T5 User Manual

Revision 6.0
Creation Date: 26/07/2020
T5 User Manual © 26/07/2020
W: https://take5apps.com.au - E: gideon@take5apps.com.au

Index

Introduction.....3

Opening the T5 App for the first-time 4

The User Profile.....5

Safety Graphics.....7

The Home Screen 8

T5 9

H5.....14

P5.....17

S5.....22

I5 26

History 30

Summary.....33

FAQ’s 34

Introduction

Thank you for choosing T5 as your preferred safety app. The T5 was originally designed as a proactive safety app intended to identify and prevent risks and hazards. It also aims to simplify the overall safety process, eliminate paperwork, and save time for its users.

The T5 has been designed to utilise the time saving features of Apple and Android personal devices, providing as much automation as possible for the user. This makes the app both simple and quick to use whilst maintaining the accuracy of information derived from automatic capture. Users familiar with Apple and Android devices should have no trouble navigating the T5 user interface.

The app fulfils all the basic requirements of traditional Take5's, Hazard Reports, Prestart Checks, Safety Observations and Incident Reports. It removes the need to reproduce commonly used information, it removes the paperwork and it removes the legwork from the equation thereby speeding up the entire process. You will not lose important detail or overview; in fact, quite the opposite, overview and information accuracy will be increased because of combined app and device efficiencies.

The T5 app is essentially five modules in one app. When you purchase the T5 you have purchased a multi-faceted five-function safety app. All five modules are connected, as they share the same information from the "User Profile" however they perform separate reporting functions.

The '5' in each of the app's titles, is taken from the traditional term "to take 5 minutes". Each app has been developed with the mindset that it should take no longer than 5 minutes to complete and send to its intended recipients and even less once the user becomes familiar with the app.

Thank you. We hope the T5 safety app can assist in your organisations compliance by reporting your workplace hazards and risks and keeping your people safe.

NB: The Take5 App has the same look and feel in both Android and IOS

Opening the T5 App for the first time

This manual assumes the app has been downloaded from iTunes or Google Play. Or you can simply visit, https://take5apps.com.au and follow the links to both stores. Once the T5 app has been successfully installed on your Apple or Android device and the T5 icon is present on your device screen ready for use.
It also assumes the user is familiar with using an apple or android personal device.

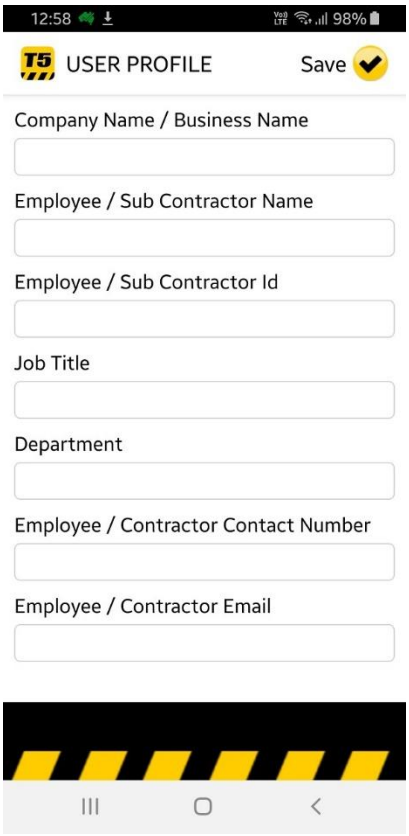
Open the T5 app by pressing the T5 icon on your device.

The first time you open the app it will open into the **User profile screen**. This is where the device owner or T5 users personal and work information is captured. This information is important to each of the reports produced by the app and contains data that will be automatically entered into each of the reports, i.e. date, time, user name, recipients, etc. removing the need to re-enter this information in every report. The user profile can be opened at any time and can be altered at any point in time. There are no ongoing charges whatsoever and you will receive periodic updates going forward, free of charge. We encourage users to give us feedback on your experience and to help up us bring an even better safety reporting product. We update the app twice a year.
Take5apps does not collect any information whatsoever, all data is controlled by the user, that installs the app.

Any questions regarding the T5 App just email.

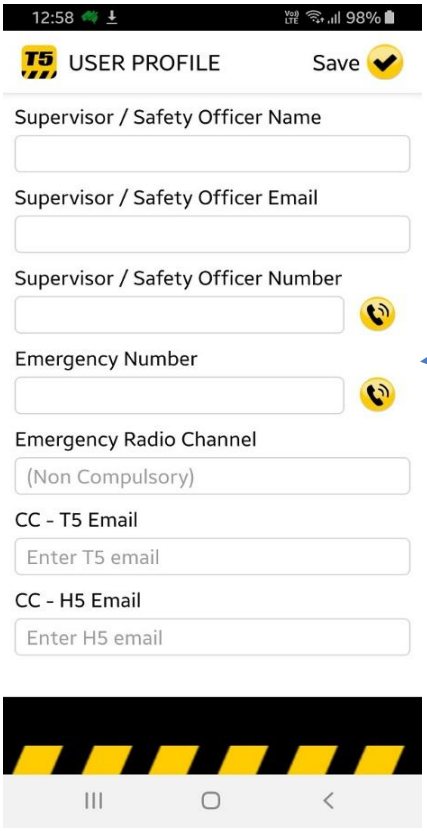
Gideon@take5apps.com.au

The User Profile



The User Profile is where each user enters their personal and work information.
Most of the fields in the User Profile are mandatory unless noted as non-compulsory and unless completed the app will not allow the user to save the profile.

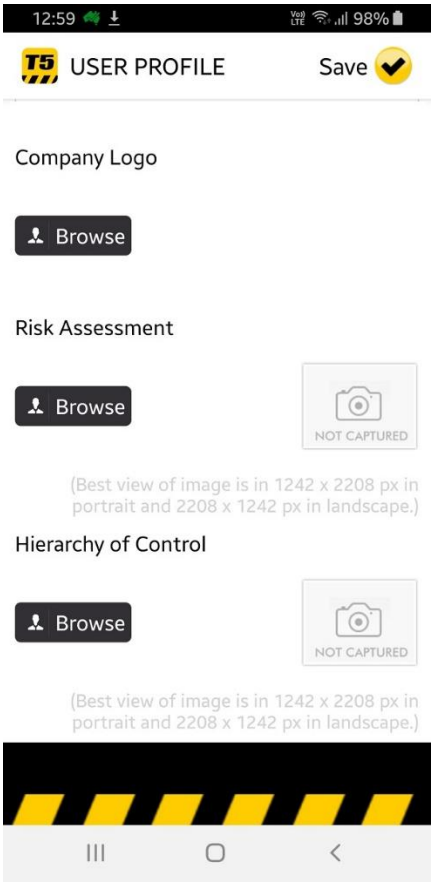
These 3 screen shots show the required fields to be populated.



Please note that the email addresses shown in this screen are used to send reports to the user and supervisor.

The phone numbers with the yellow touchable phone icons can allow a user to contact their supervisor or emergency services from the User Profile screen.

CC emails are aligned with each app and dedicated emails can be put in there, so a repository of reports can be collected, At the backend reporting a mail parser software can be used to extract the CSV file and body of the report into a safety management system.



Adding your own company logo or a picture of your choosing can be added into the home page.

Note: Any graphics used should be saved to your device first, otherwise the app may lock up.

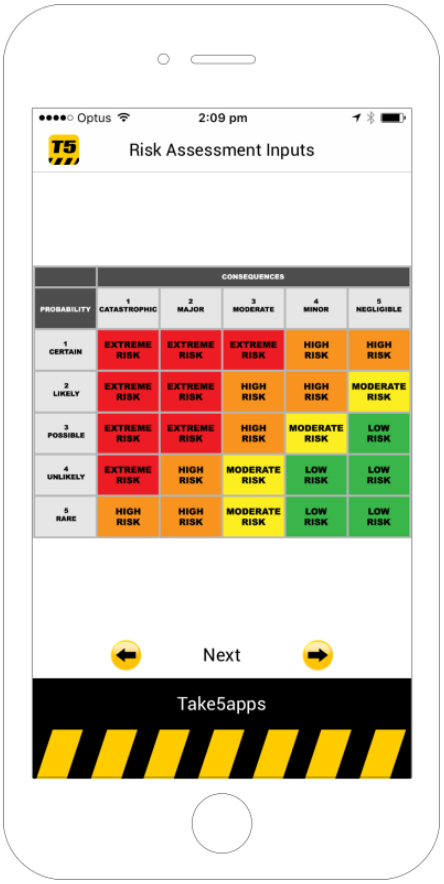
Risk assessment graphic comes standard, but you can use your own company one if that is preferable.

