

**NTT data**

NTT DATA Figtree Systems



**Figtree**<safety>

Online Safety Management System



Global Resources...  
Local Knowledge

## Figtree<safety>

NTT DATA Figtree Systems provide an intuitive cloud based WHS / OH&S reporting and management tool, assisting employers to meet their legal obligations through effective risk management, reduced incident rates, and minimising compliance costs.

## NTT DATA

### NTT DATA Figtree Systems

NTT DATA Figtree Systems is a global software developer that provides business applications and cloud-based management tools to support organisations in driving efficient workflow, resource allocation, record management and mobility.

Operating across public and private sectors, we provide solutions for Enterprise Risk Management, Workplace Health and Safety, Claims Management, and Fleet and Asset management. Our typical clients include Third Party Claims Administrators, Self-insured Organisations and Government at all levels.

Since commencing business in 1983, a focus on research and development has allowed NTT DATA Figtree Systems to grow and adapt alongside a valued group of international clientele. By retaining and developing our specialist consultants, developers and client service staff, we ensure our clients are supported by management tools that are scalable, secure and effective in an evolving IT service space.

### Quick Facts

- 300+ clients
- 60+ professionals
- 30+ years experience
- 15+ years providing hosted solutions



### Figtree<safety> benefits

- Cloud based, requires no internal infrastructure.
- Commercial off the shelf (COTS) software providing quick, low risk implementation.
- Mobile enabled, offers all employees with an internet connection a secure data entry facility to report incidents and hazards.
- Scalable to match differing businesses maturity levels and requirements.
- Integrates with Figtree Systems Workers Compensation Claims modules including Comcare.
- Can integrate with Enterprise HR systems for the transfer of employee information.
- Reduces compliance costs by reducing incidents using proactive measures.
- Improves safety culture by increasing transparency and accountability.
- Employees actively participate in improving safety and reducing risks.
- Assists in meeting WHS / OH&S obligations and compliance.
- Provides a proactive holistic approach to WHS / OH&S in line with Enterprise Risk Management (ERM) principles.



## Figtree<safety>

Online Safety Management System

### Incident Management

Figtree<safety> provides an easy way to register and manage a diverse range of incidents from injuries, near misses, vehicle / equipment and property damage. Incidents can be classified as being notifiable as well as defining any environmental impact.

Investigations can be undertaken in different formats based on the incident classification or severity. Investigation methodologies include the fishbone, “5 Whys” and a simple form based response. Any combination of these can be used for each incident classification or severity.

As part of the investigation process Incidents can be linked to new or existing hazard records to ensure all identified potentials for harm are registered and being managed appropriately through Figtree’s risk management processes.

Outcomes of the causal analysis, as well as other pertinent information, is

displayed on dashboards to quickly identify any emerging trends.

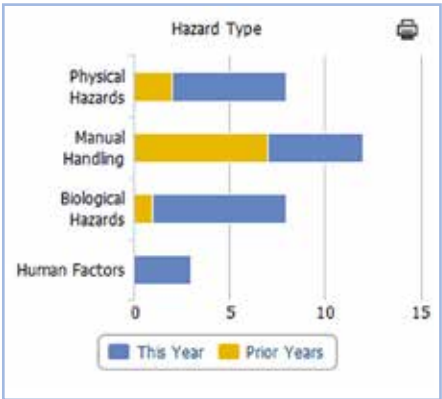
When Figtree<safety> is combined with the Figtree Systems claims module Figtree<workers>, incidents seamlessly flow into the claim management process, this ensures a single source for reporting purposes and provides an easy transition without any data duplication.

### Hazard Management

Hazards are effectively the core of the WHS / OH&S system, they can be lodged not only as observations but also from audits / inspections, incidents and risk context modules.

Reporting of hazards in these ways not only demonstrates a positive safety culture but allows businesses to build a risk profile, implement controls to eliminate or mitigate risks as much as practicable, helping to reduce incident rates and severity.

