

# Create a Health and Safety Hazards location

A map is available in ECanMaps that allows staff to add in health and safety hazards they notice around Canterbury - below are some instructions on how to do so. The map is available in the 'ECan Wide Map Gallery' on the homepage of ECanMaps or via [this link](#)

**In accordance with the Privacy Act 2020 and the Public Records Act 2005, please refrain from using any personal details such as medical conditions, convictions, and your personal opinions of any person. Please report any incidents or near misses in the [incident register](#).**

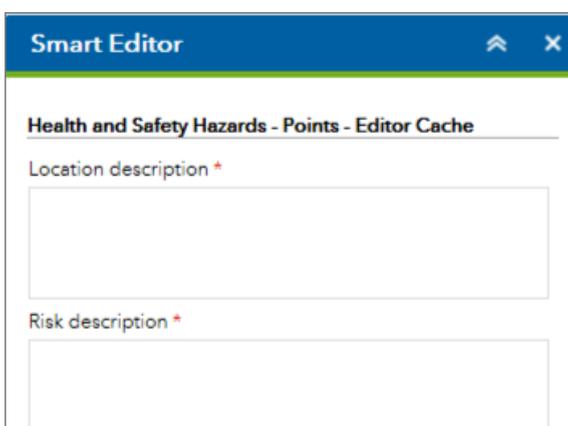
1. **Select the base map.** Click the  icon on the upper right corner of the panel to choose a suitable base map if you don't like the default base map.
2. **Choose the Health & Safety symbol.** Click on the Smart Editor  icon, and use the scroll bar to select an appropriate symbol, such as point , line  or area 



Figure 1: Inside the red box is the site's coordinates (NZTM).

3. **Add location to the map;** drag the selected feature to the known locations (e.g. NZTM X: 1,460,833, Y: 5,083,313) on the map (Figure 1), click the mouse button to add a feature onto the map.
4. **Fill the information;** once the location has been added, the Smart Editor window will pop up on the right (Figure 2); Input information into the empty boxes with  on the side (compulsory). Click the  button to finish or the  button to discard.

Figure 2: Smart Editor window



# Editing Health and Safety Hazards Map

1. Start editing; click  to bring up the **Smart Editor** window.
2. Click on the Hazard icon e.g.  to start editing. Click the Save button  to finish or  button to cancel editing.

## Relocating or resizing

1. Click on the **Layer List** icon , uncheck **Health and Safety Hazards – Summary** layer before editing (Figure 3).



Figure 3: Uncheck Summary layer

2. Click on  to bring up the **Smart Editor** window.
  3. Click to select the Hazard feature.
  4. In the **Smart Editor**, Scroll down to the bottom and check the Edit Geometry box  Edit Geometry
3. Now you can start to relocate / resize the geometry. Click  to finish or  button to cancel editing.

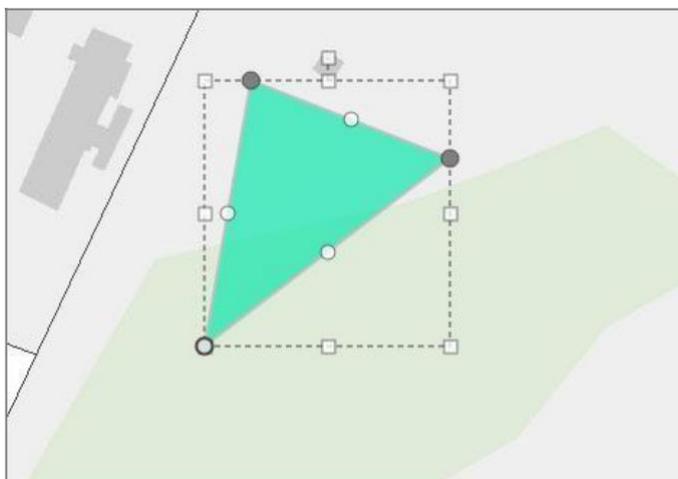


Figure 4: Geometry editing

## Create geometry

1. Click  to bring up the **Smart Editor** window.
2. Select a feature e.g. Line to ~~start~~ drawing. Single click to start and continue, double click to complete drawing. The line will turn to light blue colour once completed.
3. If you have wrong move or out of circle as below (Figure 5), don't worry, scroll down to the bottom in Smart Editor and check the Edit Geometry box  Edit Geometry to enable editing.



