



# HAVwear Getting Started Guide

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## **About this document**

This document is supplied as a part of the Reactec eco-system.

## **Intended purpose**

This document is intended to provide an overview of the Reactec eco-system hardware.

## **Intended audience**

This document is intended for all users of the Reactec eco-system.

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## **Original instructions**

**Read this document before using the equipment**

**Retain this document for future use**

## Document information

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## Conventions used

This guide uses the following formats for safety notices.



### WARNING

Provides important information to prevent serious problems, for example, the loss of data.



### Caution

Provides important information to prevent serious problems, for example, the loss of data.



### Information

Provides additional information.



### Tip

Provides useful hints and tips.

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# 1 Reactec eco-system

The Reactec eco-system is a group of hardware and software components which allow the collection, organisation, and analysis of HAV (Hand Arm Vibration) exposure data, proximity data and other health risk data.

The main component of the Reactec eco-system is the watch worn by the Operator. The watch is part of the R-LINK and HAVwear eco-systems.



### WARNING

If the equipment described in this guide is used in a manner not specified by Reactec, the protection provided by the equipment may be impaired

## HAVwear eco-system

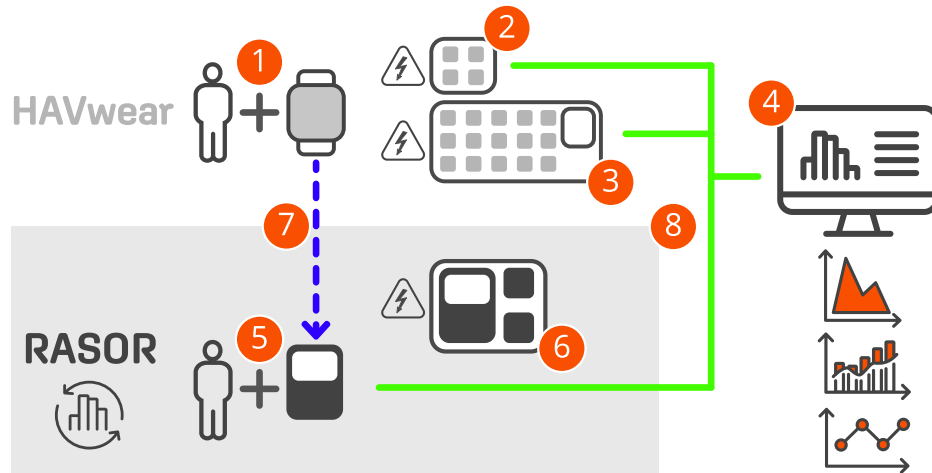


Figure 1 - HAVwear eco-system

1	HAVwear watch	Used to track HAV exposure.
2	4-bay docking station	Used to charge four HAVwear watches and to transmit HAV data to Reactec Analytics.
3	15-bay docking station	Used to charge 15 HAVwear watches and to transmit HAV data to Reactec Analytics.
4	Reactec Analytics	Cloud-based software for reporting and managing your users, tools, and plant.
5	RASOR	Optional: RASOR captures real-time, multiple workforce risks and supports remote and lone workers with location information, slips/trips and fall detection.
6	HAVwear Dual charger	Used to charge RASOR and two HAVwear watches.
7	Data transfer using Bluetooth	Data transfer from HAVwear watches to RASOR.
8	Data transfer to Reactec Analytics	Data transmitted to Reactec Analytics using mobile or networked connections.



## 2 Checklist of items required

Check you have received all the required items.

### Hardware

	15-bay or 4-bay docking station		HAVwear watch
	HAVwear holder		HAVwear strap
	ID card		RFID Read/Writer
	Tool tags		

### Software

- Internet-enabled Windows computer
- Reactec Analytics account
- ID Card Manager software
- Tool Tag Manager software
- RFID Read/Writer driver



## 3 Downloads

An online Reactec Analytics account is required to log into [www.reactecanalyticsplatform.com](http://www.reactecanalyticsplatform.com)

In the interface, top-right, select  to download software and drivers.

### **ID Card Manager software**

ID Card Manager is used to assign ID cards to operators.

### **Tool Tag Manager software**

Tool Tag Manager is used to program tool tags.

### **RFID Read/Writer driver**

Download and install the RFID Read/Writer driver from Reactec Analytics prior to connecting the device.

After you have installed the driver, connect the RFID Read/Writer to your PC or tablet with a USB cable.