Hazards are categorised into types such as manual handling, hazardous



chemicals and environmental to make it easy to identify trends and provide meaningful reports.

Hazards are risk assessed to ensure they are being managed and appropriate timeframes are being set when determining controls and allocating actions.

### Risk Management

The Risk Management process is modelled around the framework of ISO 31000 and supports risk identification, analysis, evaluation and control whilst ensuring that the process is continually monitored and reviewed.

Figtree<risk> is fully integrated within Figtree<safety> for a comprehensive risk management approach to WHS / OH&S management. Figtree<risk> can also be utilised as a standalone enterprise risk management application.

The risk assessment module includes the ability to assess risks at different stages including inherent, current (residual) and target using interactive risk matrices. In addition an enterprise risk matrix can be utilised for more in depth risk management.

Once risks have been assessed the system will prompt for ongoing risk

reviews at user defined time frames for the entire life of the risk to ensure that controls remain in place and are effective.

Risk management extends beyond safety and includes a risk context module which provides the ability to capture business continuity, emergency management, functions, and activities. It allows the grouping of new or existing risk assessments and hazards for a high level overview and management of such items.

Practice drills can be scheduled for business continuity planning and emergency management at user defined frequencies to ensure controls are adequate should such events occur.

### Risk Library

Risk assessments can be put into a library along with their associated controls. Users assessing hazards or creating a risk context record can reference the library to leverage the knowledge and experience of other areas of the business.

The library function is best used when the same or similar risks have already been assessed and controlled elsewhere in the business. Risk assessments and controls from the library can be modified by the user to ensure they appropriately reflect the context they are used in.

This provides a more consistent approach to risk management, significantly reducing data entry and increasing efficiency.

### Control and Actions

Linked to risk assessments for the mitigation of risks, the system will monitor the progress of implementation through intelligent workflows. For example, responsible persons are reminded about tasks they have been nominated to complete and escalations are sent to line managers if tasks go beyond their due date.

The control’s lifecycle can be monitored as it progresses from being raised to implemented as designated actions are completed. Additionally controls can be replaced or retired if they are no longer effective or rejected if they are determined not to be appropriate.

Controls can be associated to any number of risks which allows a single control to manage a multitude of risks without duplication of information.

### Audit and Inspections

Available in both offline and online mode using our mobile platform, as well as our standard web interface using a personal computer.

Can be scheduled at different frequencies and tracked for completion. As part of the scheduler,

Workflows enforce  
best practice and  
streamline stakeholder  
communications



Automated  
Reporting



Generate Emails,  
Letters and Forms



Escalations and  
Approvals



Dashboard  
Reminders and Alerts

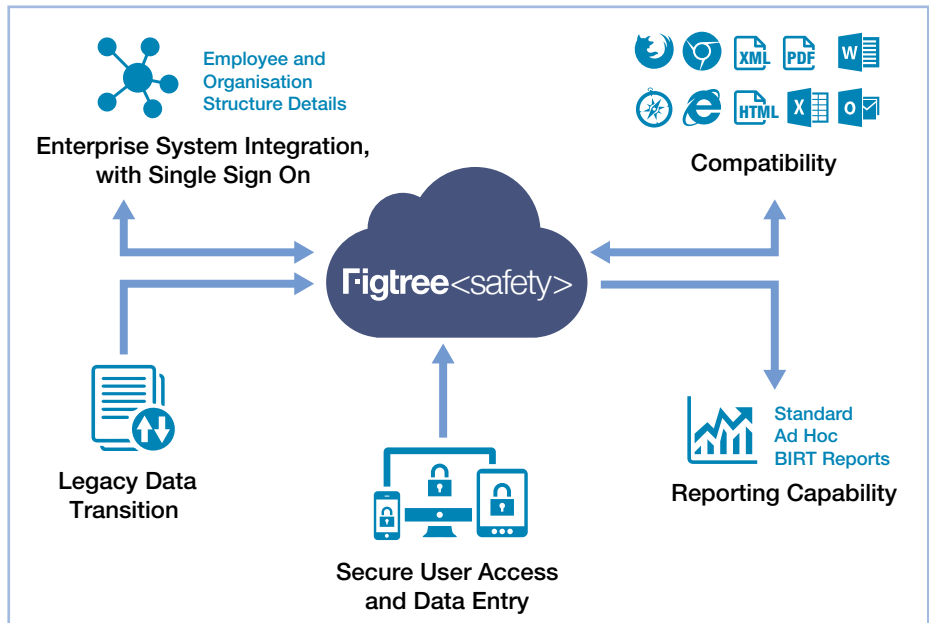
audits and inspections can be distributed to multiple employees at the same time and includes the ability to select which sections of an audit or inspection needs to be completed by each person. This eliminates the need to have multiple versions of the same audit or inspection.

