

7. OiRA technical aspects

1. Developments carried out in 2013

- Implementation of usability recommendations (after test carried out in 2012)
- Profile / repeatable questions
- Multiple reporting
- Automated statistics

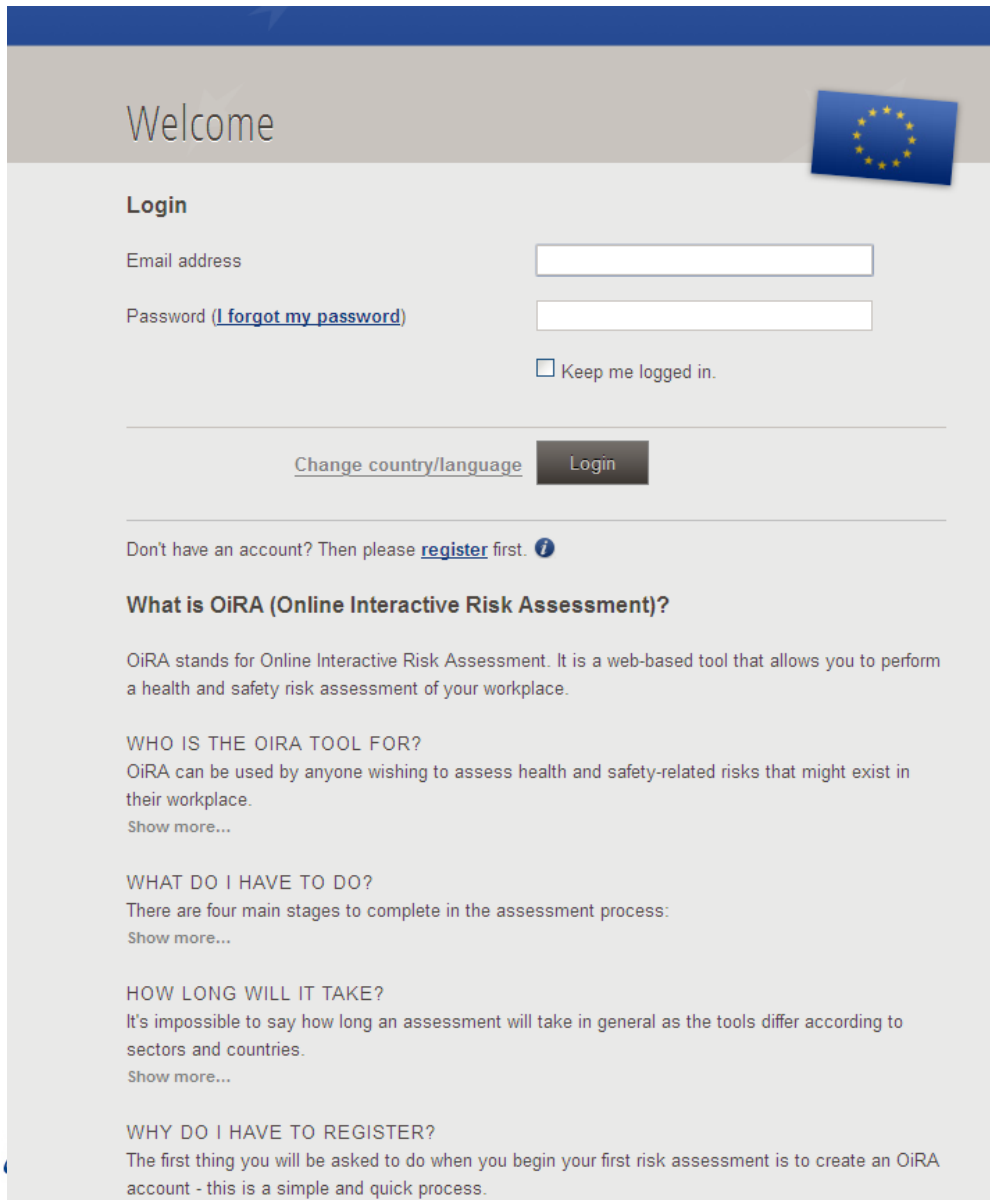
2. Developments in process

- OiRA tools library
- New translations
- Minor usability improvements

3. Coming soon: new procurement for web services

4. Memo: how to report on bugs

7. OiRA technical aspects – usability



The screenshot shows the OiRA login page. At the top, there is a blue header with the word "Welcome" and the European Union flag. Below this is a "Login" section with two input fields for "Email address" and "Password (I forgot my password)". There is a checkbox for "Keep me logged in." and a "Login" button. Below the login section, there is a link for "Change country/language" and a section titled "What is OiRA (Online Interactive Risk Assessment)?" which contains several paragraphs of text and "Show more..." links.

Welcome

Login

Email address

Password ([I forgot my password](#))

Keep me logged in.

[Change country/language](#)

Don't have an account? Then please [register](#) first. [?](#)

What is OiRA (Online Interactive Risk Assessment)?

OiRA stands for Online Interactive Risk Assessment. It is a web-based tool that allows you to perform a health and safety risk assessment of your workplace.

WHO IS THE OIRA TOOL FOR?

OiRA can be used by anyone wishing to assess health and safety-related risks that might exist in their workplace.

[Show more...](#)

WHAT DO I HAVE TO DO?

There are four main stages to complete in the assessment process:

[Show more...](#)

HOW LONG WILL IT TAKE?

It's impossible to say how long an assessment will take in general as the tools differ according to sectors and countries.

[Show more...](#)

WHY DO I HAVE TO REGISTER?

The first thing you will be asked to do when you begin your first risk assessment is to create an OiRA account - this is a simple and quick process.

New [log in page](#) which explains what OiRA is and how it works

7. OiRA technical aspects – usability

