

**Health, Safety &
Environmental
Compliance / Facilities
Management for
NetSuite**



Health & Safety / Facilities

ENSURE YOUR WORKPLACE IS A SAFE ENVIRONMENT

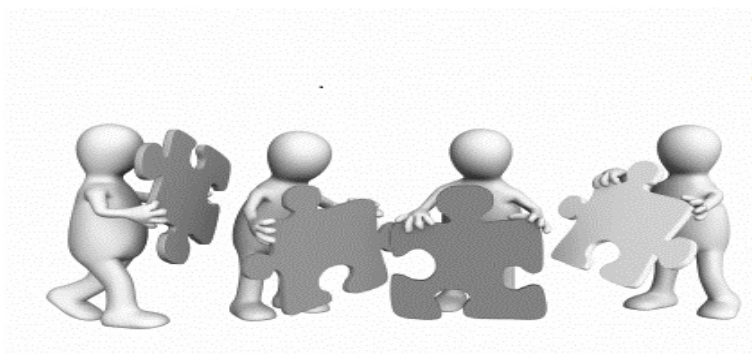


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




HEALTH & SAFETY FOR NETSUITE

HSEC/ FM provides a productivity tool for the Company Facilities Manager, the Company Health and Safety Officer, Property Managers, and their colleagues. The solution adds the capability to NetSuite to automate surveys for health, safety, building condition, fire risk assessment and building services as well as providing a Service Desk and Accident / Incident



Joined Up Auditing

Planning
Audit Recycling from Last Time
Tablet Data Entry from the workplace
Audit Reviews
Action Planning
Site Focussed
Client Focussed

Guidance	Buildings	Floors	Rooms	Controlled Substances	Audits / Risk Analysis	Site Equipment	Action Planning	Incidents/Accidents	Public Access	
Site Audits • Fire Risk Assessments Condition Surveys Risk Assessment • Audit Header •										
WORKPLACE - All -		AREAS/ROOMS - All -		STATUS - All -		SUBCONTRACTOR - All -				
EDIT	AUDIT DESCRIPTION	SITE	STATUS	END DATE	PLANNED COMPLETION	WORK EQUIPMENT	PROCESS	NEXT AUDIT	BUILDING/WORKPLACE	ROOM/AREA
 Edit	Airedale School Weekend Access Inspection	Airedale School	FINALISED	21-May-2013	13-May-2013	All	Welding / Other hot work	14-May-2013		
 Edit	Fire Trace Checks	Airedale School	TEMPLATE			All	Welding / Other hot work			
 Edit	Airedale School Weekend Inspection	Airedale School	Regenerate	26-Jun-2013	25-Oct-2012	All	Welding / Other hot work			
 Edit	Boiler Room Meter Readings Check.	Airedale School	TO DEPLOY		29-May-2013	All	Welding / Other hot work		Level One	Room 104
 Edit	Weekly Clean Checklist	Airedale School	TEMPLATE			All	Welding / Other hot work	29-Oct-2012	Level 2	Room AA1
 Edit	Weekly Clean Checklist	Airedale School	FINALISED	18-May-2013		All	Welding / Other hot work			
 Edit	Weekly Clean Checklist	Airedale School	TEMPLATE			All	Welding / Other hot work			



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HEALTH & SAFETY FOR NETSUITE



Audits

An Unlimited Range of Standard Audits Inspections and Audits are a major component of facilities / property management. The bundle adds powerful auditing capabilities including the use of tablet/mobile computers to collect data. Audits can be scheduled to run continuously, daily, weekly, monthly etc.

- Each audit is targeted at a “building”, which contains areas or floors, and rooms and sub areas.
- The audit purpose can be any of Building Safety, Building Condition, Fire Risk Assessment, and Site Safety.
- The audit can encompass any number of hazard controls and compliance requirements such as in access and egress, electrocution, fire and explosion.
- Support cases can be raised immediately from an audit, and consequently purchase orders can be raised on suppliers and subcontractors or maintenance staff to procure remedies.
- Emails are sent automatically to responsible persons and summary audits can be published after approval.
- Portable Appliances and Fixed Equipment audits can be carried out on portable computers such as iPads allowing the auditor to get to the place of work.
- Energy Rating Audits can automatically produce the required reports.



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HEALTH & SAFETY FOR NETSUITE



Sites
Work Areas
Workplaces
Processes
Materials

Version Control
Category Control
Document Management
Assessment Scoring Matrix

Control Measures
Action Plans
Expenditure Requests
Real-Time 24x7 Secure Access

Risk Assessments



Risks are assessed on a hazard within a category basis. Each assessment can be attached to a method statement which can be specific to the risk involved in the building being audited, or generic. Once all the risks have been assessed a profile of risk is identifiable and the audit questionnaire can be appropriately designed.