When audits and inspections are distributed to multiple employees a master record will be created that summarises the results of all the individual audits or inspections.

Issues identified from any audit or inspection can be managed by assigning a corrective action or hazard to each issue identified.

An image, including documents, can be captured against each question in any audit or inspection.

The application allows the system administrator to add additional audits and inspections to suit the individual needs of the business. Content is easily maintainable and is version controlled.



Figtree<safety> Integration and Capability

Likelihood	Inherent Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	0	3	4	2	5
Likely	0	0	1	3	1
Possible	0	1	4	0	0
Unlikely	0	3	0	0	0
Rare	11	3	0	0	0

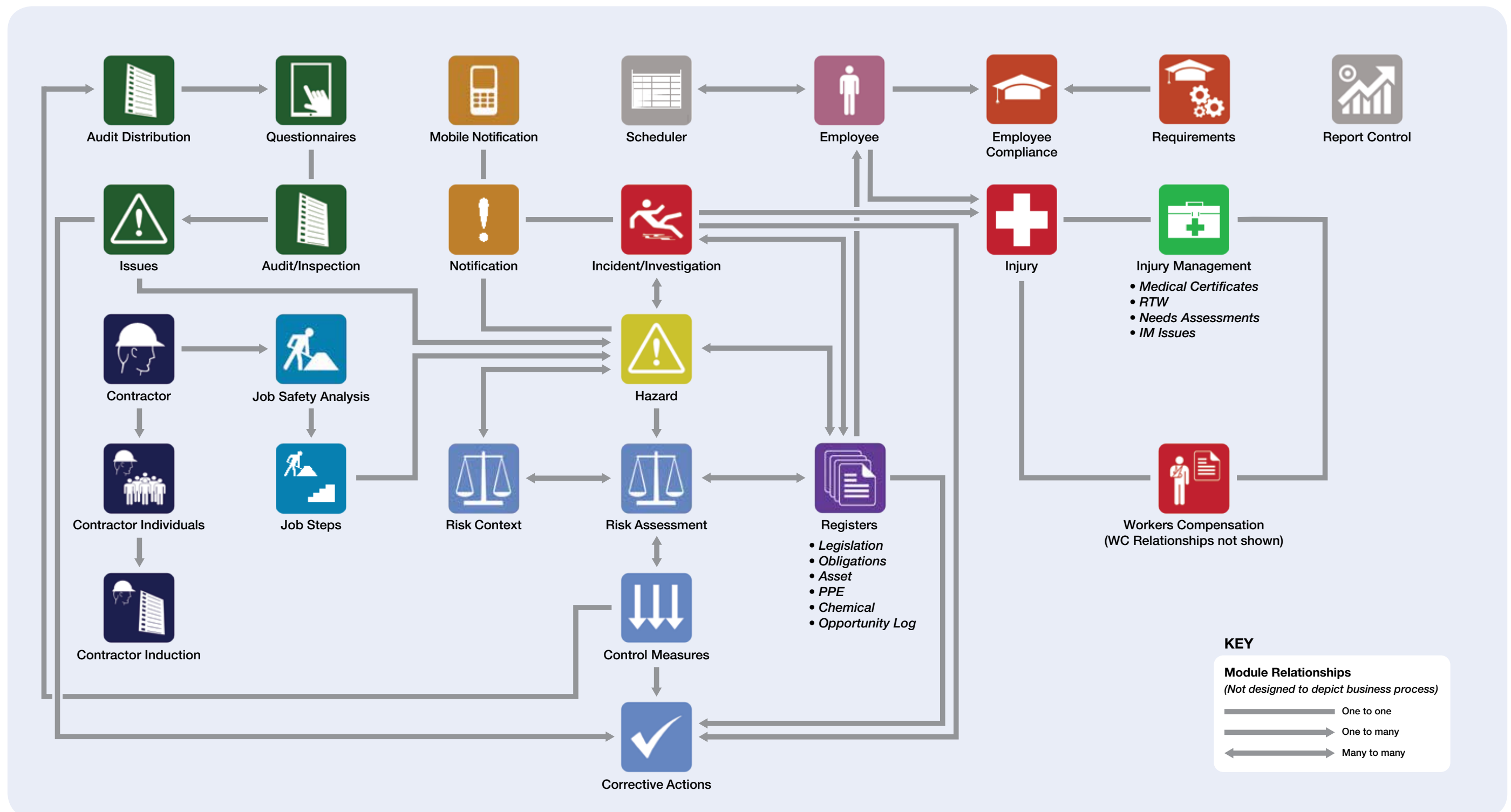
## Figtree<safety> Modules

## Optional Plugins



**Figtree**<workers>

## Online Claims and Injury Management



## Figtree<safety>

### Online Safety Management System

#### Injury Management

The Injury Management modules provide an easy way to manage all aspects of injuries, including tracking medical certificates and return to work plans.

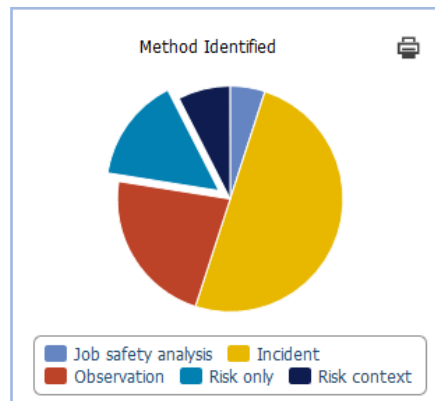
Injuries in Figtree<safety> are coded using AS 1885.1 (Workplace injury and disease recording standard) as the guiding framework. Dashboards for items such as mechanism, agency, shift, and body location are all available, making it easy to identify trends that are starting to emerge.

The medical certificate component captures key date information providing review reminders and capacity ranges. Medical certificates can be scanned and attached for easy recall.

Return to work plans can be created in the system and exported in Word or PDF format and can be automatically emailed to the treating doctor, employee or other parties for approval or manually created and managed.

Scheduled information about expiry or review dates is available on the dashboard, which simplifies the management process for Injury Managers or Return to Work Coordinators.

Injuries that have occurred outside of the business can also be entered and managed if required.



#### Contractor Management

Captures key information about contractors and all of their employees. Insurance certificates such as public liability and workers compensation can be uploaded against the contractor and tracked to ensure they remain current via an automatic email sent directly to the contractor prior to the expiry date.

Details of contractor employees, such as general induction cards and prescribed licence details can be maintained and associated to the contractor. Online Inductions can be completed within the system using an easily managed questionnaire.

#### Job Safety Analysis (JSA) / Safe Work Method Statements (SWMS)

The Task Management modules are designed to create both JSA's and SWMS, each step of a particular task is identified assessed and controlled.

Generic JSA's can be created for standard tasks, they can be used to form part of or initiate a Safe Operating Procedure (SOP).

JSA's and SWMS can be printed in a simple to read format and taken to site for the work to be completed. Signed off documents can be uploaded back into the system for validation and auditing purposes.

