



Reactec Analytics Platform

Reports User's Guide

This document is intended to provide information about the reports available on the Reactec Analytics Platform Reporting module.

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About this document

This document is supplied as a part of the Reactec Analytics Platform.

Intended Purpose This document is intended to provide information about the reports available on the Reactec Analytics Platform Software.

Intended Audience This document is intended for staff who want access to HAV exposure reports or tool management reports.

Conventions used This guide uses the following formats for safety notices:

Indicates a hazardous situation which, if not avoided, could result in death or serious injury.

Indicates a hazardous situation which, if not avoided, could result in moderate injury, damage the product, or lead to loss of data.

Indicates a hazardous situation which, if not avoided, may seriously impair operations.

Additional information relating to the current section.

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1 Reactec Analytics Platform

The Reactec Analytics Platform 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. There are different types of hardware as summarised below with all data captured, reported in the Reactec Analytics reporting software.

HAVwear System	RASOR System
HAVwear	RASOR
Docking Station	Dual Charger
HAVwear Tool Tags	
Operator ID Cards	
Analytics Reports	



Figure 1: Reactec Analytics Platform data flow

HAV exposure data is collected and calculated during tool use by the HAVwear. A HAVwear can also collect data on the User's proximity to another Reactec device. A RASOR within 30m of any

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HAVwear will gather HAVwear data on a regular basis. RASOR can also detect proximity to another Reactec device. Subject to appropriate agreements between Reactec and a supplier of other Bluetooth enabled health risk sensors such as noise, gas and dust, RASOR will also gather data from these devices on a regular basis when the devices have been assigned to the RASOR operator. Operators are informed of their HAV exposure and proximity status by a display and indicator lights on the HAVwear. The RASOR operator is advised of his and his colleagues exposure levels for all the devices the RASOR connects to and he has access rights to. At the end of each shift the operators return the HAVwear to a Docking station which collects the HAV exposure and proximity data. For RASOR users; at the end of each shift the operators return the HAVwear and RASOR to a Docking Station and or Dual Charger to collect the HAV exposure and proximity data and data from any other connected sensors.

The HAV exposure data, proximity data and other sensor data is transmitted to the Reactec Analytics where it can be analysed. The Reactec Analytics allows organisations to monitor HAV exposure levels, proximity behaviour and other health risk data trends, so enabling them to implement effective control measures.

1.1 Employers Responsibility

1.1.1 Vibration Regulations

The traffic light systems employed in the Reactec Analytics Platform for the HAVwear indicator lights are related to the HSE Control of Vibration at Work Regulations 2005 (the Vibration Regulations).

The Vibration Regulations include an exposure action value (EAV) and an exposure limit value (ELV) based on a combination of the vibration at the grip point(s) on vibrating equipment and the time spent using it.

- **EAV** - daily exposure to vibrations of 2.5 m/s² over 8 hours that represents a clear risk requiring management
Equivalent to 100 points
- **ELV** - daily exposure to vibrations of 5 m/s² over 8 hours that represents a high risk above which employees should not be exposed
Equivalent to 400 points

Individual operators may have modified EAV and ELV values based on their risk factors or historical vibration exposure. Organisations may also use alternative values to suit their policies.

The HAVwear calculates and records the HAV exposure caused by operating the tool. The HAVwear display shows the number of points the operator has accumulated during a shift as they work with vibrating tools. In addition, a 3 colour-coded indicator show the operator's HAV exposure relative to their EAV and ELV .

GREEN	GO	Below EAV. Aim to stay in this region.
AMBER	BE AWARE	EAV exceeded. Reduce tool usage, share workload – supervisors on alert.
RED	STOP	ELV exceeded. Stop using hand-held power tools.

Figure 1: HAVwear Indicators

1.1.2 Tool Tag Programming

It is the employer's responsibility to adhere to legal requirements applicable to workplace health and safety and to determine vibration magnitudes that are representative of the actual vibration emissions applicable during tool use. Further detailed information is available on the HSE web site: <http://www.hse.gov.uk/foi/internalops/fod/inspect/hav.pdf>

Commonly there are two sources of vibration data to use for the purpose of calculating HAV exposure points;

- The published Manufacturer's data, or
- Vibration measurements taken by a competent person in the workplace.

Manufacturer's test methods may not represent the levels in the workplace and measurement results can be highly variable. In either case, the employer is responsible for determining the most appropriate vibration magnitude to use in a HAV risk assessment, considering the influence of factors such as tool vibration magnitude variation over time, tool vibration magnitude variation by specific task, tool vibration magnitude variation by user, and correct maintenance of tools and accessories.

1.1.3 HAVwear Exposure Points

HAVwear calculates exposure points using the HSE points system as explained on the HSE website: <http://www.hse.gov.uk/vibration/hav/regulations.htm>

The HAVwear calculates vibration "exposure points" based on two methods.

1. Tool Exposure Points (TEP) - the length of time a tool is in use (trigger time) and the vibration value that is programmed on the HAVwear Tag. It is therefore important that the employer programs the HAVwear Tag with a vibration value that is representative of the actual vibration emission of the tool over time. This should take into account the specific tasks it is used for and other parameters that may cause variation.

