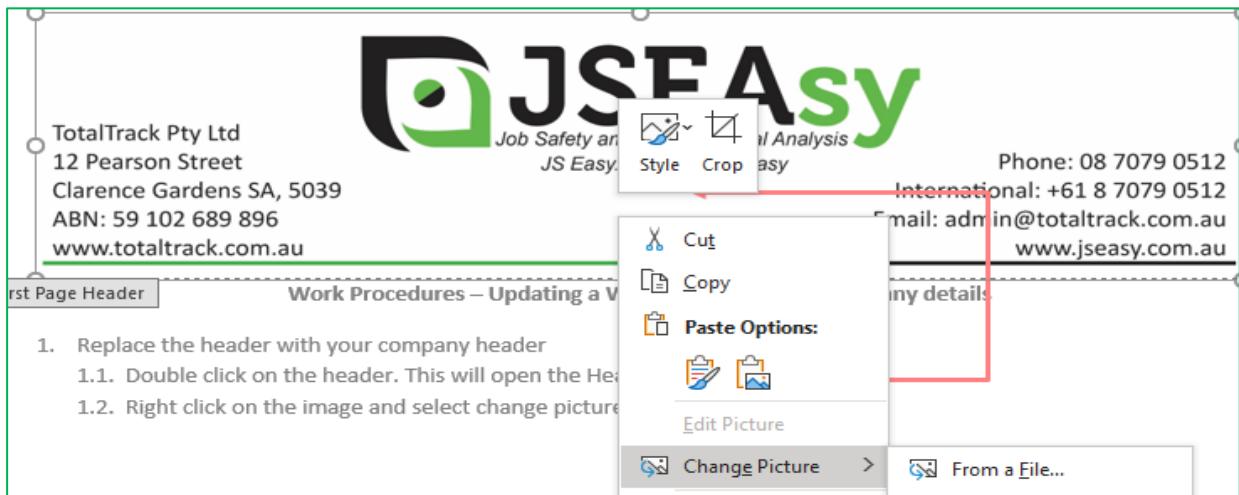


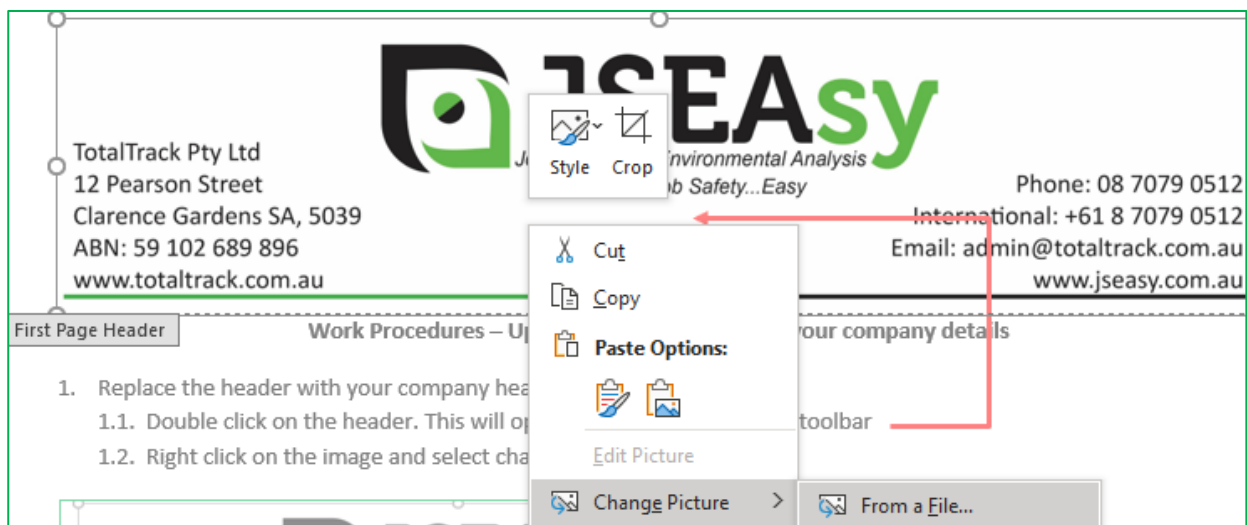
Work Procedures – Updating a OSH Form with your company details

