



# **Journal Enterprise Health & Safety Management**

## **Product Information**

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## Product Description

Journal Enterprise is an advanced on-line Health and Safety management program designed by Health and Safety professionals.

Journal provides efficient and easy access to a central database for storing essential Health and Safety related documents such as Risk assessments, Incident/accident and near miss reports.

Journal has an easy to use yet powerful analysis engine and report generator

Journal can be operated through the Internet or via your own Intranet.

Journal is simple to use; it employs an effective step by step operating principle and aesthetically pleasing interface which will ensure the minimum amount of training will be required for your operators.

Journal tracks your incomplete incident reports, and risk assessments due for review and displays them until they are completed.

Journal has a comprehensive administration panel which allows the administrator to set multiple levels of access to the program from read only to full access

Powerful standard and advanced search engines provide fast and easy retrieval of stored documents

Journal has a built in PDF generator for downloading and printing your documents and a built in e-mail program allows you to send copies of documents to colleagues and support departments.

## Key Benefits

- Save time; Journal cuts the time taken to fill out, file and retrieve essential health and safety related documents, free up more of your manager's time to concentrate on the core duties that are important to your business.
- Save money; powerful statistical reporting will allow your company to easily assess the true costs of accidents over periods of time and enable the implementation of pre-emptive procedures that visibly reduce costs.
- Reduce paperwork; Store your essential Health & Safety documents electronically.
- Comply with Health & Safety legislation, Journal allows you to easily create and review risk assessments and enter incident/accident details
- Journal will allow you to centralise your Health & Safety process and will aid in the continual improvement of your Health & Safety policy.
- The ease of use of the programme will encourage everyone in your company from supervisors through to departmental managers thus propagating the responsibility for health and safety throughout the organisation.
- Help your organisation achieve accreditation to OHSAS 180001 or HSG 65

## Key Features

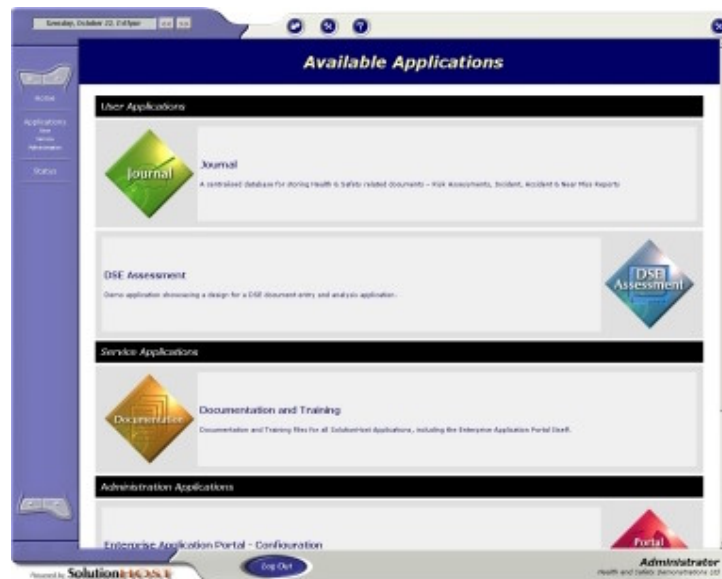
- Internet based delivery- Only requires a browser
- Centralised reporting database
- Standardised report layout & content
- Statistical reporting can provide accident cost analysis
- Reduces the time taken to fill out reports
- Allows for central coordination, but remote entry
- Remote management, no hardware or software required
- Free product upgrades

## Journal in Use

### *The Application Portal*

Data entry into the system follows a common, step-by-step format, reducing the amount of training required, and enabling users to quickly use the functionality they require without resorting to the manual.

Use of the Journal Health & Safety Reporting application begins when the user logs in to the Application Portal. This is achieved by accessing a secure website address and entering their unique user ID, identifying them to the system and displaying the specific applications they have access to:



The user enters the Health & Safety Reporting application by selecting the relevant icon on screen.

### *Health & Safety Reporting - Overview*

Within the Health & Safety Reporting application, the numbers of facilities that are available depend on the privileges set up for that user. For instance - a central Health & Safety Coordinator or a member of upper management will see the analysis and reporting facilities, providing access to the statistical reporting engine covering periodic analyses of historical data. For example: an analysis of accident costs over time.

Alternatively, a job controller or site foreman will only require access to the document entry facilities. They will not be able to access the statistical reporting or system administration areas.

