

# KELSTON SPARKES GROUP

## H&S Software





# Product

We digitise all your health and safety processes for complete, easy, and efficient compliance. It incorporates company-integrated management system documentation, time and attendance, employee inductions, toolbox talks and training, Safe Systems of Work (SSoW), Risk Assessment Method Statements (RAMS) and briefing evidence, Point of Work Risk Assessment (PoWRA), site inspections/audits and plant and tools checks.



### POWERFUL, ROBUST AND FLEXIBLE APPLICATIONS

The software provides a single solution encompassing operational and health and safety compliance.



### EASY SET UP AND DEPLOY

Cloud based Health and Safety Software that works on Desktop and Mobile using a modern browser.











### POWERFUL, ROBUST AND FLEXIBLE APPLICATIONS

Streamline processes aid competence tracking, risk assessment method statements and site/plant/tool inspections - and more!



## Features

	Company policies database	P4
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## Company policies database

Policies in the company's integrated management system.

### IMS - Registry of Policies (Integrated Management System)

#### Table of contents

Title	Reviewed	Approved by
Associated Policies - Bullying and Harrassment	-	
Associated Policies - Business continuity plan and disaster recovery	06/10/2023	Bernard Stark
Associated Policies - Control of documents	04/09/2023	Max Axe
Associated Policies - Corporate Social Responsibility Policy	-	
Associated Policies - Protection Policy Statement	-	
Associated Policies - Disciplinary, Dismissal and Grievance procedure	-	
Associated Policies - Equality and Diversity Statement	-	
Associated Policies - Explanation of restriction of IT	-	
Associated Policies - Competition Policy Statement	-	
Associated Policies - Data Protection Policy Statement	-	

Policy documents are generated and stored in one place, with automated reminders to review them

Select from multiple policy templates covering health and safety, quality, environmental, and HR policies



Portal v2.16  
Worksmatic

3:37 PM

Policy DB | Toolbox Talks | Form setup | SSW Templates | Risk DB | PPE Symbols | COSHH Symbols | COSHH Hazard statements | COSHH Precautionary statements | COSHH DB

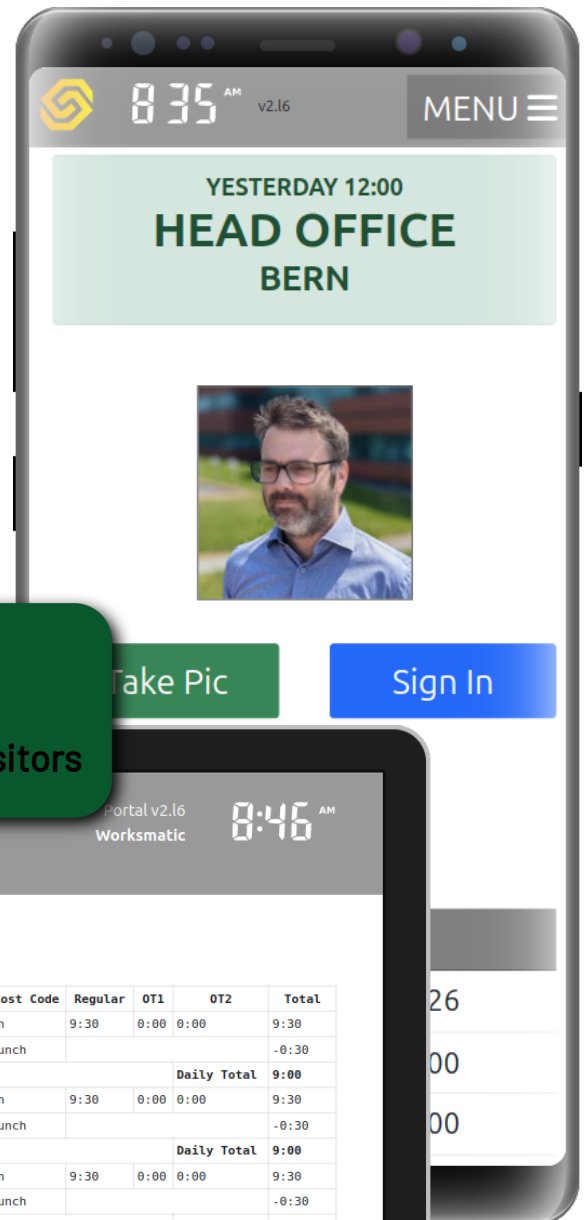
Registry of Policies (all policies) | Inactive | New policy from template | New policy