The screenshot displays the OiRA OSH Management interface. On the left is a sidebar menu with 12 categories: 1 OSH Management, 2 Building & floors, 3 In-house transport, 4 Emergency management - including fire risks, 5 Environmental conditions, 6 Working with raw hides and skins, 7 Use of knives, 8 Use of machines, 9 Maintenance, mounting and cleaning of machines, 10 Use of chemicals, 11 Office workplaces, and 12 Organisational aspects. Below the menu is a legend with icons for Unanswered (grey circle), Postponed (orange circle with question mark), OK (green checkmark), and Attention (red X). The main content area is titled 'OSH Management' and contains a question: 'Workers always use personal protective equipment when required.' with radio buttons for 'Yes' and 'No'. Below the question are 'Previous' and 'Save and' buttons. A text box contains the instruction: 'In order to protect themselves from risks of cuts, noise, trips workers must use appropriate personal protective equipment ensure high slip resistance and wet feet, safety gloves or ear'. Below this is a section for 'LEGAL AND POLICY REFERENCES' with a link to 'Council Directive 89/686/EEC of 21 December 1989 on the a Member States relating to personal protective equipment'. At the bottom, there is a text input field with the prompt: 'Please leave any comments you may have on the question above to be used in the action plan.'

Standard symbols
in the left hand
menu

Legend

The legend shows a list of four categories with corresponding symbols: 1 Occupational Safety and Health Management (orange triangle, green circle, red square, orange triangle, green circle, green circle, green circle, red square, red square), 2 Building (green circle), 3 Work Plan (green circle), and 4 Working Environment (green circle).

7. OiRA technical aspects – usability

Nobody is responsible for questions related to safety and health at work.

The employer must appoint somebody to be responsible for questions relating to the protection of health and safety at work. The employer can himself assume this responsibility, provided he is competent to do so. If there is a problem of lack of competencies in-house, the employer shall enlist competent personnel in the undertaking.

This is a **high** priority risk.

