

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 not include some file types, depending on your original choice or 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

ACR = Accident Report
ACI = Accident Investigation
ACH = Rehabilitation Plans

Hazards

HZR = Hazards & Risks
HZI = Inspection Checklists
HZM = Maintenance Checklists
HZH = Health Monitoring
HZF = Report Faults
HWP = Work Permit
HZA = Hazard Analysis
HZV = Vehicle Management
HZX = 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 Safety

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

****Safety Ideas****

SIS = Safety Suggestions