1. Replace the header with your company header

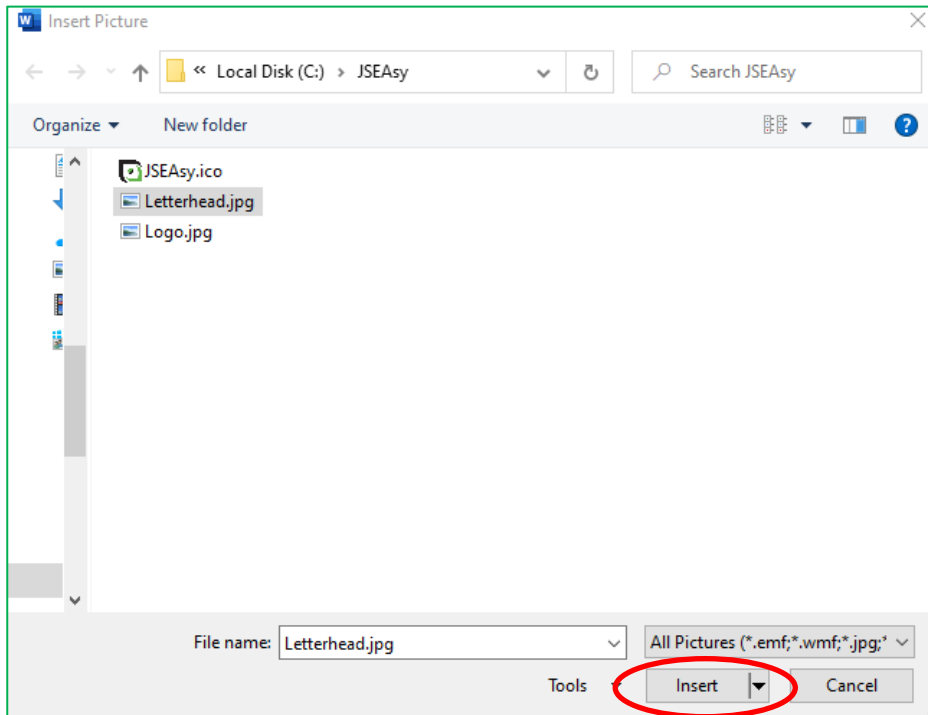
- 1.1. Double click on the header. This will open the Header and Footer toolbar
- 1.2. Right click on the image and select change picture



1.3. Select from a file



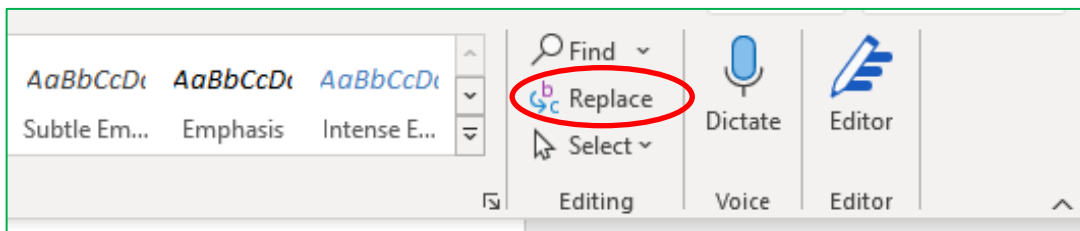
1.4. Browse your pc to find a copy of your letterhead and click insert



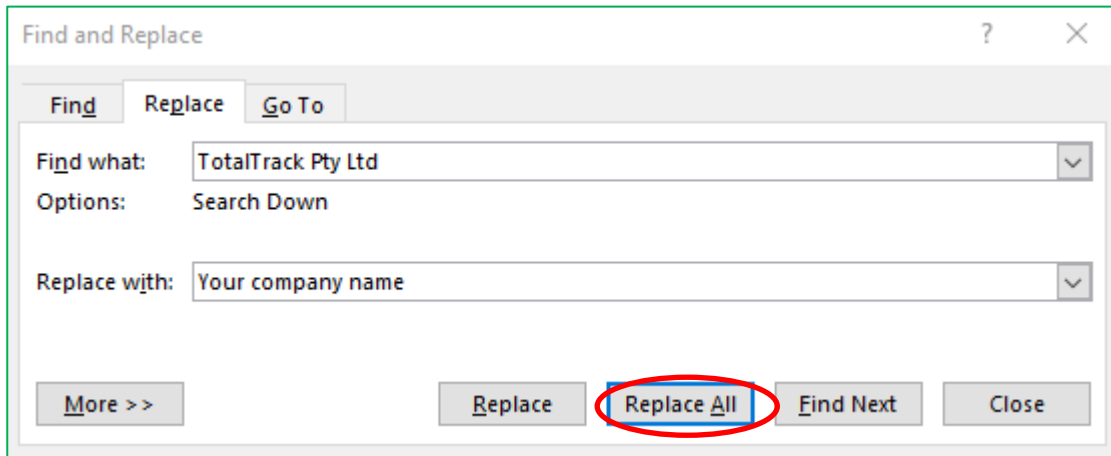
2. Replace the highlights with your company's name

The Policy sets standards of behaviour expected from everyone who performs work for **TotalTrack Pty Ltd**

2.1. To replace the highlighted text with your company name, click on replace

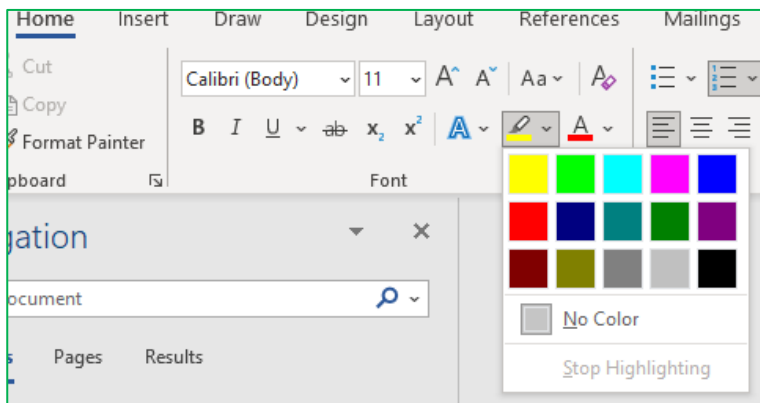


2.2. Type or copy the text highlighted e.g. TotalTrack Pty Ltd on find what and write your company name on replace with, then click replace all