2. Sensed Exposure Points (SEP) - HAVwear has an internal capability based on the use of a triaxial accelerometer to sense the vibration magnitude at the point to which the HAVwear is attached to the wrist. This vibration magnitude is not compliant to the ISO standard BS EN ISO 5349 as the standard defines methods required to make measurements on a tool. Concurrent tool testing can be used to determine if the HAVwear data is comparable with an ISO5349 evaluation of a tool on a periodic basis. The HAVwear uses the HSE calculation methodology to calculate Sensed Exposure Points based on the - the length of time a tool is in use (trigger time) and the vibration magnitude sensed by the HAVwear during use. This functionality is included for customers to determine if the sensed vibration is a more realistic representation of the risk experienced by the tool user than the static data programmed in the tool tag.

The employer of the tool user is responsible for determining if the HAVwear SEP is a safe estimate of the risk faced by their employees should they use this data to manage their employee's risk

1.1.4 Social Distancing

The SAFE-DISTANCE feature has been introduced to help employers manage the movements of their employees in line with Government guidance on social distancing. For example employers

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should plan work to ensure workers minimise the opportunity to be within close proximity and the time which can be spent within close proximity to colleagues. . As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting).

SAFE-DISTANCE is designed to indicate when two Reactec devices are likely to have come within an unsafe distance of each other for a period of time that indicates they are not Social Distancing therefore potentially putting themselves at risk. SAFE-DISTANCE includes functionality to designate employees as belonging to a cohort, resulting in their proximity time as being recorded but not causing device alerts and areas to be designated as SAFE ZONES, whereby when within this SAFE ZONE, any detections of other devices would not be recorded as they would be regarded as false detections.

The employer is responsible with implementing social distancing policies. SAFE-DISTANCE is an aid to provide auditable confidence of employee adherence to policy.

1.2 Vibration Measurement Guidance

Reactec report the “sensed” data from the HAVwear within the Reactec Analytics Platform because the data collected at the point of attachment of the HAVwear to the tool operator's wrist can be useful for the following:

- To indicate a more representative vibration exposure
- Identify tool tagging errors as indicated by large variations to tool tag values
- Monitor the wearing of tools as indicated by changing measured values with time
- Identify potential operator misuse or unsafe use of tools as indicated by large variations to the tool tag data and or large variations between operators using the same tool
- Assess tool tag programmed values for appropriateness to the actual use of the tool.

1.3 Data Group Management

To help analyse and report on operator HAV exposure, HAV data can be organised into groups to create granular reports. The Reactec Analytics can filter all reports to allow viewing of HAV data by Group, Region and/or Division.

Data can be assigned to Groups to reflect these relationships, for example, by project. You can capture additional levels of organisation by categorising Groups by Region and Division. There is no hierarchy between Regions and Divisions.

An organisation works on civil engineering projects throughout the UK. Management responsibility is organised by region and project type. Therefore, the management requires HSE reports for individual projects as well as for each region and project type.

This can be described by the following organisational units:

- Organisation Regions: for example, Scotland, Northern Ireland, England, Wales
- Organisation Divisions: for example, Roads, Rail, Demolition
- Individual projects split across locations

To produce the required Reports for this organisational structure using the Reactec Analytics Platform, you can set up the Reactec Analytics in the following manner:

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1. Create a Group for each project.
2. Assign operators or Docking Stations to the appropriate Group.
This ensures that HAV risk assessment exposure data for operators working on a project is assigned correctly, regardless of their location.
3. Create Divisions for each of the project types, and categorise the Groups (projects) to the appropriate Division.
4. Create Regions for each of the UK regions, and categorise the Groups (projects) to the appropriate Region.

Reports can now be run by filtering on parts of this organisation as required by management.

Table 1 Example of Group categorisation

Group	Organisation Region	Organisation Division
Project A	Scotland	Road
Project B	Scotland	Rail
Project C	Northern Ireland	Road
Project D	England	Demolition
Project E	England	Rail
Project F	Wales	Road

- For more information on setting up a group structure see section **Creating a Group** in the *SW Administration Guide*

1.4 Location Information

If a RASOR device is used by operators while using HAVwear, the RASOR will collate location information using GPS technology to associate the exposure data with a specific location. When collecting data from nearby colleagues the RASOR records the location of the RASOR user at the time it receives data from the colleagues' HAVwear device.

GPS technology only operates successfully outside of buildings.

1.5 Tool Management

To help analyse and report on tool performance, utilisation and to support maintenance schedules the Analytics Reports categorises tools into tool families and tool types. The HAVwear tracks trigger time activity to provide the data which reports tool use by manufacturer, tool family and tool type. The Reactec Analytics has a fixed list of tool families and tool types for organisations to categorise tools against.

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The Reactec Analytics is a cloud-based software application with multiple functions to support the analysis and reporting of HAV risk assessment exposure data and social distance breaches collected by HAVwear and data gathered by RASOR devices. The Reactec Analytics provides fully auditable and tamper proof data management, allowing Users to view a wide variety of online reports and manage the monitored risk.

