

# 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



Time and attendance tracking

P5



Human resources and training

P6



SSoW & RAMS

P7



Point of Work Risk Assessment

P8



Site inspections and audits

P9



Asset management

P10



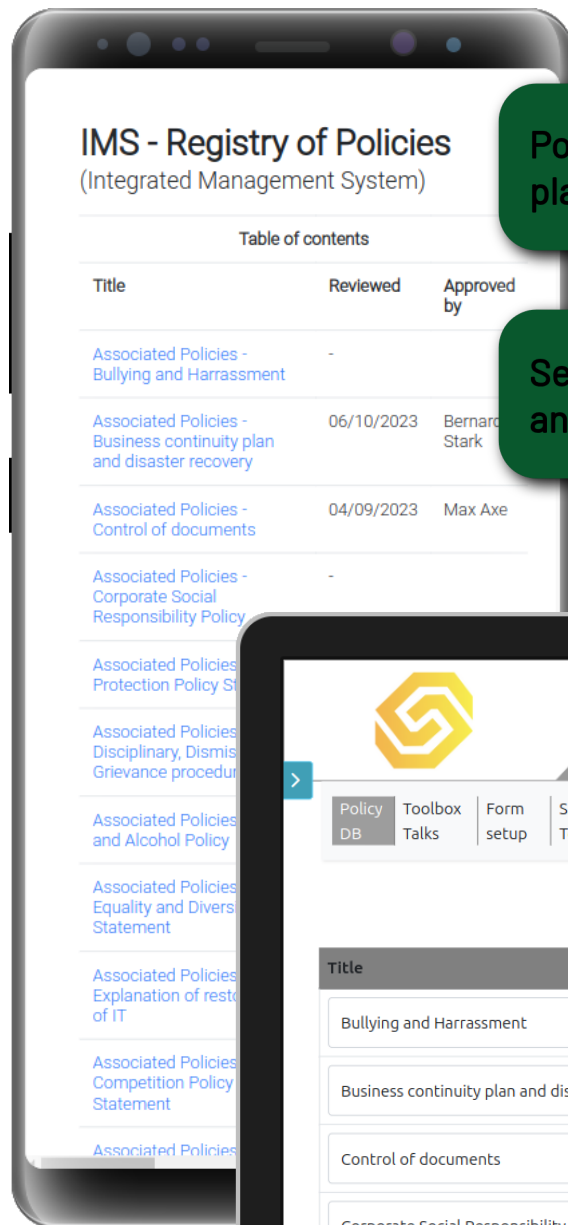
Accident reporting

P11