#### Scheduler

An easy to use calendar interface allows users to define and schedule events such as meetings, training and tool box talks.

Employees can be allocated to one or more groups which can be selected when scheduling an event. Emails will be sent to all attendees of an event informing them to attend.

Each employee required to attend an event will have an attendance record created in the system which can be used to verify if they have attended a particular event.

#### Cloud Interface

Figtree<cloud> is an effective software solution for organisations of all sizes, including those with multifarious requirements or multiple offices.

Our hosted centralised solution offers numerous advantages including reduced set up and on-going costs of providing

and maintaining all associated services and support for a secure application.

#### Mobile Devices

Our mobile technology allows users to conduct workplace inspections and audits, and register Incidents and hazards directly from any web enabled phone or tablet. Relevant information including photographs can be instantly logged into the database for further action which ensures all items are recorded without any delay.

Figtree<safety> allows mobile devices to be used in both online and offline modes. Records can be recorded without an internet connection and automatically synced with the database when reconnected to the internet.

Using the latest technologies to undertake everyday safety tasks can increase efficiency and reduce double handling of data but more importantly can assist in promoting a positive safety culture.

#### Scalability

Regardless of WHS / OH&S maturity level our system is designed to meet the requirements of medium to large businesses. To achieve this flexibility, defined functions and features, as well as review time frames and escalation periods can all be maintained by the client's system administrator.



The Figtree<safety> system is modular based so additional options such as Contractor Management, JSA / SWMS and Risk Context can be included.

#### Dashboards

Visually appealing, functional real time multi-series dashboards have been designed to manage all aspects of the solution from incident reviews to actions to complete, driving accountably and transparency throughout the system.

Analytical dashboards provide users a way to quickly identify trends and monitor how they are tracking compared to previous years.

Various filters can be applied to dashboards to pinpoint areas of concern.

#### Workflows

The workflow engine runs in the background and is designed to automate and standardise business

processes and functions, therefore removing human error and delays.

These processes include scheduling of audits / inspections, sending notifications and reminder emails for upcoming tasks, and automatically running and delivering reports to an employee's email inbox. Escalation processes ensure accountably with the system by automatically notifying a responsible person's line manager should a task not be completed within a designated timeframe.

#### Google Maps

Whether using a mobile device or a personal computer, Figtree<safety> features the ability to capture GPS coordinates of all incidents and hazards allowing users to visually identify any areas of concern without the effort of having to run and analyse reports.



The system adapts well to variations in business process, scale and complexity

- › Extensive Workflows
- › Role based User Access
- › Custom Drop Down Lists
- › Schedule Reports
- › Organisational Structure Alignment
- › Data uploads
- › Letters and Forms Templates
- › Authorisations and Escalations



Robust reporting tools provide flexibility, saving time and effort at reporting time

- › Ad Hoc Reporting
- › Save Report Templates
- › Standard Reports
- › Scheduled Distribution
- › Export in MS Word, XML, CSV, PDF and HTML



Global Resources...  
Local Knowledge

Streamline your business administration with a suite of software solutions that enhance reporting, risk awareness and cost control.



Enterprise Risk Management

Hit your risk reduction targets with an enterprise-grade risk management solution, modelled around ISO 31000. This system enforces accountability and provides a real-time risk database, accessible anywhere.

Claims Management

The software of choice for TPAs and non traditional insurers, our claims management systems deliver robust reporting and full lifecycle claims management for all insurance lines, including workers compensation.