Title	Expires	Updated	Action	Approved
Bullying and Harrassment	+1 Year	02/02/2024	Edit	
Business continuity plan and dis	+1 Year	05/02/2024	Edit	
Control of documents	+1 Year	16/02/2023	Edit	Max Axe
Corporate Social Responsibility F	+1 Year	16/02/2023	Edit	
Data Protection Policy Statemen	+1 Year	13/12/2023	Edit	A Person



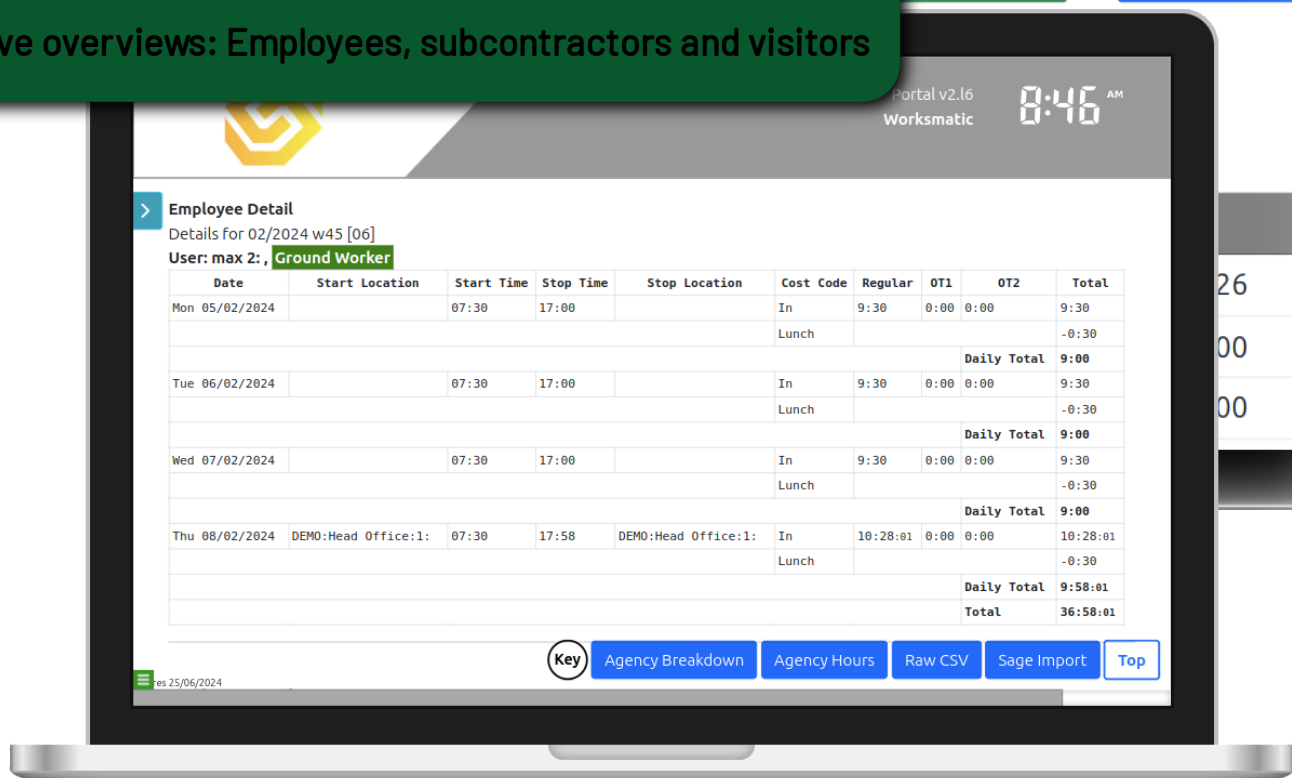
## Time and attendance tracking

- ▶ Accurate time tracking
- ▶ Geofencing capabilities
- ▶ Simplified payroll process with exports
- ▶ Holiday and leave management and multi level authorisation