Hierarchy Graphic comes standard, but you can use your own company one if that is preferable.

When complete press Save, you will be then directed to the home page.

You can change the profile at any time.

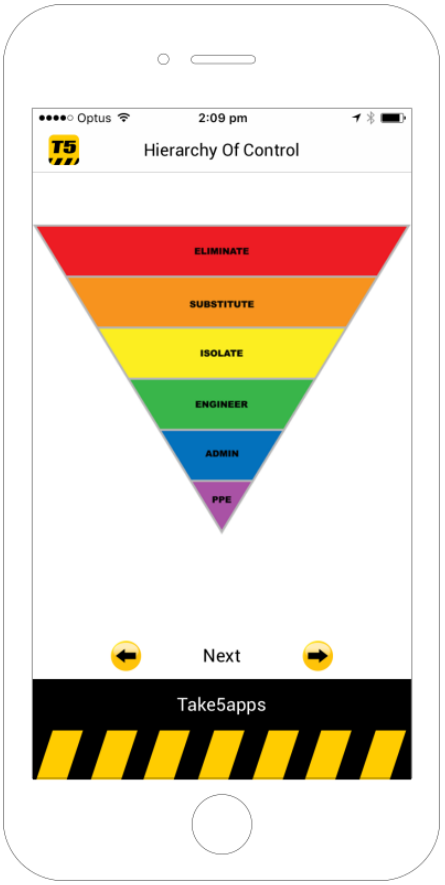
Safety Graphics



Once the User Profile is completed, and on the first time the T5 module is opened, the user will be treated to the Risk Matrix and the Hierarchy of Controls as a prompt and recommendation of ranking that can be consulted when assessing the risks and hazards associated with a task.

They will not show again unless the user wishes to view them. They are accessible from the home screen by touching the yellow hazard triangle in the top right of the home screen.

(Please see picture of home screen on the next page.)



It is now possible to replace the hierarchy and risk matrix graphics with your own company safety graphics. We are acutely aware that different businesses have different ways or ranking hazards and risks.

Please Note: If you choose to replace either or both, T5 Risk Assessment and Hierarchy default graphics you will not be able to revert back to the T5 default graphics. Replacing them is permanent. You can however replace your own graphics with new or updated risk or hierarchy safety graphics of your choice.

The Home Screen

The User Profile is accessed here

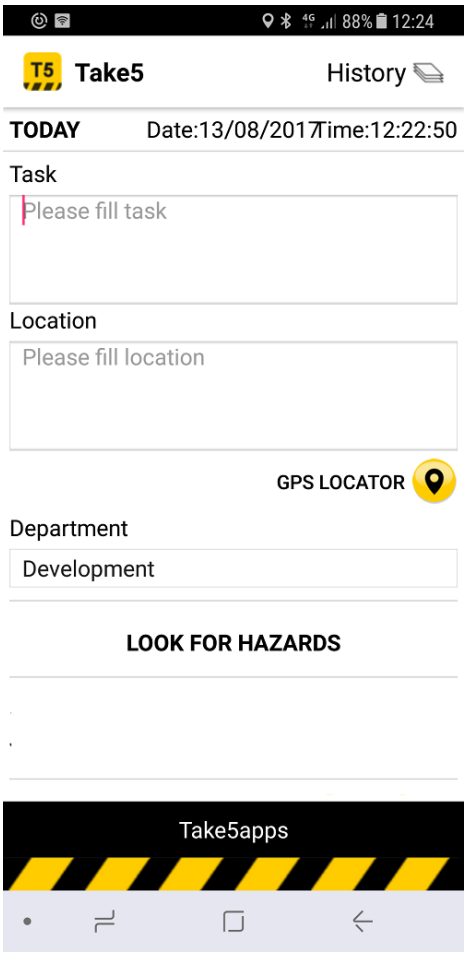
Hierarchy and risk Graphics

The Five modules on the left give you access to any of the 5 various reporting apps.

The company logo has no clickable function on the Home Screen except as a visual aid or a personal image. It can be added, changed, or deleted from the 'User Profile'. The company's logo does not have to be used any graphic or photo can be used and is totally at the discretion of the user.

The company name (also entered in the 'User Profile') will appear in the black bar above the yellow and black stripes on all app screens.

T5 – Take5



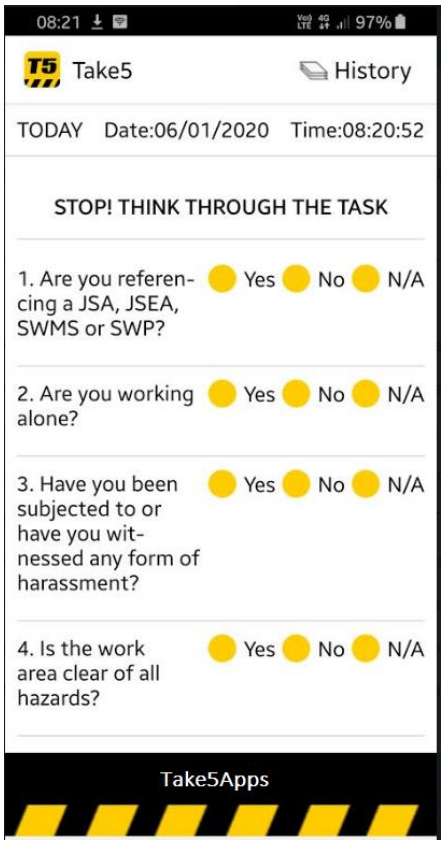
History were all reports are stored

• Date and Time stamp is automatically entered upon module initiation in all 5 modules.

• Enter a brief job task description.

• Type in the location or touch the GPS Locator (accuracy is dependent on GPS settings on device)

• The Department will be automatically taken from the User Profile. It is noncompulsory.



The T5 questions comes in 2 sections.

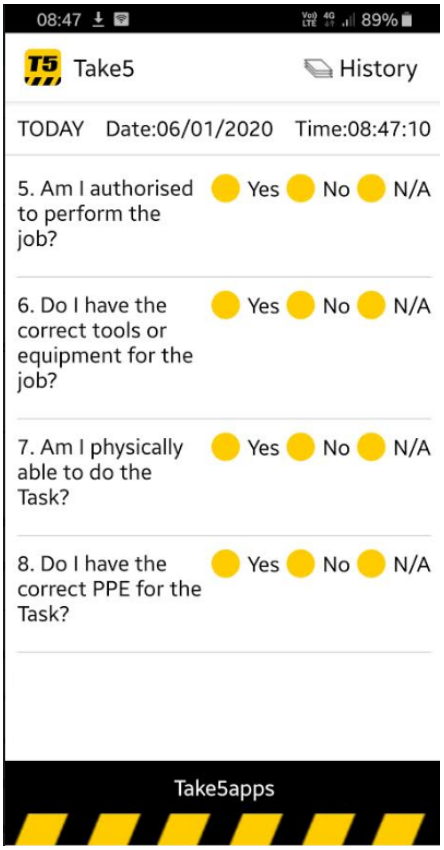
1. Stop! Think Through the Task (15 Questions)

2. Look for Hazards (12 Hazard types)

The following 5 screens show the questions and hazard types

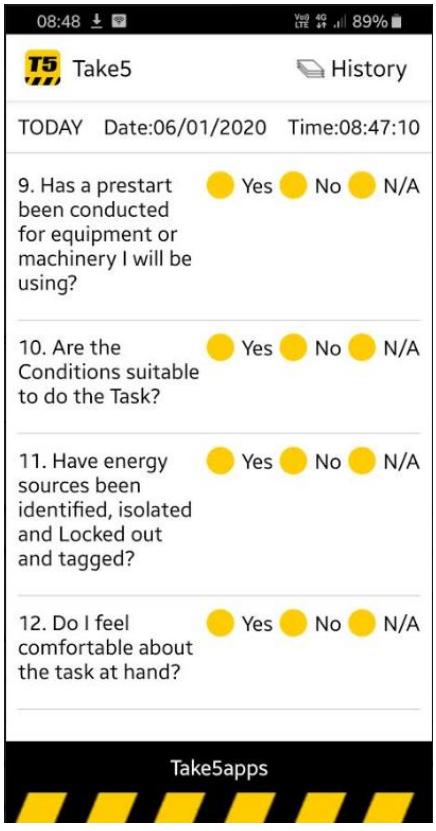
The user is required to select either the 'Yes' or 'No' or "N/A" radio buttons on ALL questions.

Please note: If the user touches the 'Yes' radio button on Question 1. A dialogue box requesting a reference number will appear. The reference number entered by the user and will be in the final report. Depending on Yes or No answers a pop up will ask for more information.

