



Safety Organiser Overview

Interchange Business Centre, Howard Way,
Newport Pagnell Buckinghamshire MK16 9PY
T 01908 299119
www.eoa.co.uk

Introducing...

Welcome Trial Program User

Home	Accidents Still Open - 20	Authorisation - 12	Due for Review - 1	Documents	Log out
------	---------------------------	--------------------	--------------------	-----------	---------



Safety Organisation V3.00

 Assessment Register	 Risk Assessment	 Risk Register	 Substances	 Audits/Inspections	 Accidents	 Permits	 Actions	 Employees	 Reports	 Forms	 Maintenance	 Documents
--	--	--	---	---	--	--	--	--	--	--	--	--

Place your organisation details here e.g.

Safety Department contact details:-
Safety Organisation - John Studley
EHS Coordinator - Helen Franks

copyright © eo associates 2017 | v3.00 | contact: eo associates ltd www.eoa.co.uk t: 01908-299119

Web based health & safety management software covering:-

- Risk Assessment
- Accident/Incident/Near Miss Reporting
- Hazardous Substances/COSHH
- Audit/Inspections
- Permit to Work
- Environment
- Action Tracker
- Employee training records

All records are collated via a document register:-

Home Print

Assessment Register - 364 records

Welcome Trial Program User

Select and View Assessments

1 2 3 4 5 6 7 8 9 10 ...															
Reference	Type	Owner	Title	Site	Assessed	Review	Updated	Awaiting Authorisation	Authorised	Asst			Re- Assign	Selected Auth	Organisation Section
VAN_MKTG/CO04/DSE/2011/00005	Display Screen Equipment Assessment	Trial Program User		Bedford	20-01-2012	20-01-2013	20-01-2012	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Print/View	Delete to Archive	Re- assign	Change	Change
CAR_PROD/CO07/NOISE/2010/00002	Noise Assessment	Trial Program User		Coventry	26-04-2010		26-04-2010	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Print/View	Delete to Archive	Re- assign	Change	Change
VAN_DES/CO05/ACCD/2009/00001	Accident	Trial Program User		Cambridge	24-11-2009		21-05-2013	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Print/View	Delete to Archive	Re- assign	Change	Change
MS_ENG/CO01/ACCD/2009/00001	Accident	Trial Program User		Bicester	24-11-2009		08-11-2013	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Print/View	Delete to Archive	Re- assign	Change	Change
VAN_MKTG/CO04/ACCD/2009/00002	Accident	Trial Program User		Bedford	30-11-2009		30-11-2009	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Print/View	Delete to Archive	Re- assign	Change	Change
CAR_PROD/CO07/ACCD/2009/00001	Accident	Trial Program User		Coventry	07-12-2009		31-10-2013	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Print/View	Delete to Archive	Re- assign	Change	Change

Records can be filtered by user, authoriser, date started, review date, organisation section, generic records, status

A multi-level organisation structure can be defined:-

Year code	<input type="text" value="2014"/>
Top title	<input type="text" value="Centre/Division"/>
Second title	<input type="text" value="Site"/>
Third title	<input type="text" value="Department"/>
Sites	<input type="radio"/> Free list <input checked="" type="radio"/> Linked to third level <input type="radio"/> Second level linked to sites
Include 'Department' in assessments?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Link Departments to sites?	<input type="radio"/> Yes <input checked="" type="radio"/> No

The organisation structure names can be defined by the user and are used to filter records for viewing and reporting

Organisation Choice		
Centre/Division	<input type="text" value="Company"/>	
Site	<input type="text" value="Motorsport"/>	<input type="button" value="Back"/>
Department	<input type="text" value="Aerodynamics"/>	<input type="button" value="Back"/>
Site/location	<input type="text" value="Northampton"/>	<input type="button" value="Back"/>

Options are available for general risk assessment and templates based around specific regulations:-

Risk Assessments
General Risk Assessments
COSHH
Display Screen Equipment
DSEAR
Expectant/Nursing Mothers
Fire
First Aid
Lifting Operations
Manual Handling
Noise
Traffic Management
Work Equipment
Workplace
Working at Heights
Young Persons
Return to Main Menu Options

General risk assessments operate in a logical sequence defining:-

- Description of process/area
- Identify groups of people at risk
- Tasks
- Hazards
- PPE requirements
- Additional information
- Action plan
- Conclusions