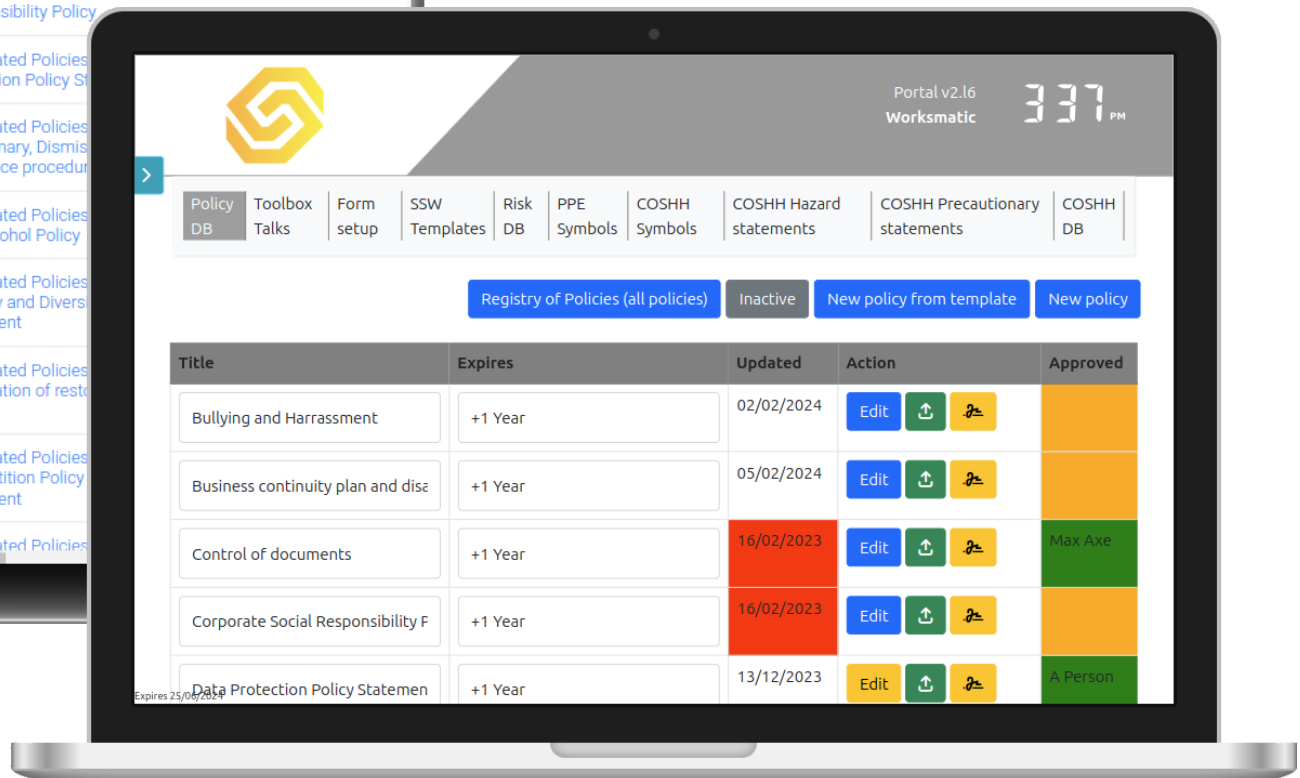
## Company policies database

Policies in the company's integrated management system.



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

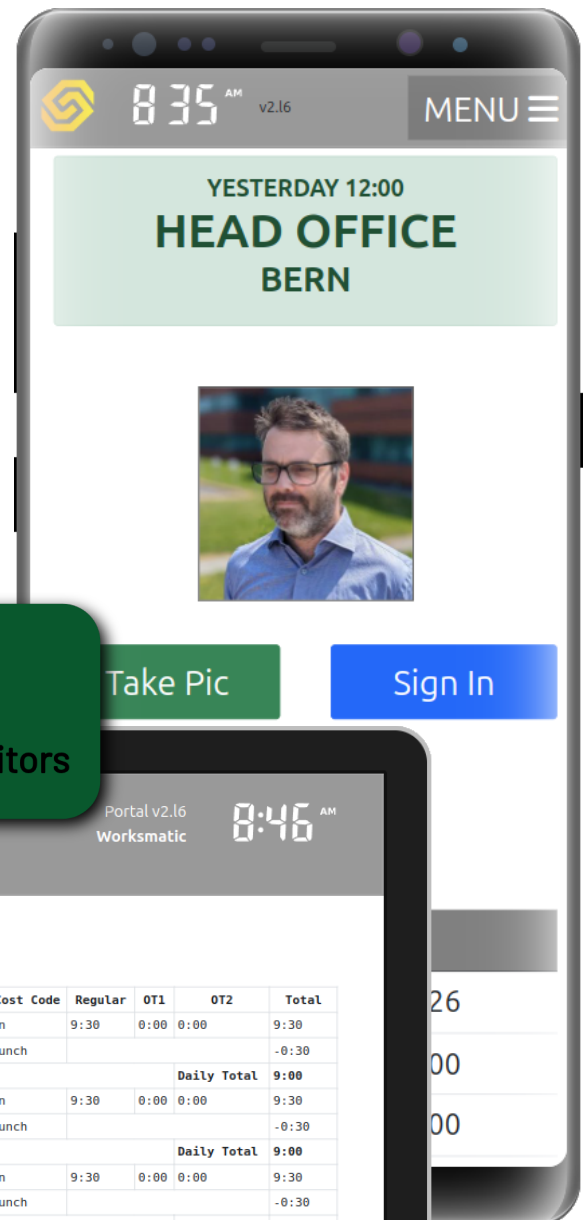
Select from multiple policy templates covering health and safety, quality, environmental, and HR policies





