

ODYN Systems
ODYN ΣΥΣΤΗΜΑΤΑ



Health & Safety Online Web Application

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Accessing the H&S Web Application

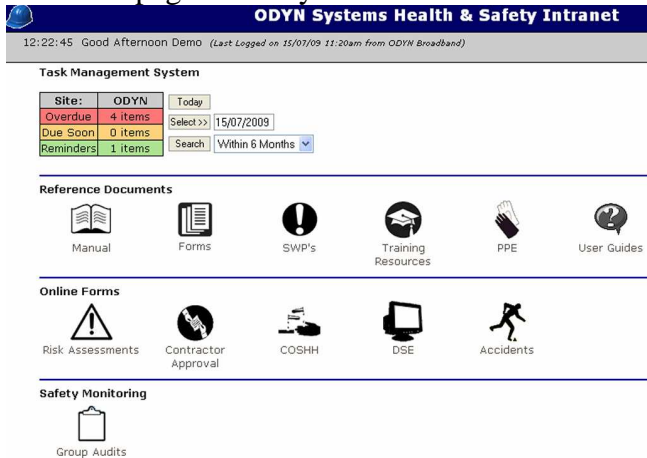
To access the web application simply point your web browser to <http://hs.odynsystems.co.uk>, and you'll see the following login page.



Please enter `demo.user@odyn.co.uk` with a password of `tornado` to login.

The Main Page

The main page of the system is shown below



Site:	ODYN	Today:	
Overdue	4 items	Select >>	15/07/2009
Due Soon	0 items	Search	Within 6 Months
Reminders	1 items		

The top half of the screen shows the Task Management System. This records any tasks and actions you specify and allows you to set both due and reminder dates, to assist you in ensuring your organisation complies with it's health and safety policy. The demo system only has one site, ODYN, however you can any number of sites and/or locations, and the task management will separate this for you.

Please feel free to access all the modules. There are self-explanatory and very easy to use. Below are some notes on the use of the three two most complicated modules:– Risk Assessments, Accident Reporting, and the task management system.

Risk Assessments

The easiest way of demonstrating how the system handles risk assessments is to create one.

To do so click on the risk assessment icon, and when you're in the risk assessment area click on the *Create New Risk Assessment* button.

Navigation : Main Page > Risk Assessments > Create / Edit

Site: ODYN Systems
Activity:
Date: 15/07/2009
Review Date: 15/07/2011
Assessor(s):
Categories: Processing (Please Select.), Storage (Please Select.), Other (Please Select.)

Hazards Standard CM Additional CM Action Plan

No.	Description	Likelihood	Severity	Risk	People Affected					Remove
					E	V	C	YP	P	
1	<input type="text"/>	No Risk	No Risk	No Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazards Standard CM Additional CM Action Plan

The first step in creating the risk assessment is to identify the activity the risk pertains to. This could be anything that has a risk such as the use of ladders, accessing/exiting the site, etc. You also need to specify who assessed the risks, and can categorise the risk assessment into various categories.

Identifying Hazards

The next step is to identify the hazards associated with this activity. This is done in the light orange box. Here you enter a description of the hazard, e.g. ladder may slip, and can choose the likelihood of the risk occurring and the severity such the risk occur. The system will then calculate the risk rating.

You can then identify the type of people that may be affected by this hazard, from **E**mployees, **V**isitors, **C**ontractors, **Y**oung **P**eople, or the **P**ublic. If you hover your mouse over each box it will tell you which group it relates to. You can add more hazards by clicking the *Add Hazard* link circled above in red.

Identifying Control Measures

The application allows you to specify what measures you have implemented in order to control the hazards. These are split into standard control measures, and additional control measures.

With the standard control measures you can enter a description of the control measure. You can also specify whether that control measure is in place or not.

This way you can demonstrate your ongoing efforts to constantly improve health and safety at your workplace.

The system also lets you specify which hazards the control measures pertain to. If you hover your mouse over the hazard risk box you will see a full description of that hazard as shown below.

Select SWP's 1001,1002		All employees are trained in these SWP's.		All In Place	1 6
2	Training Procedures	All employees have received manual handling training.		Complete	1 6
3	Warning Signs	Signs displayed around the works.		All In Place	1 6
4	Work Permits			n/a	1 6

Ladders may slide to side when not fixed or tied at the top

.Additional control measures can also be specified, in a similar manner, but you can add as many different types of additional measures as you like, by simply clicking the *Add Control Measure* link in the top right of the yellow box.

Action Plan

To further demonstrate your commitment to ensuring health and safety in your organisation you can specify an Action Plan for the risk assessment. This will detail any steps you believe you need to undertake, specifically for any control measures not currently in place.

Action Plan		(Add Action Point)	
No Details			
1	Action Required	Engineer to be trained in the use of a cherry picker and erecting of tower scaffolding.	
Details		Who: Steve Hewett	Due: 18/08/2009 select
		Reminder: 08/08/2009 select	
SCM:		SWP <input type="checkbox"/>	TR <input type="checkbox"/>
		WS <input type="checkbox"/>	WP <input type="checkbox"/>
		AUD <input type="checkbox"/>	PPE <input type="checkbox"/>
		SUP <input type="checkbox"/>	
ACM:		1 <input type="checkbox"/>	2 <input type="checkbox"/>

Here you can enter details of the action, the person who is responsible for performing the action, the date the action is due to be completed by, and also a reminder date. You can also specify which control measures, both standard (SCM), and additional (ACM). Once again hovering over the box will give details of that control measure. When you save the risk assessment any actions will appear on the task management system on the main page.