Reorganisation
of the measure
template

Measure 1 x Measure 2 x +

Description ⓘ
General approach (to eliminate or reduce the risk)

Who is responsible? ⓘ

Budget ⓘ

Specific action(s) required to implement this approach

Level of expertise and/or requirements needed

Planning start
 January

Planning end
 January

September 2013

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Previous Save and continue

Please leave any comments you may have on the question above in this field be used in the action plan.

7. OiRA technical aspects – recommendations

PROFILE QUESTIONS

This feature allows users to filter out modules (activities / topics) which are not relevant for their business

It can be an **OPTIONAL** profile question (YES / NO) or

a **REPEATABLE** profile question (add as many entries as needed)

This is how the feature was organised

Tailor the risk assessment to your organisation

In order to tailor the risk assessment to your organisation you may be asked to:

- select or skip situation(s) relevant or not to your business activity and tick the box(es) if appropriate
- list multiple business units, or branches, or stores, etc. These related risks will be repeated each name you have entered.

Work involves operating and or maintaining agricultural machinery and farm vehicles

Work involves dealing with animals

- list multiple business units, or branches, or stores, etc. These related risks will be repeated for each name you have entered.

Commercial manned guarding - If applicable, please enter the names of the employees or the sites to be assessed

1.

Add

Mobile patrolling - If applicable, please enter the names of the employees or the sites to be assessed

1.

