

policies and procedures

FAST ACCESS TO THE RIGHT INFORMATION

OVERVIEW

Managing and maintaining health & safety documentation is not only vital to the successful operation of your enterprise, it is also a statutory requirement. Health & safety legislation helps protect your people, assets and reputation from risk. However, policies and procedures only have value when they are understood and used by management and employees alike. Keeping up-to-date documentation where it can be quickly and easily accessed is vital to realising its value.

PRIME Policies & Procedures enables your organisation to store all health & safety and risk management policies and procedures in a central location, which is easy and fast to access without specialist technical knowledge.

HIGHLIGHTS

- Centralised storage of company documentation
- Fast access for all users
- Quick links between related documents
- Search capabilities
- Flexible and adaptable content
- Production of training records
- Storage and upload of Risk Assessment documents

HOW IT WORKS

PRIME has been designed by health & safety and IT experts to provide an easy to follow path through essential Policy & Procedure documents. The journey starts at a Roles & Policy screen, which presents an overview of your organisation's management and responsibilities. A clear menu enables the user to select the other areas of interest, such as Procedure Notes for guidance on how to carry out different duties and jobs. This enables you to establish best practice operations and safe systems of work.

policy updates available immediately

Updated policies and procedures are highlighted, ensuring that individuals are informed of changes and kept up to date with amendments and updates to policies.

multiple document types

PRIME Policies & Procedures acts as a centralised host for multiple document types, from standard templates to generic and even site-specific documents and risk assessments. Users can quickly access enterprise-wide generic or site-specific risk assessments in order to view, print or download to disk. A user can also upload a completed risk assessment document into PRIME for storage, access and monitoring