- View Live collated exposure data and employee location.
- Assess daily HAV exposure trends and KPI's from specific teams to company-wide activity.
- Monitor Alerts and Alarms from daily activities.
- Monitor social distance proximity detections
- Track third party sensor exposure trends and KPI's.
- View reports by Division, Region or other categorisations, for example, by project.
- Email or download reports as PDF documents.
- Record interventions and control measures to support risk management.

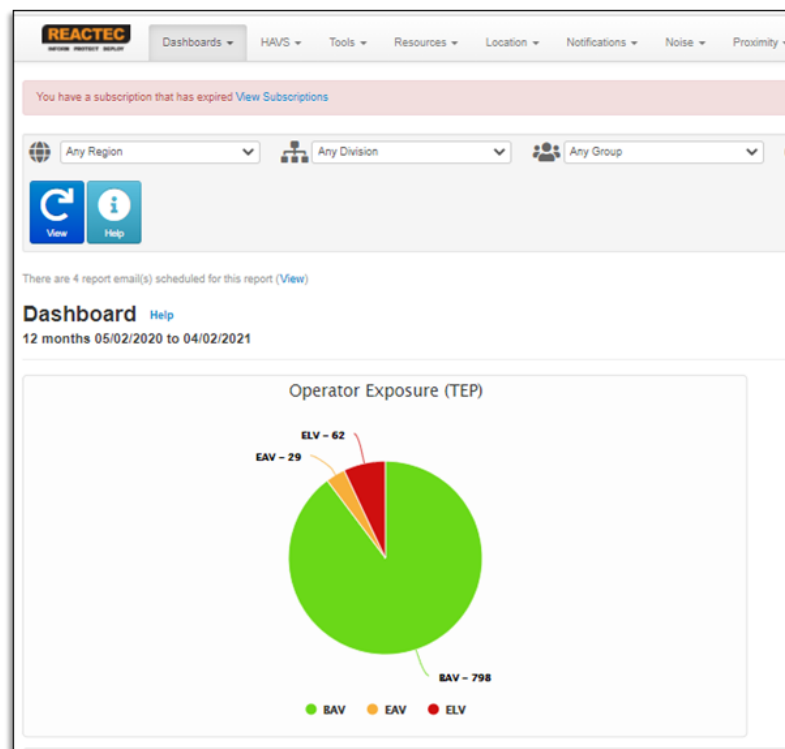


Figure 1: User interface

Employees require a Reactec Analytics user account to access the system. Four types of user account are available:

- Report - View reports and set up own alerts (no ability to add or amend any information within the Reactec Analytics.)
- Group Administrator – Manage Users, Operators, Asset Administration (Hardware & Tools), Manage Data, Control Measures and Interventions for specified groups.

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- Administrator – In addition to the above, manage all Users accounts, all Groups, Permissions, HAV Options and Export Data

In addition to the above, an Administrator can give any User, access to the HAVwear SEP data reported in the Reactec Analytics.

User access can be restricted by Reports module and Groups. Users require an Administrator or Group Administrator user account to manage users.

2.1 Reactec Analytics Key HAV Monitoring Reports

Please see the table below for a summary of the key HAV Monitoring reports from the Reactec Analytics.

Report	Purpose	Users	Frequency
Dashboard	Gain a summary assessment of HAV exposure performance	All levels of operational and Health & Safety Management.	Monthly /Quarterly/Annually
Operator Daily Exposure	Immediate intervention for over exposed employees and exposure levels exceeding risk assessment plans.	Immediate line operational and Health & Safety Management.	Daily/Weekly
Operator Average Exposure	Identify most at risk employees and effectiveness of work rotation plans	All levels of operational and Health & Safety Management.	Weekly/Monthly / Quarterly/Annually
Top Tool Exposure	Identify tools whose use is creating highest exposure risk.	Immediate line operational and Health & Safety Management. Mid level managers responsible for tool procurement policies.	Monthly/Quarterly/ Annually
Tool Vibration Trends	For tools whose use is creating the highest exposure risk. Analyse the vibration performance over time and users.	Immediate line operational and Health & Safety Management.	Monthly/Quarterly/ Annually
Control Measure Analysis <i>*Only appropriate if control measures recorded</i>	Track effect of input of control measures of HAV exposure performance over time against target exposure levels.	All levels of operational and Health & Safety Management.	Quarterly/Annually
Workforce Contact	Report by operator of number of days monitored, total and average contact time and the number of contact Instances identified as short, moderate or sustained.	Identify employees or operations resulting in poor levels of social distancing to develop intervention measures. Action buttons allow an analysis for each individual of the key times of the day for contact or the key individuals. Contact instances within the same day with the same person are aggregated in the RAG (Red, Amber, Green), Short, Moderate and Sustained reporting, therefore if two individuals have two short interactions but the combined time is moderate, this will be reported as one moderate instance.	Daily/Weekly

2.2 Reports Modules

The Reports modules are accessible from the toolbar in the 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.

