which occur.

When an incident occurs, every company will perform incident investigations to one degree or another but is it just a paper exercise? Learning from incidents and taking the necessary steps to ensure they do not happen again is the most critical part of any incident investigation.

The Incident Reporting module defines an incident report structure for the various types of incidents which may occur and the reporting structure (be it local review, corporate review or both) and defines a standardised procedure for all future investigations. All sections of Incident Reporting are configured to match your organisation, no two companies are the same, neither are the accident investigation processes.

Information is key. What preventative actions could you take if your records show March as the month when most hand injuries occur or show September as when the most slips happen, or December as when most under 25's suffer injuries?



Key Features

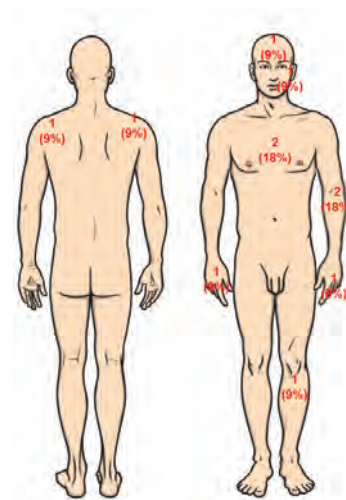
- Investigation
- Review Process
- Notification & Alerts
- Corrective Action Monitoring
- Reporting
- Customisable

Analytics

- Injuries by Age Profile
- Activity Types
- Body Parts Injured
- Mechanism of Injury
- Employment Duration

Incident Types

- Accident Report
- Environmental
- First Aid
- Non Occupational
- Near Miss
- Motor Traffic Accident
- Personal Injury
- Property Damage



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Injury Manager



Module Information

Each employee has a role in an organisation, some more critical than others. What happens when you take a link out of the chain? It weakens the process and getting back to full strength is always a top priority. Injuries and illnesses happen, whether work related or non-occupational, they have an effect on production in some way.

Putting a formal return to work process in place reduces the time and impact of injuries on the business. When an employee returns to work, often there are ongoing medical check-ups, physiotherapy and follow up procedures. Tracking injuries allows you to build a full picture of the impact on the business.



By being able to clearly view and monitor the progress of employees who have suffered an injury or illness, you are able to allocate the necessary cover in advance and maintain consistency. Costs associated with injuries can be added and all relevant documents such as doctor certificates can be uploaded to the system permanently.

The Injury Manager Module has the option to be configured to Canadian Workplace Safety and Insurance Board (WSIB) legal requirement for recording / reporting and managing injuries at work. The WSIB version comes with WSIB submissions-tracking, decisions and an appeals process.



Claim Milestones				
Type	Start Date	End Date	Exclude Weekends	Remove
Modified Work	12-10-2013	12-20-2013	<input checked="" type="checkbox"/>	
Modified Work	01-02-2014		<input type="checkbox"/>	

Key Features

- Document Manager
- Calendar Scheduling
- Legal Reporting
- Return to Work
- WSIB Implementation

Analytics

- Injuries by Location
- Injury Costs
- Injury Types
- Injuries by Supervisor

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		8:00 - 12:00		12:00 - 1:00		
	8:00 - 12:00	12:00 - 1:00		12:00 - 1:00		
		12:00 - 1:00		12:00 - 1:00		
					12:00 - 1:00	
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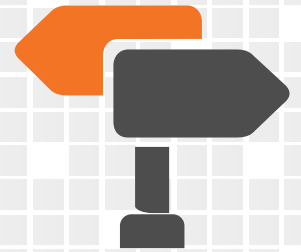
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Orientations



Module Information

Starting an employee off in the right direction and introducing your company's policies and procedure improves stability and sets the standard to which all employees are expected to observe. Basic introductory training is used to assist in increasing awareness and promoting company culture to new employees.

Orientation ensure that workers are familiar with the common health hazards and safety requirements of the workplace. It also ensures that employees are made aware of their rights and responsibilities under employment law.

Non existent orientations can lead to:

- Deficiencies in Health & Safety
- Compromises in Compliance
- Loss in Productivity
- Conflict within the Workplace
- Time Wastage

It is not just employees who undergo orientation, sub-contracting employees and visitors need to be orientated before entering certain premises or certain areas inside your company. The Orientations Module allows you to track and record external as well as internal orientations, their length and content, and names/ titles of presenters.



Key Features

- Employee Attendance History
- Course Sceduling & Manag-ment
- Company Calendars
- Profile Calendars
- PDF Attendance or ID Scanned Attendance

Analytics

- Employees Attending
- Time Allocated
- Orientation Presenters
- Courses Completed

View	Employee	Last Name	First Name	Employee No.
		Flagg	Robert	CGA10001
		Wheeler	Wheeler	MARK100005
		Kilgus	Ryan	EX

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Risk Register



Module Information

Risk assessment is fundamental to good health and safety management. All employers, regardless of the size of business, are required by law to carry out a risk assessment at their place of work and to keep a written record of that risk assessment. Risk Assessment is simply looking closely at what in your place of work or about your work activities, could cause harm to your employees and visitors to your workplace and determining the control measures you can implement to minimise the risk.



There are 3 basic steps to Risk Assessment: identify the hazards, identify the level of risk for each hazard and identify the controls or improvements that need to be put in place to avoid or reduce the risk. The Risk Register Module follows this same principal.

Risk Register provides a central management system to record the hazards, by category, location of hazards which apply company wide. Assign a risk rating and track the reduction of risks with each assessment and monitor risk reduction progress over time. As you identify any necessary controls or corrective actions, create and assign those tasks directly from the Risk Register module.

Companies use different processes to carry out Risk Assessments. The Risk Register Module allows you to specify the risk categories, the risk matrix and configure the system to follow your company's own policy.

