

DATASHEET

The BIW: Health + Safety Manager™ service provides a focused interface for all project participants with health and safety responsibilities. It enables immediate, easy access to documents required by law, and eradicates needless duplication of information, with the result that fewer incidents can be attributed to ignorance of, or out-dated, health and safety information. It makes health and safety documentation immediately available in electronic form, enables more economic and efficient production of the documentation, and ensures instant and continued compliance with UK health and safety legislation.

Project-specific health and safety compliance

On any project longer than 30 days, UK health and safety legislation (including the 2007 CDM Regulations) require a constructor, client and others involved in engineering/ construction projects to supply various health and safety documents for use both during and after construction. In an industry increasingly focused on improving its health and safety performance, failure to comply with the regulations could result in severe penalties - in the worst cases, imprisonment - for responsible people within organisations.

With BIW: Document Management already functioning as the repository for all documentation relating to a capital project, and supporting collaboration among integrated project teams, the optional BIW: Health + Safety Manager service is perfectly placed to assist in the preparation, maintenance and delivery of project-specific health and safety information.

The regulations prescribe specific duties to the client and other parties, including the requirement to produce certain documents (or, more accurately, collections of documents) from the pre-construction phase forward. Based on such early data, the principal contractor normally produces a construction phase plan; the CDM coordinator will usually start recording significant risks (perhaps via a risk register); and work will begin on compiling the Health and Safety File.

The contents of these collections will, of course, vary depending on the nature of the project (they might include information relating to the project's environment, design, materials, components, local restrictions, team structure and communication processes, etc), and will evolve as the project develops and the project team expands. However, all required information can be easily published and shared via BIW: Health + Safety Manager as the scheme moves forward through design and construction.

Similarly, documentation required for the Health and Safety File (eg: 'as built' drawings, design criteria, details of construction methods and materials, equipment and maintenance facilities, maintenance requirements, manuals, etc) is also captured in BIW: Health + Safety Manager as the project progresses.



At the end of the asset's development, the File is passed to the client, who must then maintain it and make it available to anyone needing information about the facility - whether for day-to-day operation and maintenance purposes or for more long-term use, eg: major alteration works. If the client sells all or part of the facility, the File must be passed to the new owner.

“The HSE expects ... evidence, via a robust paper trail, that [firms] and the parties they work with have addressed, managed and communicated health and safety issues at the design concept stage. ... If there is an on-site accident, the project originator will be liable and may face legal action if documents showing the correct process has been followed cannot be produced.”

(Rob Withers, *Construction News*, 31 May 2007)

Document Type	Document ID	Author	Version	Category	Status	Date
Draft Drawings	JHL4301	Armedillo Engineering	1		Preliminary	09/02/2004
Specification	Armedillo Fire Extinguishers	Armedillo Engineering	2	Gas Cylinders	Preliminary	23/02/2004
Minutes	BAC-June03	BIW Technologies	1		Preliminary	24/02/2004
Minutes	SEARCH ADVISORY COMMITTEE	Armedillo Engineering	1		Preliminary	02/04/2004
Minutes	CAS0 minutes	BIW Technologies	1		Information	24/02/2004
Minutes	COM 023	BIW Technologies	1		Information	04/05/2004
Minutes	CSAC March minutes	BIW Technologies	1		Preliminary	24/02/2004
Minutes	CSAC November	Armedillo Engineering	2	Construction Safety Advisory Committee Meeting	Preliminary	02/04/2004
Minutes	Design Meeting May	Zachary Architectural Design	1	May Design Meeting Minutes	Information	04/04/2004
Minutes	EN228	BIW Technologies	1	Engineering Minutes	Preliminary	23/04/2004

BIW: Health + Safety Manager - an overview

The architecture of BIW: Health + Safety Manager allows information to be configured logically, allowing appropriate parties easy access to data. Individuals responsible for the delivery of health and safety information can use the service's comprehensive audit trails to confirm that companies or individuals have received appropriate documents. They can also notify recipients of their requirement to access the data.

When published to the system, relevant documents are electronically 'tagged' with a health and safety attribute. These attributes are listed in a logical hierarchy under a series of main headings that can be defined by the BIW user.

As some documents may concern more than one area or aspect of the facility, the BIW system allows multiple 'tagging' of document attributes, so that the same single document can be accessed through various different sections of the File.

The project team's CDM coordinator can monitor the information being published and the health and safety attributes being tagged to documents. Given administration rights with respect to health and safety, he/she will be able to amend the attribute structure (to add, change or disable attributes), and to investigate and alter attributes, to ensure the integrity of the Health and Safety File at the end of the project.

Most importantly, the risk registers and File are effectively "live" documents, continuously updated throughout the build phase of the project. At the end of a development, therefore, the Health and Safety File can be delivered very quickly and economically.

In the post-build phase, data from the Health and Safety File can be delivered simply and efficiently. For example, a contractor who is to maintain a system or service asset can navigate straight to the relevant documents via the web browser of any internet-enabled computer. By entering details of the asset, the location of the asset and/or the systems where they will be working, they will be presented with all the relevant information. (The contrast with existing practice couldn't be greater: the contractor will no longer need to request the necessary documentation from the keeper of the traditional paper- or microfilm-based File; information can be delivered in seconds, not hours or days.)

The user can choose to view (and print out) items of interest to them in relation to the work they have to undertake. Since this work may involve amendments to the existing documentation, the system allows users to check out a document and then return it to the system with comments relating to the work

undertaken, thereby automatically updating the Health and Safety File and maintaining its accuracy for subsequent users.

Features

- configurable selection of health and safety attributes
- health and safety administration rights for health and safety coordinator
- practicality and ease of use, particularly for end-users, of health and safety data
- instant access to health and safety data in electronic form
- completely integrated with BIW: Document Management
- logical, hierarchical system architecture
- full audit trail of every access and download of information
- total security of health and safety information, with administration rights limited to designated team members
- Health and Safety File can be maintained on-line (or, if required, archived to a client's local system)

Advantages

- health and safety system customisable to suit project
- health and safety coordinator can maintain structure and integrity of data
- removes storage need for extensive paper- or microfilm-based systems
- faster, simpler access to health and safety data needed by end-users
- re-use of information from project delivery process
- access, download and updating of health and safety information can be monitored and encouraged
- Health and Safety File quickly - and economically - compiled
- the Health and Safety File can be easily updated to reflect changes during operation and maintenance refurbishment, etc

Benefits

- immediate, easy access to health and safety information throughout design and construction phases, and for post-construction operation and maintenance
- no duplication of information in different sections of risk register or Health and Safety File
- fewer incidents attributed to ignorance of, or out-dated, health and safety information
- post-build Health and Safety File immediately available
- no requirement to store, manage and maintain paper- or microfilm-based Health and Safety File
- instant - and, upon being updated, continued - compliance with health and safety legislation
- more economic and efficient production of health and safety documentation

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