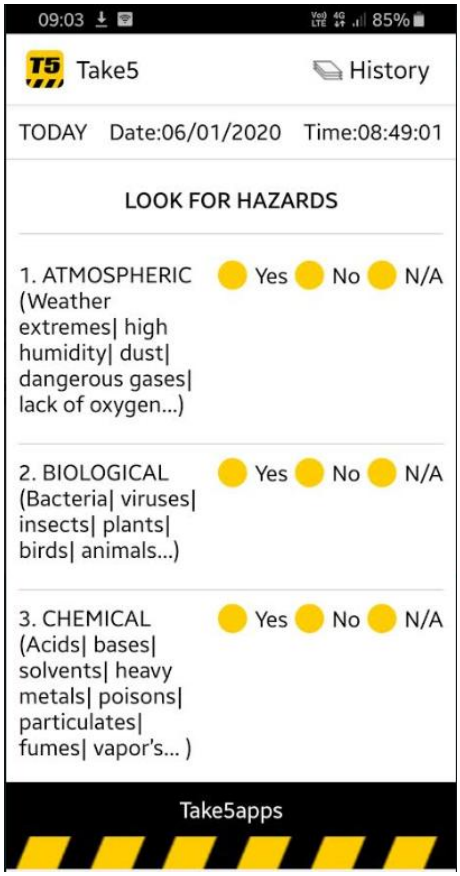


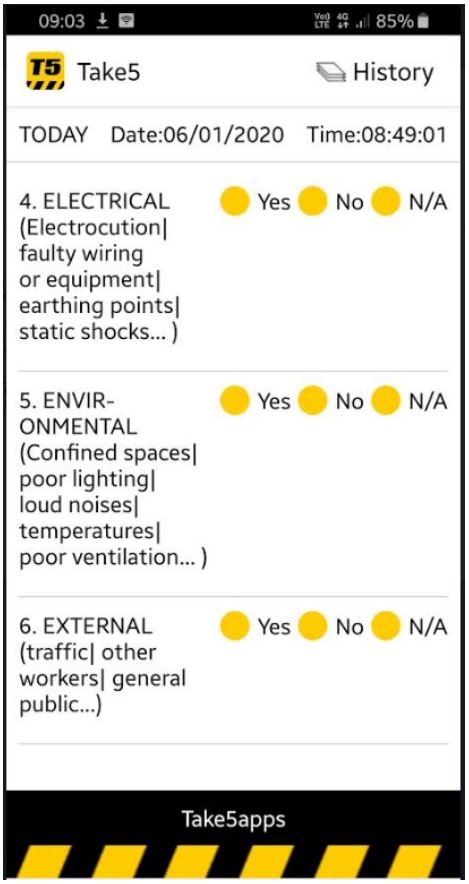
If any of the questions are answered in the negative, a dialogue box requesting more information will appear.

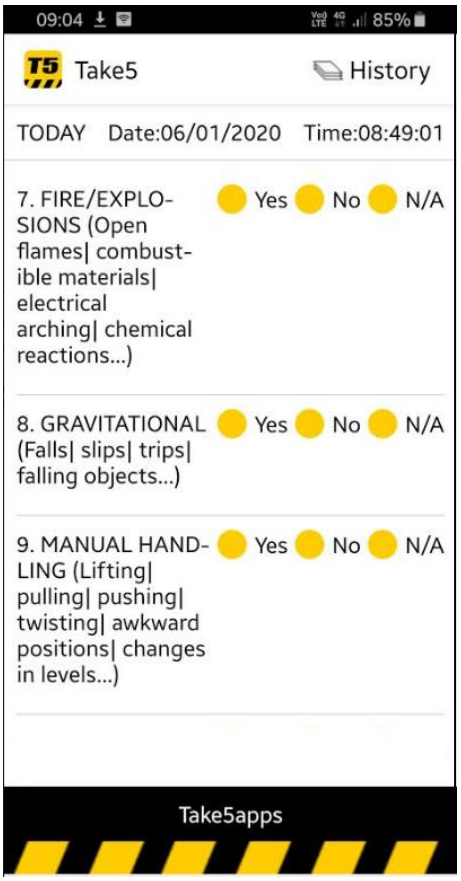
This information will be added to the report.

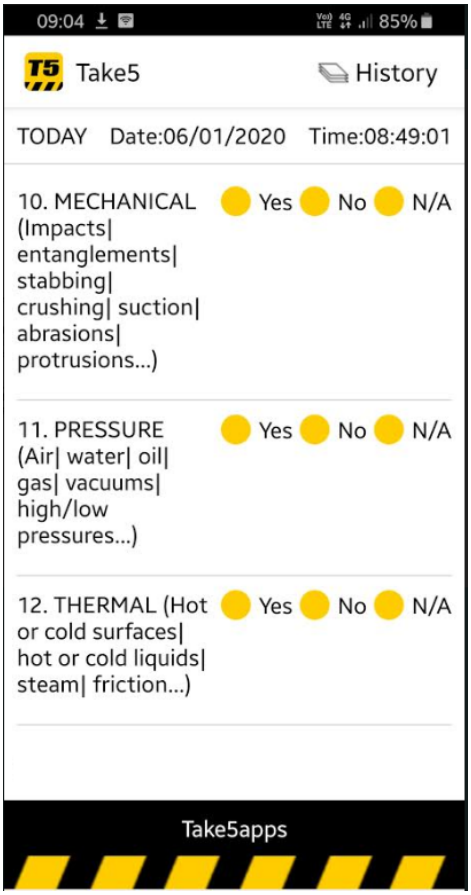


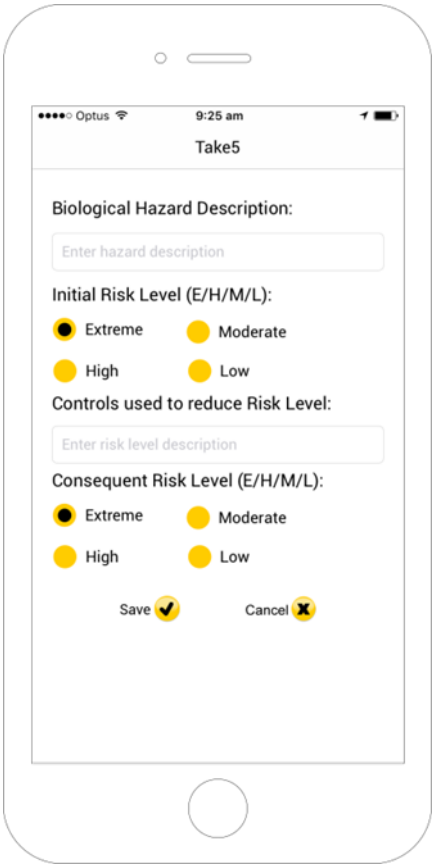
Now to Identify for hazards within your workspace, if you answer positive a dialogue box will pop up for you to identify the hazard and risk.



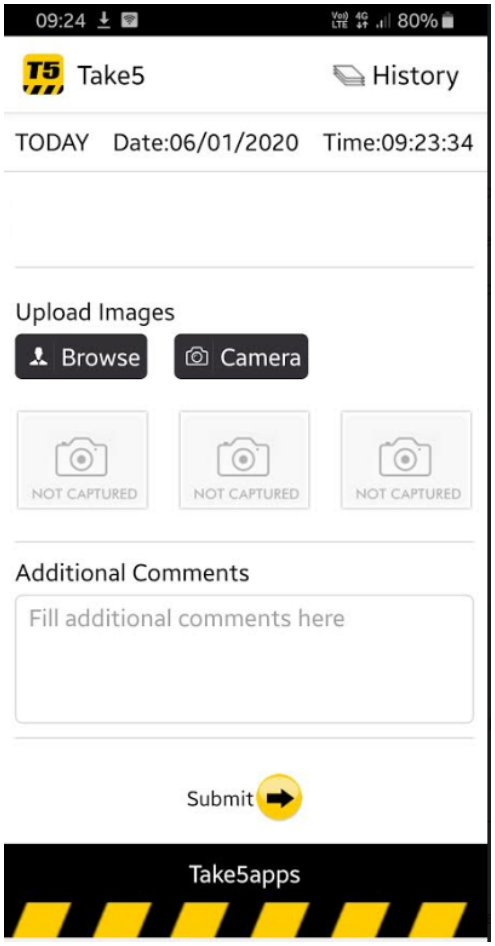

09:03
85%
Take5
History
TODAY Date:06/01/2020 Time:08:49:01
4. ELECTRICAL (Electrocution| faulty wiring or equipment| earthing points| static shocks...)
Yes No N/A
5. ENVIR-ONMENTAL (Confined spaces| poor lighting| loud noises| temperatures| poor ventilation...)
Yes No N/A
6. EXTERNAL (traffic| other workers| general public...)
Yes No N/A
Take5apps