Home	List	Print	Save	Documents	Assessments	Next ->
RISK ASSESSMENT Assessment Ref: CAR_DIST/CO04/RA/2017/00064 <div style="float: right;"> Risk Rating Residual Risk Rating </div>						
<div> <div> Introduction People at Risk Tasks Hazards PPE Additional Information Workplace Instructions Action Plan Conclusions Authorisation Access List </div> <div> Introduction Site/Location Title Description/Operations/Activities covered (or Area) by this assessment Workplace instruction Assessor carrying out risk assessment Name(s) of employee(s) consulted Job title(s) No of people at risk Area or task assessment Sensitive assessment Assessment date First assessed Authoriser </div> <div> Distribution Bedford Trial Program User 1 Area Task Yes No 29/08/2017 29/08/2017 - </div> <div> Generic assessment (can only be viewed by the owner and authoriser) Review date Revision No </div> </div>						

Hazards are identified per task and a risk rating assigned to each one. A risk rating with the current controls in place is calculated and a residual risk rating can be calculated if additional controls are added:-

Home
List
Print
Save
Documents
Assessments
<- Back
Next ->

RISK ASSESSMENT

Assessment Ref: MS_ENG/CO01/RA/2014/00027

Title: Removal of cam belt

Risk Rating: Medium

Risk Rating
Residual Risk Rating

Add Hazards

Hazard	Hazard Details/Effects	Controls	Sev	Likeli	Risk Rating	Further Controls	Residual Rating			
01 Take tools to work area										
Manual Handling - Specialist			2	2	4		4	Edit	Copy Hazard	Delete
Slip, trips and falls			2	2	4		4	Edit	Copy Hazard	Delete
02 Remove guarding										
Manual Handling - Specialist	Pulled back when undoing guard fixings		3	3	9	Details of action required	9	Edit	Copy Hazard	Delete

Introduction
People at Risk
Tasks
Hazards
PPE
Additional Information
Workplace Instructions
Action Plan
Conclusions
Authorisation
Access List

Effectiveness of controls	-	
---------------------------	---	--

Electronic authorisation is available. Up to 3 levels of authorisation can be specified, depending on the assessment risk rating or location of the activity

Conclusions

Site Bicester

Conclusions i.e. why the risk rating cannot be reduced any further



Revision notes i.e. significant changes since the last assessment



Completion

Levels of authorisation required 1

Authoriser

Assessment Complete

< - Select your authoriser then [click](#) to set the assessment as [complete](#). No changes can be made by the assessor once the assessment has been completed.

Actions can be managed through a single screen with filters by target completion date, date completed, person responsible, action type.

[Home](#)
[Select and View Actions](#)
[Print](#)

Action Tracker

User - Trial Program User

Source ('Other assessments' only)

Department

Site/Location

Action person responsible [Remove](#)

Hazard ('Risk' actions only)

[Email](#) outstanding actions [Email Actions](#)

Show for selected criteria [Show Actions](#)

Actions	Outstanding	Overdue
Risk assessment	2	2
Other	142	142

Target completion

Date completed

Date added

Action type

Action priority

Note - the 'Filter' button below displays all the actions for the selected assessment

Note - the 'Filter' button below displays all the actions for the selected assessment

[Risk Assessments](#)
[Other Assessments/Accidents/Audit Reports](#)

Other Assessments/Accidents/Audit Reports Actions - 142 records

Add

1 2 3 4 5 6 7 8 9 10

Type	Doc Ref	Site	Action Required	Action Taken	Target	Completed	Person Responsible	Added	Asst
DSE	CAR_DIST/CO08/DSE/2013/00004	Walsall	2. DISPLAY SCREEN - Screen controls for brightness control should be easily adjustable - The screen should be easy to adjust for tilt - The screen should be easily swivelled - The screen should be easy to adjust for height ;ljj;		24-06-2013		Trial Program User		Open
			5. WORK CHAIR - The chair						

Automated emails can be set up to prompt people of their outstanding actions.