Activities	HSEC/FM	Transactions	Lists	Reports	Documents	Setup	Customization	Support	Knowledge Base
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Risk Assessment

8

Actions

Risk Profile	Existing Hazard Details	Assessment Status
METHOD STATEMENT	CONTROL MEASURES - EXISTING Manufacturers safety instructions being followed.	THOSE AFFECTED Engineering Staff
SITE Glass Houghton Colliery	PROBABILITY 	RISK ASSESSOR
WORK AREA Equipment Inspections Shed	PROBABILITY FACTOR: 2	ASSESSORS COMMENTS / COSTING
WORKPLACE	SEVERITY 	NEXT REVIEW DATE 1/7/2014
CATEGORY Fire & Explosion	SEVERITY FACTOR..... 1	ASSESSMENT STATUS
HAZARD Bare exposed flames from repair work	INITIAL RISK FACTOR 2	
ISSUES INVOLVED Frequent task but well controlled. Service must be carried out at appointed dates.		



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HEALTH & SAFETY FOR NETSUITE

Incidents and Accidents

All buildings need some form of accident/incident recording mechanism by law. The "FM/PM system is able to capture accident / incident information for all the buildings under control, in a single system. Updates to the database can be from anywhere, at any time using a dedicated web page. Recording is thus extremely easy. Depending on the nature of the incident, emails can be routed to any number of managers, automatically. Management responsibility for regions, sites and buildings is easy to set and very transparent. Recording an incident using a web page from any branch or building anywhere in the world.

[Home](#) [Activities](#) [HSEC/FM](#) [Transactions](#) [Lists](#) [Reports](#) [Documents](#) [Setup](#) [Customization](#) [Support](#) [Knowledge Base](#)

Incident / Accident

Incident000033

[Edit](#) [Back](#) [Mark Investigation Complete](#) [Print](#) [Actions](#)

Location Information - Details About Where The Incident / Accident Occurred

INCIDENT REGION / SITE East Coast Region	JOB RESPONSIBILITY	PHONE NO. 650-555-2799
LOCALLY RESPONSIBLE PERSON	EMAIL ADDRESS tkess@wolfeelectronics.com	INCIDENT JURISDICTION

Responsible Staff

INCIDENT COORDINATOR Tom Kess	COMPANY HSE OFFICER Brian J Alsford	POSITION Chief Operating Officer
DATE REPORTED 26/10/2011		

Details About The Incident / Accident

INCIDENT TYPE Workplace Accident	INCIDENT TIME 2:50 pm	NO. PUBLIC MEMBERS INJURED 1
DAMAGE TYPE & SEVERITY <u>Furniture / Fittings Damage</u>	DETAILED DESCRIPTION Tables and chairs were broken in a public house fight	ENVIRONMENTAL IMPACT None
BRIEF DESCRIPTION Tables and Chairs damaged	AMBIENT CONDITIONS <u>Indoors - Poor Lighting</u>	<input checked="" type="checkbox"/> NOTIFIABLE?
INCIDENT DATE 25/10/2011	NO. OF EMPLOYEES INJURED 0	REASON <input type="checkbox"/> INVESTIGATE



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FACILITIES MANAGEMENT FOR NETSUITE

Facilities Management

The Service Desk is there to handle service calls of all kinds, from building tenants, or clients, users, workers, subcontractors and any other associates. Each service call generates a “case”, which must be dealt with by the due diligence methods built into the service desk system. This includes automated escalation, automated responses and transparent responsibility for cases outstanding. The FM/PM system is able to feed the service desk with recommendations and actions at three (or more) levels of priority.

[Guidance](#) [Buildings](#) [Floors](#) [Rooms](#) [Controlled Substances](#) [Audits / Risk Analysis](#) [Site Equipment](#) [Action Planning](#) [Incidents/Accidents](#) [Public Access](#) [Workflow](#)

Buildings are structures on a site and may have multiple work areas or floors or annexes within them. Workplaces can have work areas or rooms within them. In this way you can map out a site into buildings, workplaces and areas or rooms within work these can be targeted in audits and equipment inspections and are used for incident analysis.

Site Buildings

VIEW SITE AREA / BUILDING
Site Buildings View

[New Site Area / Building](#) [Attach](#) [Customize View](#)

EDIT	BUILDING ▲	APPROX OCCUPANCY	BUILDING TYPE	APPROX SIZE
Edit	Boiler Room			
Edit	Chemistry Laboratory	30	Offices - Single Storey	2000
Edit	Gymnasium	30	College Building - Single Block	500
Edit	Library			
Edit	Main Building			
Edit	Refectory			

[Guidance](#) [Buildings](#) [Floors](#) [Rooms](#) [Controlled Substances](#) [Audits / Risk Analysis](#) [Site Equipment](#) [Action Planning](#) [Incidents/Accidents](#) [Public Access](#)

Areas / Rooms are the lowest level referenced within a site. They are always attached to a workplace (or floor) which themselves can be within buildings.

