



# **SolutionHost Journal**

**The online Health & Safety Management System**

**Enterprise v 3.0 & Express V 2.0 Risk Assessment upgrade  
February 2004**

**This document contains important information about the new Risk Assessment functionality for system administrators and users**



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## Foreword

The SolutionHost Journal Health & Safety program has been developed in response to customer demand for a simple to use and powerful software application that will support an organisation that are either running or wish to implement a recognised Health & Safety management system such as BSI OHSAS 180001 or HSG65.

The SolutionHost Journal application is designed to support the process of continual improvement.

The new functionality within Journal is designed to more closely follow a recognised risk assessment methodology and at the same time make it easier to record, review and keep track of your organisations assessments.

This document will highlight and explain the changes between this and earlier versions of Journal.

Publications referred to during the development of this program;

BS180001 Occupational health & Safety management systems – Specification

BS180002 Occupational health & Safety management systems – Guidelines for the implementation of OHSAS180001

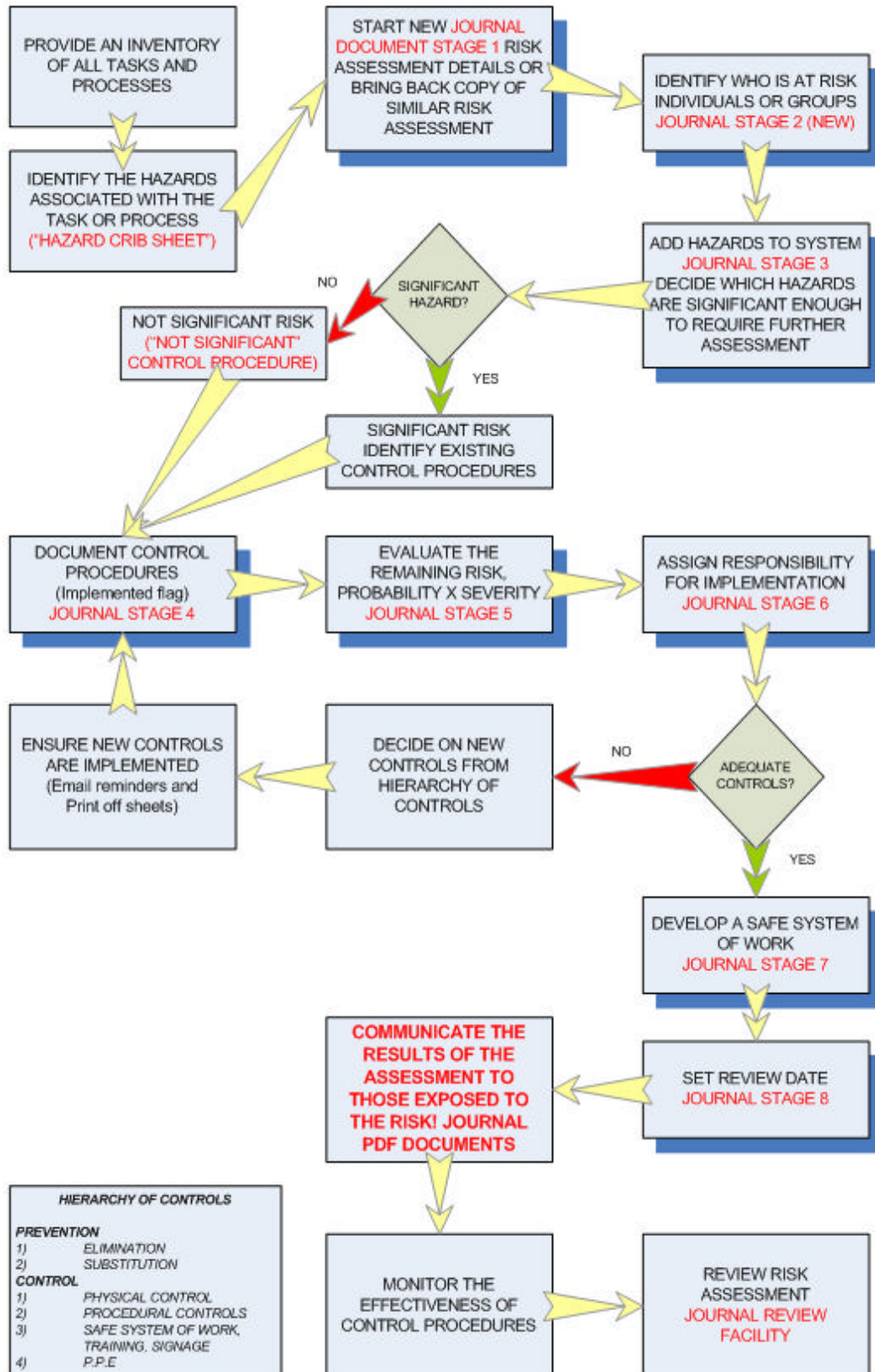
HSG65 Successful Health & Safety Management