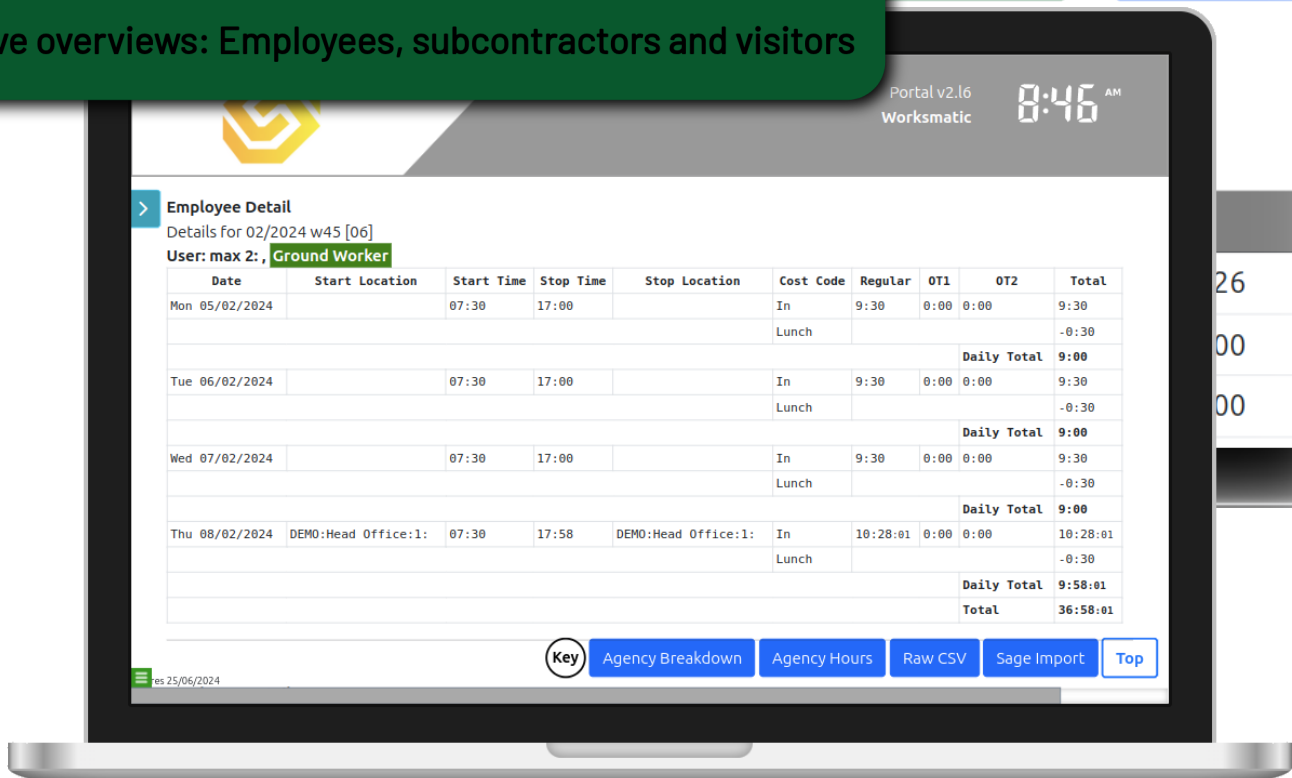
## Time and attendance tracking

- ▶ 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

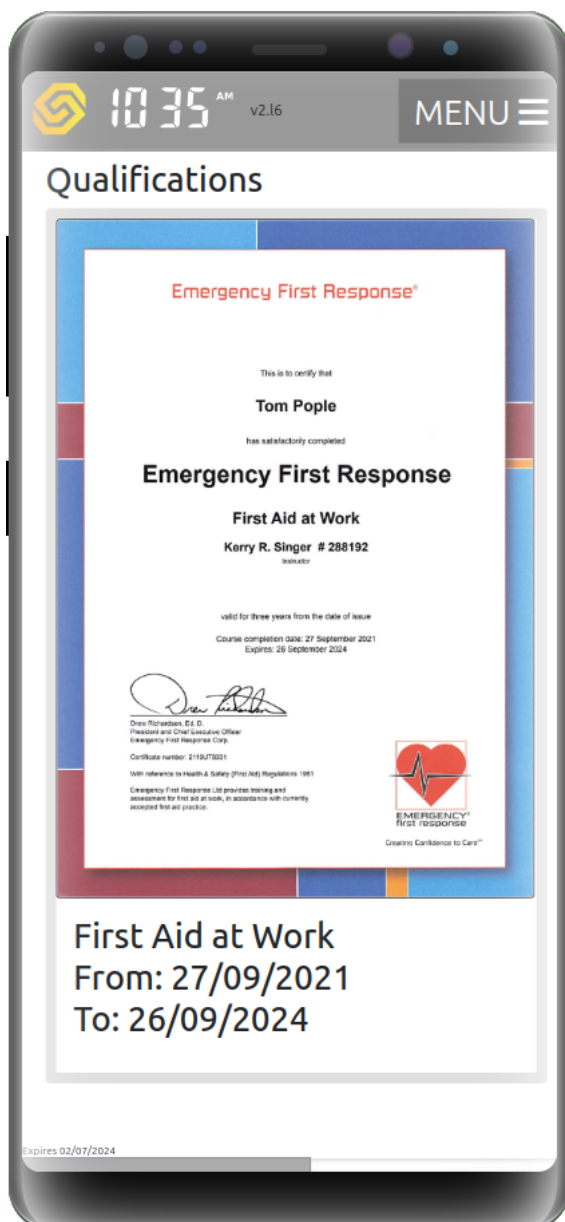


Toolbox talks and training

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



| My Projects                                | Policy Register      | Site Photos                         | Forms                                          | Reports                                      | Logout                                       |
|--------------------------------------------|----------------------|-------------------------------------|------------------------------------------------|----------------------------------------------|----------------------------------------------|
| expired                                    |                      |                                     |                                                |                                              | Search                                       |
| 4D Training Trailer Skills                 | 4E FDRI and Training | ADI Qualification                   | Advanced Driving Certificate                   | Driving Licence Category B                   | Driving Licence Category B_E                 |
|                                            |                      | ethan.mitchell<br>ADI Qualification | ethan.mitchell<br>Advanced Driving Certificate | ethan.mitchell<br>Driving Licence Category B |                                              |
|                                            |                      | ava.taylor<br>ADI Qualification     | ava.taylor<br>Advanced Driving Certificate     | ava.taylor<br>Driving Licence Category B     |                                              |
| noah.ramirez<br>4D Training Trailer Skills |                      | noah.ramirez<br>ADI Qualification   | noah.ramirez<br>Advanced Driving Certificate   | noah.ramirez<br>Driving Licence Category B   | noah.ramirez<br>Driving Licence Category B_E |
| emma.foster<br>4D Training Trailer Skills  |                      | emma.foster<br>ADI Qualification    | emma.foster<br>Advanced Driving Certificate    | emma.foster<br>Driving Licence Category B    | emma.foster<br>Driving Licence Category B_E  |



