

Health and Safety Manager

Compilation of the Health and Safety file 'as you go' during a building's construction phase, then continue to effectively manage all related documentation throughout it's lifespan.



The collation and storage of and access to a building's Health and Safety file is a legal requirement for all commercial property owners. At the end of a construction project, it is the responsibility of the CDM Coordinator to ensure that a Health and Safety file is compiled and handed over to the client.



ICON's Properties and Projects system allows the Health and Safety file to be collated during a project ready for handing over to the client. It also allows any Health and Safety information collated on subsequent projects, taking place at the same building, to be easily merged into a single location for each property.

Compliance with the Health and Safety at Work Act, Construction Regulations and conducting risk assessments are all vital when running any construction project safely.

The ICON Solution

ICON's Properties and Projects module has been developed to allow users to manage their Health and Safety information efficiently and professionally. The system offers:

- A centralised Health and Safety file with single point data entry
- Links to all relevant documents
- The facility to grant user access levels as 'read only' or 'edit'.
- Printing of any document in the file
- Version control of key documents
- Automatic audit trail, enabling the administrator to track access to and use of the system
- A platform to promote a proactive approach to Occupational Health and Safety
- Comprehensive risk assessments
- Corrective and preventive actions
- The ability to trace root problem causes

The project team or person responsible for Health and Safety can have immediate access to key files and associated documents including O&M Manuals and sub-contractor details. The information can be kept up to date in a timely manner and will prove vital in ensuring effective communication.

The Health and Safety file is not just active for the duration of the project build, but for the entire lifecycle of the building, from concept through to demolition. The information is not static, but changes in line with any alterations to the building or at any time an inspection is made. The ICON System has been built to accommodate these changes and ensure that information is always accessible and up-to-date.



Links:

The Health and Safety Executive:
www.hse.gov.uk

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995: www.hse.gov.uk/riddor

Constructing Excellence:
www.constructingexcellence.org.uk

“ The system enables me to gain quick and easy access to equipment listings, supplier contact details and branch specifications. Within my role, this information is invaluable when trying to source parts for existing items on site. ”

Laura Bayley,
Maintenance Management

“ Using the ICON System to hold our Health and Safety file is saving us £5,000 per site. ”

Phil Digby, Travis Perkins

“ The health and safety wizard works beautifully. ”

ICON System Client

Request a demonstration:

If you would like to know more, please call us on the number below and we will arrange to give you a demonstration.

ICON's Health and Safety solution is one of a number of products to help those involved in Business Process Management, Specification Management, Property and Project Management.

For more information on the ICON System and its unique complementary support service, please telephone 01858 468345 or visit www.iconsystem.co.uk

ICON • Information working for you

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