#### **Information**

If you connect the RFID Read/Writer before installing the driver, Windows may automatically install a different driver which may not work as expected.



## 4 Gather information

### List of Reactec Analytics Users

Details of personnel who are required to be set up as Users for the following tasks:

- Administer the system
- View Reports
- Assign ID cards
- Program tool tags

### List of operators

To collate details of operators using the Operator Import template in Reactec Analytics, follow these steps:

1. Select **Data/Project Manager** from the top toolbar.
2. Select **Operators**.
3. Select **Bulk Upload**.
4. Select **Download Template**.
5. Populate and save the file.

### List of vibratory tools to be tracked

To collate details of tools using the Tool Import template in Reactec Analytics, follow these steps:

1. Select **Data/Project Manager** from the top toolbar.
2. Select **Tools**.
3. Select **Bulk Upload**.
4. Select **Download Template**.
5. Populate and save the file.



#### Information

If an existing company-owned ID card is to be used then by collating the electronic RFID identity number for the ID card, it is possible that the ID card can be used without the need of an additional assignment process using ID Card Manager.

► *Refer to the Software Administration Guide for more details.*



## 5 Set up users

### Types of Reactec Analytics user accounts

- **Report:** View reports. No ability to add or amend any information within Reactec Analytics
- **Group Administrator:** Manage Users, Operators and manage data for specified groups
- **Administrator:** In addition to the above, manage all user accounts, all groups, permissions, options, and data

### Tutorial

Watch the [video](#) on how to set up new users.

[https://www.youtube.com/watch?v=\\_AaKC4Obf8](https://www.youtube.com/watch?v=_AaKC4Obf8)

### Set up a new user

Employees require a user account to access Reactec Analytics.

To set up a new user, follow these steps:

1. On the toolbar, select **Users > Create New**.
2. Enter the employee's details and select the appropriate type of user.



#### Information

For group administrators it is essential to select the groups the administrator is responsible for.

3. Select the modules the employee should have access to.

4. Use the **Data Access** options to specify the groups, regions, and divisions from which the employee can view data.
5. Select **View TEP & SEP** to create smart users who can access both TEP and SEP data.
6. Select **On** to receive e-mail alerts next day for breaches of EAV, ELV or both.



#### Information

For group administrators and administrators, it is essential that at least one of the **Admin Access** boxes at the bottom of the page are ticked:

- **System:** Allows a User to manage Users, Data, Groups, Permissions, HAV options and export Data, Control Measures and Interventions.
- **Operators:** Allows the management of operators only.
- **Hardware:** Allows the management of asset admin. Hardware and tools.
- **Interventions:** Allows the creation of interventions only. This option is populated automatically if **System** is selected.

7. Select **Create**.

The employee is added to the list of users.





## 6 HAV options

These are settings which determine how data is displayed on the HAVwear watch and in Reactec Analytics.

### Enable OFF button

When this mode is enabled, the operator can prevent the HAVwear from detecting TEP HAV risk exposure data at any time. The OFF function is for customers who are concerned about operators picking up exposure points from non-tool activity, for example, driving vehicles in rough terrain.

The default is set to **Disabled**.

To enable this feature, follow these steps:

1. On the top toolbar, select **Data/Project Manager**.
2. Select **SETUP > HAV Options**.
3. Select **Enabled**.
4. Select **Save**.

### Exposure assessment type

The majority of HAV reports available with Reactec Analytics can be viewed as either TEP or SEP, or a combination.

TEP (Tool Exposure Points) is calculated based on the vibration level programmed in the tool tag.

SEP (Sensed Exposure Points) is calculated based on the sensed vibration level with the HAVwear worn on the wrist.

Most organisations use TEP points initially to assess operator's risk. In situations where an organisation chooses to select SEP data, the HAVwear watches will display SEP points and the exposure risk data reported will be based on SEP points wherever possible. The default is set to TEP.

To switch to SEP, follow these steps:

1. On the top toolbar, select **Data/Project Manager**.
2. Select **SETUP > HAV Options**.
3. Select **Sensed Exposure Points (SEP)**.
4. Select **Save**.



#### Information

Before switching to SEP, an authorised member of management must evaluate the working environment using an ISO 5349 compliant measurement instrument.

### Operator sign out control

An option is available to limit the potential for an Operator to sign out more than one HAVwear within a configurable time period.

