

KICKSTARTING YOUR HEALTH & SAFETY SOFTWARE PROJECT



Table of Contents

● Section 1: Who needs safety software?	1
● Section 2: What to look for in a software system	2
● Section 3: Engaging your employees	5
● Section 4: Approaching senior management	7

Section 1: Who needs health and safety software?

Paperwork is nothing new to most health and safety professionals.

Most risk assessments, audits and other documentation still exist on paper, perhaps with a few excel spreadsheets thrown into the mix.

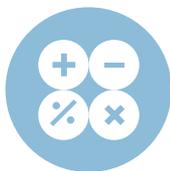
This system of managing safety presents a lot of difficulties. Documents go missing, get thrown out etc. Templates are overwritten each time someone uses them.

Spreadsheets require manual updating with the level of detail dependant on who is filling it out. Assigning actions and proving 'plan, do, check, act' is onerous and cumbersome. Not to mention the time spent chasing the completion of tasks.

It also makes it harder to track performance and obtain accurate data. How can you be sure that an incident report was filled out at a certain time or place if all you have to go on is what is written down? You can lose days manually inputting data into spreadsheets, after wasting time gathering documents from various sources. All this to produce one report!



HR Software



Accounting/
Payroll



Marketing &
Sales



Team
Communication



Safety
Software?

We use many different software systems during the course of work. It automates mundane and time consuming tasks, leading to greater efficiency and productivity, so why is software lagging behind?

Safety Software can automate many of your H&S tasks, as well as provide you with accurate data quickly. Mobile capabilities mean that your employees can report hazards and incidents on-the-spot, leading to a safer environment.

Software gives you the tools and time to move from reactive management to proactive - driving activity in leading indicators giving you insights on emerging risks before they cause harm.

Section 2: What to look for in a software system

What sort of features should you be looking for in your safety software?

This of course depends on your business, industry and work structure. We've included a checklist of all the things your health and safety software should be able to do:



Required Features - General

User Personalisation	<input type="radio"/>
Document Library	<input type="radio"/>
Organisational Chart	<input type="radio"/>
Insights Dashboards	<input type="radio"/>



Required Features - Incident Management Software

Incident Reporting (Mobile & Desktop)	<input type="radio"/>
Hazard Reporting (Mobile & Desktop)	<input type="radio"/>
Root Cause Analysis Investigation	<input type="radio"/>
Submission acknowledgement	<input type="radio"/>
Reporting & Analytics	<input type="radio"/>

Section 2: What to look for in a software system



Required Features - Risk Assessment Software

Configurable Templates	<input type="radio"/>
Risk Training Matrix	<input type="radio"/>
RA Approval process	<input type="radio"/>
Reporting & Analytics	<input type="radio"/>



Required Features - Audit & Inspection Software

Configurable templates	<input type="radio"/>
Audit completion tracking	<input type="radio"/>
User Guidance information	<input type="radio"/>
Traceable Change Log	<input type="radio"/>
Reporting & Analytics	<input type="radio"/>



Required Features - Training Management Software

Course scheduling	<input type="radio"/>
Training completion matrix	<input type="radio"/>
Course completion tracking	<input type="radio"/>
Certification storage	<input type="radio"/>
Reporting & Analytics	<input type="radio"/>

Section 2: What to look for in a software system



Required Features - Permit to Work Software

Permit Creation	<input type="radio"/>
Permit approval and rejection	<input type="radio"/>
Contractor approval and rejection	<input type="radio"/>
Automatic notifications	<input type="radio"/>



Required Features - Contractor Management Software

Contractor Documentation storage	<input type="radio"/>
Automatic notification of documentation expiration	<input type="radio"/>
Contractor approval tracking	<input type="radio"/>



Required Features - Plant & Asset Management Software

Plant Documentation storage	<input type="radio"/>
Automatic notification of document expiration	<input type="radio"/>
Plant action assigning	<input type="radio"/>

Section 3: Engaging you employees

Getting employees on board with any new process can present challenges.

