



Guidance to Manage Reminders

WHS legislation requires you to monitor and maintain compliance in your business every day, so once you have implemented a compliance system you need to maintain that system in order to stay compliant.

What are the reminders – Reminders are the tasks that every business needs to complete to help them maintain compliance with the law. They have been pre-set in your system/s. The reminders list what you need to be doing at set time intervals to make sure you stay up to date and are meeting your businesses legal obligations.

When will the reminders start – The reminders will be automatically set to start 60 days after you purchase a system/s. This should give you enough time to be well on the way to implementing your system before the reminders commence. If your system implementation is delayed for any reason and you wish to change the start date for your reminders you can contact support@iglink.com.au to customise the reminder start dates for each system.

Why do I need reminders – There are many tasks that legally need to be done on a regular basis such as conducting checks of the workplace, risk assessments, reviewing current practices and policies, organising training and refresher training etc. It is easy to forget when these tasks are due, to ensure the tasks do not get missed reminders have been provided so you will always be able to see what needs to be done now, and you can plan for what is coming up in the future.

Who should action the reminders – You should ensure that the task of actioning reminders is given to appropriate members of management or staff who are responsible, with a good knowledge of your business. It would be beneficial if the person/s has some knowledge of WHS requirements so that you can be comfortable that tasks are being completed as required. The responsible manager or staff member should report to you as each of the tasks is completed so that you can update this information to the Dashboard.

Reminder History – All actioned reminders are stored to history so that you can recall them at any time as evidence that a task was completed either on time or if it was completed after the due date.

Where will I see the reminders – The Reminders will show on your Home Dashboard. There are 3 columns with numbers in each column indicating how many reminders are there.

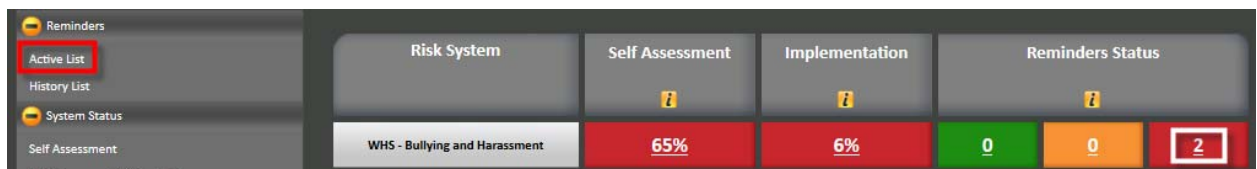
- **Those coloured green** are what need to be done, but not necessarily right now
- **Those coloured amber** are the tasks that need to be completed now or in the next couple of days.
- **Those coloured red** are overdue. The aim is to complete the reminder tasks before they turn red



Manage Reminders

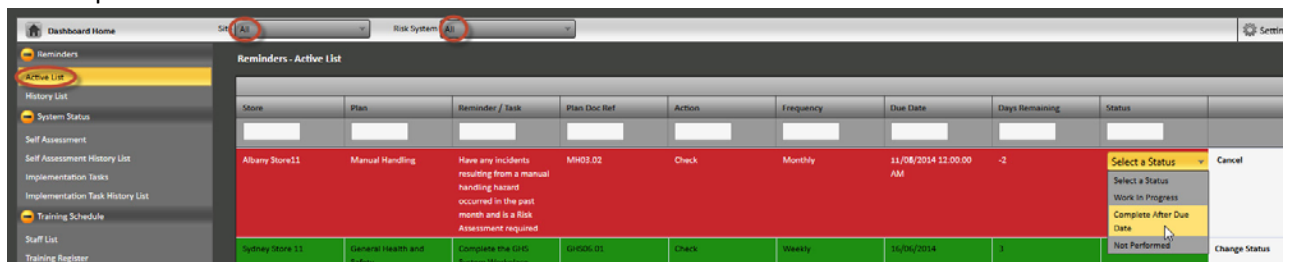
Your Dashboard reminders are pre-set according to legal requirements for each system. The reminders will be activated 60 days from purchase. If you wish to change when they start, contact support@iglink.com.au

1. You will see the 3 reminder columns for each system that you have purchased. Each column will have a number indicating how many reminders there are for each system. Click on the number and it will take you to the particular task or tasks that need to be completed.