## Example Procedure: Entering a Risk Assessment

Walking through the entry of a Risk Assessment demonstrates the logical step-by-step sequence that all of the document entry facilities follow:

**Create - Risk Assessment**

**Company Specific Fields :**

Customer Name: Acme Cement PLC  
 Work Specific Area: Casting Area 1  
 Equipment/Plant No.: 02206  
 Department Name: Quality Control  
 People Affected: All cement equipment operators  
 Equipment Description:   
 R.A. Agreed by: Derek Johnson  
 Task Description: Strip and clean Impeller Blades  
 Method Statement: Isolate and lock off power supply to casting equipment. John Butcherworth to have direct responsibility for all electrical work carried out under this risk assessment. Plans to remove Impeller Blade cover taking extreme care with tools, Impeller Blade to be lifted out and sent to cleaning and maintenance section under the supervision of Robert Lous.

Discard Document Clear Next Stage >>

Stage 1 of 1

Powered by: **Solution4CAST** Administrator

On entering the initial task details, the system walks you through a list of standardised hazards and the relevant control procedures.

The user can select from the list of returned Control Procedures, choosing those relevant for this particular Risk Assessment.

**Create - Risk Assessment**

**Company Specific Fields :**

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 Work Specific Area: Casting Area 1  
 Equipment/Plant No.: 02206  
 Department Name: Quality Control  
 People Affected: All cement equipment operators  
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**Choose Hazards :**

Hazard Group	Hazard Name	Action
Mechanical	Engagement	Remove
Mechanical	Trapping	Remove
Fire and Explosion	Hot Work	Remove
Access	Overloading/tripping	Remove

Discard Document Select... Next Stage >>

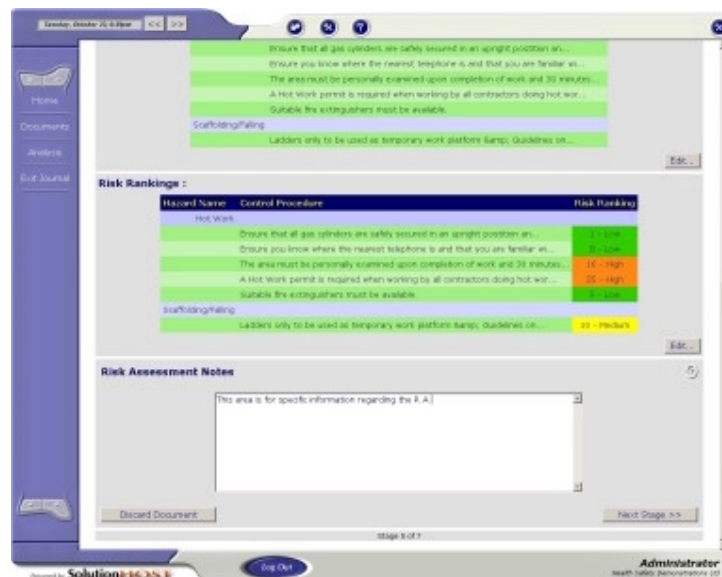
Stage 2 of 1

Powered by: **Solution4CAST** Administrator

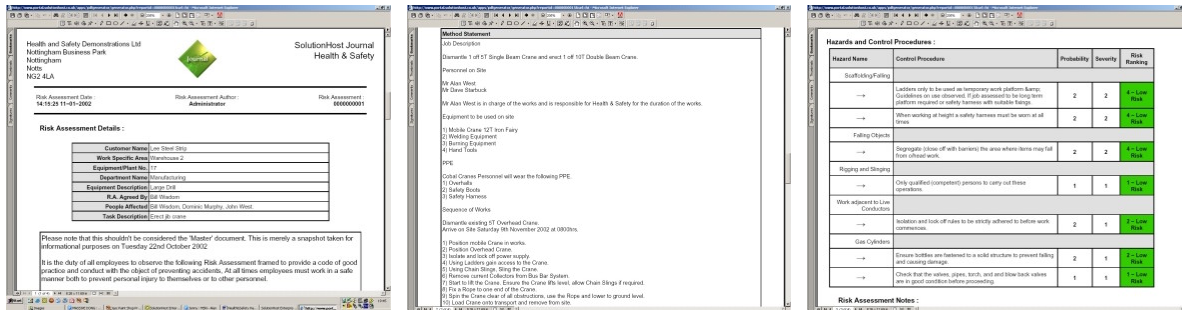
The user then progresses on to rank the hazard / control procedure in terms of probability of occurrence and the severity if it should occur, providing a risk ranking. The customer is able to set the system to there own ranking system.