The default for this option is set to **Off**, which makes it possible for any ID card to be used to sign out more than one HAVwear.

An Administrator can set a time period of up to four hours during which an ID card cannot be used to sign out a second device.

To set a limit on HAVwears being signed out, follow these steps:

1. On the toolbar, select **Data/Project Manager**.
2. Select **SETUP > HAV Options**.
3. Select the required time from **Min Time Between Sign Outs**.
4. Select **Save**.



## 7 Assign ID cards



### Information

Only a Group Administrator or company-wide Administrator can assign ID cards.

A newly assigned ID card is only able to be used within the Reactec eco-system if the employee details have been downloaded to the Docking Station.

Employee lists are downloaded to Docking Stations overnight. To force a download at another time, switch the Docking Station off then back on.

### Tutorial

Watch the [video](#) on how to assign an ID card.

<https://www.youtube.com/watch?v=aLwuxS9O-LQ>

### Uploading the ID card template

To upload the ID card template, follow these steps:

1. Select **Data/Project Manager** from the top toolbar.
2. Select **Operators**.
3. Select **Bulk Upload**.
4. Select **Choose file**, locate the saved template. then select **Open**.
5. Select **Import**.

Operators are now visible in the Reactec Analytics operator list.

### Assign ID cards

To assign an ID card, follow these steps:

1. Open ID Card Manager.  
Log in using Reactec Analytics account credentials.
2. Connect the RFID Read/Writer to your computer.  
A green tick is displayed in the **RFID Read/Writer Status**.
3. Select **Assign**.  
A list of Operators that belong to this User account is imported and displayed in table format.
4. Place an ID card on the RFID Read/Writer.  
A green tick will be displayed in the **Card Status**.
5. To assign the data to the ID card, select **Assign** next to the appropriate operator.
6. To assign another ID card, remove the previously assigned ID card and repeat this process.
7. Select **Close** to exit ID Card Manager.



### Information

If an existing company-owned ID card is to be used then by collating the electronic RFID identity number for the ID card, it is possible that the ID card can be used without the need of an additional assignment process using ID Card Manager.

► *Refer to the Software Administration Guide for more details.*



## 8 Program tool tags

Only a group administrator or company-wide administrator can program tool tags.

### Tutorial

Watch the [video](#) on how to program tool tags.

<https://www.youtube.com/watch?v=aLwuxS9O-LQ>

### Upload the tool import template

To upload a tool import template, follow these steps:

1. Select **Data/Project Manager** from the top toolbar.
2. Select **Tools**.
3. Select **Bulk Upload**.
4. Select **Choose file**, locate the saved template, then select **Open**.
5. Select **Import**.

Tools are now visible in the Reactec Analytics Tool List.

### Program tool tags

To program tool tags, follow these steps:

1. Open Tool Tag Manager.
2. Connect the RFID Read/Writer to your computer.  
A green tick is displayed in the **RFID Read/Writer Status**.
3. Select **Download Tools**.  
Log into your Reactec Analytics account. A list of tools that belong to this user account is imported and displayed as a table.
4. Place a tag on the RFID Read/Writer.  
A green tick is displayed in **Tag Status**.
5. To write data to the tag, select the appropriate **Write** option.
6. To program another tag, remove the previously programmed tag and place a new tag on the RFID Read/Writer.
7. Select **Close** to exit Tool Tag Manager.



## 9 Hardware verification

Power up and sign out a HAVwear watch to verify the docking station is operational.

### 15-Bay docking station

To use the docking station, follow these steps:

1. Connect the antenna to the docking station.
2. Wait until the correct time and date is displayed.  
This can take up to 10 minutes.
3. Confirm the name of a mobile phone provider is displayed.
4. Sign out a HAVwear watch and check the operator's name is displayed on the HAVwear screen. To sign out:
  - a. Place an ID card against the orange swirl icon.
  - b. Unclip the HAVwear watch from the that emits a beep and has a flashing LED light.

The HAVwear watch is now ready for use.

### 4-Bay docking station

To use the docking station, follow these steps:

1. Power up the docking station.
2. Confirm a mobile phone signal is available by checking there is at least one white LED light lit.
3. Sign out a HAVwear watch and check the operator's name is displayed on the HAVwear screen. To sign out:
  - a. Press and release the button on the front of the docking station.
  - b. Wait until a red LED light flashes next to a HAVwear watch.
  - c. Place an assigned ID card on top of the HAVwear watch until a beep sounds.
  - d. Unclip the HAVwear watch.

