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 000 267 (in New Zealand) or +64 9 535 4355

2. Key

Accidents

ICR = Incident Report
ICI = Incident Investigation
ICH = Rehabilitation Plans
ICL = Local Reporting Rules

Hazards

HZR = Hazard Register
HZI = Inspection Checklists
HZM = Maintenance Checklists
HZH = Health Monitoring
HZF = Report Faults
HZP = Work Permit
HZA = Hazard Analysis
HZB = Blackspot Mapping
HZT = Workstation Assessment

Operational Checklists

OPM = Maintenance Checklist
OPS = Site Safety Checklist
OPP = Vehicle PPE Checklist
OPT = Vehicle Tool Checklist
OPV = Vehicle Checklist
OPW = Workshop Checklist
OPO = Mobile Work Observation

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

CSA = Approved Contractors
CSR = Site Safety Rules
CSI = Safety Induction
CSC = Safety Contracts

Safety Meetings

SMM = Meeting Records
SMR = Consultation Rules

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

Visitor Safety

VSS = Sign In

Site Access

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

Safety Ideas

SIS = Safety Suggestions