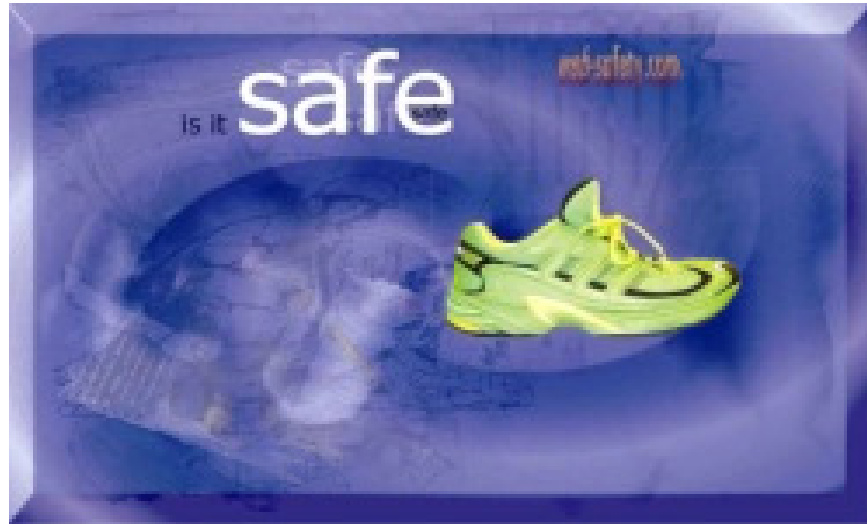


Operational Analysis and Control



Database Users Manual

web-safety.com
~~web-safety.com~~

Version 3.0

© Expert Ease International, 2007

All rights reserved. No part of this database may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior permission of the copyright owner.

OAC Database V3.0

View full information on the [Terms and Conditions](http://www.web-safety.com) at www.web-safety.com

EU Contact
www.web-safety.com
Tel: +44(0)28 4461 3383

USA and Canada Contact
www.expertease.us
Toll Free 1-877-428-2007

eei@web-safety.com



Contents

Version 3.0.....	1
Getting Started.....	4
Task Description Page.....	7
When you are ready select 'Go to Operation' button and proceed.....	9
Go to Operation	10
Select/ View Associated Hazards.....	11
Select Hazards From List	12
Control Measures.....	13
Add Company Details	16
Add Contractor Details.....	17
Printing Reports	19



Getting Started

Having successfully installed your database you can get started by “double-clicking” on the MS Access database icon now available in your “My OAC” folder. This will open the Copyright screen

