



Product Data Sheet

Safety Manager



A comprehensive toolkit for developing an OHS management system

Safety Manager will help business owners / managers to understand the requirements of the for OHS (Occupational Health & Safety) management standards AS/NZS 4801:2001 and OHSAS 18001:1999.

Safety Manager will help you plan, document, implement and verify your own system based on the requirements of either of those standards. Your system should provide a solid foundation for addressing legislative and other requirements. It may also be used as the basis of an integrated management system – covering other compliance issues such as ISO 9001 Quality and ISO 14001 Environment.

Features and benefits

The first thing you'll notice is the browser interface / menu system. You'll be able to get started right away – with the comfort of using your familiar web browser.

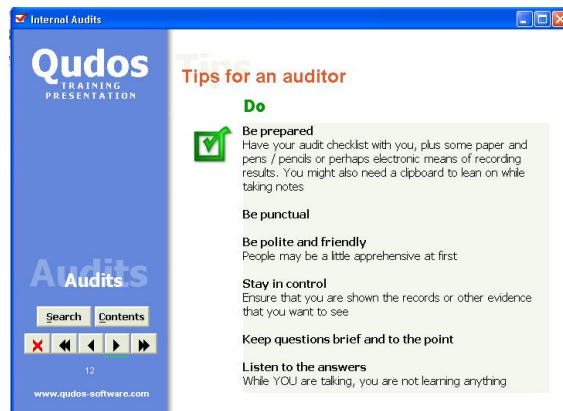
That comfort factor continues with sample documents (plans, policies, procedures, forms, letters and memos) being designed in MS Word format. Additional materials are also provided in other familiar MS Office formats – Excel and PowerPoint.

Improve your understanding

The **Electronic Book** explains basic concepts, the development of an OHS management system, tools and techniques, and traps to avoid. The guide book includes a chapter on the requirements of each clause in the standards – each chapter has a summary, a discussion, references to other compliance standards, a case study, an activity plan, and links to sample documents and other tools.

The **Help** file provides guidance on using MS Word and customising documents.

A series of **training presentations** help you to learn about various aspects of health and safety management.



Plan your system

Various tools provide you with a framework to plan your system methodically. These include a **Gap Analysis chart** and **System project plan** (with sections for 1. understanding, 2. planning, 3. documentation, 4. implementation, 5. verification).

Document your system

The standards have some compulsory requirements for documentation - while other documents are optional. **Safety Manager** includes a comprehensive pack of sample documents for you to choose from. These are professionally designed and ready for easy customizing using your familiar word processor!

Sample **Policies** include:

- An overall OHS policy statement
- Various secondary policies
- Compiled OHS policy manual

Procedures help to provide guidance and communicate business rules. The format of the sample procedures is ideally suited for both hard copy printing and electronic distribution. Sample **Procedures** include:

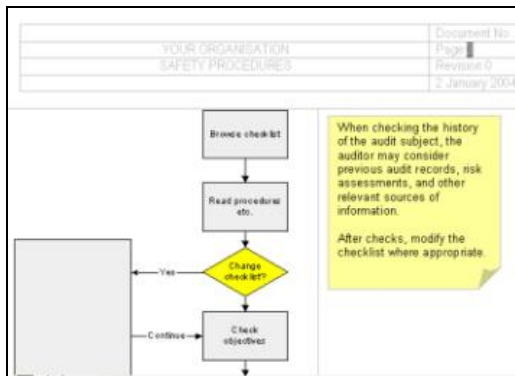
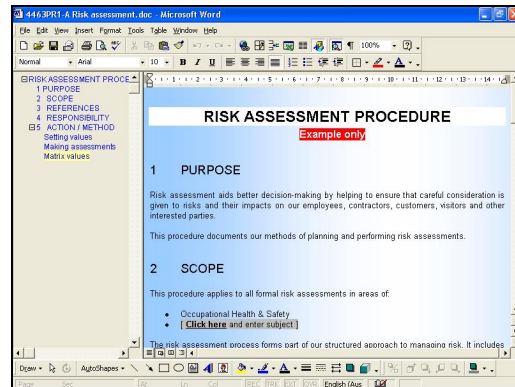
- Planning objectives / targets
- Staff training / competency
- Safety Induction
- Control of documents
- Control of records
- Incident investigation
- Hazard identification
- Risk assessment
- Risk control
- Emergency response
- System audits
- Management review