Reports modules are of seven types :

- **HAV** - Reports operator HAV exposure data.
- **Tools** - Reports tool usage and behaviour.
- **Resources** - Detailed reports on Resource use.
- **Location** - Reports the GPS location data collected by RASOR devices.
- **Notifications** - Reports the Alerts and Alarms communicated to the Reactec Analytics.
- **Noise** - Reports operator Noise exposure data.
- **Social Distancing** - Reports operator social distance proximity detection data.

2.3 Reactec Analytic Reports

Please see the tables below for a summary of the all reports from the Reactec Analytics.

2.3.1 Dashboards

Report	Description	Use	Frequency
Operator Exposure (Available for TEP and SEP)	General management report to show the exposure distribution for a date range.	Review trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly
Basestation / Docking Station Current Status	Pie chart of hardware activity levels	Monitor hardware activity	Monthly/Quarterly
Annual Total HAV Exposure Threshold (Available for TEP and SEP)	Column chart of annual days monitored	Review levels of activity RAG'd to HAV thresholds	Monthly/Quarterly
Average HAV	Graph of current and prior	Review trend of overall HAV exposure	Monthly/Quarterly

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Exposure Trend (Available for TEP and SEP)	year by month of overall workforce average daily exposure		
Average Operator Points HAV Exposure (Available for TEP or SEP or both)	Tabled summary of HAV exposure by data group	Compare HAV exposure levels between operating groups	Monthly/Quarterly
Monthly Total HAV Exposure (Available for TEP or SEP or both)	Column chart of monthly days monitored	Review levels of activity RAG'd to HAV thresholds	Monthly/Quarterly
Total Contact Events	For the filtered period compare the total number of contact events with prior period	Monitor performance change	Monthly/Quarterly
Monthly contact events	Column chart of monthly contact events	Review levels of contact RAG'd to proximity thresholds	Monthly/Quarterly
Contact time trend	For the filtered period the average daily operator contact time (minutes)	Monitor performance change	Monthly/Quarterly
Average Operator Contact Exposure	Tabled summary of operator contact by data group	Compare contact levels between operating groups	Monthly/Quarterly
Interventions	Column chart of interventions raised by month	Overview of level of interventions raised	Monthly/Quarterly
Operators and signatures	Column of operators against whom an intervention has been raised and their signatures have been collected	Overview of acknowledgement of personal interventions	Monthly/Quarterly
Interventions by category	Pie chart of intervention categories	Identify most common intervention types	Monthly/Quarterly
Controls	Table of raised controls and their status	Control measure management	Monthly/Quarterly
Control Measure Analysis	Time graph of data of interventions against overall HAV daily exposure level	Monitor effectiveness of controls	Monthly/Quarterly
HAV Risk Flag (Available for TEP or SEP)	A summary grid to indicate if there are high risk individuals within your workforce and whether the level of monitoring of workers is acceptable. The worker risk level and acceptable level of monitoring is configurable to your organisations expectations.	Quickly assess overall or filtered by Region Division, or Group where in your organisation your HAV risk levels meet expectations.	Monthly/Quarterly

2.3.2 Live Dashboard

Report	Description	Use	Frequency
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LIVE Dashboard	Key statistics received from RASOR devices active within the day on HAVS, noise and proximity breaches	Monitor the exposure levels of deployed operators and track the locations of active RASOR's.	N/A
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2.3.3 HAV Management - Exposure Data Reports

Report	Description	Use	Frequency
Workforce Average Exposure	General management report to show the exposure trend for a date range.	Review trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average exposure levels.	Monthly/Quarterly
Exposure Levels Reached	General management report to show the number of operator days that fell into each HSE exposure level.	Monthly/Quarterly as part of the management review, total exposure level breaches and exposure level breaches over time.	Monthly/Quarterly
Workforce Daily Exposure	A graphical report to show the daily exposure data for each operator over the specified date range.	Review to see the spread of exposure points across the workforce or group, day by day. Useful for comparing operator's level of exposure.	Weekly/On Demand
Operator Daily Exposure	A detailed report to show the daily exposure data for each operator. The report shows the operator's total exposure as well as the time spent using tools and Intervention notes. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review to see who has breached exposure levels, on what projects and from which tools they have accrued exposure. Also review tool sharing activity. This reports displays Intervention notes against specific operators where recorded. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention	Daily/Weekly
Operator Average Exposure	The report shows the number of days monitored for the specified date range and the same prior period. It also reports the number of times the operator has breached thresholds. The exposure variance illustrates increased or decreased exposure relative to the prior period. The report will also inform in greyed out text active operators who have not used the system in the report period.	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 better supports exposure reduction planning.	Weekly/Monthly / Quarterly/Annually
LIVE Operator HAV Exposure	A report of all HAVwear data transmitted by RASOR	Review operators HAV exposure levels during the working day	N/A