4. Once the editing is enabled, there will be white and grey dots on the line. Click on the grey dot (red circle) and move it to the right position. Figure 6



**Figure 6: Click on the grey dot and make a move**

5. Click the  button to finish or  button to cancel editing.

# Editing Geometry – The End Point issue

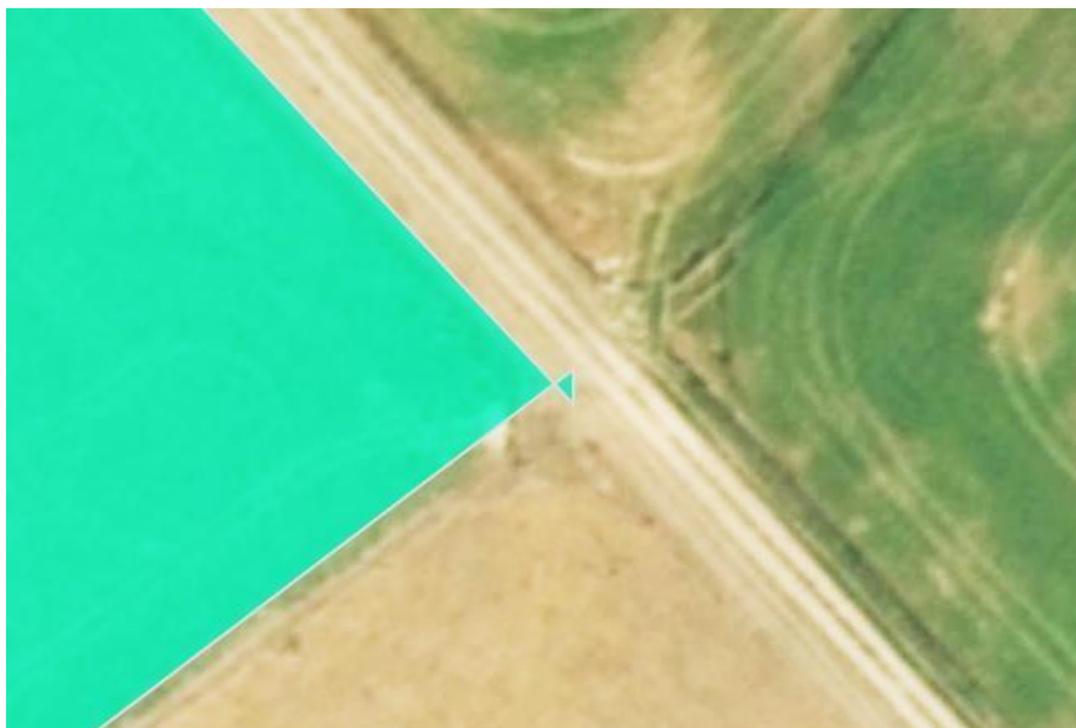
## Case 1

1. An area has been created as below (Figure 7), it starts at point 1 and finish at point 5.



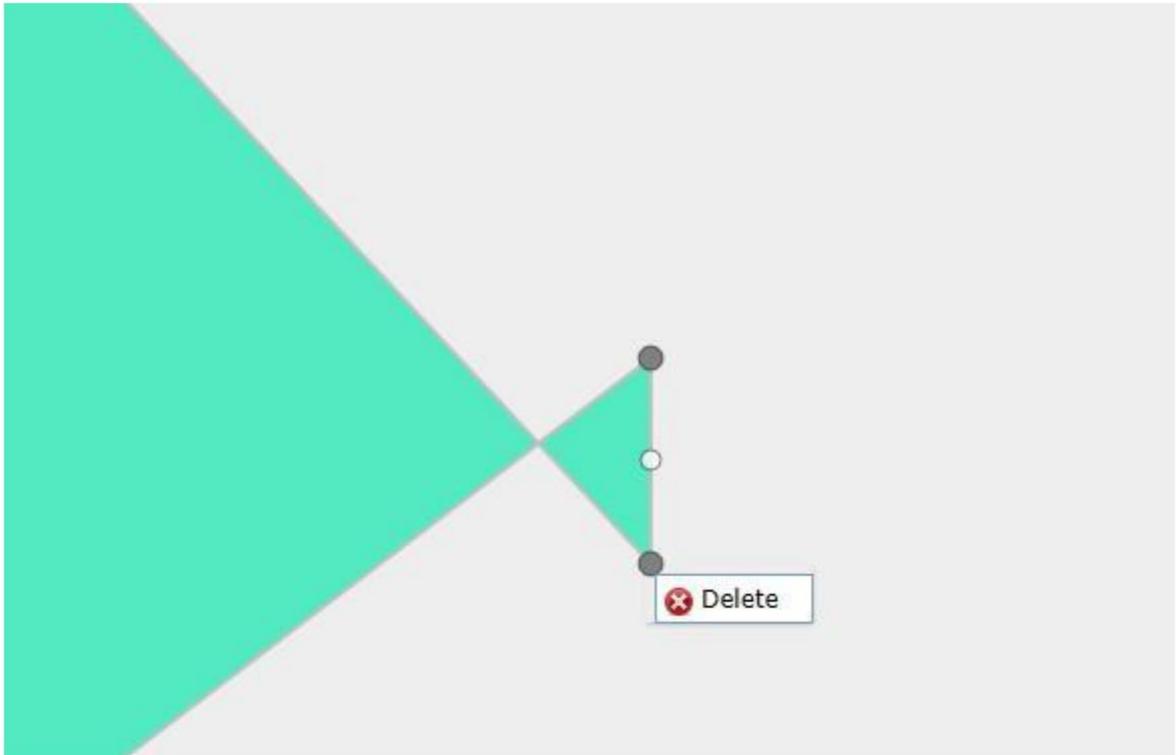
*Figure 7: The end point on area geometry*

2. In general, point 5 is the last point; it should only have one point there, but it's very easy to make mistakes at the last point once we double click to complete the drawing. When zoom in to point 5 (Figure 8), we can see there's an extra small triangle beside the area.



*Figure 8: An extract small triangle beside the geometry*

3. In **Smart Editor** and check the **Edit Geometry** box  Edit Geometry to enable editing. To delete the unwanted triangle, zoom in to get the larger view, right click the grey end points then click the **Delete** button as below (Figure 9).



*Figure 9: Deleting the unwanted points. Ps: White point cannot be deleted, it will be gone once the grey point was deleted.*

