

## Solutions for Your Company

Resourceful Managers and Business Owners understand the balance between Maximising Output and Controlling Losses.

Managing a successful business is about identifying those key processes, setting performance standards and looking for opportunities to improve

### DEDICATED SUPPORT

Our business, as safety advisors, is about

Managing People and Business Risk, by helping organisations such as yours understand when the Risks outweigh the benefits.

Having worked closely with numerous organisations over the past 15 years, we have provided practical advice that can help.

This has led us to develop a clear logical systematic approach to Health & Safety so that divisional managers can understand the business case for Health and Safety.



## What You Get.

- Policy Document Templates
- 100+ Page Procedural Manual
- Risk Assessment Templates
- A Statutory Inspection Log
- Action Planning
- Latest Revision Control

## THE ~ ISO Safety Management System

Harness-it has developed a Safety Management System complete with all the necessary forms and templates to make your Health & Safety Compliance an easy 10 Step Solution.

By simply following the ISO Compliance Handbook, you will find this logical approach guides you through the basic requirements. Our systematic approach provides you with Risk Assessment templates and an explanation of how you should approach their completion.

The Harness-it Safety Management System has been designed to work with SharePoint so that multiple users within your business can access your Risk Assessments, Safe systems of Work, your Procedures and those all-important Training or Information Documents.

You *can* use our Solution on a single-user PC or you can use it on a Network if you would prefer and because you own the Document Rights, you retain control of your privileged information. You are not caught up in the endless cycle of Monthly Subscriptions, User Licence Agreements and Red Tape.

For the more advanced user, Harness-it Safety Management System can be expanded to include your ISO 9000 and ISO14001.

By simply inserting or adding information, or tailoring a few key documents, our System gives you the advantage of being able to grow or expand at any time!



## What You Get.

- AN ISO Compliant Scope
- Staff Induction Checklists
- Management Obligation Advice
- Set-up and Advice Handbook
- Machinery Assessment Templates

## The Benefits

- ✓ Save time and money, by no longer spend hours writing endless documents and procedures
- ✓ Allow your staff to have access to all your Health & Safety records, simply share Risk Assessments and Procedures
- ✓ A simple step-by-step approach will allow you to progress rapidly towards an Internationally Recognised Standard
- ✓ Free up your time and give yourself the space to deal with the immediate day-to-day issues of your business
- ✓ Help your staff take 3 simple steps; Plan, Do, Check.

The key to any good Quality, Safety or Assurance Scheme is Auditing and Review. The Harness-it ISO Compliance Handbook offers you practical advice on how to improve or move your system forward.

This is important if you want to keep your Company up to date and be able to demonstrate Continuous Improvement.

As with any good Management System, you will need to be able to put your hands on valuable information quickly. So for ease of use, significant elements have been streamlined into an easy to view format.

- ✓ Easy to access *Excel*; Risk, COSHH, Manual Handling and Safe Systems of Work Register.
- ✓ A Single Point-of- Call Training Matrix.
- ✓ Statutory Inspection Logbook



Completely *new* up-dated version is available now Audited Compliant as of April 2011



## What You Get.

- Sample Risk Assessments
- Simple 'TQ Style' SSoW
- Contractor's Address book and scoring system
- Training & Validation Modules
- 

Harness-it provides all the Documents on a CD. The documents are in Microsoft Packages and are fully editable. Your Company logo can easily be added to give your documents your corporate identity.

Detailed Training Modules are included to enable you to verify and validate staff training needs. Also, instruction on:-

- ✓ What to do in an Emergency
- ✓ Fire Marshal Duties
- ✓ Managers Legal Awareness
- ✓ Lock and Tag Out Arrangements
- ✓ Maintenance Fitters
- ✓ Working at Height

## Competent Advice

Having received your ISO Safety Management Solution, we are here to help should you need any additional support

Telephone Support or Compliance Advice is available to purchase as an add-on. Or you may decide you will need a more hands on approach with a personal consultation session from our Active Consultants.

It should be noted that this System is not a replacement for your 'Legally' required Competent Health and Safety advice, but is intended to save you and your designated Health & Safety person a lot of time, thereby saving you money.

This System is ideal for those people who have recently been trained in IOSH or NEBOSH qualifications and have been appointed as your safety officer.



## Screen Shots



# 10 Fork Lift (Driver Training)

### Description.

Powered Lift trucks can be training programme and are can use lift trucks. The main right equipment is being use the storage system being use

No one will operate a f

### Defining the Problem.

Before operating machinery Because the controls of a fo forward visibility is poor and can lead to trucks overturning tyres, turning sharply or over

### Pre-Operational Checks:

Team Leaders, Supervisors : is they who are given respor make the daily checks to ere leaks, hydraulic fluid levels, t

### Supervisor Duties

Considering new employees employee. This means close trained forklift truck users or to ensure careful driving sk counter balance; reach truel these differing machines. ! dangerous equipment and th

Item	Description	Ver
Preface Folder	Risk Register	00
	Organisational Chart	00
	Scope	00
	Action Plan	00
	Statutory Inspection Log	00

### Section A

01	Introduction	00
02	Risk & Impact Assessment	00
03	Accident & Incident Reporting	00
04	Communication Control	01
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		

### First Aid at Work (1981 amended 2002)

Revision 01 incorporates:

Original FAW Location

The document is saved as: First Aid at Work 08

### Introduction

The regulation requires that every employer must provide first aid facilities suitable for the number of persons employed and the risks that they are subjected to. However, first aid is not a substitute for proper medical treatment, the objective of first aid is to save life, prevent further injury and limit infection.

The Regulation applies to every employer and to self-employed persons.

The guidance below contains our general requirements based on a "normal" department and/or company and the findings of the First Aid Risk Assessment.

### Appointment of First Aider's

For low risk environments where there are less than 50 people employed, a person must be appointed to take charge of any situation (e.g. call an ambulance) if a serious injury or major illness occurs, that appointed person is also required to be responsible for first aid equipment.

One first aider must be appointed for every 50-100 employees and one additional first aider for every 100 employees, with suitable arrangements being made for absences, such as the need for the first aider to have time-of work, illness and holiday cover etc.

The appointed person or first aider(s) must have been suitably trained and hold a current first aid certificate either FAW (First Aid at Work) or EFAW (Emergency First aid at Work) training issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. See the amendments to First Aid at Work Training requirements as detailed below: FAW or EFAW.

### EQUIPMENT AND FACILITIES

Every first aider should have access to a suitably stocked first aid box. The box should be clearly marked with a white cross on a green background and contain the following items. The contents of the box should be checked monthly using the list below as a reference point

Yes

Yes

Yes

Yes