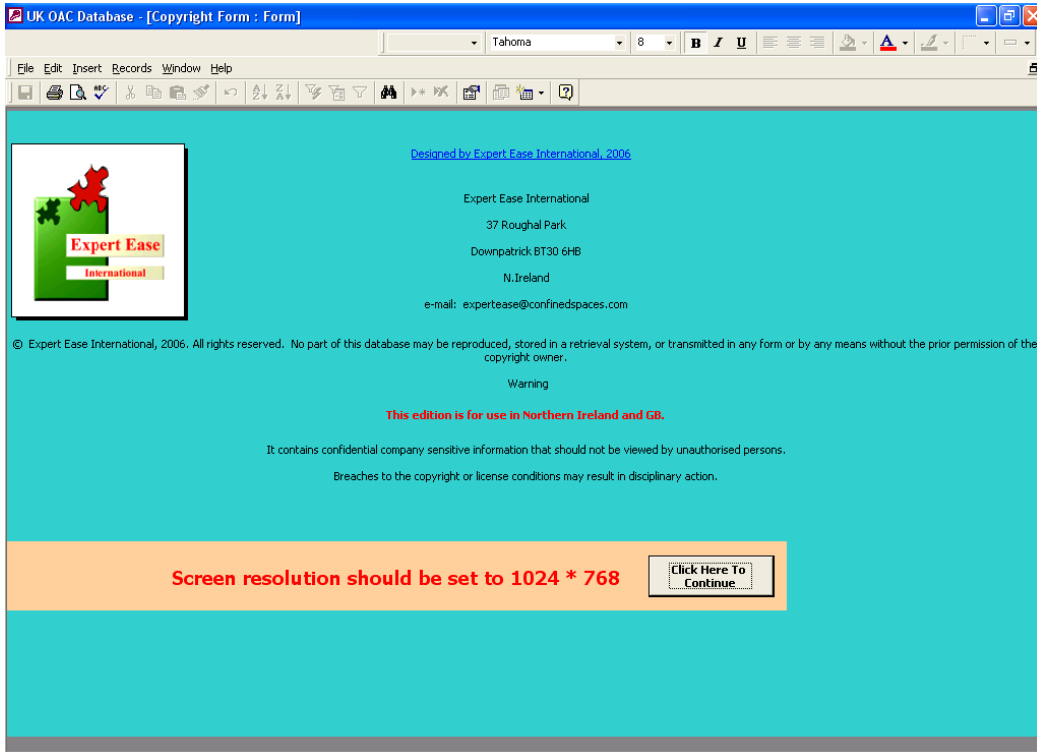


Figure 1: Copyright Page

Click to continue.



If you have a demonstration version you will be informed that the demonstration period has so many days left or that it has expired.

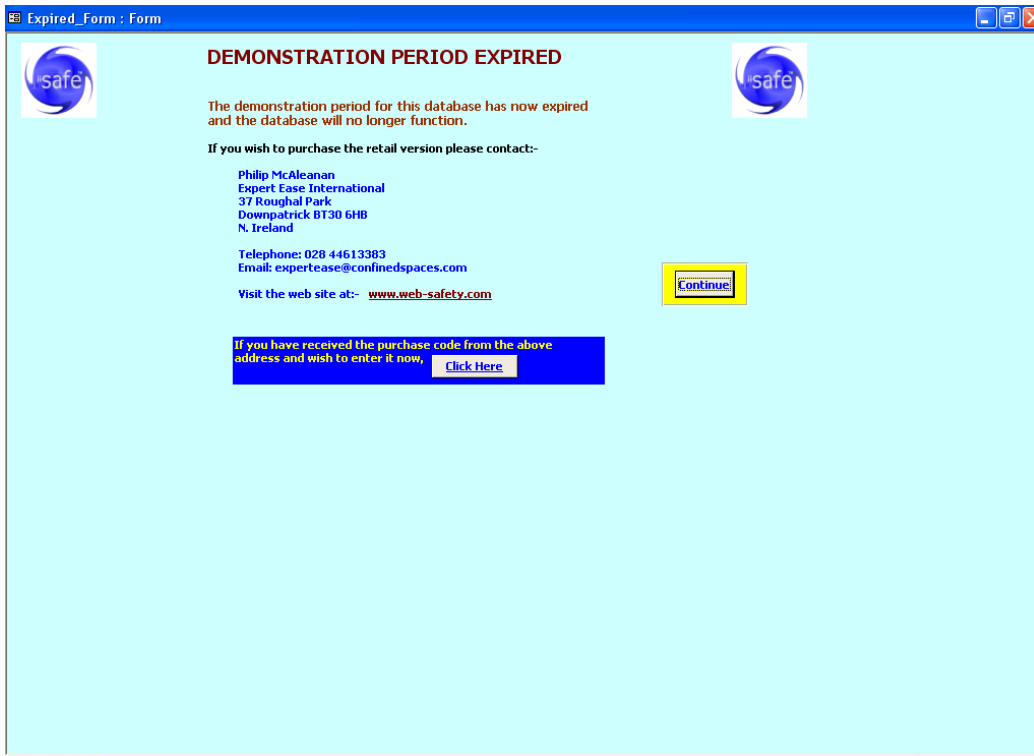


Figure 2: Expiration of demonstration

You can purchase a registration code by following the instructions on this page.