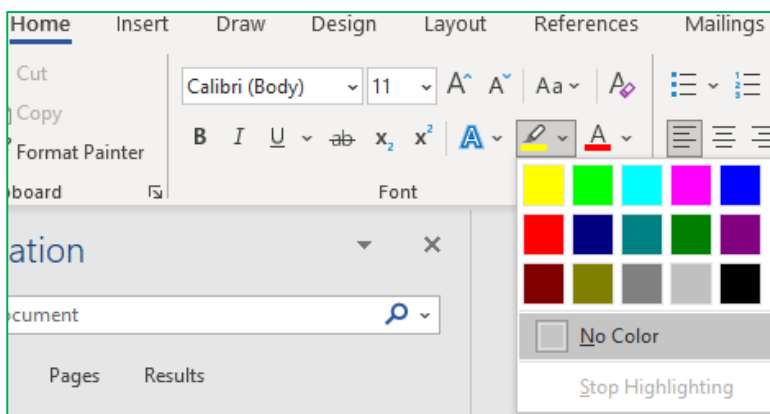


2.3. After this is done. Click anywhere in the document and press Ctrl+a to select all.

2.4. Select highlighting



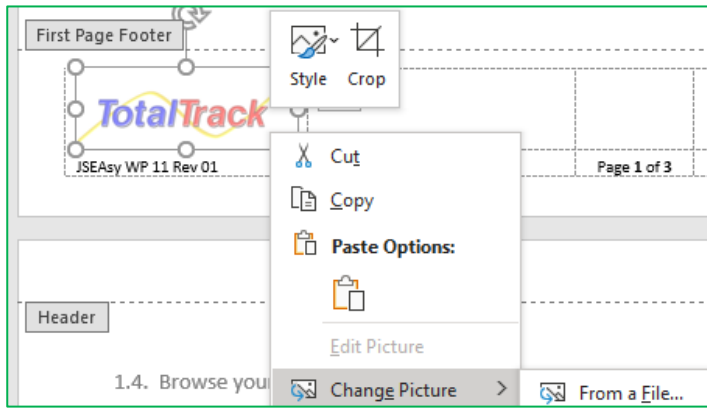
2.5. Select no colour



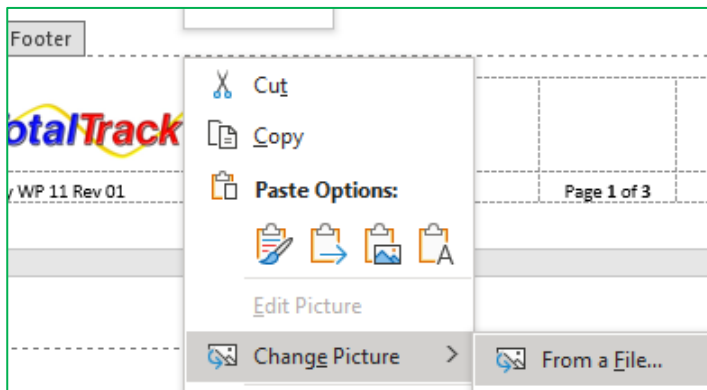
3. Replace the Footer with your company logo

3.1. Double click on the footer. This will open the Header and Footer toolbar

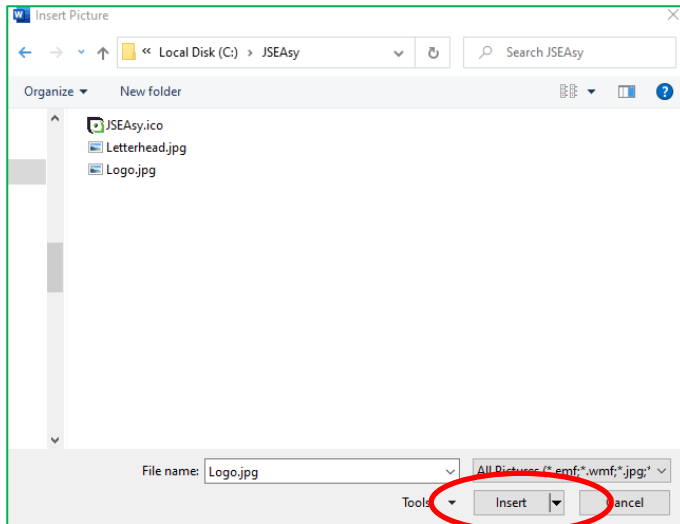
3.2. Right click on the image and select change picture



3.3. Select from a file



3.4. Browse your pc to find a copy of your logo and click insert



After you conclude these simple steps, your OSH form is ready.