Records can be added for accidents, incidents and near misses:-

Accidents/Incidents/Near Misses			
Accidents	Add	View/Edit	(Personal injury)
Incidents	Add	View/Edit	(No personal injury but damage to vehicle, property , goods)
Near misses	Add	View/Edit	(No injury or damage)
Back			

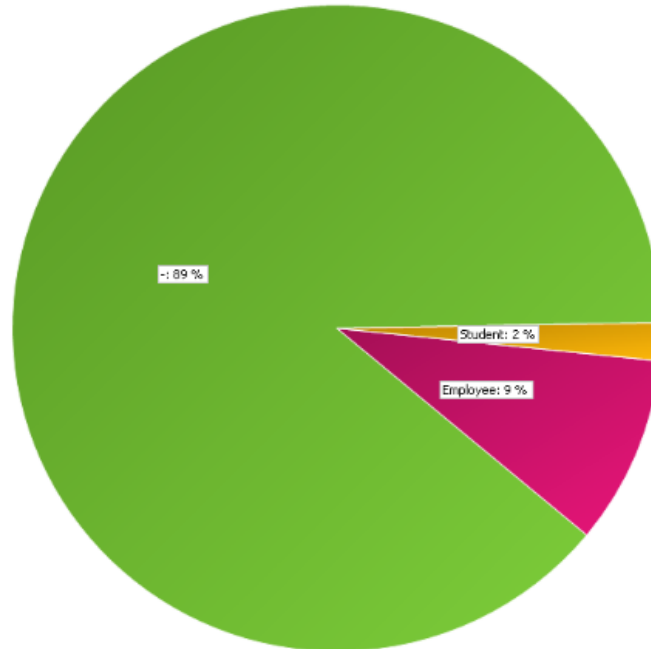
Accident reports cover all details from the injured person to the investigation and causes

ACCIDENT RECORD	
User - Trial Program User	
Date added	16/02/2014
Time added	08:08
Accident Ref No	MS_ENG/CO01/ACCD/2014/00040
Injured Person	Accident Injury Property Damage/Immediate Actions Investigation F2508 Causes Documents
Corrective Actions	Completion
Accident date	<input type="text" value="16/02/2014"/> <input type="button" value="Calendar"/>
Employee ID	<input type="text"/> <input type="button" value="Select"/>
Accident time	<input type="text" value="00:00"/> <input type="button" value="Clock"/>

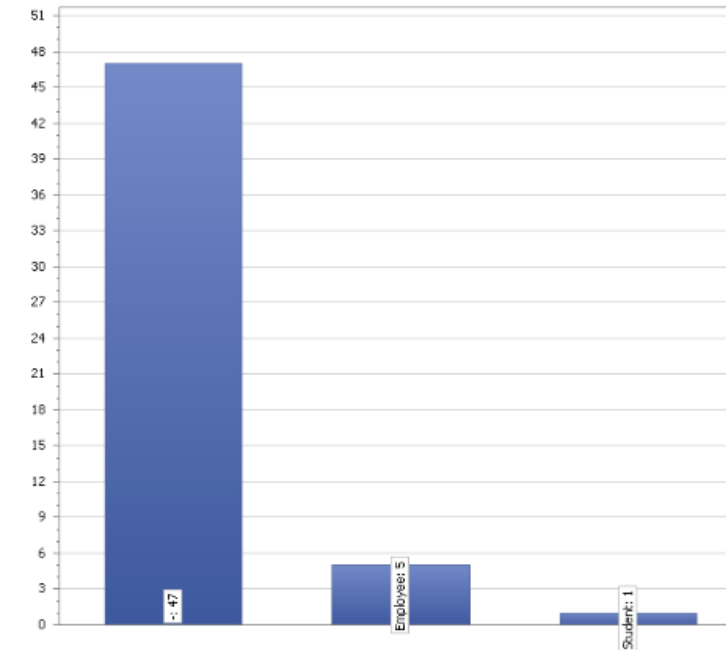
Documents such as training records and witness statements can be uploaded as part of the investigation

Records can be analysed and displayed in graphical format:-

Injured Person Employment Status	No of Accidents
-	47
Employee	5
Student	1
Total = 53	



Injured Person Employment Status	No of Accidents
-	47
Employee	5
Student	1
Total = 53	



Near misses are a quick entry form as a tool to identify danger points and reduce accidents:-