4. Click the  button to finish or  button to cancel editing.

## Case 2

1. For the line on Figure 10, it looks ok on end point 3



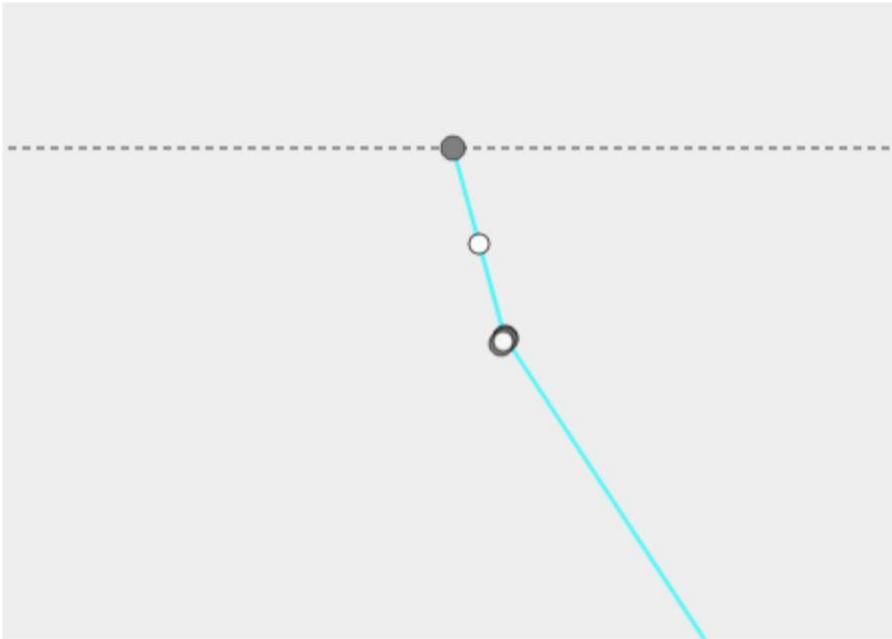
*Figure 10: End point 3*

2. Let's switch to Edit mode, in Figure 11, there is a white point at the end of the line (End point always grey colour).



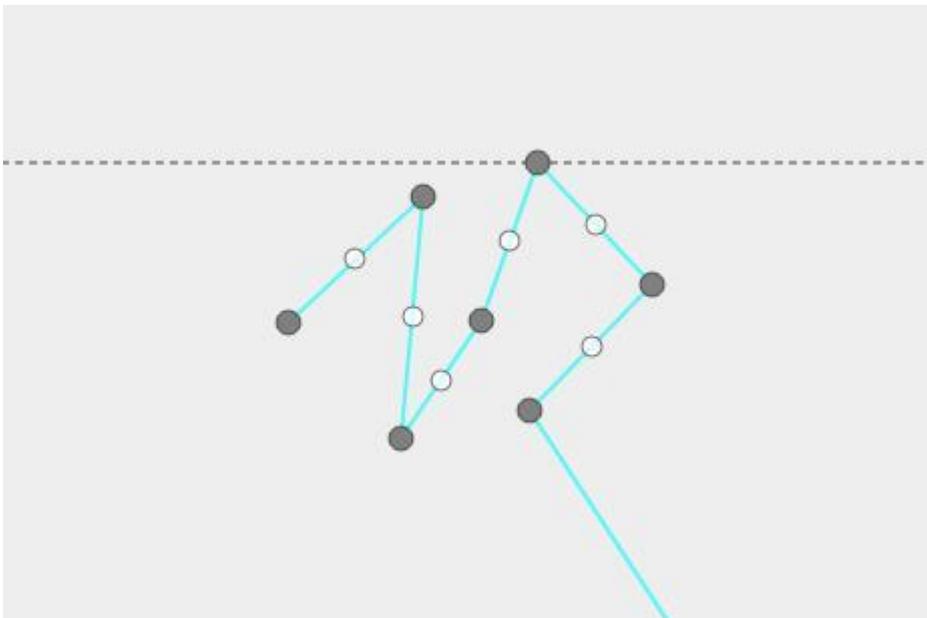
*Figure 11: White point is not the end point*

3. Zoom in to see more details (Figure 12). We can see there're grey points underneath the white point, as white point cannot be deleted, let's move it to the side.



**Figure 12: There're more points at the end of the line**

4. In Figure 13, we can see different picture after moved these points aside. Now you can delete all the unwanted grey points.