Put it into practice

Your system needs to be implemented and checked or verified that it is working effectively. **Forms and checklists** help to prompt action and are essential to record what took place. Samples include:

- Accident / Incident report
- Hazard form
- Risk assessment
- PPE assessment
- Induction checklist
- Training record
- Emergency contact list
- Master document list

OHS Management System Project Plan					
Project Manager Contact Details			Scope Start date Completion date		
Activity	Responsible Person	Time period - Months			
		1	2	3	4
1 Understand					
A	Consider organisational objectives				
B	Consider customer needs and requirements				
C	Learn about AS/NZS 4801:2001				
D	Consider other relevant compliance issues				
E	Interpret application to your organisation				
F	Establish extent of existing systems				
G	Perform gap analysis				
2 Plan					
A	Put team together / establish roles				
B	Plan time scales / reporting				
C	Distribute to team members				
D	Identify processes, plant, materials, environment				
E	Identify hazards				
F	Assess risks				
G	Plan control measures				
H	Plan what system procedures are needed				
I	Progress reports / reviews				
3 Document					
A	Document OHS policy				
B	List objectives / targets				



OHS Management System Audit Record			
Scope of Audit	Date		
Auditor	Contact		
Location Summary			
Items checked	Results and observations	Issues	

- Records index
- First aid box checklist
- Audit schedule
- Audit record
- Meeting minutes

Numerous other tools are provided to help with your practical implementation. These include: **Excel workbooks**, and **PowerPoint presentations** to use in training staff. A **full** version of **Qudos Risk Assessor** is included – this is a database for identifying hazards, assessing the risk they pose, specifying the controls required to treat those risks, and recording the controls in place.

No.	Hazard / Threat Risk Description	Likelihood	Raw Risk	Controls required	Controls in place	Final Risk
1.00	Moving parts Crushing injury to hands	B 4	E	a) Guards in place b) Training c) Signage	a) Fitted and checked	H
2.00	Swarf Eye injury	C 4	E	a) Guards in place b) Training c) Signage d) Goggles	a) Fitted and checked	H



Multiple categories may be established, and user-defined sets of values created for likelihood, consequence and risk level (default values are provided). The software automatically inserts a risk level from a matrix. A Benchmark assessment may be set for each category. This may be used as a template for other assessments, to save data entry time and ensure a consistent approach.

Bonus!

Trial version of **Qudos System 2**. This powerful application facilitates efficient and effective operation of the key aspects of a compliance management system e.g. document management, audits, corrective action, preventive action, incident investigation, meetings, training, risk assessment, supplier assessment and more.

Trial version of the **Smart Draw** graphic application. This product can be used to generate flow charts and other graphics.

Communicate

It is likely that you will need to communicate with employees, contractors, and other interested parties about your OHS management system. **Safety Manager** includes 26 sample **Letters and memos** for various health and safety-related subjects.

Safety Manager doesn't end there – Web Links are provided to external sources of information – government web sites, service providers, certification bodies etc.

Safety Manager offers a **comprehensive, value-for-money solution for understanding and developing an OHS management system based on the solid foundation of established standards.**

System Requirements

Hardware: Pentium class IBM compatible PC with: CD drive, SVGA monitor, Keyboard, Mouse, 64MB RAM, 25MB Hard drive space for basic product. These are minimum specs. A higher specification is recommended, and is required for using Risk Assessor and trial applications (particularly RAM and hard drive space).

Software/Comms: Microsoft Windows 98 (or above), Web browser (Internet Explorer 5 or above or equivalent), MS Word 97 or above or equivalent (While it may be possible to use an alternative word processor to MS Word – some functions may not be available). Optional email features in Risk Assessor and Qudos System 2 require a fully MAPI-compliant email package and internet / network connection.

Web links for further information require Internet connection.

Price

Australia - \$AUD 599 including GST + \$16.50 delivery

Export - \$AUD 545 + \$AUD105 for courier delivery

Prices are correct as of 15 February 2006.

Prices and content are subject to change without notice. Check the Qudos web site or with your approved reseller for updated information.

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