Work Health and Safety

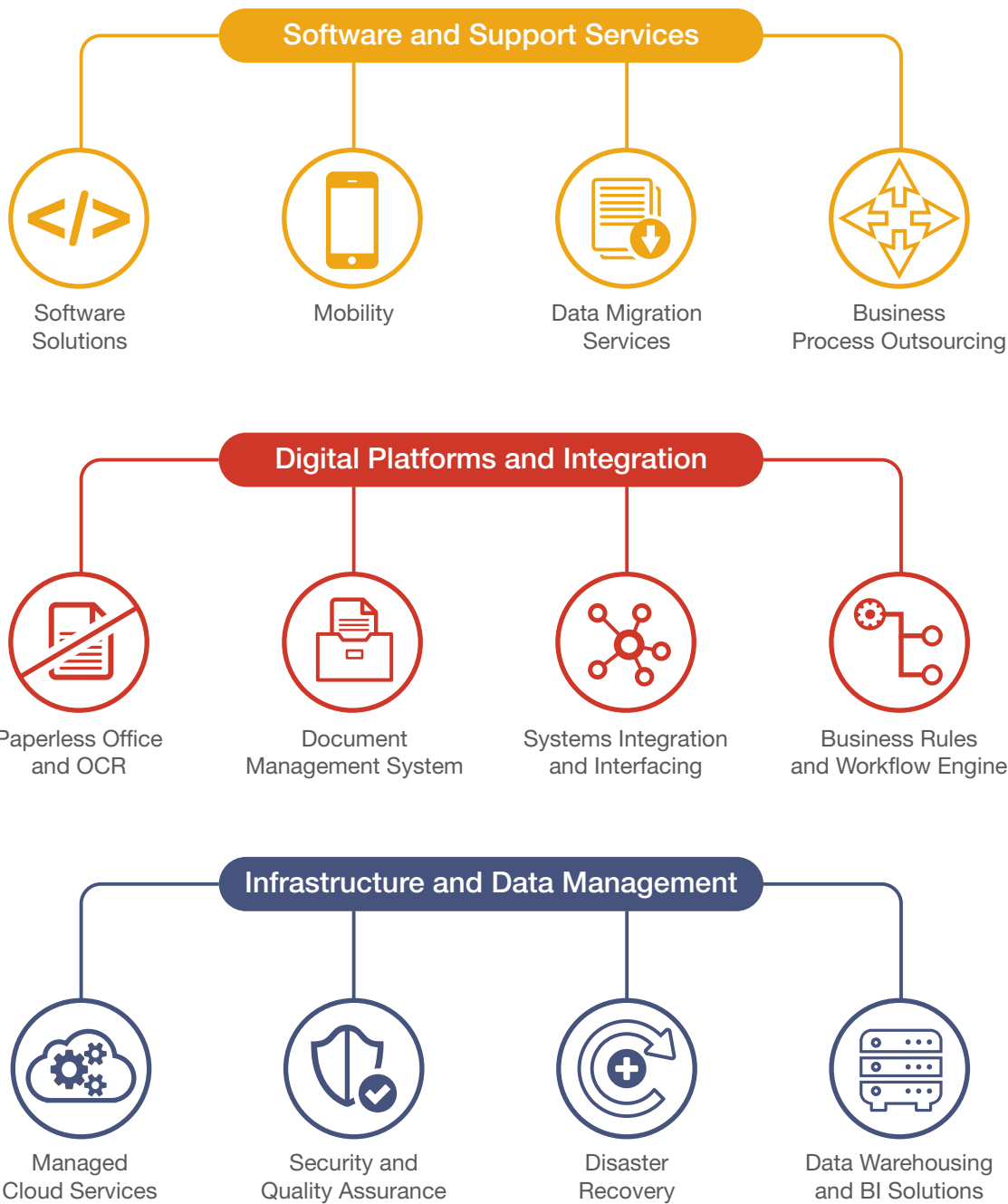
The single source of truth to your organisation's safety information, our safety and incident management solution offers a wealth of functionality to assist you in coordinating an effective and compliant WHS program.

Fleet and Asset Management

Manage your fleet administration more efficiently with an end-to-end reporting solution that captures all vehicle running costs electronically, from asset-acquisition to asset-disposal.



As part of the NTT DATA group, we are well placed to support your business with capability and expertise that drives digital transformation.



# Global Resources...

## Local Knowledge



## NTT Data

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