**Figure 13: Check the end point coordinates and delete the grey dots.**

5. Click the **Save** button to finish or **Back** button to cancel editing.

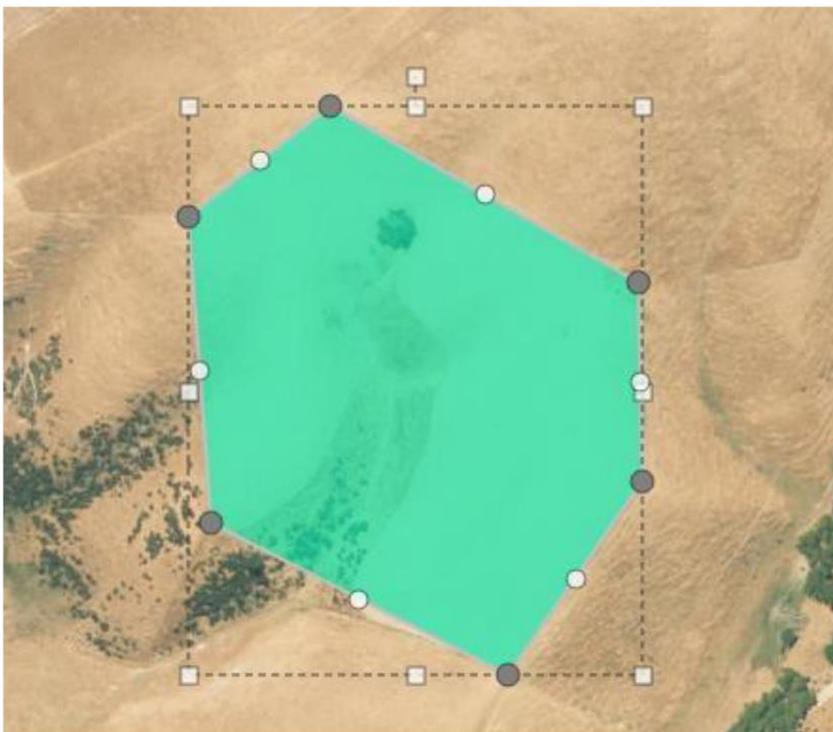
## Change the shape of geometry

1. Sometimes we might need to make some changes after finished drawing, such as Figure 14.



*Figure 14: Completed geometry*

2. We don't have to start over again. Enable the edit mode in **Smart Editor**, the graph will change as figure 15.



*Figure 15: Editing geometry*

3. Click and move the white dot to the designed position (a new set of point will be added automatically). Keep moving the white dots until it's done. Figure 16

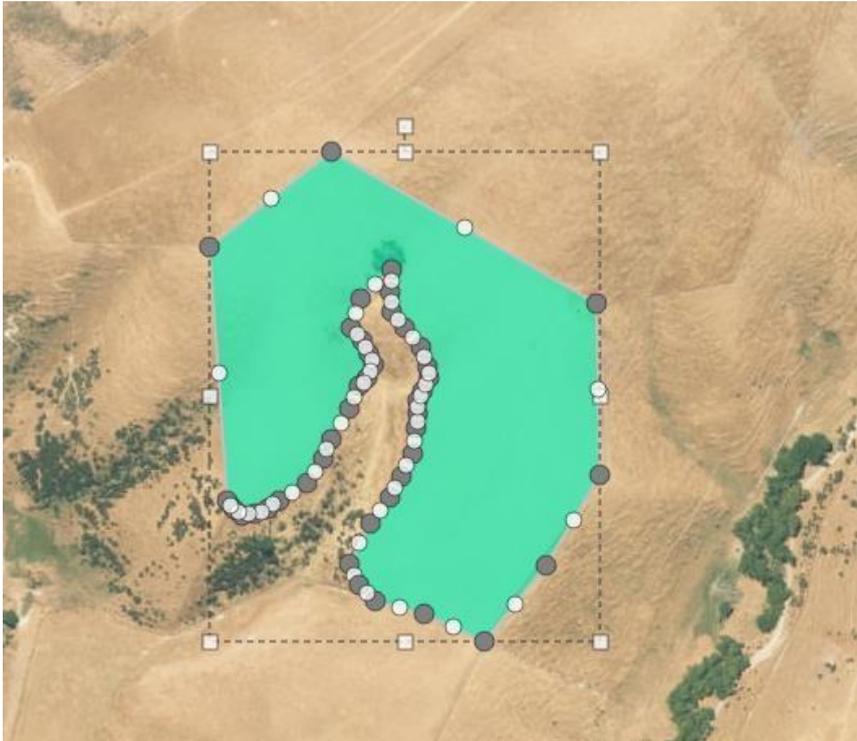


Figure 16: Click and move the white dots to change the shape.

4. Click  button to finish once you're happy for the result or  button to cancel editing.