Home	List	Print	Save
NEAR MISS RECORD			
User - Trial Program User			
Date added	16/02/2014		
Time added	08:17		
Near Miss Ref No	NM/2014/00006		
<div> Near Miss Report Documents Actions </div>			
Near miss date	16/02/2014	Time	00:00 (hh:mm - 24 hour clock)
Site/Location	Bicester	Type	-
Department occurred	-	Shift	-
Reported by			
Investigation group/manager	-		
Person responsible for actions	-		
Date reported	16/02/2014	Time reported	00:00 (hh:mm - 24 hour clock)
Brief description of near miss			
Immediate corrective action taken			
Causation	-		
Status	<input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Ongoing		

Hazardous substances can be stored in the CLP 16 point format

[Home](#)
[Print](#)
[View Archive](#)

Substance Listing - 45 records

User - Trial Program User

[Select and View](#)

MSDS Ref	Product	Brand Name	Synonyms	Reference	Last Updated	Review Date	Author	Authorised	Withdrawn	Assts
MSDS/00243	acetone	Normapur	Dimethyl ketone, 2-propenone	P20066	11-02-2013	12-12-2015	Trial Program User	✓		Edit Print/View Docs View Assts Copy Delete Change Request Email Alert Access List
MSDS/00241	Acetone 1606	Acetone, Normapur		P20066	08-02-2013	12-12-2015	Trial Program User	✓		Edit Print/View Docs View Assts Copy Delete Change Request Email Alert Access List
MSDS/00003	ADDITIVE 003	DICC16B De-Icer (IPA)					Trial	✓		Print/View View Change request Email Alert Access List
MSDS/00004	ADDITIVE 004	BP Anti freeze								Change request Email Alert Access List

[Home](#)
[List](#)
[Print](#)
[Save](#)
[Documents](#)

Safety Organiser Substance Database

Current user - Trial Program User

Reference: MSDS/00051 - Under Review

1. Substance/Supplier
2. Hazards
3. Composition
4. First Aid
5. Fire Fighting
6. Accidental Release
7. Handling/Storage
8. Exposure Controls
9. Physical Properties
10. Stability/Reactivity
11. Toxicological
12. Ecological
13. Disposal
14. Transport
15. Regulatory
16. Other Information
Completion
Access List


1. Identification of the Substance/Preparation and of the Company/Undertaking
 Product: Adhesive 023
 Brand Name: Bostik 3206E
 Synonyms/Alternative Substance:
 Supplier: Bostik Ltd
 Application: Boom Cold Repairs
 Spell Check
 Reference:
 CAS No:
 EINECS No:
 Last updated: 16/02/2014
 MSDS Last Issued: 19/01/2014
 Sensitive MSDS: ☐ Yes ☒ No
 (can only be viewed by the owner and names on the [access list](#))

A range of print options are available:-

Home
Back

Page 1 of 5

Pdf


MATERIAL SAFETY DATA SHEET - NOT AUTHORISED
Adhesive 023
MSDS/00051 - Under Review

1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING
Brand name
Synonyms/Alternative substance
Company identification
Address
[Contact](#)
Telephone
Email address
Emergency telephone number
[Application](#)
[Reference](#)
CAS No EINECS No
Last updated Last issued

COSHH assessments can be activity based and reference a number of hazardous substances:-

COSHH ASSESSMENT

Assessment Ref

CAR_DIST/CO08/CO/2014/00017

COSHH Assessment Substances

Add Substances

Gather Substance Details

Reference	Substance	Brand Name	Form	Quantity Used		
MSDS/00241	Acetone 1606	Acetone, Normapur	Liquid	200 ml	Edit	Delete
MSDS/00005	ADHESIVE 001	BOOM GLUE WSD SH5835	Liquid	50 ml	Edit	Delete

The program automatically collates information from the substance database to populate the assessment:-

COSHH ASSESSMENT

Assessment Ref

CAR_DIST/CO08/CO/2014/00017

Hazards

Consider whether the substances are biological agents or have exposure limits, are they irritants, their toxicity, what will be the effects on those who may not work directly with the substances but work in that area or may be affected by emissions from the activity. [Remember](#) to include substances produced or given off by a process, as a result of an [accident](#) or at the end of the process.