If you have purchased this database you will have been provided with the Access code. Simply select the 'Yes' button and proceed to enter your code in the text box that appears on screen;

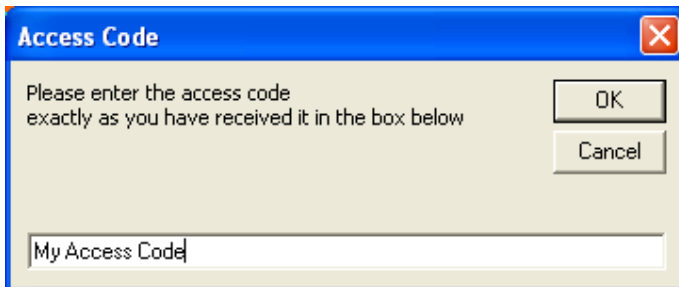


Figure 3: Enter Access Code

If you enter the information incorrectly or choose to cancel before completing the access code input you will see the following screen;

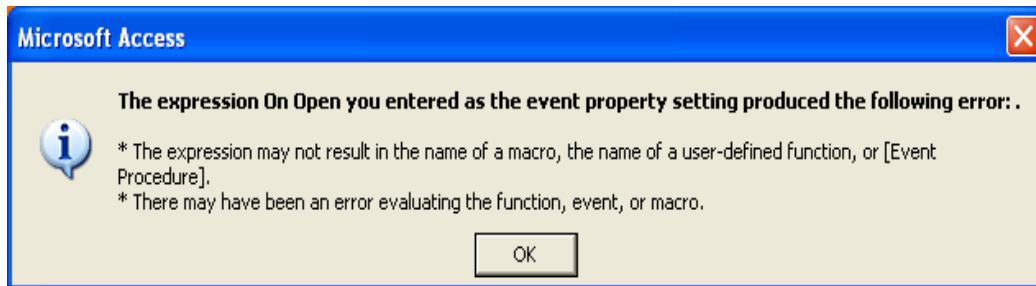


Figure 4: Error Message – No or Wrong Access Code

Simply click 'OK' and the database will automatically exit. To complete the Access Code input re-open the database and enter the correct code.

NOTE: This is a one-off action. Once the database receives the correct Access Code it will store it and will open automatically from that point forward.

You may initially enter 'No' at the Access Code screen and you will be able to use the database, however this is time limited.

WARNING:

IF THE ACCESS CODE IS NOT ENTERED WITHIN THE 90-DAY PERIOD FROM FIRST OPENING IT WILL CEASE TO FUNCTION.

Once you have entered the Access Code the copyright page will open briefly (you will hardly even notice it) before opening the "Task Description" page in the database;



The screenshot shows a Microsoft Access window titled "Microsoft Access - [JobDescription : Form]". The window contains a form with a blue header and a light blue body. The header section is titled "Task Description" and includes a button labeled "Select a Previous Task From List:". Below the header, there are two columns: "Task Identification Number" and "Task Description". The "Task Identification Number" field contains "(AutoNumber)". The "Task Description" field is a large text area. Below these fields, there are four sub-fields: "Job Start Date", "Is The Job To Be Reviewed?" (with a checkbox), "Anticipated Finish Date", and "Actual Finish Date". At the bottom of the form, there are three buttons: "Go To Operation", "Preview Report On This Task", and "Delete This Task". The footer of the form contains "Add/Edit Your Company Details", "© Expert Ease International, 2005", and "Exit Database". The status bar at the bottom shows "Form View" and "NUM".

Figure 5: Task Description Page

Task Description Page

Take a quick look around the task description page to familiarise yourself with the layout. From here you can start any number of task-based assessments, adding to them, as you need. The database will automatically assign a unique identification number to each task you add. In the example below (Figure 5) a task has been described and the database is waiting for a second. As you add a task description another field will open ready for your next entry. This is normal.



Figure 6: Task Description Page

The Task Description page is designed to allow you to describe the entire operation, for example

- “Constructing a reinforced concrete bridge over a railway line”, or
- “Producing containers in a food processing factory”

The detailed operations within each task is dealt with in the “Type of Operation” page and it is from that page that you will carry out your detailed assessments.