09:04
85%
Take5
History
TODAY Date:06/01/2020 Time:08:49:01
7. FIRE/EXPLO-SIONS (Open flames| combust-ible materials| electrical arching| chemical reactions...)
Yes No N/A
8. GRAVITATIONAL (Falls| slips| trips| falling objects...)
Yes No N/A
9. MANUAL HAND-LING (Lifting| pulling| pushing| twisting| awkward positions| changes in levels...)
Yes No N/A
Take5apps

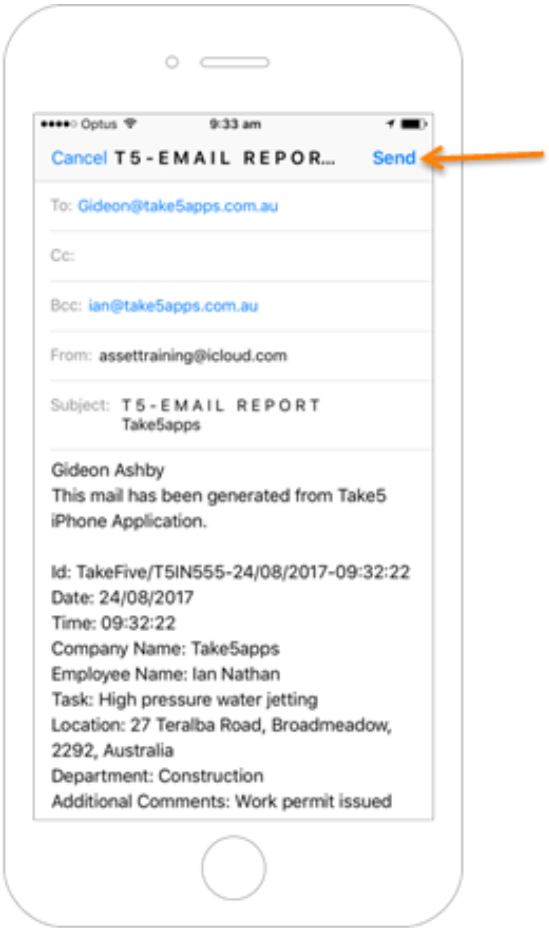




This Pop Up will ask for more information should you answer in the affirmative, depending on which hazard you answer, the description will ask you to identify and give it a hazard ranking and the controls you would implement.
If you press cancel it will take you back to the question.



The User can complement the report by adding a description or other notes as well as adding up to 5 pictures which will be attached to the email, once you have pressed **Submit.**



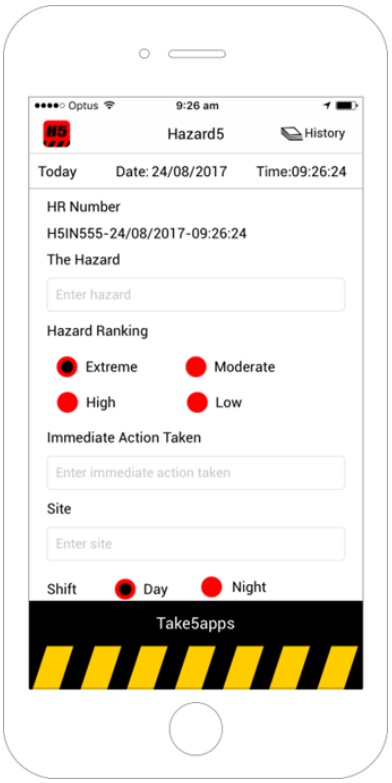
Once the Submit button is pressed the Email report will pop up, here you can add further attachments or add other receiptant's email, simply press Send and your T5 is on its way to the designated user and supervisor email in the profile, plus a copy is stored on the device under **History**

If you do not have cellular or Wi-Fi connectivity, you will always be able to show you completed the report, as it is date and time stamped and is copied into your history file.

Once communication is restored your reports will automatically be sent.

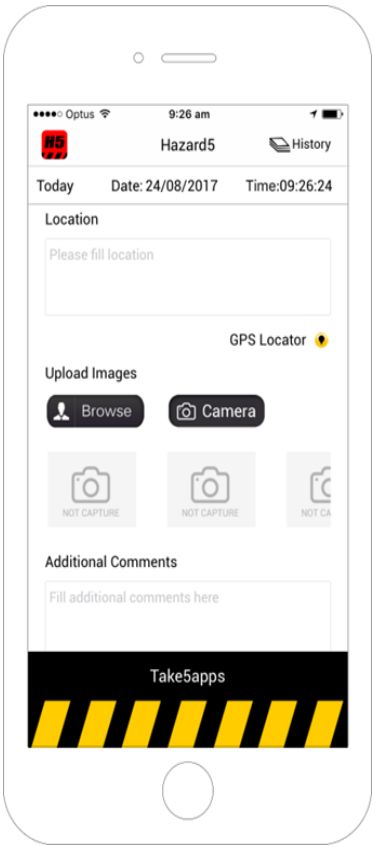
Also, a CSV file will be automatically attached to the email in any of the reports submitted by the user, that can be used to import into an excel or safety management system.

THE H5 Hazard Report



The H5 is one of the simplest of the 5 modules and is perfect for reporting on the spot hazards. A small hazard like a hole can be completed, with photo and sent in less than a minute.

As with the T5 the date and time stamp are automatically added to the report.



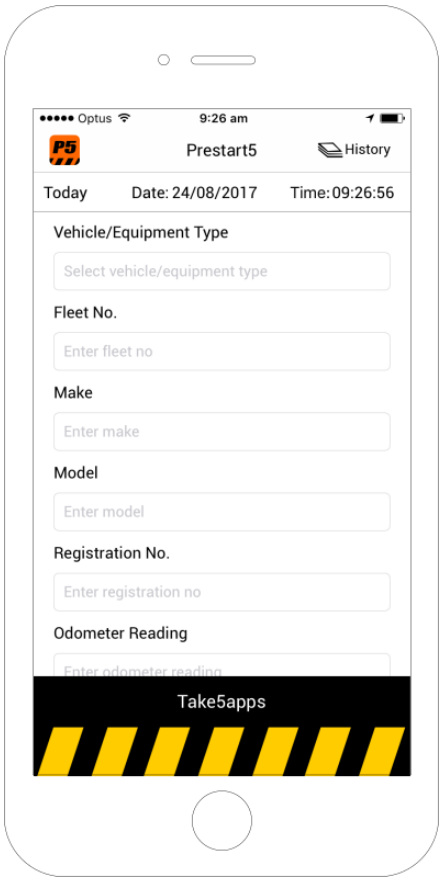
The only information the user needs to enter or select is…

- a brief hazard description
- a hazard ranking
- the immediate action taken
- site name
- the shift (day or night)
- the exact location
- take a couple of photos (5)
- and Submit That's it!

.

The 5 screen shots in the H5 section show the entire H5 process.
When complete press Submit, the Email report will pop up like in the T5 and press SEND

P5 – Prestart5



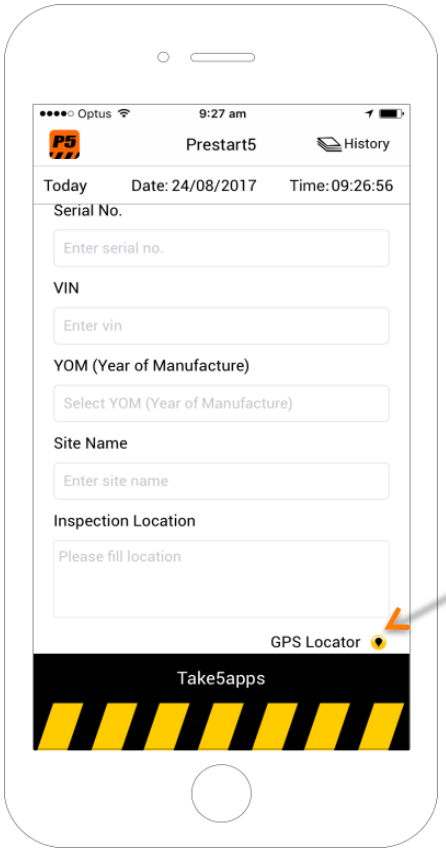
The P5 is a simple generic prestart vehicle and equipment checklist.

Vehicle/equipment type is a drop-down box for selection. Up to eight various types can be selected including other.

As with the other modules, it is date and time stamped automatically.

Two of the initial vehicle/equipment description fields have drop down lists to choose from (the Vehicle / Equipment Type and the YOM) while the other fields require data entry.