You could be asking people to change the way they work after years of doing something a certain way. Even if the present system has widely known faults, change is difficult for most of us.

Whether it's rolling out a new software system or introducing a new piece of PPE, employee engagement is vital to successful adoption.

How is this achieved? Through meaningful communication between employees on the ground and management.

3.1 Communication, communication, communication

The best way to ensure successful software adoption among employees is to **get them involved in the process early on**. This means at the selection stage, when you are assessing the requirements that the software needs to fill.

Organise meetings with your employees where you can explore what their health and safety pain points are. Find out what is getting in the way of them performing their duties.



Sample Questions

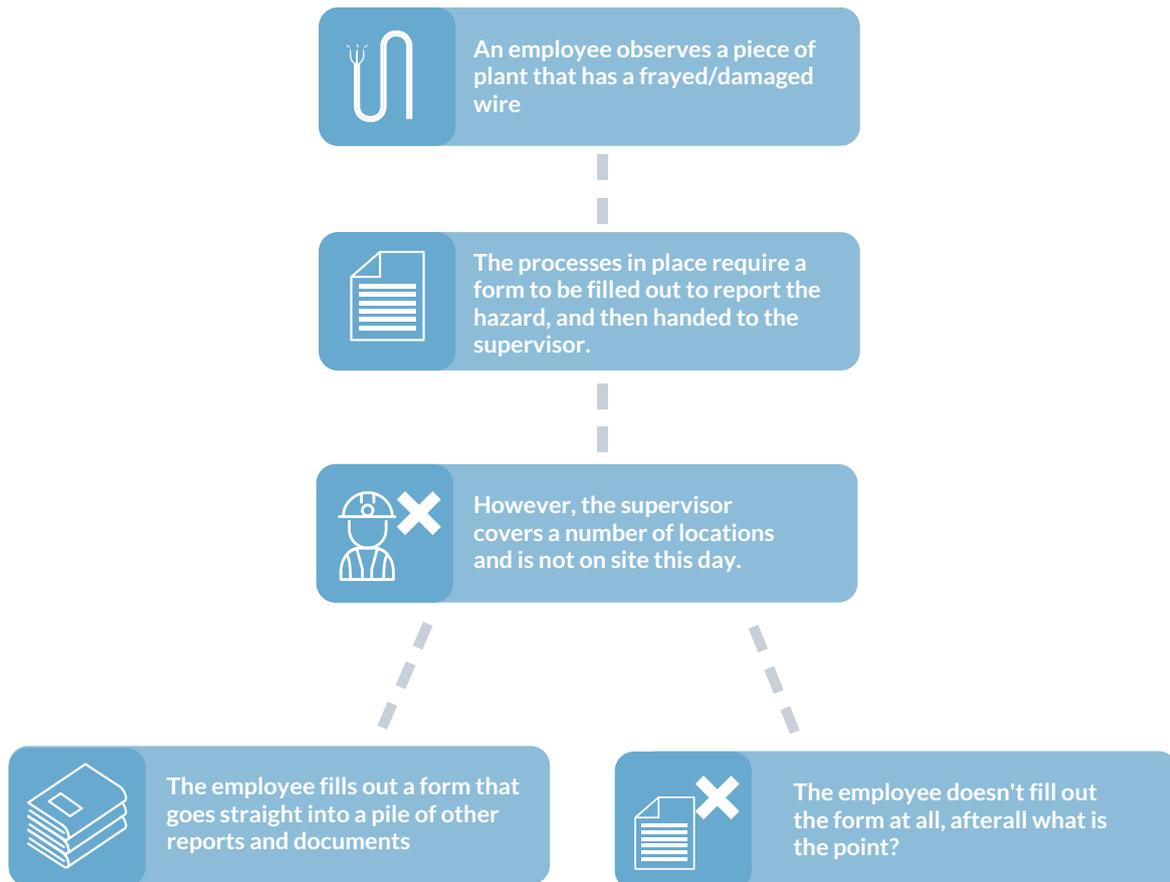


- Is it easy for employees to locate risk assessments/ other documentation that they need?
- When they encounter a hazard during work, how long does it take for the hazard to be reported and rectified?
- If you have employees who have to complete audits offsite, are paper documents easy for them to manage?
- Do they run in to a lot of information duplication when they type up the report back at the office?
- Do they feel that they are wasting time filling out the same report over and over again for relatively minor tasks?