Before leaving the task description page you should notice that there is the facility to enter a job start date, anticipated finish date and actual finish date for each specific task. When you enter a finish date the database will flag up that finish date is overdue. Also if you select the “Is the job to be reviewed?” check box the database will flag up when the review is due/ overdue.



The buttons assigned to each Task are;

Go to Operation	List each operation necessary to successfully complete the selected task.
Preview Report on This Task	Preview and print a full report for all the operations assessments associated with this task.
Delete this task	This will remove any items associated with the task.

Deletions cannot be undone. If you select the 'Delete this Task' button you will receive the following warning;

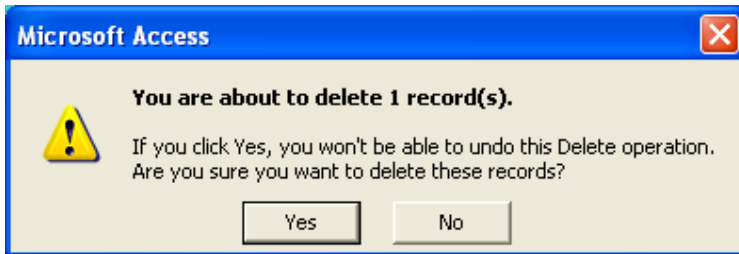


Figure 7: Deletion Warning

If you are confident that you no longer need this record proceed by clicking 'Yes'. If you have any doubts select 'No' check what you want to do. You can always return to the delete function, but you cannot retrieve any deleted records.

The buttons along the bottom of your screen are applicable to whole database, not the specific Task;

Add/ Edit your company details	Enter personal details regarding your company.
Exit Database	Closes the database

When you are ready select 'Go to Operation' button and proceed.



Go to Operation

For each of the operations associated with this task (and you can add as many operations as you wish) you have a number of options.

1. You can proceed through to selecting and/ or adding specific hazards,
2. You can Preview a Report on this specific Operation,
3. You can view or add details of the contractor assigned to completion of this task (Note: This could be the Operations Manager for non-construction/ general industry operations), or
4. You could delete this operation (Remember that deletions cannot be undone).

Figure 8: Select Operation”

In the example in Figure 7 a range of operations have been identified and added to the list. You can add these in any order you choose or add them in the order the operations are to be carried out in the process. In the example above Operation 2 has been selected, the sidebar has turned black and a right facing arrow has appeared.

If you now select the associated “Select/ View Associated Hazards” button you will be in a position to add hazards to this operations.

If you prefer you could return to the main task description by selecting the ‘Return to Task Description’ button on the bottom right-hand side of your screen.



Select/ View Associated Hazards

Select an operation, (e.g. First Operation) in the same way you selected a task, and enter the “Select/ View Associated Hazards” button to enter the Hazards Page

Figure 9: Hazards Page

On first entering this page the list of hazards will be blank, you can add to this list from a range of 57 pre-entered hazards, by selecting the “Select Existing Hazards From List” button at the bottom of the page. You may return to this part of the database at any stage to amend your selection. Once you have selected the hazards associated with the particular operation select the “Control Measures” button opposite the hazard and you will open a page allowing you to edit the pre-entered control measures.

WARNING: Pre-entered control measures are not the complete record of control measures for each particular hazard. They are entered as a guide for the assessor and must be thoroughly checked and amended to suit your circumstances. Under NO CIRCUMSTANCES should you conclude that any of the pre-entered control measures could be used without checking their validity and relevance.

Additional assistance is available by clicking on the message above the “Control Measures” button. This will take you to the iiSAFE website at <http://www.web-safety.com/hazards>.



Select Hazards From List

When you click on the “Select Hazards From List” button you will open a page with all of the hazards listed on it (Figure 8). Simply go down through the list and select all of the hazards associated with the operation and then select the “Add Selected Hazards to Current Task” button

The task description is: Construction of a concrete bridge over a railway

The type of operation you are undertaking is: First Operation

For further help with your analysis click [here](#) to connect to the iSafe website.