## SSoW & RAMS

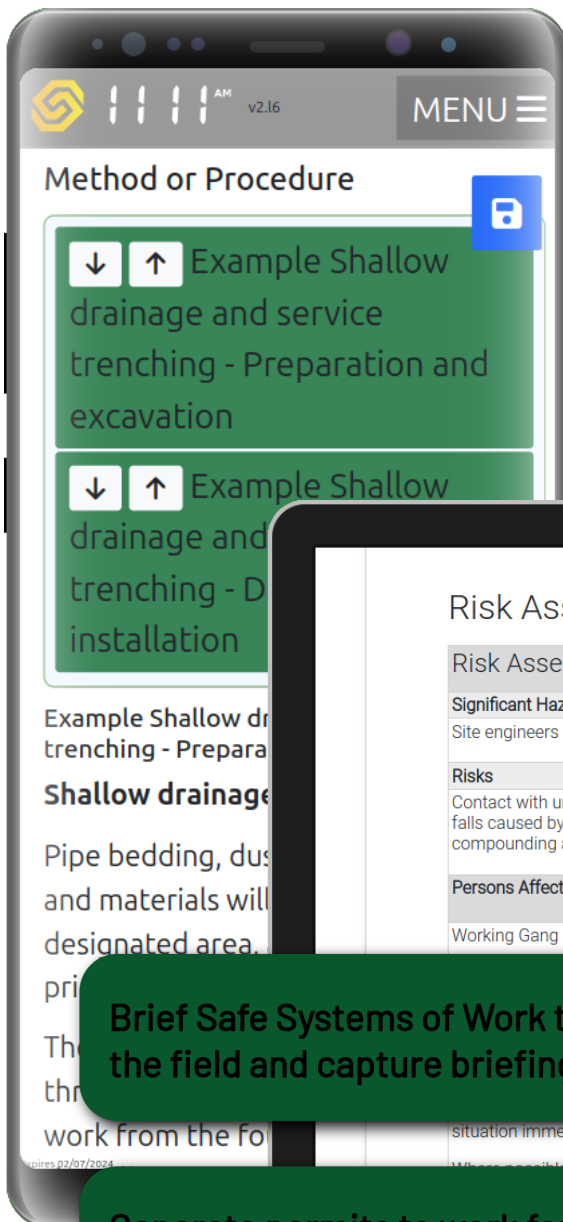


Safe System of Works (SSoW) / Risk Assessment Method Statements (RAMS) and Briefing Evidence

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



### Risk Assessments

| Risk Assessment - Ancillary services                                                                                                                                                                                                                                                 |                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Significant Hazards</b>                                                                                                                                                                                                                                                           |                                                        |
| Site engineers                                                                                                                                                                                                                                                                       |                                                        |
| <b>Risks</b>                                                                                                                                                                                                                                                                         |                                                        |
| Contact with underground services, causing injury Contact with mobile plant causing injury Slips, trip, falls caused by uneven ground and access around site and excavations Working alone and compounding an issue, should an accident happen, by not being able to raise the alarm |                                                        |
| <b>Persons Affected</b>                                                                                                                                                                                                                                                              | <b>Risk Rating (no controls)</b>                       |
| Working Gang                                                                                                                                                                                                                                                                         | Likelihood: 4<br>Severity: 4<br><b>Risk Rating: 16</b> |
|                                                                                                                                                                                                                                                                                      | <b>Residual Risk Rating</b>                            |
| Other Worksmatic Ltd operative need to be alone they must have a contracts manager on a regular basis and report any emergency situation immediately.                                                                                                                                | Likelihood: 1<br>Severity: 4<br><b>Risk Rating: 4</b>  |

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

The image shows a smartphone and a tablet displaying the PoWRA app interface. The smartphone screen shows a form with the following text:

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

Have you done this type of job before?

Yes No

Are you competent carrying out this task?

Yes No

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

Yes No

Do you have the correct tools/equipment?

Yes No

Do you have the correct PPE?

No

The tablet screen shows the PoWRA interface with the following sections:

- POWRA SSW
- demo: C01
- New Activity
- Not briefed:
  - bern
  - max
  - tom
- 04/03/2024 - PDF ONLY
  - Edit
  - PDF
  - Brief
- 26/02/2024 - Finishing works Plots 45-49
  - 26/02/2024
- Required PPE
  - Icons for PPE: Hard hat, Safety boots, Safety gloves
- Daily task briefing / Point of Work Risk Assessment, briefed to: bern
  - max (selected)
  - 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:
  - max
  - Sign - Manager



## 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 the 'Inspection Status' form 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 'Add answer' and 'Add answers to templates' buttons. The bottom section shows a 'Previous Actions Closed?' form with 'Yes' and 'No' buttons 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 section for 'ID Comments', 'Created By', and 'Date'. The data is as follows:

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

The 'Comments' section includes two images: a first aid kit and an eye wash station.