The HAVwear watch is now ready for use.



## 10 Management training

### Manager awareness training

Refer to the following resources to complete your manager awareness training:

- Watch the manager awareness **part A** – [Why HAV is important and how Reactec can help](#)  
<https://youtu.be/KfR01LzgG6o>
  - Download the related [PowerPoint presentation](#)  
<https://documents.reactecanalyticsplatform.com/Training/ManagerAwarenessTrainingPart1>
- Watch the manager awareness **part B** – [An overview of the eco-system and how it works](#)  
<https://youtu.be/aVOcErUE9Z8>
  - Download the related [PowerPoint presentation](#)  
<https://documents.reactecanalyticsplatform.com/Training/ManagerAwarenessTrainingPart2>

### Reactec Analytics reports training resources

Refer to the following resources to understand and use reports in Reactec Analytics:

- Watch [How to use the key Reactec Analytics reports for best practice](#)  
[https://www.youtube.com/watch?v=bOa8liZ\\_p54](https://www.youtube.com/watch?v=bOa8liZ_p54)
- Watch [How to schedule reports](#)  
<https://www.youtube.com/watch?v=wbYjtobav70>



## 11 Operator training



### Caution

The wrist strap is personal and should always be subject to appropriate occupational hygiene procedures regarding cleaning and replacement.

### Ensure operators can demonstrate the following

- Signing out a HAVwear watch
- Fitting the HAVwear watch into the wrist strap and onto the wrist
- Switching HAVwear off, if required
- Successfully connecting to a number of tool tags
- An understanding of the HAVwear screen display and alerts

### Operator training resources

Refer to the following resources for operator training:

- Watch the [Operator toolbox talk video](https://www.youtube.com/watch?v=cwVd57pojAY)  
<https://www.youtube.com/watch?v=cwVd57pojAY>
- Download the [Operator toolbox talk PowerPoint presentation](https://documents.reactecanalyticsplatform.com/Training/OperatorToolboxTalkHAVAndSD)  
<https://documents.reactecanalyticsplatform.com/Training/OperatorToolboxTalkHAVAndSD>
- Download the [4-Bay Docking Station user poster](https://documents.reactecanalyticsplatform.com/Documents/HAVWEARSAFEDISTANCEPosterDST4)  
<https://documents.reactecanalyticsplatform.com/Documents/HAVWEARSAFEDISTANCEPosterDST4>
- Download the [15-Bay Docking Station user poster](https://documents.reactecanalyticsplatform.com/Documents/HAVWEARSAFEDISTANCEPosterDST15)  
<https://documents.reactecanalyticsplatform.com/Documents/HAVWEARSAFEDISTANCEPosterDST15>



## 12 Key reports summary

The report modules are accessible from the toolbar in Reactec Analytics and are used to view information about operator HAV exposure and tool usage.

This allows analysis, monitoring of policies and planning and, where required, recording of any actions that need to be taken.

### Workforce average exposure

Review the trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average.

Frequency - Quarterly / Annually

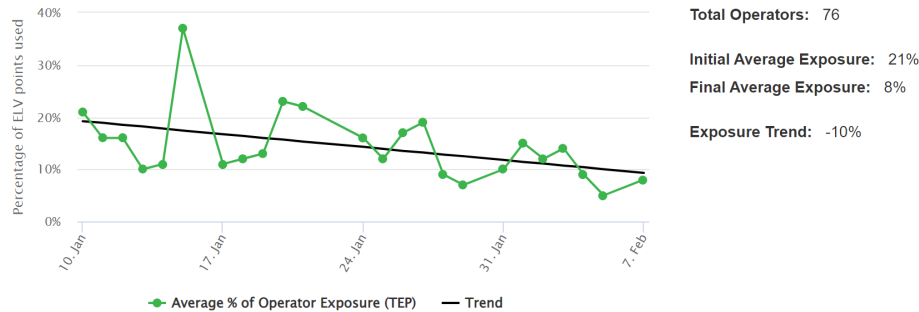


Figure 2 - Workforce average exposure report example

### Exposure levels reached

This report shows any breach of exposure. This report should be generated monthly or quarterly as part of the management review, total exposure level breaches and exposure level breaches over time.