Current Controls - Risk Assessment Findings				
<ul style="list-style-type: none"> All arrest lines must be stored properly at all times. Arrest lines to be used for no other purpose than their intended use. 				
Likelihood		Consequence		Risk Rating
4	X	5	=	20

Recommendations & Remedial Measures				
<ul style="list-style-type: none"> Lock to be placed on arrest line storage to dissuade improper use. All lines to be thoroughly inspected on a monthly basis and replaced as necessary. All lines to be visually inspected prior to each use. 				
Likelihood		Consequence		Risk Rating
1	X	5	=	5

Analytics

- Risk by Location
- Risk Rating
- Person Responsible
- Last Update Date

Key Features

- Customisable to Corporate Procedure
- Corrective Action Link
- Equipment Risk Assessments (Linked to Asset Profile)
- Chemical Risk Assessments (Linked to SDS Library)
- PDF export for Distribution or inclusion in Safety Documentation



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Safety Inspections



Module Information

Inspections are an essential part of any Health & Safety policy. Inspections help us compare actual findings to specified requirements and standards and determine whether the item or activity is in line with policy.

Inspections are an important quality control mechanism, which identify problems and potential problems, giving the opportunity to correct or implement change and keep in touch with what is happening on the ground.

Every company has different inspection procedures, the inspection module takes care of the inspection process and inspection details are designed by your HSE team to suit the individual needs of your company.

The Inspection Module allows companies operating in different legal jurisdictions to define inspection criteria to suit the local legal obligations while still following the same corporate process, producing results which can be compared across the business units.

Compare inspections over time, track corrective actions and relate to other important statistics to enable you to identify common non-compliance areas which need more attention or additional training.

The use of the Flex Inspection mobile app allows more flexibility when working offline in remote areas. Carry out your inspection while you walk and by the time you get back to the office, the paperwork will already be complete.



Key Features

- Inspection Process
- Review Process
- Notification & Alerts
- Corrective Actions
- Customisable
- Multiple Jurisdictions
- Monthly & Weeking

Analytics

- Inspections by Time
- Inspection Results
- Inspection Type
- Inspections vs Injuries



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Safety Meetings

(Toolbox Talks)



Module Information

A safety meeting, 'toolbox talk' in construction, or 'scrum' in manufacturing, is a short safety talk, normally delivered at the workplace (not a training room) and on a specific subject matter. It should be short and to the point with a specific safety message.

The objective is to raise awareness on a particular aspect of the work but to do it on a regular basis so that a good safety message is reinforced. Topics and Attendance should be recorded as it is a valuable record of awareness and commitment to safety.

The Safety Meeting module allows you to gain all the benefits of implementing talks without the overhead of administration or managing the process.



January-2014	
Date	Topic
01-13-2014	Selection and Care of Safety Footwear
01-06-2014	Inclement Weather Emergencies

December-2013	
Date	Topic
12-16-2013	Temporary Heat & Power Tools
12-09-2013	Extreme Weather (Ice & Snow) Focusing on Task at Hand
12-02-2013	Slips Trips and Falls

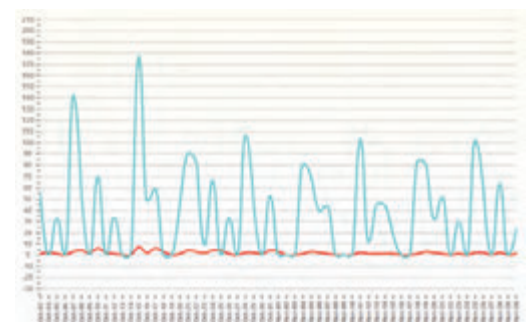
Employees Attending			
	Firstname	Surname	Employee No
	George	Curley	CGA1001
	Steven	Battersby	CGA1007

Key Features

- Employee Attendance History
- Course Scheduling & Management
- Company Calendars
- Profile Calendars
- PDF Attendance or ID Scanned Attendance

Analytics

- Employees Attendance
- Meeting Rates
- Time Allocated
- Talk Presenters



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SDS Library



Module Information

A material safety data sheet (MSDS), safety data sheet (SDS), or product safety data sheet (PSDS) is an important component of occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. It includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill-handling procedures. SDS formats can vary from source to source within a country depending on national requirements.

SDS's are a widely used system for cataloging information on chemicals, chemical compounds and chemical mixtures. SDS information may include instructions for their safe use and potential hazards associated with a particular material or product.

The SDS module provides a system to manage your SDS library company wide, with full revision and version control, managing the expiry of such documents if applicable and ensuring all SDS's are available to employees and up to date.

The SDS module uses a central library of SDS documents which can be associated with multiple locations, projects or offices, so, instead of managing documents locally and multiple times, it is done centrally, removing the need for multiple management and monitoring activities.



Key Features

- Central Document Management
- Expiry Tracking and Notifications
- Chemical Categories
- Link to Risk Assessment for Chemical Assessments

Analytics

- Location Analysis
- Category Types
- Date of Issue
- Expiry

Name	Description	Issued	Expiry	Revision	View
Actichlor Granules	Actichlor Granules	14-August-2009	30-October-2014	4	
Bactericidal Lotion Soap	Bactericidal Lotion Soap	31-January-2013	31-October-2014	3	
Carpet Pre-Spotter & Upholstery Cleaner	Carpet Pre-Spotter & Upholstery Cleaner	17-October-2012	31-October-2014	3	
Degreaser	Degreaser	13-January-2005	31-October-2014	3	
Floor Maintainer	Floor Maintainer	18-October-2012	20-October-2014	5	
Floor Polish Stripper	Floor Polish Stripper	17-October-2010	31-October-2014	3	

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