Monitored Rooms/ Workplaces

VIEW SITE WORKPLACES / PLANT / ROOM
Custom Default View

[New Site Workplaces / Plant / Room](#) [Attach](#) [Customize View](#)

EDIT	NAME ▲	WORKPLACE	BUILDING
Edit	13	First Year Classroom	Main Building
Edit	Back of Boiler Room	Boiler Room	Main Building
Edit	Heating and Aircon Equipment Room	Basement	Main Building
Edit	Kitchen	Basement	Main Building
Edit	Kitchen	Level One	
Edit	Laundry	Basement	Main Building
Edit	Room 101	Level One	
Edit	Room 102	Level One	
Edit	Room 103	Level One	
Edit	Room 104	Level One	
Edit	Room AA1	Level 2	
Edit	v33	Boiler Room	Main Building



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FEATURES LIST

Module	Feature
Site Details	The system is multi-site. Site records include: (a) responsible people (b) a site map based on Site / Work Areas /Workplaces (c) lists of buildings / rooms / process areas / plant (d) building details, tenants
Equipment Register	An equipment register contains details of service and safety inspection requirements. Based on serial numbers it recognises the exact location of the equipment. Permits to work can be associated with equipment servicing.
Equipment Inspections	All equipment inspections are recorded with pass/fail/action required result options. Equipment audits can record measurements against minimum / maximum tolerances. Action planning integration allows inspectors to generate requests for expenditure or assistance in making equipment safe to use. Equipment tests can be integrated with auditing processes.
Portable Appliances	Portable appliance testing is targeted at equipment at various locations with the ability to change location. Testing frequency has to be defined. Passes are associated with a user-entered code number. Failures will invoke further repeat testing. Equipment can also be scrapped and marked as "Do not Use".
Safety Auditing	All audits are based on pre-designed, pre-planned templates. These templates contain audit frequency details, audit scope, design approval, and question lines. They can be targeted at sites, at work areas, at workplaces, at equipment types, or at controlled substances, and processes. Question lines are pulled from a "question library", accessed by compliance category such as "Working at Height". Each question line can be of 5 types: - Yes/No/Not Applicable

	<ul style="list-style-type: none"> - Score up to 10. Scoring is associated with standard comment lines to save input time and to regularise audit responses. - Measure based on any predefined unit such as Kg/m2 or parts per 1000. Measure questions can also have upper and lower tolerance limits. - Information lines which are used to collect pre-prescribed data. - Observation / Recommendation lines which are used to handle free format comments. <p>Audits are categorised into statuses:</p> <ul style="list-style-type: none"> - Design, a new audit is being constructed. - Template, an approved audit template based on either a new design or copied from an existing audit for targeting at a different site, work area or workplace. - Scheduled, and now part of the audit planning functionality - In Progress and available to auditors - Complete. <p>As well as statuses as described above, an audit can be "repeated" for instance when the results are unsatisfactory. Repeat audits can be set up to only show those critical question lines that failed or were of low score.</p>
Risk Assessment	<p>Risk Assessments are made up of a targeted activities and processes. Risks can be scored from 1-3 or from 1-5 for use with a probability / severity matrix of up to 9 or 25. Assessments include the capability to make expenditure requests when scores are considered to be too high. Expenditure requests if approved can then generate Action Plans to enable work or expenditure to be carried out.</p> <p>Risk Assessments are made up from lists of associated hazard. Hazards are accessed by compliance category from a hazards library. Hazard records contain a description of the hazard and descriptions of generic controls.</p> <p>Assessments can be made for many risk categories such as environmental risk, business risk and compliance risk as well as health and safety.</p>

Method Statements	<p>Method Statements like risk assessments are based on the recognised hazards of carrying out an activity or process. They contain generic and contractual advice on safe methods of work and can be made specific to site, work area, workplace, process, equipment or substance when necessary.</p> <p>Method Statements are written for the benefit of employees and subcontractors, giving advice and mandatory guidelines. They are normally based on risk assessments as described earlier.</p>
Controlled Substances	<p>Dangerous substances are recorded in a substances register along with MSDS (manufacturers safety data sheets), their specific location, and inspection frequency data.</p> <p>Inspections can be carried out using tablet computers at each storage site.</p>
Incidents / Accidents	<p>A comprehensive Incident/Accident recording system that includes many analysis metrics as well as site/ work area / workplace data is available in the system. This includes:</p> <ul style="list-style-type: none"> - Notification warnings about reporting to the authorities - Insurance Claims - Cost of Incidents / Accidents - Investigations including the ability to attach images and witness statements.
Site Access	<p>There is a full description of each site including all buildings, access codes, and visitor instructions.</p> <ul style="list-style-type: none"> - Permits to work are available on demand. - Full history of permits issued - Method statements can be printed along with permits.
Facility Management	<p>As well as the features described earlier, the system has special features for facility managers:</p> <ul style="list-style-type: none"> - Building Condition Surveys - Support Hotline integration - Centralised activity monitoring for all remote sites.



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