Geodata, timestamps and photos

Live overviews: Employees, subcontractors and visitors





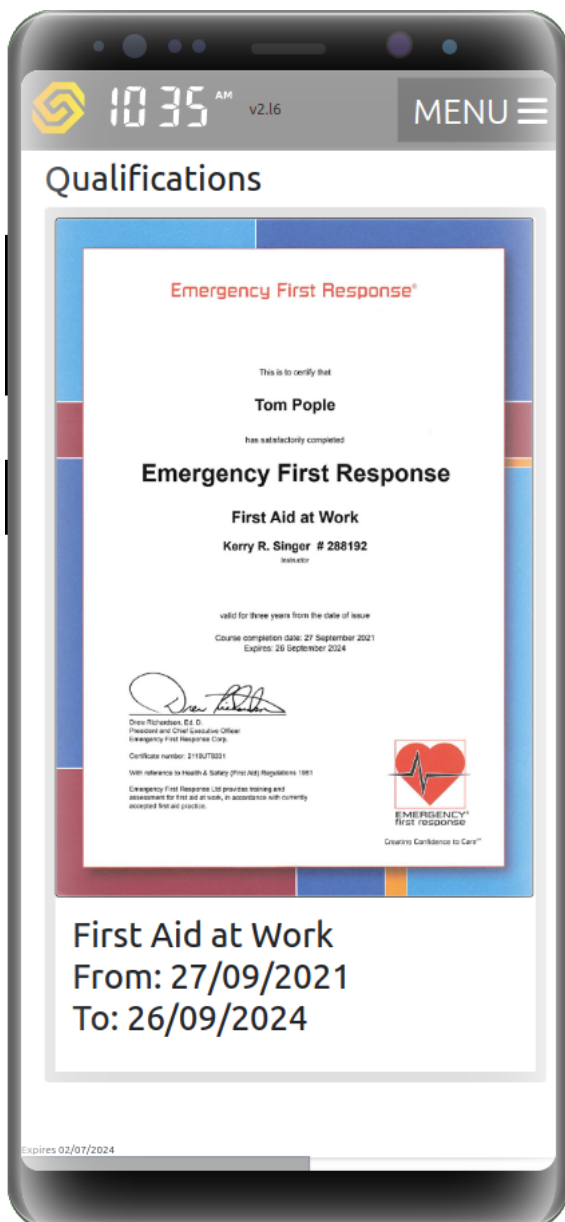
## Human resources and training

- ▶ Qualification tracking
- ▶ Toolbox talks and training

Access company policies

Training matrix - database of competency evidence

A suite of electronic toolbox talks and the ability to generate further company-specific updates and training



4D Training Trailer Skills	4E FDRI and Training	ADI Qualification	Advanced Driving Certificate	Driving Licence Category B	Driving Licence Category B_E
		ethan.mitchell ADI Qualification	ethan.mitchell Advanced Driving Certificate	ethan.mitchell Driving Licence Category B	
		ava.taylor ADI Qualification	ava.taylor Advanced Driving Certificate	ava.taylor Driving Licence Category B	
noah.ramirez 4D Training Trailer Skills		noah.ramirez ADI Qualification	noah.ramirez Advanced Driving Certificate	noah.ramirez Driving Licence Category B	noah.ramirez Driving Licence Category B_E
emma.foster 4D Training Trailer Skills		emma.foster ADI Qualification	emma.foster Advanced Driving Certificate	emma.foster Driving Licence Category B	emma.foster Driving Licence Category B_E