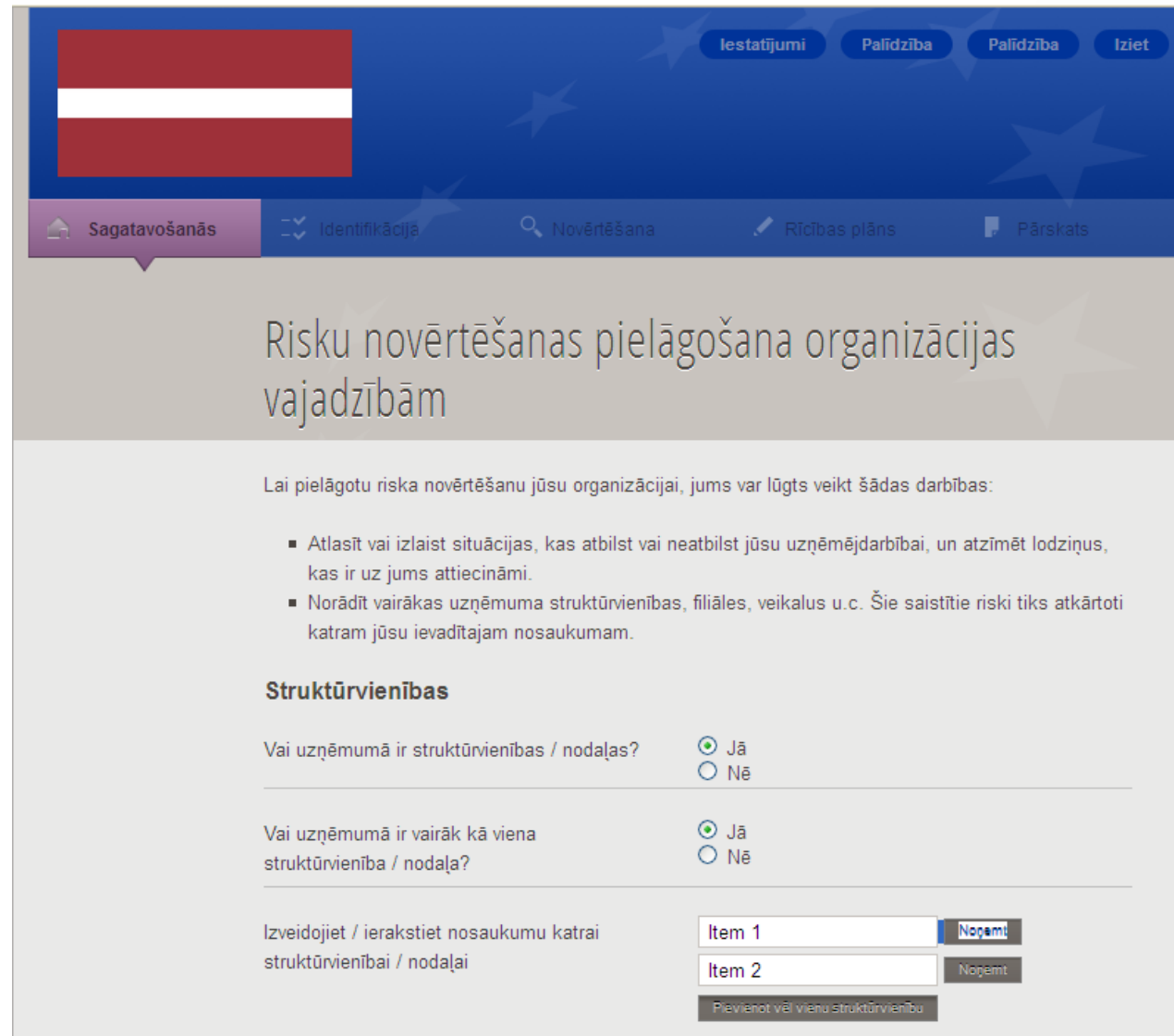
Add

7. OiRA technical aspects – recommendations

PROFILE QUESTIONS

We wanted to make it more user-friendly and we want to give the possibility of integrating optional and repeatable questions: example

This is how the feature looks now (Latvian tool)