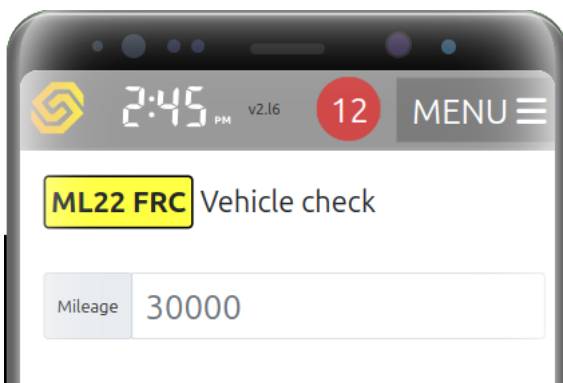


## Asset management

- ▶ 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

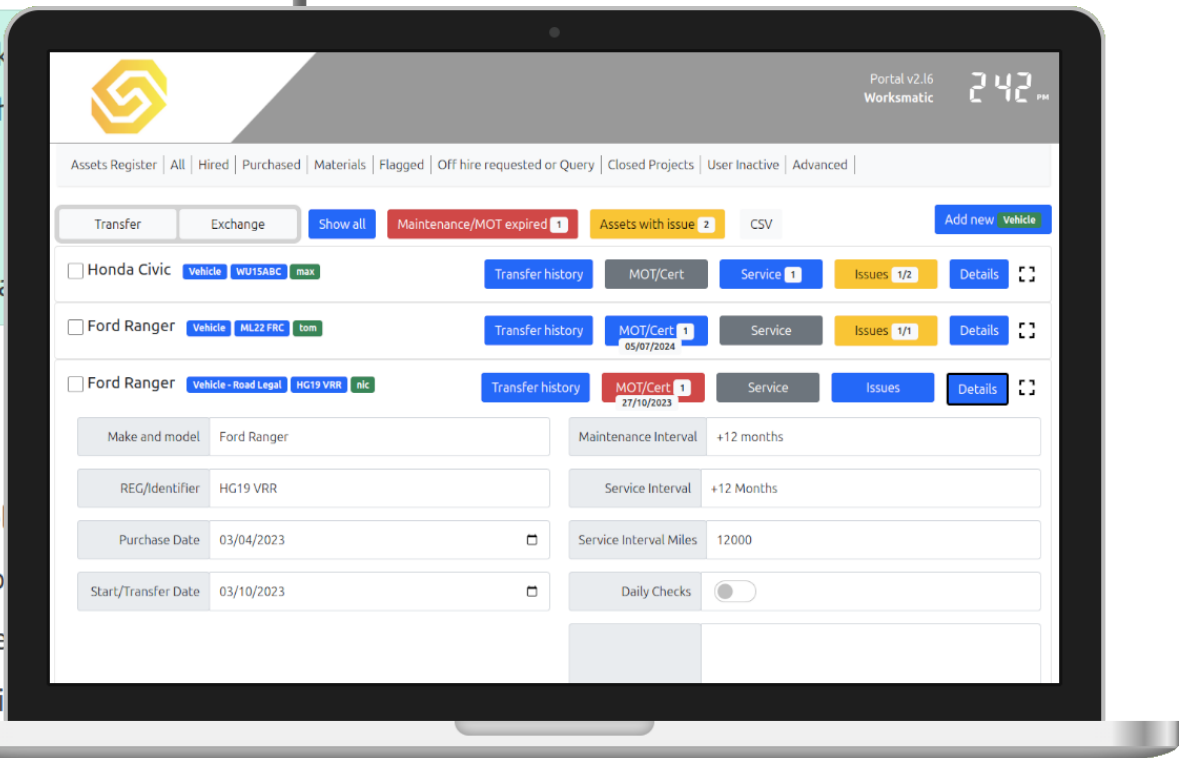
Digital pre-use checks created to simplify compliance



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 lights
- ☐ 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