## SSoW & RAMS

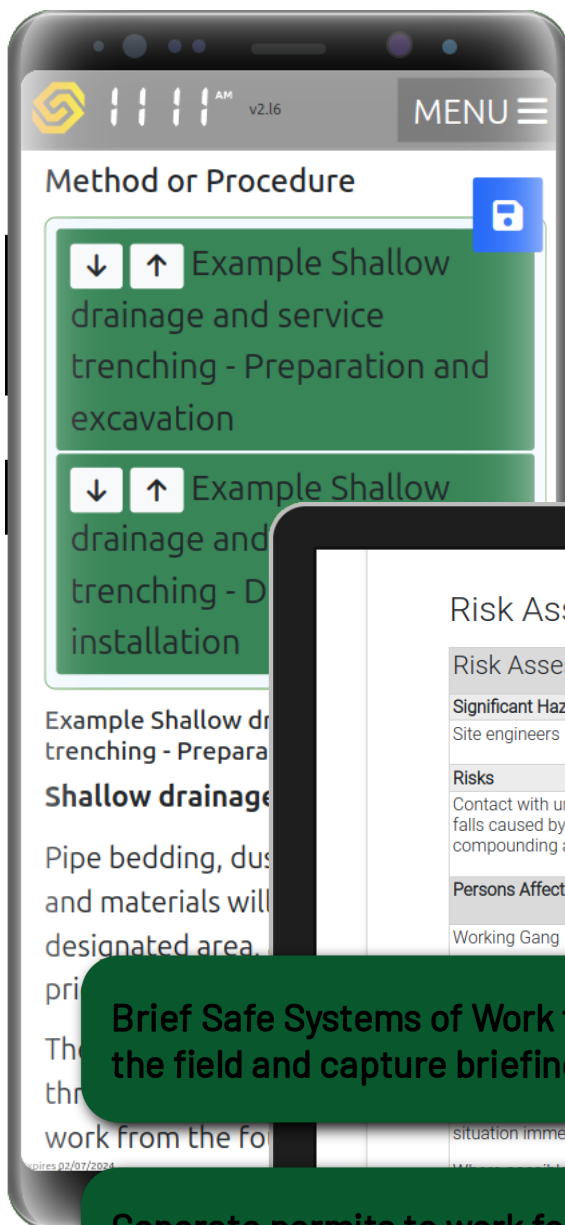


Safe System of Works (SSoW) / Risk Assessment Method Statements (RAMS) and Briefing Evidence

Build standard operating procedure and risk assessment database - include images and videos for better comprehension

Generate Safe Systems of Work from pre-defined standard operating procedures

Pick from pre-defined risk assessments and COSHH database



Brief Safe Systems of Work to the team in the field and capture briefing attendance

Generate permits to work for high-risk activities; e.g. breaking ground, confined space entry, hot works



## Point of Work Risk Assessment / Daily brief



Efficiently documenting communication evidence with remote teams

Field teams can populate simplified Point of work risk assessments live on site

Brief PoWRA to the team in the field and capture briefing attendance

 143 PM v2.16 11 MENU

To be completed in consultation with operatives undertaking the tasks and fully briefed to the team

Have you done this type of job before?

Are you competent carrying out this task?

Have you read & understood the instructions relating to the task?

Do you have the correct tools/equipment?

Do you have the correct PPE?

POWRA SSW

demo: C01

New Activity

Not briefed:

- bern
- max
- tom

04/03/2024 - PDF ONLY

04/03/2024

Edit

PDF

Brief

26/02/2024 - Finishing works

Plots 45-49

26/02/2024

Required PPE

Daily task briefing / Point of Work Risk Assessment, briefed to: bern

☒ max

☐ tom

Please sign to show that you have been briefed / read, understood and agree to work to this Safe system of work and you are medically fit to work with no known medical condition that could affect your ability to carry out your activities.

Click to sign:





## Site inspections and audits

- ▶ Create and complete site inspections and record them on your phone/tablet, adding images, emails, and PDFs to show compliance
- ▶ Complete more thorough and formal site audits in the same way

The screenshot displays the K safety management software interface on a tablet. The top section shows a form for 'Inspection Status' with fields for 'New', 'Opened', 'In Progress', and 'Closed'. Each field has a corresponding color-coded button (green, orange, purple, grey) and a red 'X' button. Below these fields are buttons for 'Add answer' and 'Add answers to templates'. The bottom section shows a 'Previous Actions Closed?' form with 'Yes' and 'No' options and an 'Add answer' button.

The bottom section of the tablet displays a 'MAIN REPORT POSITIVES & OBSERVATIONS' table. The table has four columns: ID, Element, Positive / Observation, and Assigned To. The data is as follows:

ID	Element	Positive / Observation	Assigned To
1	21. First-Aid	Positive	Name One
2	25. Induction/Training/Competence	Positive	Name One
3	12. Environment/Waste	Positive	Name One
4	20. Welfare	Positive	Name One
5	28. SSOW/RAMS/Permits	Observation	Name One
6	24. PPE/ RPE	Positive	Name One
7	28. SSOW/RAMS/Permits	Positive	Name One
8	03. Access/Segregation/Public Interface	Positive	Name One
9	02. Housekeeping/Storage Arrangements	Positive	Name One

Below the table is a 'Comments' section with two entries. The first entry has two images: a first aid kit and an eye wash station. The second entry has a competency card image.