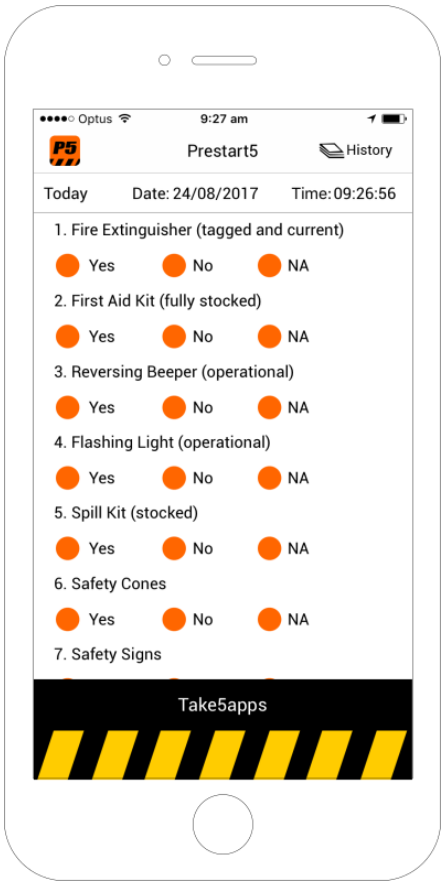
Once you get to the checklist it is all radio buttons until you get to the final description and comment fields.

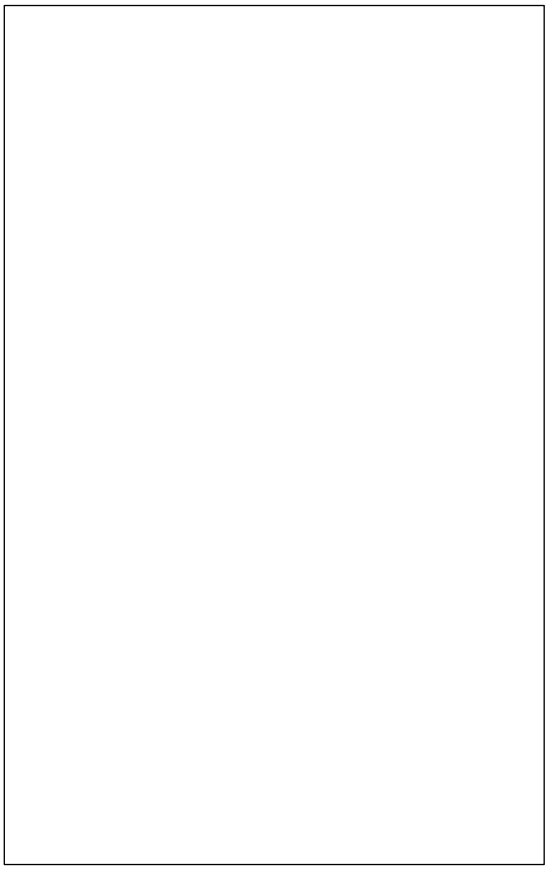


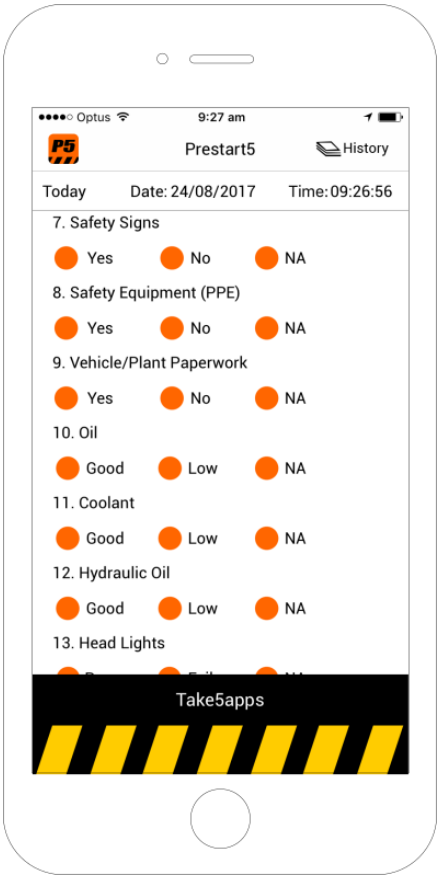
Once any information that is associated with a **fleet number**, like chassis, model, YOM etc. this is saved for next time, saving you valuable time in doing regular Prestart inspections.

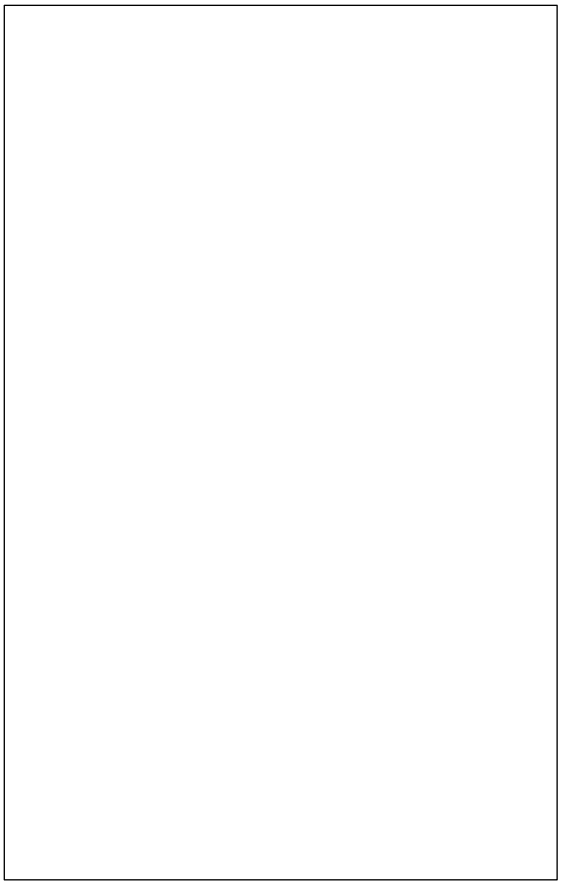
Drop down Year selectable

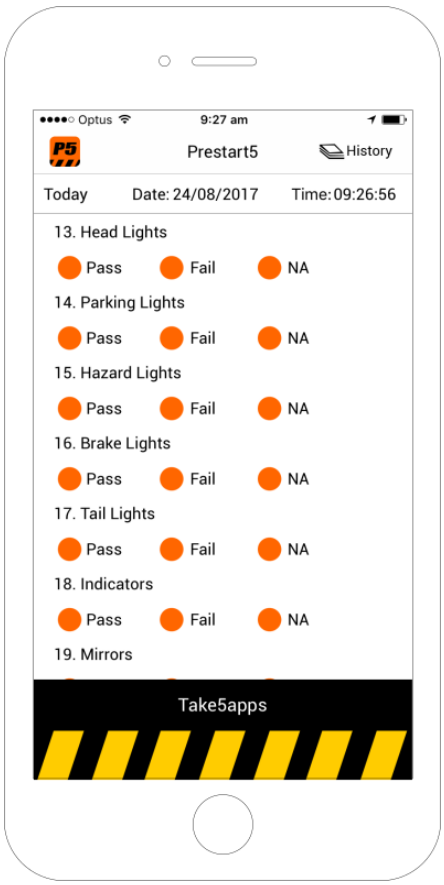
GPS Location is also used for ease of identifying were this prestart was completed.