INDG163 (rev1) HSE 5 steps to risk assessment

## New Functionality

- Stage to add in persons affected (individuals or groups)
- Risk rank hazards based on existing control procedures.
- Record risk assessments with no significant hazards.
- Set up and monitor new control procedures.
- Risk rank hazards on new control procedures.
- Flag approved control procedures display non-approved greyed out.
- System generated reminders of outstanding control procedures.
- New stage included to record safe system of work.
- Print off task list of new control procedures.
- Print off separate safe system of work sheet.
- New print all feature to print a copy of every risk assessment on your system.
- New administration section to maintain control procedures.

## Journal Risk Assessment Flowchart





## Risk Assessment Process

The above flowchart demonstrates a procedure for completing risk assessments and shows where journal fits in to that process

### Journal Stage 1 – Client specific fields

Fields are customer definable with the exception of 1 field called description which is mandatory and is required for displaying the description of the assessment in other parts of the program,

### Journal Stage 2 – Persons Affected

Stage 2 is now persons affected which allows users to add named individuals or groups to the risk assessment.

### Journal Stage 3 – Choose Hazards

Choose significant and non-significant hazards; if the hazard is not significant a “Not Significant” control procedure will be available to allow proper recording of the risk assessment. Where a hazard is recorded as not significant i.e. hazards that do not require any control procedures; the hazard will still require ranking but this hazard should be flagged as a low risk.

### Journal Stage 4 – Control Procedures

Choose control procedures. Either choose from the database of control procedures or add new control procedures to the database and select for the current document. You should now flag if a control procedure has been implemented or not.

### Journal Stage 5 – Risk Rank Hazards

Risk rank the hazards with the existing control procedures in place, Journal will only display the list of control procedures that have been flagged as implemented. **Hazards should only be risk ranked on control procedures that have been implemented.**

The document can then be completed if there are no outstanding control procedures and if the remaining risk is acceptable (Complete means; record the findings and set a review date and/or write out a safe system of work for the task) if the remaining risk is not acceptable the user should go back and assign more control procedures. This will create a loop of ranking and control procedure until the risks are acceptable; if a point is reached where no more control procedures are available the document will be able to be finished with the completion of a safe system of work. (Journal stage 7)

#### \*Important Note\* Risk Rankings

Previous versions of Journal have risk ranked individual control procedures, from this version on the **Hazard** will be risk ranked based on the implementation of the control procedures. Risk Assessments stored prior to this upgrade will be converted to the new format automatically. The new format will take the highest ranked control procedure from the list and apply it to the hazard it relates to.



## Journal Stage 6 – Implement Control Procedures

This stage allows a user to assign responsibility for the implementation of outstanding control procedures to other members of staff.

## Journal Stage 7 – Safe System of Work

Develop and record a safe system of work. A safe system of work should be recorded where a risk remains that is not adequately controlled by the other control procedures.

## Journal Stage 8 – Review Risk Assessment

Set review date of the assessment which now includes a drop list to record “reason for review”