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	devices for HAV/wear devices which have not been docked.		
LIVE Operator HAV Location	Identifies the location of active RASOR devices at the time of their last communication.	Track the location of active RASOR devices.	N/A
Operator Exposure Action	A detailed report to show the daily exposure data for each operator as well as the source of the exposure and any interventions logged against them. There is space for an operator signature in the case of companies who wish to download PDF copy and have the report signed and filed for personnel files.	Review to see who has concerning levels of exposure, which tools they have Driven the exposure and what interventions have been put in place. Where an intervention has been added a signature box is available to collect a signature against the intervention	Weekly/Monthly
Top Tool Exposure	A general management report to show the aggregate exposure to each tool for the selected date range.	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.	Monthly/Quarterly/Annually
Intervention List	A general management report that lists all Interventions with full details of who the Intervention has been logged against and when.	To record Interventions taken against concerning levels of exposure. Interventions can be recorded against individual operators and by project/ group.	Monthly/Quarterly
Blocked Data	A general management report that lists all Blocked Data records and who blocked it.	To review what data has been blocked and by whom.	On Demand

2.3.4 HAV Management - Tool Data Reports

Report	Description	Use	Frequency
Tool Tag Variation	Comparisons between tool programmed vibration magnitude and HAVwear sensed vibration.	To assess if tools are being used for the wrong task. Assess if tools are being used incorrectly by the operator. Assess if tool tags have been programmed incorrectly. <i>It is recommended that tool tag variations merit investigation only when it has been determined from the top tool exposure report that the tool is heavily used and creates a significantly higher SEP to TEP risk assessment.</i>	On Demand/ Monthly/Quarterly
Tool Usage	Shows use of individual	Identify if tools are used more than others to	Quarterly/Annually

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	tools ranked by trigger time.	address over reliance on specific tools and to support proactive and predictive tool maintenance. Assess overall tool use within a project or team. Assess numbers of days specific tool types are used to assess sufficient stock levels and remove redundant tools. Understand correct tool use for projects through viewing tool usage per day by operators.	
Tool Utilisation	A report that displays tools grouped by manufacturer and tool type and reports on inventory and usage.	When tools have been assigned to Tool Types, this report allows the tracking of tool inventory and tool usage. Useful for anyone responsible for maintenance/replacement of tools.	Quarterly/Annually
Tool Vibration Trends	A 24 month report for all tools detailing average sensed vibration relative to tool tag vibration over set time periods.	Viewing sensed vibration level trend may highlight poor performing tools or poor tool use. Details of who has used the tool and the exposure points accrued can be listed from selecting the Details and Operators buttons.	On Demand/Quarterly/Annually
Tool Service Status	The report displays the service status for each tool that has been configured for Track Service Management.	To review tools the service status of tools. The report details dates of the last and next service period, the trigger/hours remaining until the next service and the percentage of service period that has been used. useful for anyone responsible for maintenance/replacement of tools.	Monthly/Quarterly/Annually
Devices Signed Out	This report shows what HAV devices are currently signed out, who signed them out and when.	HAV exposure data will not be reported until devices are returned to the Docking Station. This report can assist with establishing when any HAVwear have not been returned. It can also help track lost HAVwear.	On Demand
Spot Check	A detailed report that provides daily operator HAV exposure data and tool usage history over the specified date range by each individual tool record.	This report is useful when viewing an employee's detailed HAV exposure data. It provides details, in one report, exposure data, which tools have been used and for how long. The HAVwear creates a new tool record for every tool tagged and for every instance vibration is determined after a 15 minute period.	On Demand
HAV Device Switched Off	Lists all operators who have switched HAVwear off and for how long over the specified data range.	Useful for tracking which operators have switched HAVwear off and for how long. By clicking on the details button, it will list, by day, the duration the device was switched off and the action that caused it to switch back on.	On Demand

2.3.5 HAV Management - Resource Data Reports

Report	Description	Use	Frequency
Devices	This report shows what HAV	HAV exposure data will not be reported until	On Demand

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Signed Out	devices are currently signed out, who signed them out and when.	devices are returned to the Docking Station. This report can assist with establishing when any HAVwear have not been returned. It can also help track lost HAVwear.	
Spot Check	A detailed report that provides daily operator HAV exposure data and tool usage history over the specified date range by each individual tool record.	This report is useful when viewing an employee's detailed HAV exposure data. It provides details, in one report, exposure data, which tools have been used and for how long. The HAVwear creates a new tool record for every tool tagged and for every instance vibration is determined after a 15 minute period.	On Demand
HAV Device Switched Off	Lists all operators who have switched HAVwear off and for how long over the specified data range.	Useful for tracking which operators have switched HAVwear off and for how long. By clicking on the details button, it will list, by day, the duration the device was switched off and the action that caused it to switch back on.	On Demand

2.3.6 Location Reports

Report	Description	Use	Frequency
Live Workforce Location	Identifies the location of active RASOR devices at the time of their last communication.	Overview where RASOR devices are being actively used.	N/A
Operator Location History	Illustrates the movements of active RASOR units since being assigned to an operator.	Allows tracking of RASOR operators.	N/A

2.3.7 Notification Reports

Report	Description	Use	Frequency
Operator Check In's	Reports all open Check-in activity.	Track active lone workers being managed by Check-in notifications.	N/A
Operator Alarms	Reports all Alarm activity over a selected time period. Use of an action icon allows all details of the Alarm to be reviewed.	Ensure Alarms managed adequately and repeating patterns identified for action.	Weekly/Monthly
Operator Alerts	The same information reported for Alarms but covering notifications considered less critical and classified as Alerts.	Review Alert trends.	Monthly/Quarterly

