

Key to the file prefix codes

A quick reference guide to the automatic file prefix codes.

1. Background

When you create or copy any SafetyBase file, it will be automatically assigned a unique identifier. The identifier has a 3 letter prefix and a sequential 5 digit number. To assist you to identify file types when they are displayed in places such as an e-mail notification or Dashboard view, the following is a quick reference list to prefixes.

Please note that your account may exclude some file types, depending on your original choice of configuration. If you wish to add file types for a small extra charge, call 0800 723 371 (in New Zealand) or +64 9 535 4355.

2. Key

Accidents

ACR = Accident Report
ACI = Accident Investigation
ACH = Rehabilitation Plans
ACL = Local Reporting Rules

Hazards

HZR = Hazard Register
HZI = Inspection Checklists
HZM = Maintenance Checklists
HZH = Health Monitoring
HZF = Report Faults
HZZ = Work Permit
HZA = Hazard Analysis
HXX = Virus Exposures

Training

TNR = Training Record
TNS = Safe Operating Procedures
TNH = Hazardous Processes
TNA = Training Analysis
TNP = Training Providers
TNT = Assessments

Emergencies

EMD = Drills or Events
EMP = Emergency Procedures

Contractor Documents

CVS = Sign In
CDA = Approved Contractors
CVR = Site Safety Rules
CVI = Safety Induction
CDC = Safety Contracts

Safety Meetings

SMM = Meeting Records

Documents

DTD = Safety Documents
DTR = Safety Responsibilities

Safety Plans

SPP = Safety Plans
SPA = Self Audit
SPR = Safety Review
SPO = Safety Objectives
SPE = Critical Event Review

Site Access

SAI = Site Information
SAN = Site Visit Sign On
SAF = Site Visit Sign Off

Safety Ideas

SIS = Safety Suggestions