Click on the check box to select the hazard(s) and then select the "Add Selected Hazard(s) To Current Task" button at bottom of screen.

Check Box	Operation Hazard
<input checked="" type="checkbox"/>	Air Quality
<input type="checkbox"/>	Asbestos
<input checked="" type="checkbox"/>	Bacterial/ Viral Infection
<input type="checkbox"/>	Battery
<input checked="" type="checkbox"/>	Blood borne pathogens
<input checked="" type="checkbox"/>	Buried cables and pipes.
<input type="checkbox"/>	Compressed air
<input type="checkbox"/>	Confined Spaces

Add Selected Hazard(s) To Current Task. Cancel

Figure 10: Hazards Pick List

This will bring you back to the Hazards page for your selected operation;

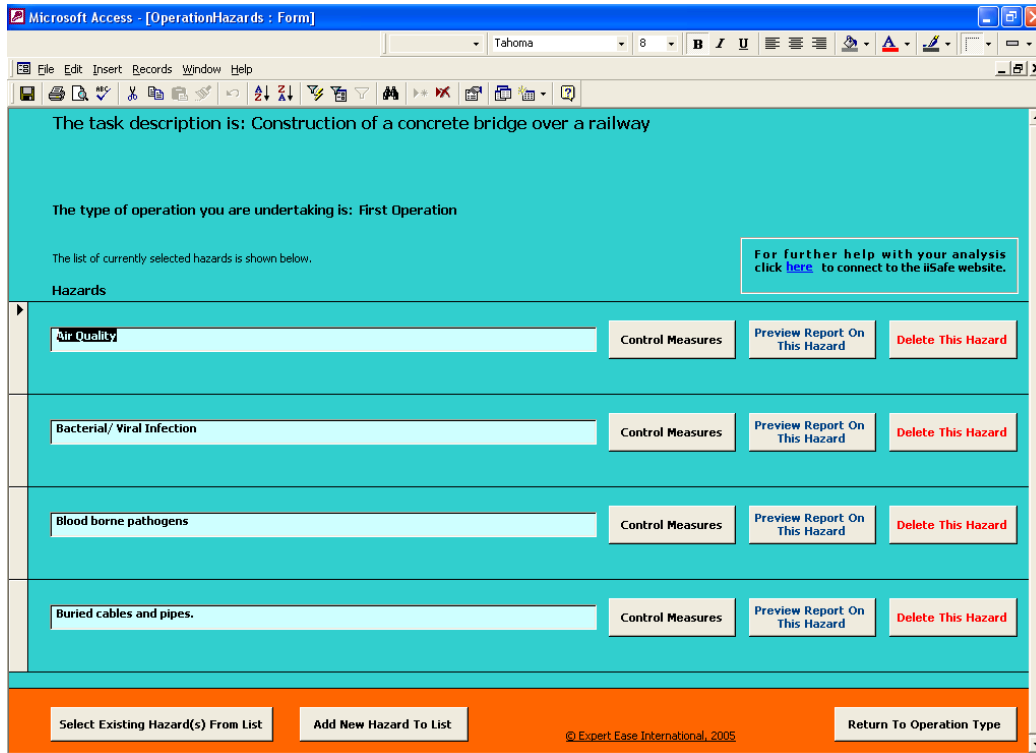


Figure 11: Hazards Page

At this stage you can select “Control Measures” for each of the hazards, one at a time and make the information specific to your industry, workplace, jurisdiction etc. Bear in mind the warning above. Repeat the process until all of the hazards have been appropriately adjusted.