* Risk (CHIP)/
Hazard (CLP)
phrases



Acetone 1606:-
R11 - Highly flammable
R66 - Repeated exposure may cause skin dryness or cracking
R67 - Vapours may cause drowsiness and dizziness

* Hazards
identification



Acetone 1606
Highly flammable. Irritating to eyes. Repeated exposure may cause skin dryness or cracking. Vapours may cause drowsiness and dizziness.

* Exposure limits



Acetone 1606:-
Acetone - WEL 15 min = 1500 ppm, WEL 15 min = 3620 mg/m3, WEL 8 hour = 500 ppm, WEL 8 hour = 1200 mg/m3
Limestone, respirable dust - WEL 8 hour = 4 mg/m3
Piperazine - WEL 15 min = 0.3 mg/m3, WEL 8 hour = 0.1 mg/m3

* Stability and
reactivity



Acetone 1606
STABILITY AND REACTIVITY - Stable
CONDITIONS TO AVOID - Xree
MATERIALS TO AVOID - Substances to be avoided
[alkali hydroxides, halogens, halogenated hydrocarbons/alkali hydroxides.](#)

Risks are identified:-

Risks

For the quantities of substances used in this assessment and frequency of use:-

- 5.1 * Could serious effects or death occur from a single exposure to the substances? ☐ Yes ☒ No
- 5.2 Could the substances cause sensitisation, [allergic reactions](#) or asthma? ☐ Yes ☒ No
- 5.3 Could the substances [cause dermatitis](#)? ☒ Yes ☐ No
- 5.4 Could adverse effects or death occur from repeated, even low level, exposures over a period of time? ☐ Yes ☒ No
- 5.5 * Could the substances be harmful to the human reproductive process? ☐ Yes ☒ No
- 5.6 In the case of micro-organisms, could they cause infection or an infected person infect others? ☐ Yes ☐ No ☒ N/A
- 5.7 * Could cancers occur? ☐ Yes ☒ No
- 5.8 * Do the substances have a workplace exposure limit (WEL)? ☒ Yes ☐ No

Note - values marked with * are overwritten when the assessment gathers substance [details](#)

Responses to a series of check questions are compared with the risks to calculate hazard and risk status values:-

7. Checks

With the current control measures in place, consider if the persons identified in this assessment can be put at a significant health risk if they could:-

7.1 Work with them directly?

☒ Yes ☐ No

7.2 Be in the vicinity of where they are being handled, transported, used, stored, disposed of, discharged or given off?

☒ Yes ☐ No

7.3 Be in the vicinity of an accidental release or spillage?

☐ Yes ☒ No

7.4 Enter an enclosed space where they might be present?

☐ Yes ☒ No

7.5 Disturb deposits of the substance and make them airborne?

☒ Yes ☐ No

7.6 Wear previously contaminated clothing?

☒ Yes ☐ No

7.7 Come into [contact](#) with contaminated surfaces?

☒ Yes ☐ No

7.8 Come into contact if the substance is passed on to them from someone else, e.g. from personal contact or contaminated clothing?

☒ Yes ☐ No

8. Control Check

Calculate Risk Rating

8.1 Is control adequate?

☐ Yes ☒ No

Hazard status

High

Risk status

Medium

Hazard Status considers the hazards present from the substances, Risk Status takes [account](#) of the effectiveness of the controls

Analysis notes

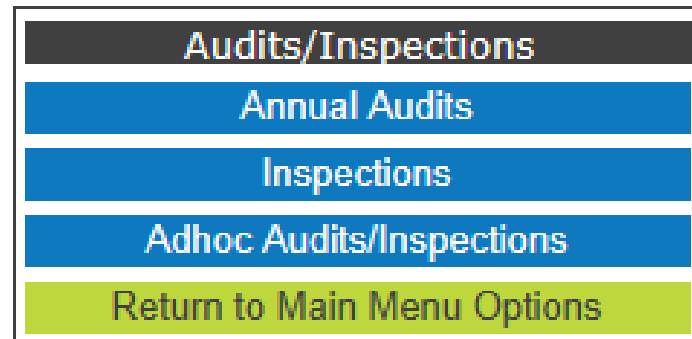
The substances are harmful by inhalation. Measures need to be taken to ensure that those at risk are not exposed to them when they are being handled.

The substances are harmful by inhalation. Measures need to be taken to ensure that those at risk are not exposed to them when they are working with them.

