

HSEC Online® helps companies of all sizes track document compliance digitally (for the company, it's people and equipment), share these documents securely, and **provides a transparent, collaborative workflow platform** to do so, accessible on any device at any time. It is a cloud-based solution where you can store digital copies of important documentation and receive automatic reminders about items that need attention.

## ● BENEFITS

- ✓ Simple to use web system
- ✓ Access the system from anywhere in the world, at any time of the day or night, from any device.
- ✓ Storage of all documents & history
- ✓ Ensure documentation and certifications are valid and up to date
- ✓ Reminders of possible non-compliance & expiry
- ✓ Secure daily backups
- ✓ Manage regulatory & legal compliance - HSEC Online® ensures that your organisation is not at risk when having to comply with necessary health and safety standards.
- ✓ Completely customisable
- ✓ Affordable
- ✓ Easy Reporting on any information stored in the system



## EQUIPMENT

Not only can you keep your equipment legislative documentation up-to-date but also control where your equipment is and who it has been issued to. Full history of equipment allocation so you can easily see who had a specific piece of equipment at a point in time.

- ✓ Allows contractor to share updated documents with ANY client, ensuring document reusability for contractors
- ✓ Automated onboarding of contractors, eliminating incorrect data / typing errors.
- ✓ Confirm competence of individuals and access to corporate sites – QR codes allowing easy confirmation of individual competency
- ✓ Documents readily available from anywhere
- ✓ Integration into external systems (Access Control etc.)



## DOCUMENT SHARING

Companies can digitally share their entire Safety File and regulatory requirements. It highlights missing, non-compliant and expired items, allowing you to see at a glance if companies working for you have an up to date, all-inclusive document manage pack. A single platform where companies and their suppliers can collaborate and share information - one system for all companies. No duplication and no replication.

- ✓ Paperless transparency between the corporate and contractor
- ✓ Reduction in commuting time updating files
- ✓ Compliance tracker for all contractors
- ✓ Notifies corporates and contractors of level of Safety
- ✓ File Compliance
- ✓ One standardised format for all contractor Safety Files
- ✓ Corporate defined requirements prompting contractors to load the correct documents



## HSEC ONLINE® MARKETING

Use HSEC Online® to market yourself to other corporates and HSEC Online® companies. Information that can be seen from this page includes contact details and services offered by your company.





## INCIDENT / ACCIDENT REGISTER

Track and workflow accidents, incidents and near misses. Easily capture and investigate any type of safety incident and track the updates until it's close-out with corrective

and/or preventative actions.

- ✓ Notifications of ticket statuses and action items
- ✓ Single point of accountability
- ✓ Due date and action items
- ✓ Track equipment damage
- ✓ Attach photos and other attachments
- ✓ Root cause
- ✓ Immediate actions taken
- ✓ Corrective action
- ✓ Preventative action



## ✓ LTIFR Reporting TICKETING / ACTION TRACKER

Track and workflow action items - anything from meeting minutes to non-conformances to disciplinary actions. A digital To Do list, with workflow and transparency of the status of the actions.

- ✓ Notifications of ticket statuses and action items
- ✓ Escalation of incomplete actions/ accountability
- ✓ Subtasks
- ✓ Attachments

- ✓ Running commentary
- ✓ History of closed off items
  - \* Job Cards
  - \* Disciplinary Register
  - \* Audits



## INVENTORY

Issue PPE and corporate clothing - Manage inventory, costs, suppliers, re-order level, critical shortage level. A single place to manage inventory

and allocate inventory to employees, return stock, do stocktaking and draw reports on current stock levels. Ideal for managing PPE, clothing, laptops and any other tools issued to employees.

- ✓ Overview at any time of current stock levels
- ✓ Line of sight of stock issued to employees
- ✓ Cost reporting
- ✓ Stock take functionality on any information stored in the system



## CLINIC MODULE

Manage all aspects of your clinic visits - Pre-Employment Medical, Periodical Medicals and Exit Medicals, IOD, PHC's and other visits submitted including their status. The visit can be signed off by a Doctor as completed or it can be saved as incomplete for future use.



## OBSERVATIONS

Keep track of all your tasks being observed to know whether or not a worker is performing all aspects of a specific task the correct way.

- ✓ Records of all Tasks Observed
- ✓ Records of all Deviations on the tasks being performed
- ✓ Allocating of Actions to investigate and close out
- ✓ Deviations



## SCHEDULING

### Equipment Scheduling:

Schedules equipment for jobs and maintenance and allocate a competent person (such as a driver in the case of a vehicle) to the equipment. Eliminate double booking of equipment while ensuring availability of essential equipment.

**Employee Scheduling:** allows you to schedule time for an employee to perform a job or be present on site. The scheduled vs actual time data is kept for Time and Attendance reporting purposes. Labour productivity reporting down to the actual job they worked on is also captured within the system.



## RISK REGISTER

Store unlimited Risk Registers with customisable categories and subcategories and track associated consequences, controls and actions.

Allocate Risks and actions to employees with specific due dates while allowing for comments to be made throughout the risk process. Attachments can be added and the risk can be linked to one of your clients or a piece of equipment on the system, allowing for detailed reporting.

- ✓ Detailed reporting either per category or across the company as a whole
- ✓ Automatic calculation of Inherent or Residual Risk Exposure based on your inputs
- ✓ Access to risk categories can be limited so certain users can capture risks for their category only, but reporting and sorting of risks can still be done at company level.

matrix seamlessly.

- ✓ Reduced time delays for prerequisite training courses.
- ✓ Training courses are available online.
- ✓ Remote training
- ✓ Linked to Job Descriptions and competency



## BROADCASTS NOTIFICATIONS

Choose to digitally broadcast notifications to all your vendors and clients, or just a selected sub-group or active contractors servicing a specific department. Vendors, clients and contractors can also reply via the HSEC Online® Notifications modules, confirming receipt of notification and supplying proof of compliance.



## COMPUTER BASED TRAINING

Create your own Computer Based Training by adding slides, videos and randomised quizzes. Link these training sessions to

a person's competency – once they have completed and passed the computer-based test, HSEC Online® will update their training



## LEAVE MODULE

Track employee leave quota, leave taken and leave approvals:

- ✓ Attach supporting documents (like sick notes)
- ✓ Email notifications of request & approvals of leave
- ✓ Leave reporting

HSEC Online® available from your **back pocket!**