Should you find that you have added a hazard that you find doesn't need to be considered or has been added more than once, simply select the hazard and click on the “Delete Selected Hazard” button. You will see the following warning (Figure 9);

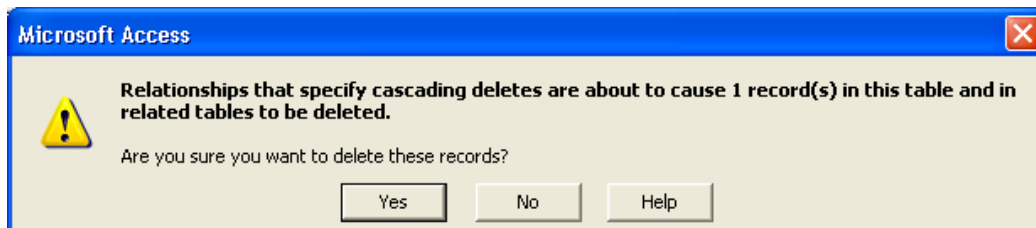


Figure12: Deletion Warning

If you are satisfied that it can be removed, select “Yes” and proceed.

Control Measures

Once you select the “Control Measures” you will be able to add/ amend controls depending on your particular methods for ensuring safety and health



in the workplace (Figure 10). Bear in mind that companies/ organisations have a legal obligation to ensure that control measures for any hazards will ensure the safety and health of their workforce and anyone else affected by the operation. This should be reflected in your assessment.

Figure 13: Control Measures Page

Each of the control measures;

- Safe Work Method,
- Personal Protective Equipment,
- Equipment Plant,
- Tools,
- Warning Notices,
- Training, and
- Guidance

can be edited whenever you click on the “Edit Control Measures” button at the bottom of the screen. When you select to enter the editing function you will receive the following message (Figure 11). Pay particular attention to it and when satisfied that you can comply select “Yes” to continue.;

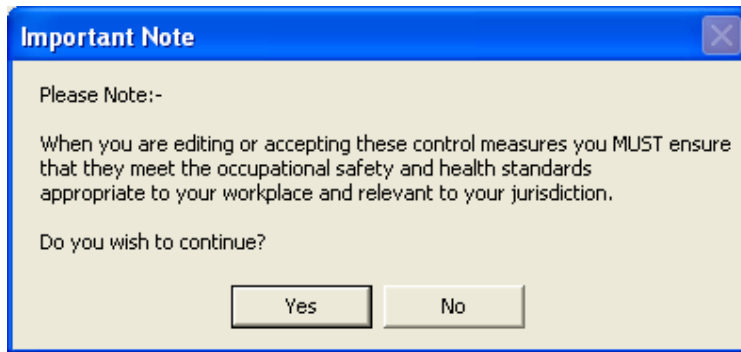


Figure 15: Edit Control Measures - Important Note

Once the editing is complete, select "Exit Control Measures" button to return to the hazards page.

Repeat this exercise for each of the hazards associated with the selected operation and return to the operations page to select the next operation to be assessed.

Once each operation has been assessed return to the task page and that will be your assessment completed.

You can print out reports of individual hazard assessments, operation assessments or a complete report of all assessments with in the Job Operation.



Add Company Details

Here you can add company address and contact details along with your company logo.

To insert your company logo place the cursor over the “Company Logo” window and right click your mouse. From the insert object box select the radio button “Create from File” and then select the “Browse...” option. This will allow you to go the folder in your system where the company logo is stored. Select the company logo file and click the “OK” button. This will return you to the “Insert Object” window at which point you should select the “Link” checkbox.

Make sure the “Display as Icon” checkbox is not selected and click “OK”. This will complete the process and your company logo will appear in the database.

Figure 16: Company Details Page



Add Contractor Details

Here you can add details on any contractors working for you (Figure 17). You can assign the contractor to the particular task that you are assessing by selecting the “Add/ Edit Contractor” button and filling in the appropriate details.