2.3.8 Noise Reports

Report	Description	Use	Frequency
Operator Average Noise Exposure	The report shows the number of days monitored for the specified date range and the same prior period. It also reports the number of times the operator has breached thresholds. The exposure variance illustrates increased or decreased exposure relative to the prior period. The report will also inform in greyed out text active operators who have not used the system in the report period.	Review operators most exposed overall and their exposure trends. This information better supports exposure reduction planning.	Weekly/Monthly / Quarterly/Annually
LIVE Operator Noise Exposure	A report of all Noise data transmitted by RASOR devices for noise dosimeter devices which have not been docked.	Review operators noise exposure levels during the working day.	N/A

2.3.9 Proximity Reports

Report	Description	Use	Frequency
Workforce Contact	Report by operator of number of days monitored, total and average contact time and the number of contact Instances identified as short, moderate or sustained.	Identify employees or operations resulting in poor levels of social distancing to develop intervention measures. Action buttons allow an analysis for each individual of the key times of the day for contact or the key individuals. Contact instances within the same day with the same person are aggregated in the RAG (Red, Amber, Green), Short, Moderate and Sustained reporting, therefore if two individuals have two short interactions but the combined time is moderate, this will be reported as one moderate instance. Interventions can be added by users with access to administer interventions by clicking the plus symbol. Details of any interventions recorded can be viewed by clicking the magnifying glass. Intervention details will include whether a signature has been collected against the intervention.	Daily/Weekly
Contact Tracing	Report by operator of causes of social distance proximity	Identify cause of individual social distance behaviour and support contact tracing.	Daily/Weekly

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	records naming individuals and date and time of occurrence.		
Contact Spot Check	Details for each individual each day when they were monitored and the contact time within that period.	Ensure individuals are protected when you expect them to be.	Daily/Weekly
Safe Zone Time	Details for each operator the amount of time tagged into a safe zone and the total time tagged into a safe zone.	Ensure individuals are protected when you expect them to be. Click on the action button to see details of tagging in and out of safe zones.	N/A
Safe Zone Location	Identifies the location of safe zone tags for tags that have programmed latitude and longitude data.	Allows a visual rendering of the location of SAFE-ZONES.	N/A
Live Operator Contact Tracing	A report of all SAFE-DISTANCE social distance alert and alarm data transmitted by RASOR devices for HAVwear devices which have not been docked.	Review operators potentially unsafe contacts during the working day	N/A
Operator Contact Exposure Action	A detailed report to show the daily SAFE-DISTANCE contact data for each operator. The report shows the operator's total contact time and time within cohorts, with the contact time graded as Short, Moderate or Sustained.	Review to see who has collated high levels of potentially unsafe contact. This report displays Intervention notes against specific operators where recorded. Where an intervention has been added a signature box is available to collect a signature against the intervention. The signature is made within the box using a touch screen or mouse movements.	Weekly/Monthly
Exclusion zone detections	Report by operator of exclusion zone breach records naming individuals and date and time of occurrence.	Identify cause of individual breaches of iNDiCATOR exclusion zones.	Daily/Weekly

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This section provides information about the common operations performed.

3.1 Accessing the Reactec Analytics

The Reactec Analytics is a hosted service accessible using a web browser.

1. Using a web browser, navigate to www.reactecanalyticsplatform.com.
2. Enter your username and password to **Login**. Your username was sent to you when you were first added to the system.

3.2 Reactec Analytics Reports Filtering

The Reactec Analytics Toolbar provides access to the available Reports modules. To access a report, click the drop-down menu for the required Reports module, for example **Tools**, then select a Report.

Use the Filter panel to filter the data used in a Report by the Group, Region or Division, and by date range. Labels can be assigned to Operators and provide a fine-grained method of dynamically grouping Operators. All reports that contain Operator data can be filtered by one or more labels. Where multiple Labels are selected, an Operator will be included in the report results if they are currently assigned to any one of the selected Labels.

Note. The Reactec Analytics will maintain a history of label assignments in order to allow reports run on historical data to be filtered using the labels that were assigned to the operators at the time the data was stored in the Reactec Analytics.

To filter the data, select the required filter criteria using the drop-down menus in the Filter panel, then click **View**.

The Report chart displays the data for the chosen Report, filtered according to the selected filter criteria.

3.3 Scheduling a report

Scheduled reports are PDF copies of the Reports sent to one or more email addresses on a predefined schedule. These are useful to ensure key stakeholders are kept informed.

1. Login to the Reactec Analytics.
2. On the Toolbar, navigate to the report that you want to schedule, for example, **HAV > Exposure Levels Reached**.
3. Using the Filter panel, filter the report data as required then click **Email**. The Email PDF report window opens.
4. Enter an email address for each person you want to receive a PDF copy of the report and click **Add**
5. Select **Periodically**. The Schedule options are displayed.

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Figure 2: Email PDF Report page

6. Specify the frequency that the report should be sent.
7. Click **OK**. The pop-up closes and the scheduled report is added to the list on the **Report Emails** page.