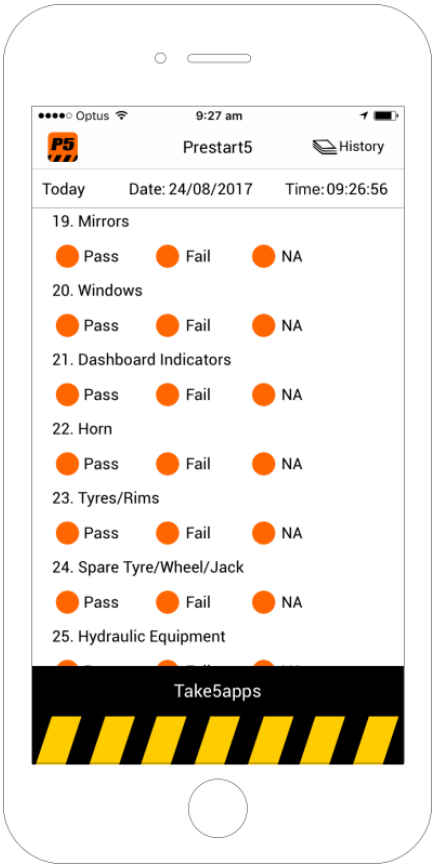

Optus
9:27 am
Prestart5
History
Today
Date: 24/08/2017
Time: 09:26:56
1. Fire Extinguisher (tagged and current)
Yes
No
NA
2. First Aid Kit (fully stocked)
Yes
No
NA
3. Reversing Beeper (operational)
Yes
No
NA
4. Flashing Light (operational)
Yes
No
NA
5. Spill Kit (stocked)
Yes
No
NA
6. Safety Cones
Yes
No
NA
7. Safety Signs
Take5apps

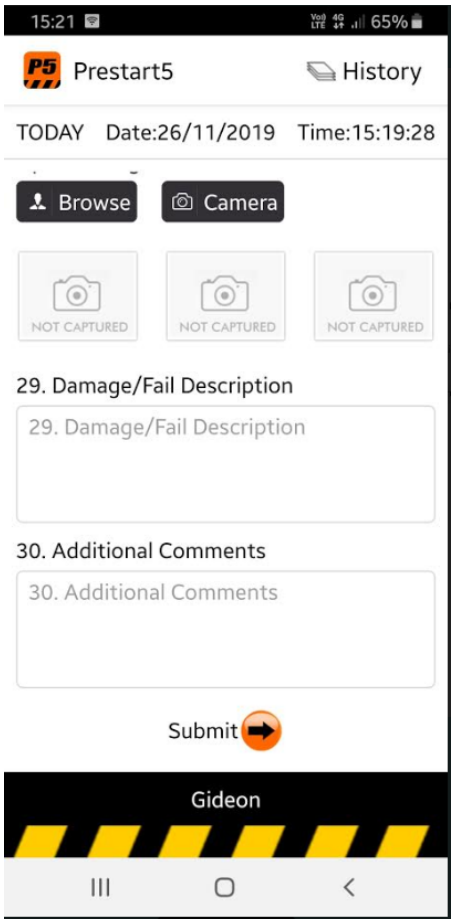



Optus
9:27 am
Prestart5
History
Today
Date: 24/08/2017
Time: 09:26:56
7. Safety Signs
Yes
No
NA
8. Safety Equipment (PPE)
Yes
No
NA
9. Vehicle/Plant Paperwork
Yes
No
NA
10. Oil
Good
Low
NA
11. Coolant
Good
Low
NA
12. Hydraulic Oil
Good
Low
NA
13. Head Lights
Take5apps




Optus
9:27 am
Prestart5
History
Today
Date: 24/08/2017
Time: 09:26:56
13. Head Lights
Pass
Fail
NA
14. Parking Lights
Pass
Fail
NA
15. Hazard Lights
Pass
Fail
NA
16. Brake Lights
Pass
Fail
NA
17. Tail Lights
Pass
Fail
NA
18. Indicators
Pass
Fail
NA
19. Mirrors
Take5apps


Optus
9:27 am
Prestart5
History
Today
Date: 24/08/2017
Time: 09:26:56
19. Mirrors
Pass
Fail
NA
20. Windows
Pass
Fail
NA
21. Dashboard Indicators
Pass
Fail
NA
22. Horn
Pass
Fail
NA
23. Tyres/Rims
Pass
Fail
NA
24. Spare Tyre/Wheel/Jack
Pass
Fail
NA
25. Hydraulic Equipment
Take5apps



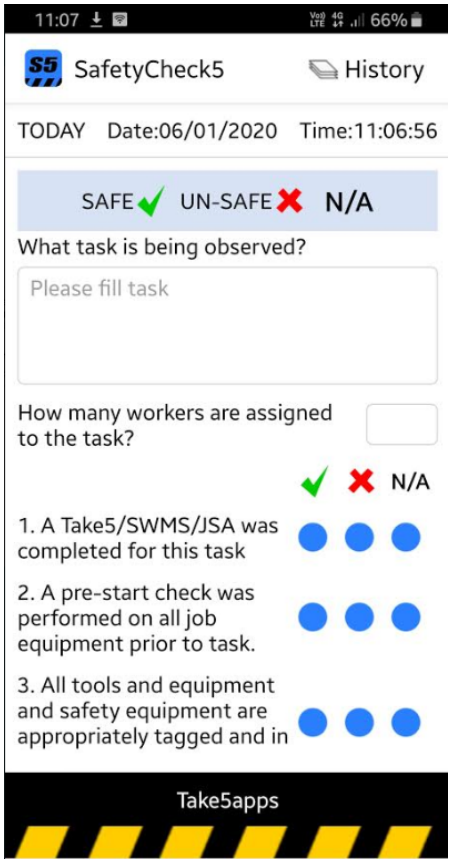
Adding pictures can help maintenance identify problems and improve availability

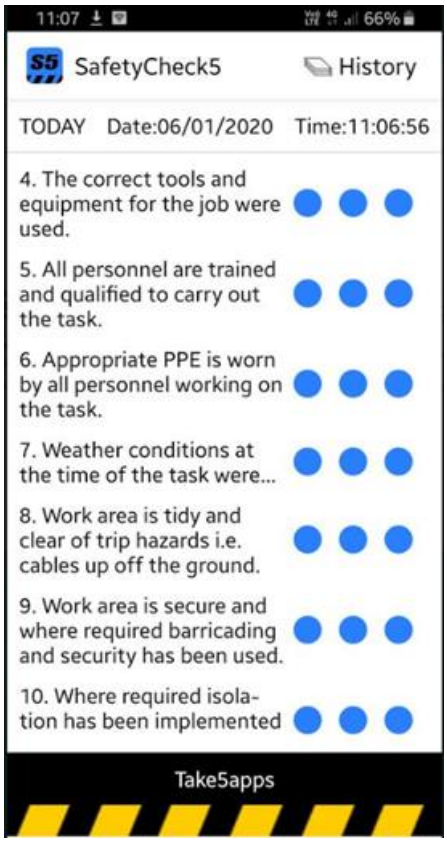
The final two fields allow for additional comments to be added to the P5 report. While all the radio buttons are mandatory the two text fields are optional.

As with all modules, pressing the submit button is all that is required to forward your report to its intended recipients

The normal pop up email will be presented were you can attach other relevant information or add further email addresses , just press SEND and your report is on its way.

S5 – SafetyCheck5



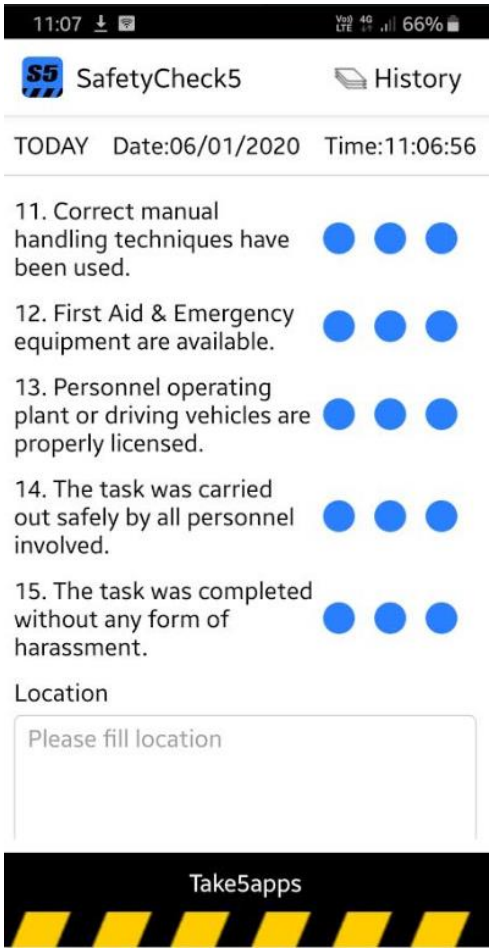


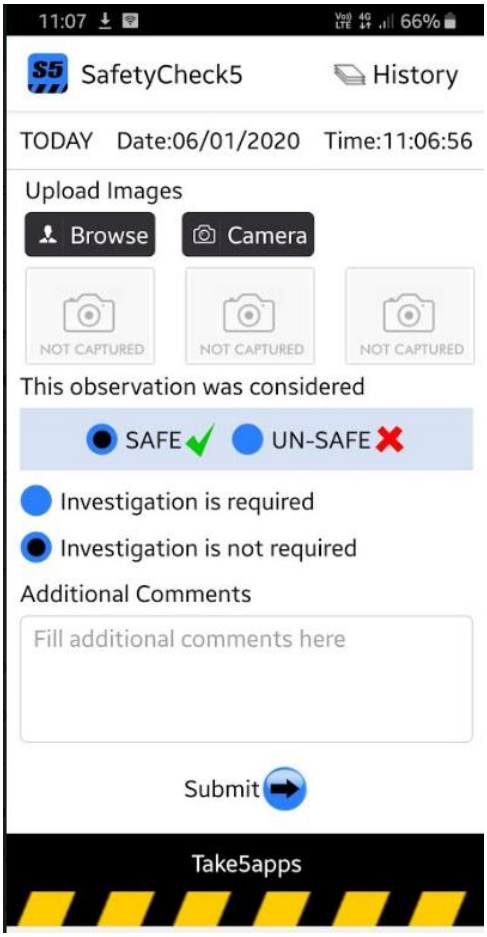
The S5 is our Safety Check module, which is an app version of the traditional safety observation card. This module is perfect for checking that a job is going according to plan and that everyone is working safely and being completed by any T5 user be they workers, on-site personnel, leading hands, or site managers. A Safety Check can be completed, with evidential photo and sent in minutes to multiple recipients.