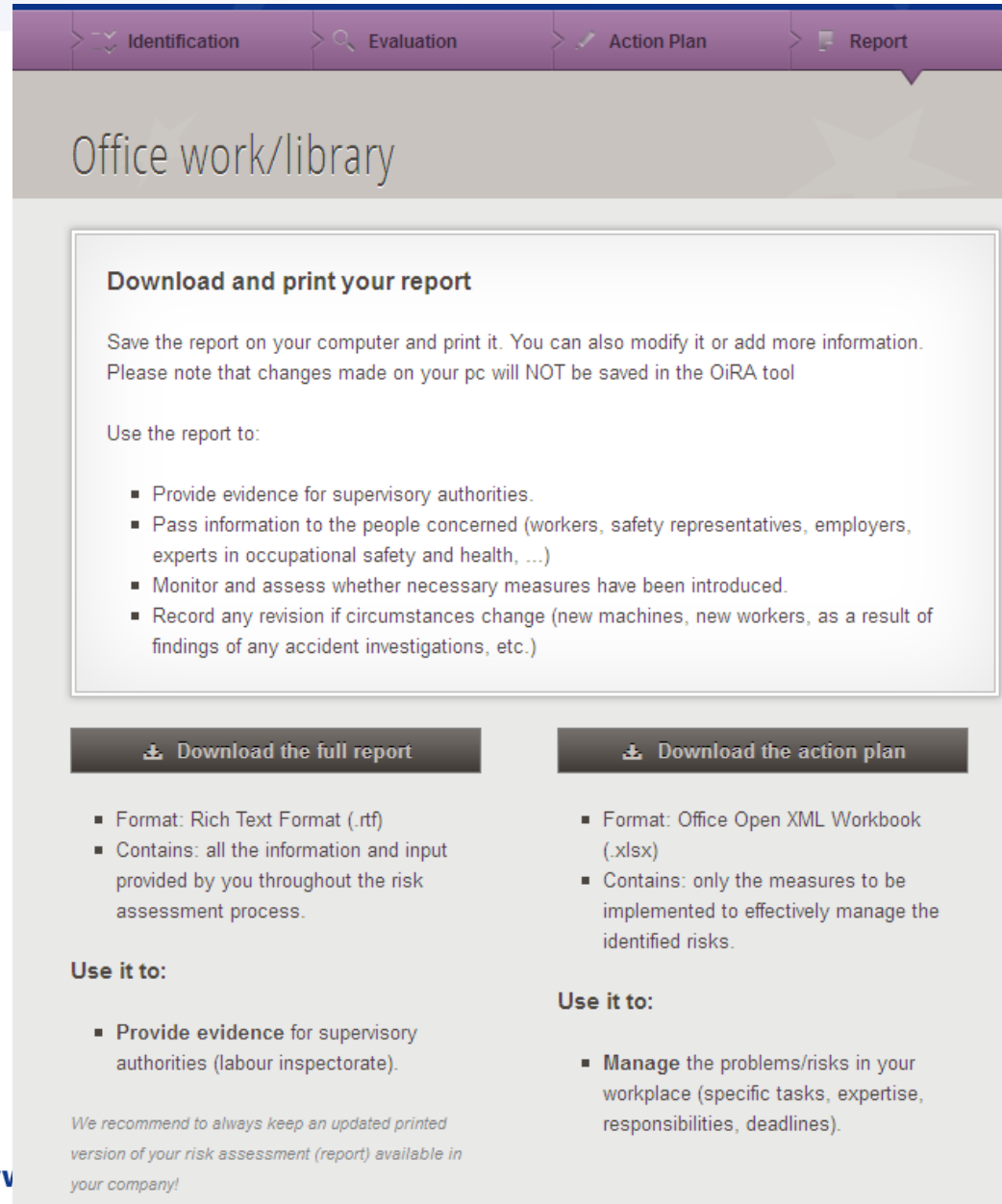
The screenshot shows the OiRA Latvian tool interface. At the top, there is a navigation bar with buttons for 'Iestatījumi', 'Palīdzība', 'Palīdzība', and 'Iziet'. Below this is a secondary navigation bar with buttons for 'Sagatavošanās', 'Identifikācija', 'Novērtēšana', 'Rīcības plāns', and 'Pārskats'. The main content area is titled 'Risku novērtēšanas pielāgošana organizācijas vajadzībām'. Below the title, there is a section for 'Lai pielāgotu riska novērtēšanu jūsu organizācijai, jums var lūgts veikt šādas darbības:' followed by a list of instructions. The 'Struktūrvienības' section contains two questions with radio button options for 'Jā' and 'Nē'. The first question asks if there are organizational units/departments in the company, and the second asks if there are more than one. Below these questions are two input fields for 'Item 1' and 'Item 2', each with a 'Nopam!' button. At the bottom of the form, there is a button labeled 'Pievienot vēl vienu struktūrvienību'.

7. OiRA technical aspects – recommendations

MULTIPLE REPORT

There was an overall dissatisfaction with the “lengthy” word report (which contains ALL risks)

We created a new report in **xls format** focusing only on the **measures**. It is a real action plan enterprises can use to plan their work



The screenshot shows the OiRA tool interface with a navigation bar at the top containing 'Identification', 'Evaluation', 'Action Plan', and 'Report'. The 'Report' tab is active. Below the navigation bar, the text 'Office work/library' is displayed. A central box titled 'Download and print your report' contains the following text: 'Save the report on your computer and print it. You can also modify it or add more information. Please note that changes made on your pc will NOT be saved in the OiRA tool'. Below this, it says 'Use the report to:' followed by a list of four bullet points: 'Provide evidence for supervisory authorities.', 'Pass information to the people concerned (workers, safety representatives, employers, experts in occupational safety and health, ...)', 'Monitor and assess whether necessary measures have been introduced.', and 'Record any revision if circumstances change (new machines, new workers, as a result of findings of any accident investigations, etc.)'. Below the central box are two buttons: 'Download the full report' and 'Download the action plan'. Under 'Download the full report' is a list of two bullet points: 'Format: Rich Text Format (.rtf)' and 'Contains: all the information and input provided by you throughout the risk assessment process.'. Below this is the text 'Use it to:' followed by one bullet point: 'Provide evidence for supervisory authorities (labour inspectorate)'. Under 'Download the action plan' is a list of two bullet points: 'Format: Office Open XML Workbook (.xlsx)' and 'Contains: only the measures to be implemented to effectively manage the identified risks.'. Below this is the text 'Use it to:' followed by one bullet point: 'Manage the problems/risks in your workplace (specific tasks, expertise, responsibilities, deadlines)'. At the bottom of the screenshot, there is a note: 'We recommend to always keep an updated printed version of your risk assessment (report) available in your company!'.