3.2 Getting employees on side

Even when you've found a system that seems to fit all your needs, introducing the concept of health and safety software might result in pushback from employees.

Its important to highlight how the purpose of the software is to improve health and safety for everyone in your organisation. Its not there to make their lives more difficult. Take the example below on reporting a hazard:



Using an app such as Effective Software's 'Engage' app, the employee can take a photo of the hazard and submit their report quickly and easily. Employees then receive a confirmation and see their report in the app feed. The immediate nature of reporting means that hazards can be rectified faster.

Be open to questions about the software from your employees and supply them with documents (user guides, screenshots) from your software provider if they ask.



[Learn more about Engage](#)

Section 4: Approaching senior management

Dealing with senior management/a company board can be daunting at the best of times, even more so when you have to justify a project.

Securing funding can be tricky. You may be competing for limited budget with several other departments, with health and safety located far down the totem pole. Perhaps earlier projects have been rejected, or the business has had a negative experience with software providers in the past.

To help you breakthrough to your senior management, here's a list of ways that you can prepare yourself before proposing your health and safety software project:

#1

Document Facts & Figures

To bolster your case for buying in software, you need to make senior management understand where it can help to make improvements. Here are just some examples of information you can collect:

- **Current accident/incident rate**
- **Your LTI rate**
- **Number of audits that you carry out/frequency**
- **Previous incident/ hazard reports and investigation outcomes**

#2

Understand the risks to your business

Be informed about the legal moral and economic responsibilities your business has to employees. You need to be up to date on health and safety legislation, government inspections, different kinds of accreditation and changes to laws and regulations.

Keep in mind that your customers are becoming highly regulated as well. Many businesses are now including accreditations such as ISO45001 as a requirement for prospective tenders. If you choose to pursue one of these accreditations, health and safety software can go a long way to streamlining the assessment process.



Find out how McAleer & Rushe achieved their H&S accreditation

#3

Research HSE context

Know industry averages for incidents/ hazards. The HSE reports that there were **30 deaths in the construction industry in 2018/19** and **26 in manufacturing** (an increase of 11 from the previous year). **581,000 injuries** occurred at work according to a Labour Force Survey in the same year. **£3.0 billion in costs** were born by employers due to workplace injuries in this time period.

There is an average of 5 accidents per annum for a 1000-person company, with an average cost of **€27,000 per incident**.

#4

Research industry examples

Sometimes frightening statistics are needed to really bring your point home. Unfortunately, its not hard to find examples of serious safety failings, sometimes with tragic consequences.

In October 2019, logistics company DHL were fined **£2.6 million** following a 2016 accident which **killed a man and seriously injured another**. The court found that DHL fundamentally and systematically failed to manage health and safety at the effected site.

Construction firm Sherwood Homes Ltd was found to have put employees at risk due to widespread safety failings at 2 construction sites. Risks that employees faced included falls from height, electrocution and inhalation of silica dust. The company was fined **£76,000** and ordered to pay costs of **£14,651.64**.