Apart from…

- The task/job being performed; and
- How many workers are performing The task.

…all you need to do is complete the check list and based on your results select whether or not you believe this task requires further investigation and select whether or not you believe the task was performed safely.



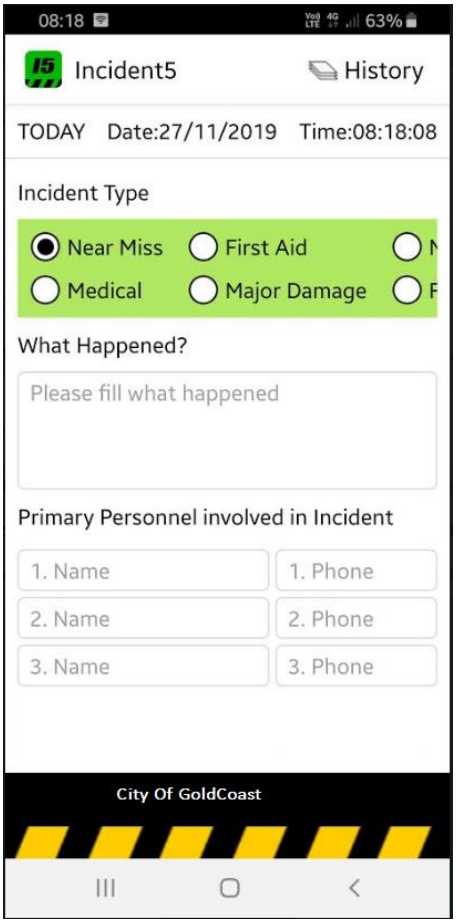


Adding Photo's can help explain the situation clearer

Deciding if the observation was SAFE or UN-SAFE and deciding if an investigation is necessary

When complete press SUBMIT and the normal Email pop up will allow you to add further information or emails and press SEND your report is on its way.

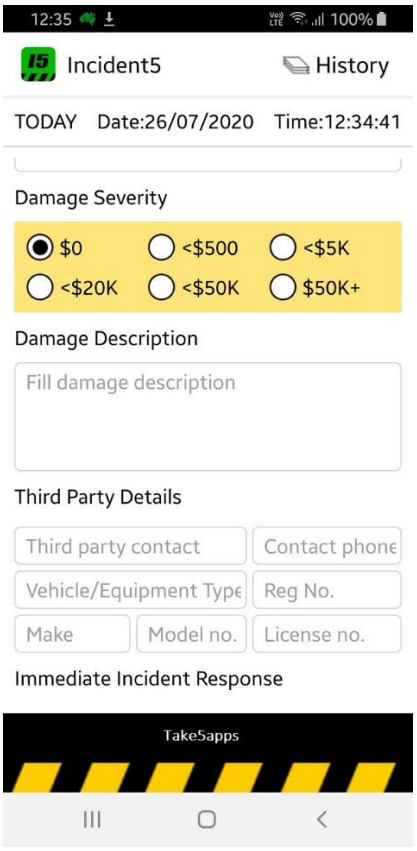
I5 – Incident5

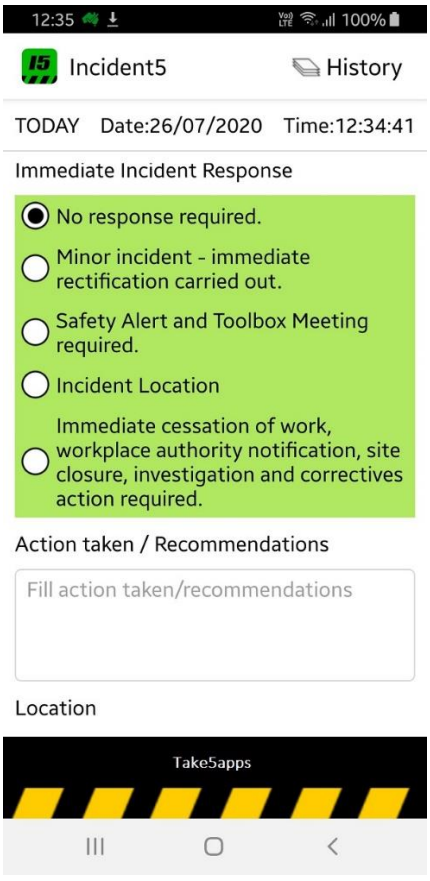


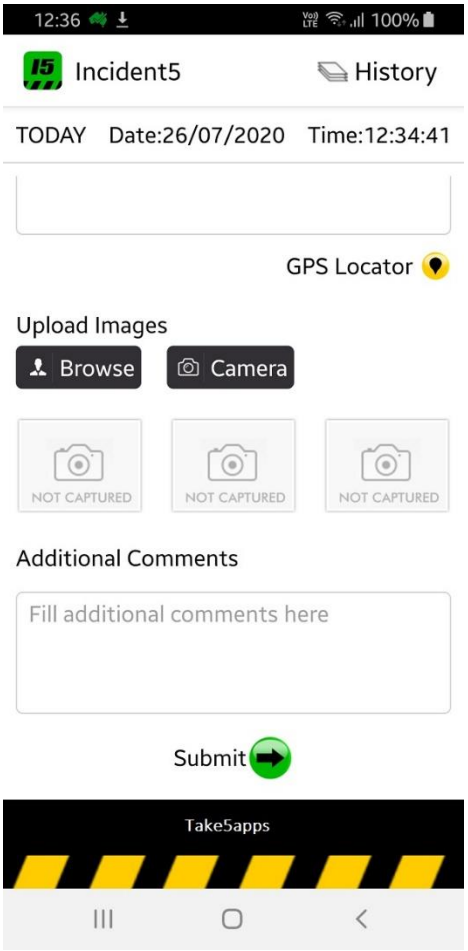
The I5 is the first reactive safety module of the T5 app and is our version of the incident report/notification. It is excellent for capturing those incidents when you are off site or at a remote location when something unexpected happens and you need to capture basic details right then and there. This is where this module shines in its practicality.

As with all the modules the I5's date and time stamp is automatic reducing the amount of required data entry.

The I5 has most of the traditional incident report fields.


12:35
100%
Incident5
History
TODAY Date:26/07/2020 Time:12:34:41
Damage Severity
$0
<$500
<$5K
<$20K
<$50K
$50K+
Damage Description
Fill damage description
Third Party Details
Third party contact
Contact phone
Vehicle/Equipment Type
Reg No.
Make
Model no.
License no.
Immediate Incident Response
Take5apps


12:35
100%
Incident5
History
TODAY Date:26/07/2020 Time:12:34:41
Immediate Incident Response
No response required.
Minor incident - immediate rectification carried out.
Safety Alert and Toolbox Meeting required.
Incident Location
Immediate cessation of work, workplace authority notification, site closure, investigation and correctives action required.
Action taken / Recommendations
Fill action taken/recommendations
Location
Take5apps



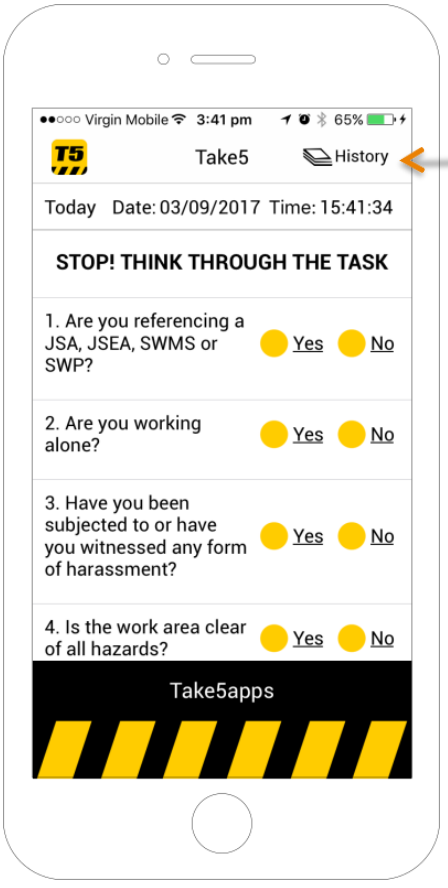
Adding pictures will help identify the incident for latter analysis , adding other comments may help remember those issues that may be forgotten.