7. OiRA technical aspects – recommendations

	A	B	C	D	E	F
1	Risk	Priority	Measure	End date	Responsible	Budget
2	Some work chairs are not adjustable to the individual worker.	High	Purchase and provide good, solid and adjustable work chairs. Before purchasing new chairs, it is important to assess the use of the chairs and the design features needed. Ask advice from an ergonomic expert. In this way you ensure that you get quality for money. Ask advice from an expert in office ergonomics and/or supplier.			
3	Some work chairs are damaged or worn out.	High				
4	Some work desks are not adjustable to the individual worker.	High				
5	Some computer screens have a glossy surface.	High				
6	Keyboard and computer screen are not in front of each user.	High				
7	Work desks are not adjustable to standing height.	Medium				
8						

MULTIPLE REPORT > Report in XLS format

7. OiRA technical aspects – statistics

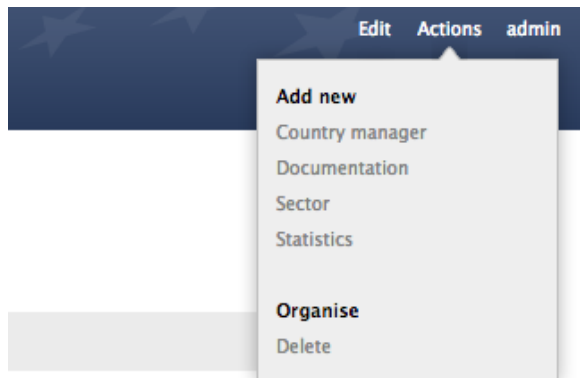
STATISTICS

Now each sector/country can extract statistics from the ADMIN platform without any need to request statistics to EU-OSHA

The screenshot shows the 'Statistics Reporting - Global' interface. At the top, there are navigation tabs for 'OiRA Tools', 'User management', and 'Documents', along with a search bar. The main form contains the following fields:

- Report Type ***: Radio buttons for 'EU-OSHA Overview', 'OiRA Tool', and 'Country'.
- Report Period ***: Radio buttons for 'Year', '2013', '2012', and '2011'.
- Year ***: Radio buttons for '2013', '2012', and '2011'.
- Period ***: A dropdown menu set to 'Whole year'.
- File Format ***: A dropdown menu set to 'Excel'.

A 'Submit' button is located at the bottom of the form.



| Eesti | English | Español |

7. OiRA technical aspects – new web contractors??

- EU-OSHA current contract for web services will **expire in June 2014**
- EU-OSHA is finalising a **tender for IT/WEB services (launch expected in October/November 2013)**
- The goal is to find **suitable contractors to manage all IT/WEB environments**, tools, applications, etc. run by EU-OSHA
- → **OiRA will be impacted**, as not necessarily the current contractor will be awarded; in the technical specifications of the call for tender we will make our best to **ensure suitable contractors will apply and be awarded**

7. OiRA technical aspects – reporting of bugs

To **improve the identification and fixing of bugs** please always send us:

- A screenshot of the problem
- URL of the page
- Browser used (example Firefox 23 – the version is important!)
- Make clear what is wrong / what you would like to change
- Once the bug-fix is communicated, test it again to ensure it is fixed *the way you expected*

If you want to change TEXT (=issues related to translation) try and go **through the whole OiRA and collect THEM ALL BEFORE you send us the request for changes**. It is an extremely laborious work to fix translations