In the next screen you will be able to see what the task is, the due date for completion, how many days are remaining before it will be overdue and the current status.

2. To view the entire list of reminders select 'Active List' under 'Reminders' from the left hand navigation. This will show the green, amber and any red reminders and indicate when they need to be completed.



Reminders are colour coded depending on the days remaining until the due date.

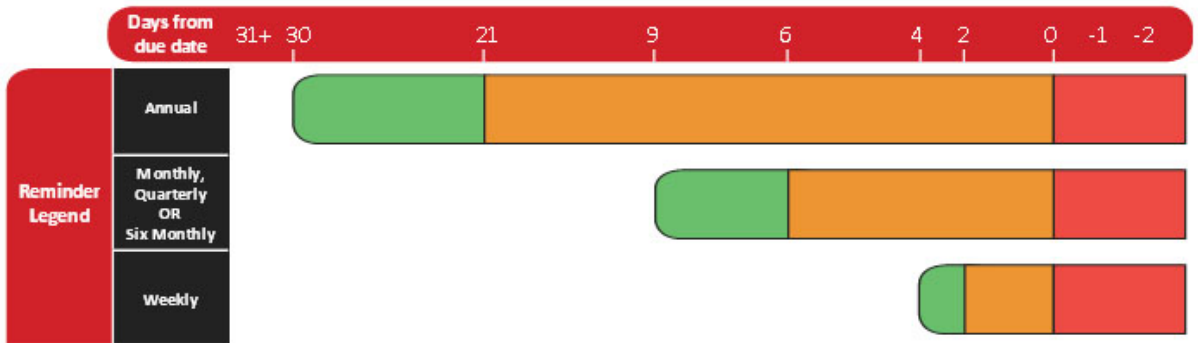
- Annual tasks will appear green from 30-21 days before they are due, then appear amber 20-1 days before they are due. If you do not complete the task by the due date it will turn red. **Once the task appears red, it is overdue and should be actioned immediately.** It will however be stored as an overdue task in the reminders history.
- Monthly reminders will appear green 9 days before they are due and amber 6-1 days before they are due
- Weekly reminders appear green 3 days ahead and amber 2-1 days before they are due.
- **Your aim should be to complete the tasks while they are amber. You can complete the green ones early if you wish, or if it is more convenient to do so ahead of time.**

The table below shows how the colour codes work.

- The top row is annual reminders.



- The second row is monthly. Quarterly & Six Monthly Reminders.
- The bottom row is weekly reminders



3. As you work through the tasks in order of priority you can change the status of each task to 'Work in progress' and as they are completed, change the status to 'Complete'.

Store	Plan	Reminder / Task	Plan Doc Ref	Action	Frequency	Due Date	Days Remaining	Status	
Sydney Store 11	General Health and Safety	Complete the GHS System Workplace Checklist - Weekly and file it in the area you established during system implementation.	GHS06.01	Check	Weekly	16/06/2014 12:00:00 AM	3	Select a Status	Cancel

4. Once complete, the task will be removed from the active list and moved to the 'History List'. You can access this list by clicking on 'History List' under 'Reminders' on the navigation.

Store	Plan	Reminder / Task	Plan Doc Ref	Action	Frequency	Due Date	Days Remaining	Status
Sydney Store 11	General Health and Safety	Complete the GHS System Workplace Checklist - Weekly	GHS06.01	Check	Weekly	16/06/2014	3	Complete

The history for each reminder task that has been completed will be stored here and will show the same information as when it was in the active list ie whether it was green, amber or red and when the task was completed. **If a task was not completed on time it will remain red (not completed by due date) in the history.**