ID	Comments	Created By	Date
1	First aider information and the location of the nearest hospital were on prominent display within the site office. First aid and eye wash kits were available within the site office.	David Campbell (P4451 Ltd)	14/11/2023 09:09
2	The sampled competency card for the operative ..... was in order.	David Campbell (P4451 Ltd)	14/11/2023 08:54

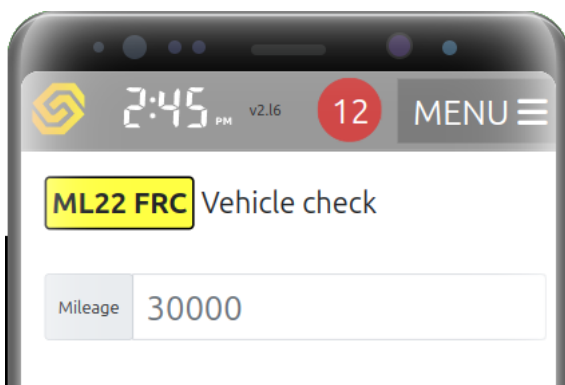


## Asset management

- ▶ Tools, equipment, plant, materials
- ▶ Control of legal documents/certificates
- ▶ PPE allocation

Single point management of assets, plant and tools. Ability to allocate assets between sites or individuals and to upload and store certificates

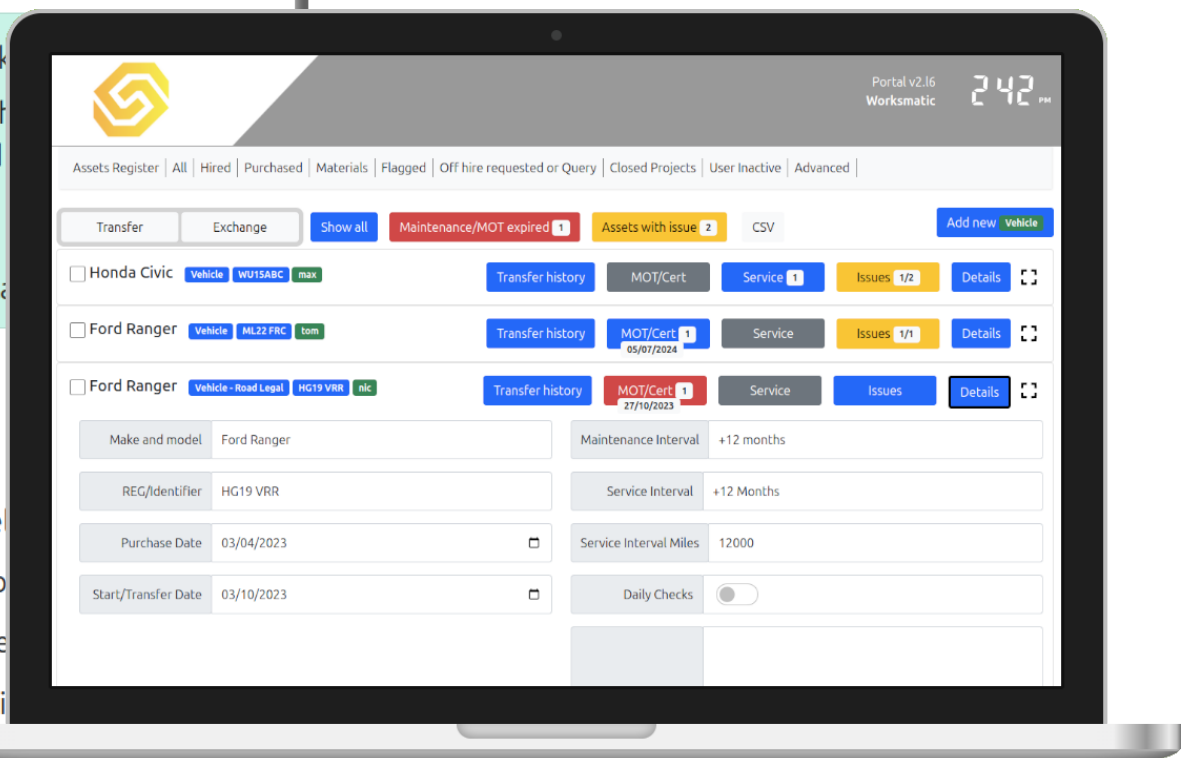
Digital pre-use checks created to simplify compliance



Touch the check to cycle through

- ☐ Not checked
- ☒ Good
- ☐ Bad
- ☐ Not applicable

- ☐ Tyre Tread
- ☐ Wheel rims
- ☐ Spare wheel
- ☐ Tool kit/Tools
- ☐ Wiper Blade
- ☐ Front/rear li
- ☐ Oil level





## Accident reporting

- ▶ Report accidents and incidents from any device and location
- ▶ Real-time notifications and visibility of all accidents and incidents
- ▶ Complete robust follow-up investigations and monitor trends and statistics
- ▶ Export accident overview to PDF or share live links to reports