*You can edit scheduled reports on the **Report Emails** page.*

3.3.1 View Scheduled Reports

An Administrator and Group Administrator can view a list of scheduled reports.

1. Click **Report Emails** on the top menu, a full list of Scheduled Reports will be displayed.
2. To search for Scheduled Reports by a specific Report, Region, Division, Group or Recipient, use the dropdown options from the filter box.
3. Click **Filter**

Report	Recipients	Schedule	Parameters	Created On	Created By	
Dashboard	2: Test Customer User 1, Customer 1 Report User	11:53 on Monday each week		14/02/2019 11:54:19	Test Customer User 1	Edit Delete
Dashboard	1: Group Admin A	11:54 on Monday each week	Group A	14/02/2019 11:54:58	Test Customer User 1	Edit Delete
Dashboard	2: Group Admin B, Group Admin C	13:22 on Monday each week	Parks	14/02/2019 13:22:56	Test Customer User 1	Edit Delete
Dashboard	2: Group Admin A, Group Admin B	13:23 on Monday each week	Lothian	14/02/2019 13:23:22	Test Customer User 1	Edit Delete
Exposure Levels Reached	1: Group Admin A	13:28 on Monday each week	Group A	14/02/2019 13:28:20	Group Admin A	Edit Delete
Operator Tool Use By Day	1: Test Customer User 1	13:33 every day		01/04/2019 13:29:52	Mats Daigard	Edit Delete
Operator Tool Use By Day	1: Test Customer User 1	13:35 every day		01/04/2019 13:30:43	Mats Daigard	Edit Delete
Spot Checks	1: Test Customer User 1	13:46 every day		04/04/2019 13:46:40	Mats Daigard	Edit Delete
Workforce Average Exposure	1: Group Admin A	13:26 on Monday each week	Group A	14/02/2019 13:26:36	Test Customer User 1	Edit Delete

Figure 3: View Scheduled Reports

3.3.2 Managing Scheduled Reports

Reactec Analytics Administrators and Group Administrators can manage automatic reports which have already been created within the Reactec Analytics.

1. Login to the Reactec Analytics.
2. On the Toolbar, click **Report Emails**

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3. Selecte the report to be deleted/edited
4. If choosing to edit, all the report parameters including label filters, in the case the report contains operator details, are available to be changed. After completing all changes click Save

Edit Report Email [Help](#)

Report Workforce Social Distance Breaches

Region

Division

Groups

Report Date

Labels

Cohort: Flintstones [Remove](#)

Recipient(s)

Office Login [Remove](#)

Schedule Daily Weekly Monthly Quarterly Yearly

: hh:mm

First Day of Month Last Day of Month

Figure 4: Edit report page

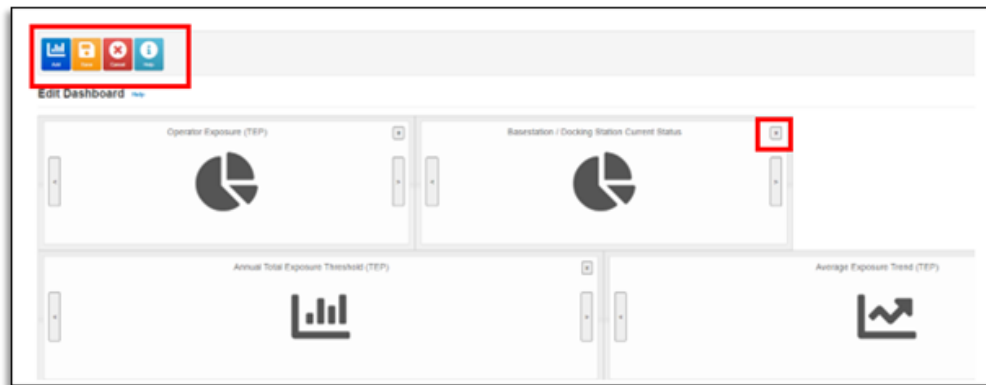
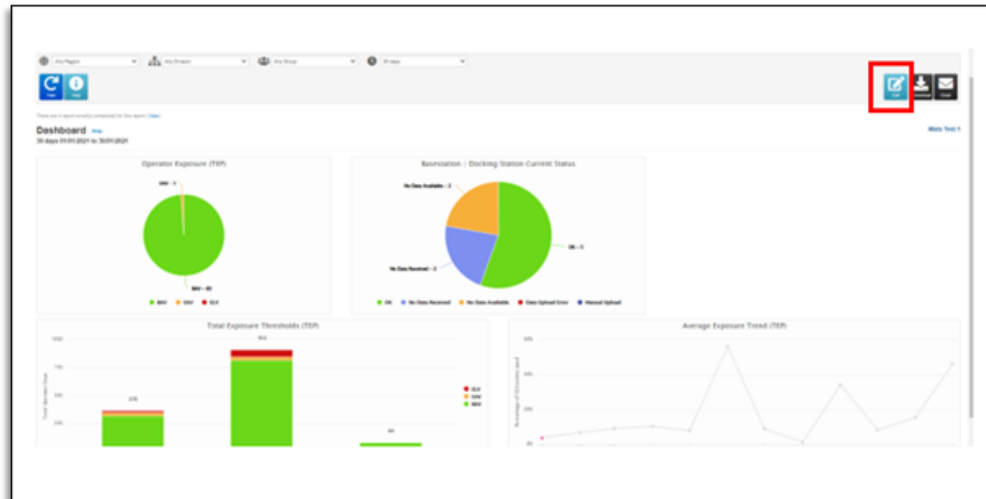
3.4 Configuring the Dashboards

Both the Dashboard and Live Dashboards can be configured to allow the user to edit the view to show data that is of greatest importance to them.