On completion of any detailed notes, the document is posted to the database and stored. A unique Risk Assessment ID number is assigned to the document at this stage. It is also possible to generate a PDF file for printing and distribution to the workforce and/or relevant persons to who the risk assessment applies, this assists in complying with the "Management of Health & Safety at work regulations 1999" which requires significant findings to be recorded and information on them, given to employees



## Print Risk Assessment

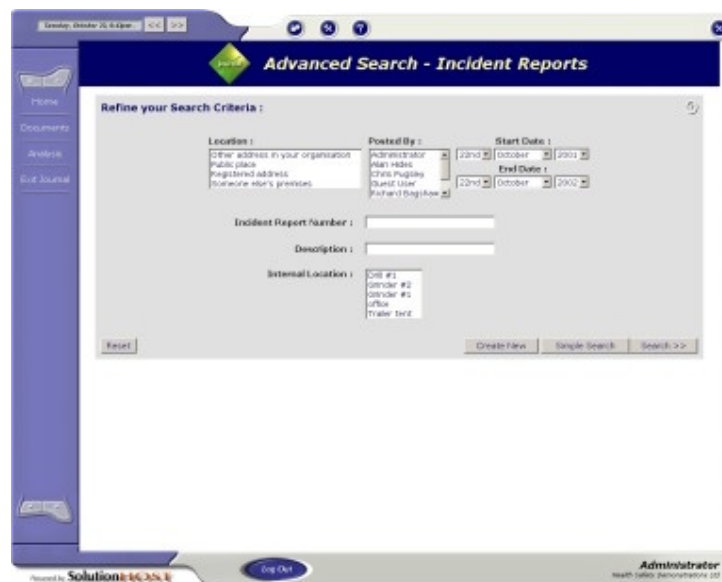


Once the risk assessment is completed it can be reproduced in PDF format for e-mailing or printing

## Retrieving Stored Documents

The user, depending upon the privileges assigned, is able to retrieve and display or retrieve and change documents stored in the system. Documents can be retrieved and viewed via the web-based interface, or a printer-friendly 'page layout' view can be generated and stored as a file on the user's PC (and therefore emailed as an attachment) or printed to paper for filing manually.

## Viewing an Incident/Accident Report



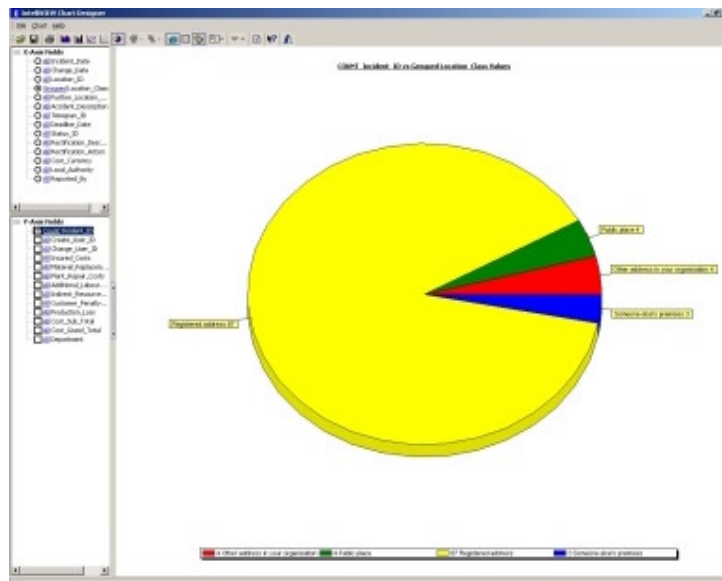
Search screen for finding and viewing an Incident/Accident report



List of all stored Incident reports

## Analysis

Journal also enables sophisticated statistical reporting to be performed on the data gathered. Through the use of a simple client-side application called IntelliVIEW, data is downloaded to your desktop in an XML format, allowing you to manipulate and view statistical analyses in a completely flexible manner. Data can also be exported to many popular desktop applications, such as Microsoft® Excel.



The IntelliVIEW analysis and reporting tool will allow you to produce professional reports with a simple point and click process and it also allows layouts of your most popular reports to be saved, this means that when you import fresh data, simply opening a layout file will produce the desired report.

## Internet Delivery Method

The software is stored on web servers hosted by HS Direct and our customers are provided the necessary access details to use the system via the Internet. This approach minimises the costs incurred to a simple monthly fee, removing the need for in house technical staff required to maintain any computer server hardware or backups.

## Contact Details

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