Once complete hit the submit button and the email report will pop up and you can add or attach further information, when ready press SEND.

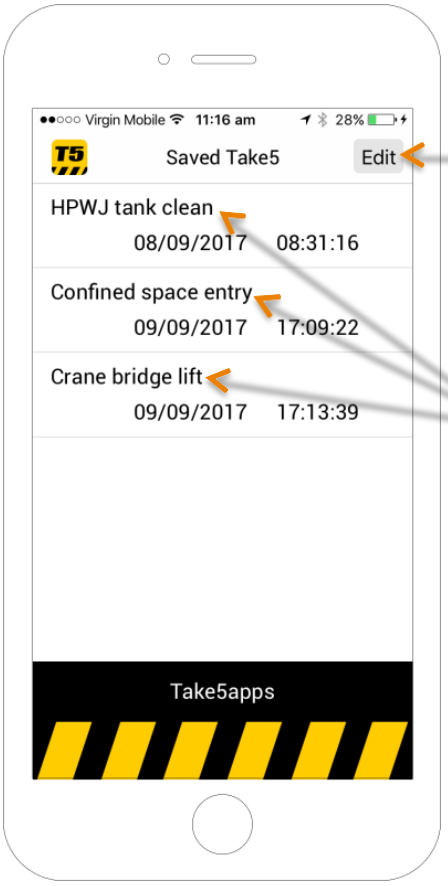
History

All five T5 modules (T5, H5, P5, S5 & I5) have a History section where each app's reports are stored for review, re- emailing or deleting. All module histories operate in the same way.

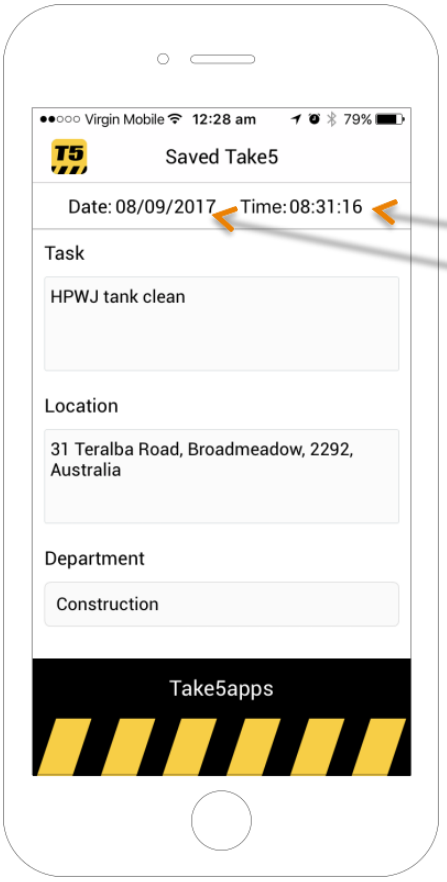
•To access the History of a module, enter the module you wish to review. And click History.



- Touch the History button at the top right of the screen.



- Once inside the app history a list of your prior reports will appear and an ‘Edit’ button will replace the History button at the top right of your screen.
- To view any of the reports simply touch on the report you wish to review.

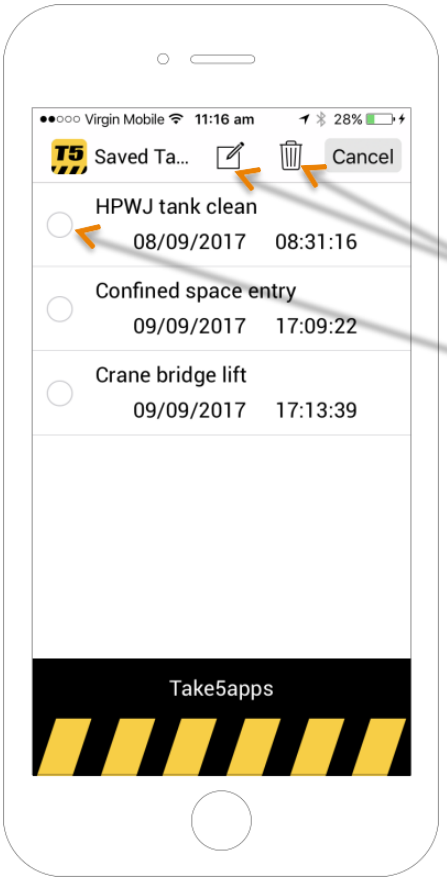


When choosing to review reports all modules are displayed in a similar format showing

- time stamp; and
- date stamp

at the top of the report and then allowing the user to step through the content of the report to review its entire content except for the CSV file.

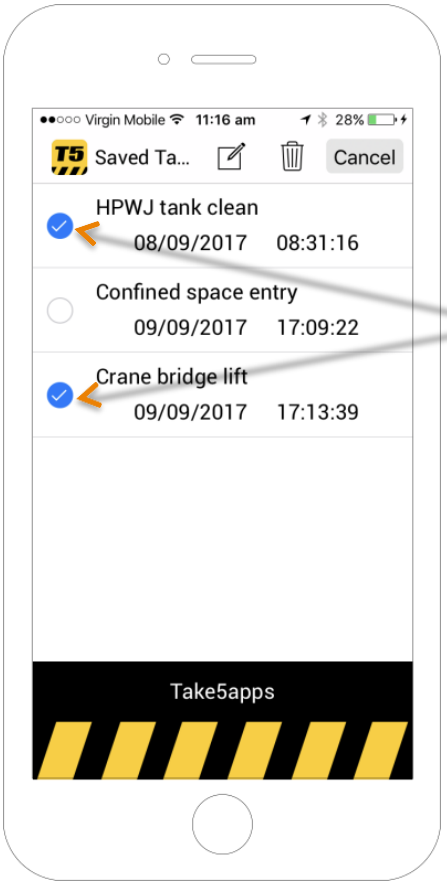
To retrieve or get another copy of the reports CSV file the user will need to re-email the report which will recreate the CSV file attaching itself to the bottom of the recreated email report.



Pressing the edit button (top image on previous page 31) changes the appearance of your history list by adding…

- 2 new icons at the top of the screen (email & delete icons)
- and radio buttons to your history report list

This allows the user to select one or more of the shown reports.



- The radio buttons on the left give the ability to select single or multiple reports and to re-email or delete from the historical records.

Summary

That covers just about everything there is to know about the T5 Safety App Version 6's functionality. We hope you find the app useful and should the T5 User Manual fail to cover any aspect of the T5 Safety Apps functionality please contact Take5apps through either the websites contact form or via email –

gideon@take5apps.com.au.

Any technical issues with the app should be reported via the same email address. All technical difficulties or software failures will be assessed and amended by our development team as soon as possible.

Take5apps thanks you for choosing the T5 Safety App and hopes the app assists you in keeping your workplace free from work related risks and hazards.

FAQ's

1. Can I re-email or delete my historical reports?
   Yes – Please see page 24 - History

2. How do I get back to the home screen?
   The icon in the top left hand corner of the screen acts as both the back button and/or the home button depending on where you are located in the T5 app, touching this icon will eventually return you to the home screen.

3. Can I add our company logo?
   Yes – At the bottom of the profile section where the users and distribution details are entered is provision for you to upload your company logo, which will be displayed on the T5's home page. Please see page 6

4. Can I have my own customised Take5 developed for our company?
   Yes we can customise the app as a personalized app for your business Which can be put up on the stores as your App just drop an email to gideon@take5apps.com.au or fill in our form on our web site.

5. Can I change some of the questions on the T5 or P5?
   Not yet - This has been raised and discussed with our development team. For all the questions to be editable it will require a major rebuild so it isn't an option at this stage. We have tried to keep all the safety and pre-start check questions as generic as possible and have discussed adding a couple of "other" type editable questions to the end of the lists in the next version for those items specific to individual companies.

6. Are we able to bulk purchase for companies or large project groups?
   Yes - Both Apple and Google have purchase programs available that allow organisations to purchase, manage and distribute their apps to their personnel or personal devices without losing their licensing for the apps they purchase. This allows the purchaser to maintain their ownership of their apps and effectively manage and distribute and even recall their apps from personal devices to redistribute to another.

   a. Apple - Volume Purchase Program for Business (VPP) - http://www.apple.com/business/vpp/

   b. Google for Work | Android - https://www.google.com/work/android/