#5

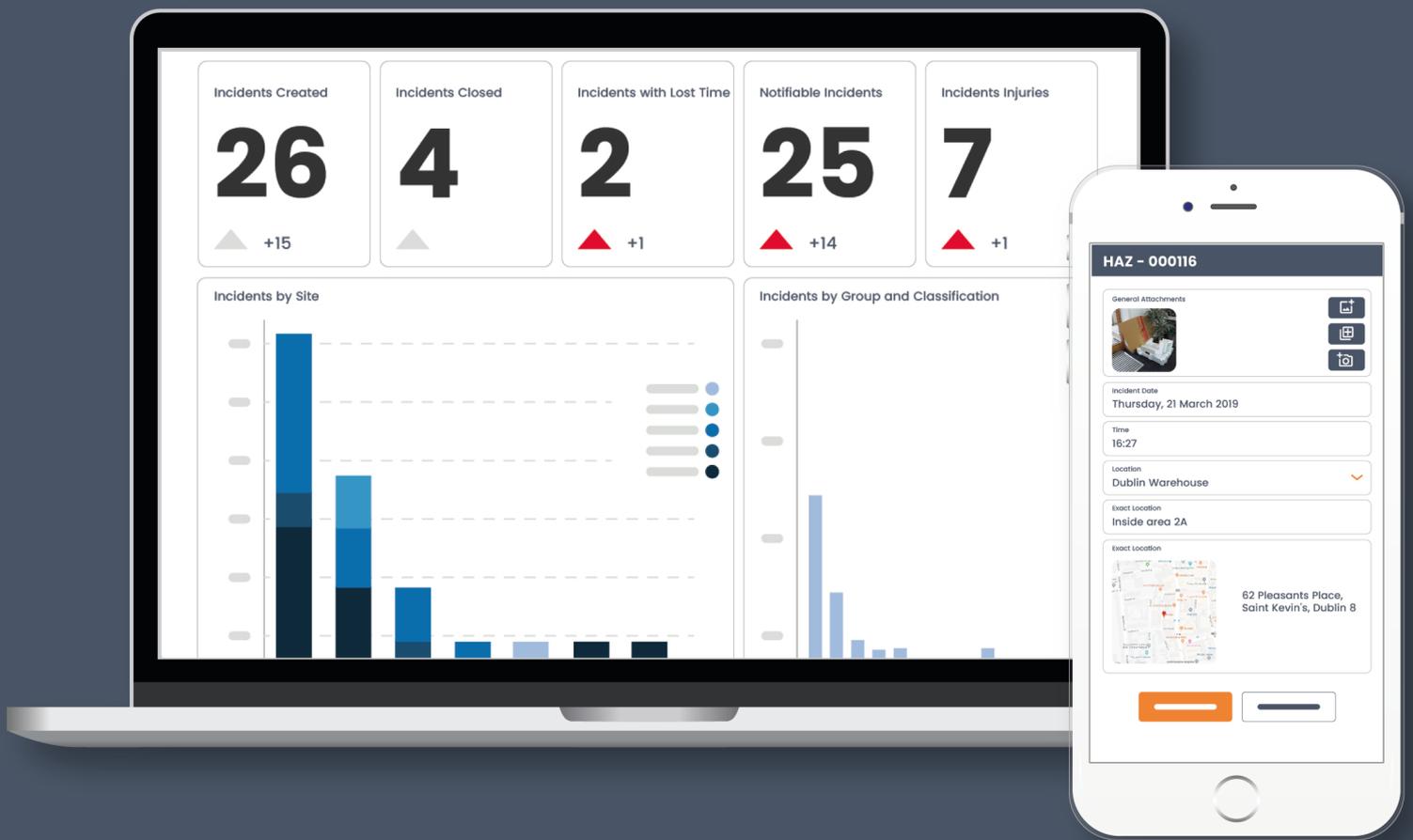
Research industry examples

This point might seem obvious, but it's a good idea to be as informed as possible about the software you are championing. Read product literature, request a demonstration and study all relevant case studies.

The better informed you are about the product, the more confidence you will have when proposing it to senior management.



Engage your entire workforce in Health & Safety



REQUEST A DEMO

Visit: www.effective-software.com

Call: +44 (0) 203 411 0092