Take further measures to ensure that it is not possible to have contact with the substances through previously contaminated clothing.

The audit module contains sections for:-

- Annual detailed audits
- Inspections
- Adhoc audit reports



Audits use templates of questions divided into sections.
Responses can be Yes/No or 0-100% compliance

Home	List	Print	Documents	<- Back	Next ->
------	------	-------	-----------	---------	---------

Audit Questions

Audit Ref	2014-000056
Question Set	Workplace Risk Assessment Audit, RA1
Title	
Auditor	Trial Program User

0

100% completion

Total score = 9%

Introduction

Audit Questions

Actions

Completion

This audit is presented to you in a number of question sets. When you have completed this section you must click the 'Next Section' button to save these results and move to the next set of questions:

<< Previous Section

Next Section >>

Set Section 100%

Set Section N/A

< Previous Question

Next Question >

5 ELECTRICITY AT WORK

Question:-

5(a) Have all electrical systems (internal wiring) been tested and inspected by a competent person in the last five years?

Response:-

☐ Yes
☐ No
☐ N/A
☒ Not answered

Comments

Action Required

If you answer NO compliance to any question it will require an action

Inspections are simpler checklists intended to be used more frequently than the audits.

Home	List	Print	Save	Email Actions
------	------	-------	------	---------------

0% 100% [completion](#)

INSPECTION RECORD

Inspection Ref	INSP/000004
Title	AAOffices & Administration Areas

Score = 10%

Introduction	Inspection Questions	Actions	Documents
--------------	----------------------	---------	-----------

Inspection Questions

[<- Prev Section](#) [Next Section ->](#)

First Aid

Question	Yes	No	N/A	Response	Response	Response	Comments
Are First Aid boxes readily available?	✓			Yes	No	N/A	Comments
Do staff know where their nearest First Aider is?		✓		Yes	No	N/A	Comments

A negative response will become an action

Introduction	Inspection Questions	Actions	Documents
--------------	----------------------	---------	-----------

Actions

Question	Comments	Action Required	Action Taken	Person Responsible	Target	Completed	Approved	Action
Are aisles, passageways and through routes free from obstructions?				-			<input type="checkbox"/>	Edit
Are staff aware of the Fire & Emergency Procedures?				-			<input type="checkbox"/>	Edit
Are escape routes easily accessible?				-			<input type="checkbox"/>	Edit
Do staff know where their nearest First Aider is?				-			<input type="checkbox"/>	Edit

Audit reports are intended for recording the summary of actions from external audits or walk around reports:-

[Home](#)
[List](#)
[Print](#)
[Save](#)
[Documents](#)

Audit Report

Audit No: AUDIT/2012/00002
 Date Raised: 19/12/2012

[Audit Report](#)
[Actions](#)
[Documents](#)

Audit title	ISO 9001 Audit September 2012		
Audit type	Organic and other standard	Audit date	17/09/2012
Site	All	Date completed	19/09/2012
Site	All		
Department	-		
Auditor	Mark Davis		
Other people involved			
Client/customer name	LRQA		
Client/customer contact	John Shaw		

Comments

[Spell Check](#)

Monday – MD
 Tuesday – MD
 Wednesday – Wolves

Actions can be assigned to individuals or added to each site if a corrective action is required at each location:-

Audit Report Actions Documents										
Add Action			Add Action - All Sites			Email All Actions				
RefNo	Site	Category	Action Required	Action Taken	Target	Completed	Action Owner	Docs	Edit	Delete
1558	All	-	It was identified from Temperature measuring equipment calibration records, that the Temp Probe MD02, although in current use had missed its calibration due date. Records stated that it had been lost ? Its current calibration status was therefore deemed uncertain.		31-01-2013		Market Drayton Warehouse ARG	0	Edit	Delete
1559	All	Transport 1	Sampling of records to cover the required "Daily Checks" identified that there had been a breakdown of the process, reference the following:- 1. Not each truck had been allocated a Daily Check Log Book. 2. Current records to confirm Daily Checks completion were not readily retrievable. 3. It was noted that one Daily Check Log Book was being used to record checks over differing trucks. (Trucks 617, 217, 221, 210).	Test	28-02-2013	01-03-2013	Wolverhampton Transport ARG	0	Edit	Delete



End

Thank you