The task description is: Construction of a concrete bridge over a railway

The type of operation you are undertaking is: First Operation

Note: If you update the details of a contractor on this page, (e.g. change the project managers details), then these changes will ONLY apply to this task. If you wish to change the contractors details for all future tasks then click the 'Add/Edit Contractor' button, on the right, and change the details on that page. **Add/ Edit Contractor**

Contractors Company Name	Industrial Construction Services	In this box enter the details of the Project Manager or other person who has the responsibility to oversee the project.
Type Of Contractors Work	Concrete	
Address	<input type="text"/>	Title <input type="text"/> Forename <input type="text"/> Surname <input type="text"/>
	<input type="text"/>	Telephone Number <input type="text"/>
	<input type="text"/>	Cell / Mobile Number <input type="text"/>
City	<input type="text"/>	In the box below enter the health and safety goals for the project, the arrangements for monitoring and the review of health and safety performance.
County	<input type="text"/>	
Zip / Post Code	<input type="text"/>	
Telephone Number	<input type="text"/>	
Fax Number	<input type="text"/>	
Emergency Telephone Number	<input type="text"/>	<input type="text"/>
Web Address	<input type="text"/>	

Preview This Contractors Details
Delete This Contractor
Return To Type Of Operation

Figure 17: Contractor Details Page

You can also define the goals for the project; particularly useful if you are in construction and are using the database to develop your construction-phase H&S plan.



Microsoft Access - [ContractorList : Form]

Tahoma

File Edit Insert Records Window Help

The task description is Construction of a concrete bridge over a railway

The type of operation you are undertaking is **First Operation**
 Enter below the details of any sub-contractors associated with this project.

Contractors Company Name	<input type="text"/>	In this box enter the details of the Project Manager or other person who has the responsibility to oversee the project.
Type of Contractors Work	<input type="text"/>	
Address	<input type="text"/>	Title <input type="text"/> Forename <input type="text"/> Surname <input type="text"/>
	<input type="text"/>	Telephone Number <input type="text"/>
City	<input type="text"/>	Cell Phone Number <input type="text"/>
State	<input type="text"/>	In the box below enter the health and safety goals for the project, the arrangements for monitoring and the review of health and safety performance.
Zip Code	<input type="text"/>	
Telephone Number	<input type="text"/>	
Fax Number	<input type="text"/>	
Emergency Telephone Number	<input type="text"/>	
Web Address	<input type="text"/>	<input type="text"/>

Select A Previous Contractor Preview This Contractors Details Confirm Entry Delete This Contractor

Save Amendments Cancel

Figure 18: Add Sub-Contractor Details Page



Printing Reports

On various pages there will be buttons that allow you to print out full or partial assessments, contractor and sub-contractor details. For example, on the Task Description page select the Preview Report on this Task.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Task Description]". The window contains a form with the following elements:

- Task Description** (Section Header)
- In the relevant field below type in a brief task description, a unique identification number will be automatically inserted for you.*
- Task Identification Number**: 00001
- Task Description**: Construction of a concrete bridge over a railway
- Task Start Date**: 02/11/2006
- Is The Task To Be Reviewed?**:
- Anticipated Finish Date**: 06/11/2007
- Actual Finish Date**: (empty)
- 29 days before job finish** (Text)
- Buttons**: "Go To Operation", "Preview Report On This Task", "Delete This Task", "Select a Previous Task From List", "Tasks NOT Completed", "Tasks NOT Reviewed", "Add/Edit Your Company Details", "Exit Database"
- Footer**: © Expert Ease International, 2005

Figure 19: Preview report

You will see the first page of a multi page report with all the assessments and controls detailed, as well as contractors and sub-contractors details and functions.



Microsoft Access - [FullReport : Report]

File Window Help

Fit Close

Bridge Construction Ltd
... Co
Telephone: FAX
In The Event Of An Emergency Telephone

Project Managers' Details
Telephone: Mobile

Task Reference: 00001

Task Description
Construction of a concrete bridge over a rail way

Task Start Date: 02/12/06 Is the Job To Be Reviewed?
Anticipated Finish Date: 02/12/07
Actual Finish Date:

Contractor(s) involved in this Task
The number of contractor's involved in this task = 1

Name Of Contractor: [Text Field]
[Text Field]
Street: [Text Field] City: [Text Field]
Telephone: [Text Field]
Coordinates Objective: [Text Field]

This report printed from OAC database on 08/10/2007 Page 1 of 7

Page: 1

Figure 19: Report