Frequency - Weekly / Monthly / Quarterly

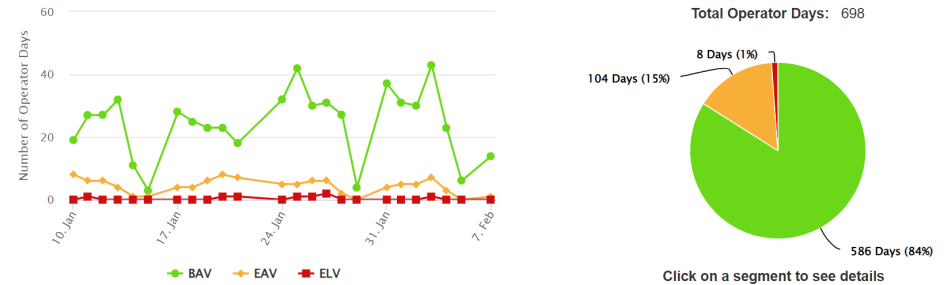


Figure 3 - Exposure levels reached report example

### Operator average exposure

This report is used to review operators most exposed overall and their exposure trends. Further view of tools used overall to understand main source of exposure as well as specific daily tool use and tool sharing. This information helps with exposure reduction planning.

Frequency - Weekly / Monthly / Quarterly

Annually in support of occupational health surveys

Overridden	Group	Operator ID	Name	Days Monitored		Avg Daily Exposure		Current Levels		Exposure Thresholds			Individual Exposure Variance	Last Seen	Tool Usage	
				Previous	Current	Previous	Current	EAV	ELV	BAV	EAV	ELV			Total	By Day
	Group_14572	5605	Operator_141149	3	6	32	175	100	300	1	4	1	+447%	07/02/2022	Total	By Day
	Group_14572	5601	Operator_141150	10	12	79	149	100	300	5	4	3	+89%	07/02/2022	Total	By Day
	Group_14565	7055	Operator_55714	12	9	105	143	75	300	1	7		+36%	28/01/2022	Total	By Day
	Group_14565	7299	Operator_88855	13	14	90	124	75	300	3	11		+38%	03/02/2022	Total	By Day
	Group_14565	7877	Operator_55721	15	14	94	123	75	300	3	11		+31%	07/02/2022	Total	By Day
	Group_14565	7819	Operator_55696	20	8	64	120	75	300	1	7		+89%	03/02/2022	Total	By Day
	Group_14565	7045	Operator_55734	14	4	93	116	75	300	2	2		+25%	03/02/2022	Total	By Day
	Group_14565	7874	Operator_55695	7	9	88	109	75	300	5	4		+11%	07/02/2022	Total	By Day
	Group_14565	7287	Operator_55722	7	18	126	102	75	300	5	6	1	-19%	04/02/2022	Total	By Day
	Group_14572	5007	Operator_42850	0	4	0	90	100	300	1	5	1	0%	27/01/2022	Total	By Day
	Group_14565	76678	Operator_125748	8	21	90	65	75	300	14	6	1	-28%	07/02/2022	Total	By Day
	Group_14565	7080	Operator_55707	22	15	66	64	100	300	11	4		-3%	04/02/2022	Total	By Day
	Group_14565	7828	Operator_55723	5	14	54	60	75	300	10	4		+11%	04/02/2022	Total	By Day
	Group_14565	7053	Operator_55698	13	18	81	59	75	300	12	6		-27%	04/02/2022	Total	By Day
	Group_5299	7801	Operator_37226	13	18	4	57	75	300	13	5		+1325%	05/02/2022	Total	By Day
	Group_14572	76703	Operator_141153	10	14	80	54	100	300	13		1	-32%	07/02/2022	Total	By Day

Figure 4 - Operator average exposure report example

## Top tool exposure

This report is used to review which tools are most exposing operators to HAV overall and the trend of exposure. This can help in understanding actions that will provide the greatest benefit in reducing exposure to workers by identifying tool replacements or changes in working practices.

