

Health & Safety Management System Briefing Document

Date of first issue	October 2013
Document Reference	CM032
Version	1
Revised Date	

Briefing Document for Guidance an Health & Safety Management System

We are launching our Health & Safety Management System. This will consist of the following

1. Safety Statement Update which is enclosed
2. Phase 1 launch of Health & Safety Management System online

Safety Statement Guidance

- All staff must read Safety Statement included in this pack
- All staff to sign record sheet in the safety statement once this is read.
- Safety Statement must be placed within a folder and kept in an accessible place within the pharmacy.

Phase 1 of Health & Safety Management System online

You will receive your pharmacy sign on for the system via e-mail.

The Pharmacy Manager and all staff must read the Incident and Accident policy in the Document Library section of your on-line system.

If any actions are assigned to your pharmacy you will receive notification via e-mail.

The Pharmacy Manager must familiarise themselves with the on-line dashboard and it's content.

Your dashboard will include the following 4 live icons on the online system for phase 1:

- My Dashboard
- Incident & Accident
- Document Library
- Actions

Online Health & Safety Management Training – Phase 1

You can access the Health & Safety Management System by going online to www.client.effective.ie and logging in using the details provided by your system administrator. These will be received by email to the pharmacy manager.

This system will allow you to:

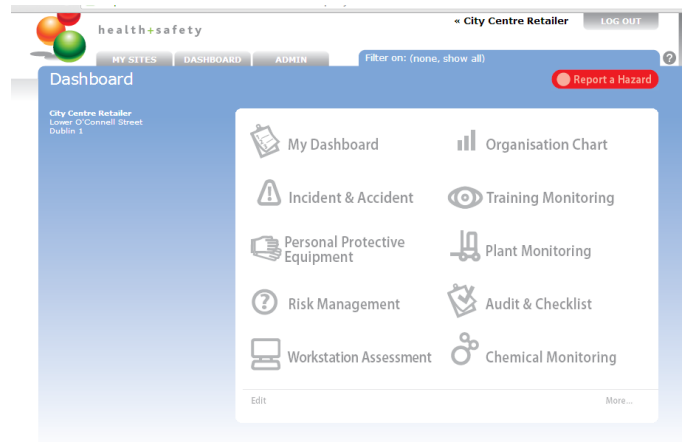
- Access & view your stores individual dashboard – My Dashboard
- Report Accidents / Incidents - Incident & Accidents
- View & download all company policies and procedures regarding H&S – Document Library
- View any outstanding issues or actions required for your pharmacy - Actions

Dashboard

Upon logging into the online H&S Management System you will be brought to the screen shown .

This is the main page of ‘Dashboard’ of the system and it is from here that you will manage all aspects of the Health & Safety process’ in your store.

Initially you will only see the 4 icons listed above for phase 1 of the launch



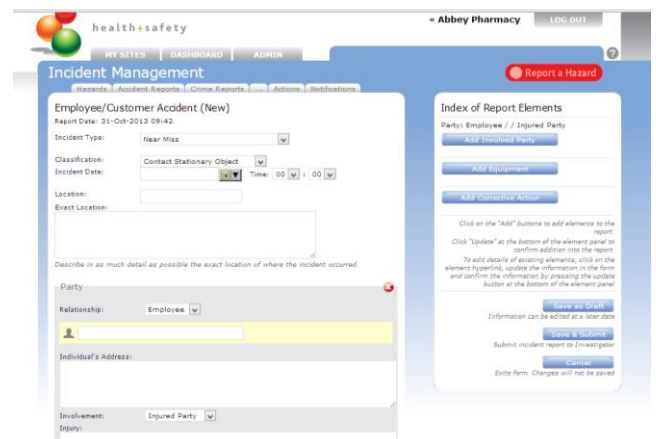
Accident / Incident Reporting

All relevant staff must read the accident and incident policy.

All accidents and dangerous occurrences must be reported to the Retail Operations Co-Ordinator followed by the completion of the on-line report within 24 hours of an incident or accident.

The completed forms will be transmitted along with any investigation and witness reports to the relevant people upon completion.

All employees are required to report any accident or incident or near miss to their Manager or Safety Rep (if applicable) without delay and to co-operate with the company in any subsequent investigation.

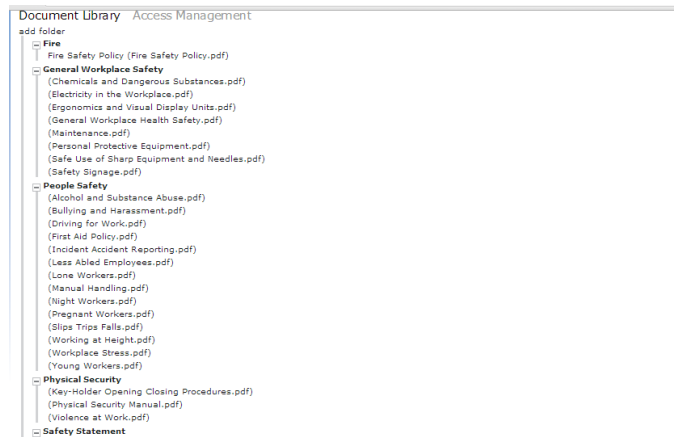


Document Library

For your convenience, you are able to access any documentation and policies relating to the Health & Safety using the Dashboard.

To access this area, click the 'Document Library' icon.

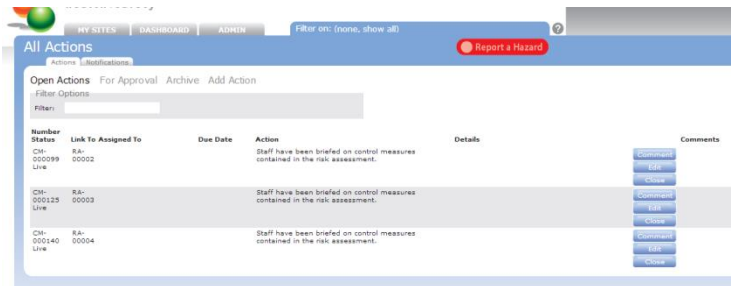
Within this section you will find all the company policies in addition to the company safety statement.



Actions

Any action required as a result of a risk assessment or accident / incident investigation will be assigned to the relevant manager or responsible staff member in store.

This may be done either by the pharmacy manager as a result of information entered (please see Incident & Accident Reporting Policy), or as actions assigned by the Allcare Retail Operations Co-Ordinator. Any actions required will be filed under the highlighted section and will also be viewable within the 'My Dashboard' section.



Additional support for managers is available through the following:

- Business Manager
- Allcare Retail Operations Coordinator