The dashboards operate under the existing data access controls for your account, e.g. if your account settings do not allow access to HAV exposure data, the Dashboard will not show such reports as an option to place in the Dashboard.

All levels of Users have editing permissions.

1. Login to the Reactec Analytics.
2. On the Toolbar, navigate to **Dashboard** or **Live Dashboard**
3. Using the Filter panel, click on the **Edit** button.
4. Within the **Edit Dashboard** page, here you can remove reports, add reports and drag the blocks to re-arrange the view:
 - o Remove data by clicking the 'X' button within the block
 - o Add data by clicking the 'Add' button at the top, choose from the list of available reports by clicking the '+' button, then click Close.
 - o Re-arrange the page view by clicking anywhere within a block and dragging it to your preferred location.
5. Click **Save**



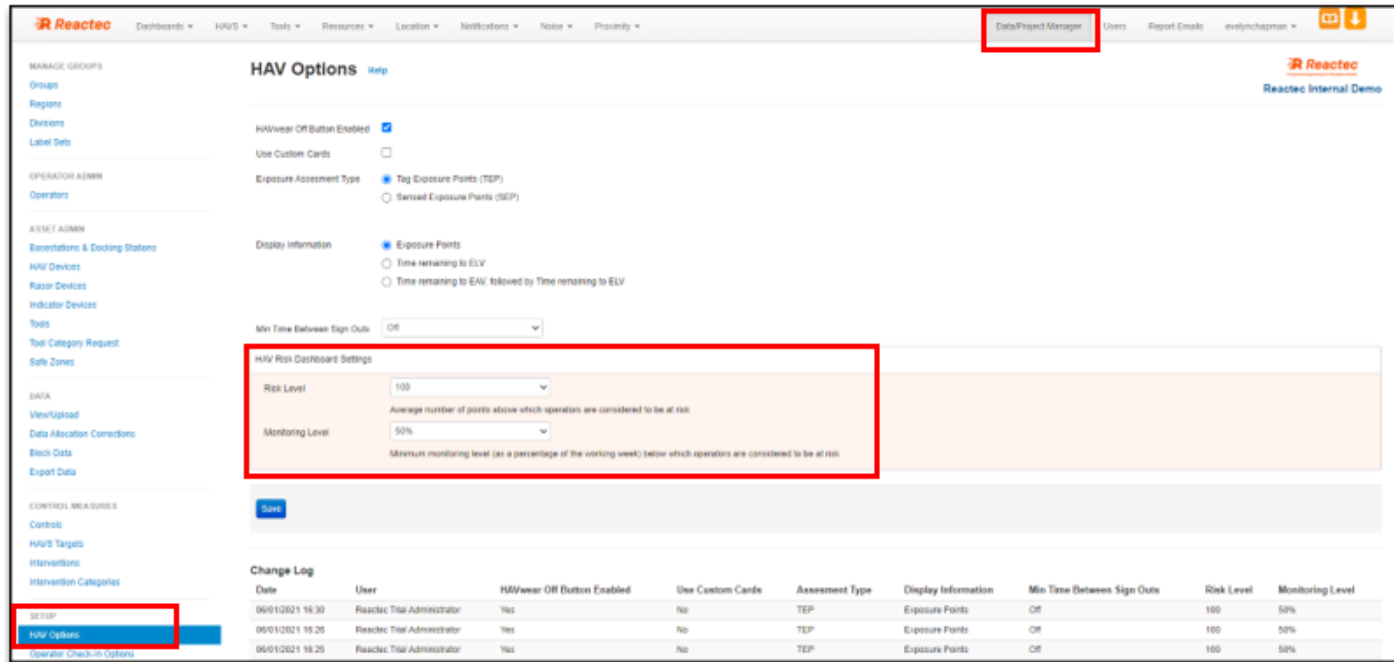
3.5 Configuring the HAV Risk Flag Dashboard Report

The Dashboard has an option to display a HAV Risk Report that can be configured to your organisations expectations.

Only Administrators have editing permissions for this report.

1. Login to the Reactec Analytics.
2. On the Toolbar, navigate to **Data/Project Manager**
3. Click **HAV Options** from the side menu.
4. In the HAV Risk Dashboard Settings box, you can edit the risk Level and Monitoring Level by selecting one of the drop down options provided.
5. Click **Save**

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3.6 Contacting Reactec support

Contact Reactec support with any issues using one of the following options:

Tel: +44 (0) 131 221 0920

Email: helpdesk@reactec.com

Website: www.reactec.com/support/customer_zone_support