Frequency - Monthly / Quarterly / Annually

Overridden	Tool ID	Manufacturer	Model	Tool Name	Vib mis'	Total Operators	Total Exposure Points	Trigger Time (Hours)	Average Daily Points	Average Daily Operator Points
					5.2	76 (100%)	<div style="width: 100%;"></div>	97.6200	218	8
	TL_196901	Bosch	GEX150AC	SANDER	14.0	5 (56%)	<div style="width: 56%;"></div>	4.4322	217	134
	TL_94371	Darg	1600	STRAIGHT GRINDER	7.2	3 (17%)	<div style="width: 17%;"></div>	1373	132472	137
	TL_112489	Darg	1600	STRAIGHT GRINDER	7.2	1 (6%)	<div style="width: 6%;"></div>	1284	123891	183
	TL_193011	Kobe	KBE270	Die Grinder	16.8	2 (33%)	<div style="width: 33%;"></div>	1284	22742	183
	TL_94367	Darg	1600	STRAIGHT GRINDER	7.2	2 (11%)	<div style="width: 11%;"></div>	1124	108468	140
	TL_94714	Darg	1600	STRAIGHT GRINDER	7.2	2 (11%)	<div style="width: 11%;"></div>	982	94697	154
	TL_100312	Darg	1600	STRAIGHT GRINDER	6.7	2 (11%)	<div style="width: 11%;"></div>	941	104842	134
	TL_94856	Darg	1600	STRAIGHT GRINDER	7.2	1 (6%)	<div style="width: 6%;"></div>	864	83344	144
	TL_95449	Darg	1600	STRAIGHT GRINDER	7.2	1 (6%)	<div style="width: 6%;"></div>	771	74361	154
	TL_94543	Darg	1600	STRAIGHT GRINDER	7.2	1 (6%)	<div style="width: 6%;"></div>	740	71406	148
	TL_80044	Unallocated	GAV5	CHIPPING HAMMER	15.7	3 (17%)	<div style="width: 17%;"></div>	664	13472	95
	TL_94798	Darg	1600	STRAIGHT GRINDER	7.2	2 (11%)	<div style="width: 11%;"></div>	570	54947	114
	TL_187353	Atlas Copco	LSR48 S120 CW	Barrel Grinder	4.5	2 (11%)	<div style="width: 11%;"></div>	531	131169	48
	TL_96046	Darg	1600	STRAIGHT GRINDER	7.2	3 (17%)	<div style="width: 17%;"></div>	498	48075	124
	TL_94834	Darg	1600	STRAIGHT GRINDER	7.2	3 (17%)	<div style="width: 17%;"></div>	430	41514	72
	TL_94366	Darg	1600	STRAIGHT GRINDER	7.2	1 (6%)	<div style="width: 6%;"></div>	417	40189	139

Figure 5 - Top tool exposure report example

## Workforce incursions

This report is used to identify the number of operator proximity incursions, identified as short, moderate or sustained instances. This can help in understanding actions that will provide the greatest benefit in reducing dangerous exposure to workers.

**Workforce Incursions** [Help](#)  
7 days 08/06/2022 to 14/06/2022

Group	Operator ID	Name	Previous Period				Current Period				Last Seen	Actions	Analysis	Intervention			
			Days	Total (H:M:S)	Average (H:M:S)	Short	Moderate	Sustained	Days	Total (H:M:S)					Average (H:M:S)	Short	Moderate
Group A	EE44	Jim Carpenter	1	00:15:35	00:05:32	1	1	1	1	00:00:50	00:00:25	1	1	1	21/07/2022	<a href="#">View</a> <a href="#">By Date</a> <a href="#">By Reaction</a>	+
Group C	19102507	Sam Mackenzie	0	00:00:00	00:00:00	0	0	0	2	00:17:05	00:04:40	1	1	1	15/06/2022	<a href="#">View</a> <a href="#">By Date</a> <a href="#">By Reaction</a>	+

Figure 6 - Workforce incursions report

## Scheduling a report

Any Reactec Analytics report can be scheduled to be received by e-mail on a regular basis such as daily, weekly, or monthly. Scheduled reports are PDF copies of the reports sent to one or more user email addresses on a predefined schedule. These are useful to ensure key stakeholders are kept informed.

1. On the toolbar, navigate to the report that you want to schedule.
2. Using the filter options, filter the report data as required.



3. Select **Email**.
4. Select **Recipients** and choose who you want to receive a PDF copy of the report.
5. Select **Periodically**.  
The schedule options are displayed.
6. Specify the schedule and select **Ok**.





## 13 HAVwear battery life

A HAVwear watch is rechargeable with the following battery life and charge requirements:

- After a typical days use of a fully charged unit, the time to recharge is 33 minutes
- Maximum battery life is 36 hours
- The HAVwear watch should be fully recharged before being put into storage, when not mounted in a powered up docking station

► *For more information on battery care, refer to the Hardware Overview.*