

The **Office H&S Policy & Procedures** software package has been specifically designed to assist office based organisations to comply with their duties under **UK Health & Safety Legislation**. A truly comprehensive solution the **Office Health & Safety Policy & Procedures** package contains over **100 pages** of information, policies and procedures, which have been written in Plain English, by professionally qualified Health and Safety Practitioners. The software includes, but is not limited to:

- General Statement of Health & Safety Policy
- Health & Safety Organisation & Responsibilities
- Health & Safety Arrangements & Requirements
- A wide selection of Health & Safety Procedures
- Risk Assessment Policy & Pro forma's
- Electrical Risks, Fire Safety, Manual Handling
- Display Screen Equipment
- Hazardous Substances (COSHH)
- Welfare facilities, Working at Height
- Accident reporting and investigation
- Wide selection of Miscellaneous Forms

Why do I need the software?

The **Office Health & Safety Policy & Procedures** software offers much more than just a Health and Safety policy, it can also help you to:

- Demonstrate legal compliance with Health and Safety legislation
- Ensure that safe systems of work are in place for the protection of your staff and visitors
- Provide a starting point to introduce positive Health & Safety practices within the workplace
- Lower your insurance premiums
- Demonstrate your company's competence and commitment to a high standard of health and safety to potential clients and business partners

The **Office Health & Safety Policy & Procedures** software therefore offers companies a highly cost effective solution to the management of health and safety.

Key Features Include:

- Complete Health & Safety solution written by experienced safety professionals
- Easy to use graphical interface which requires no special training or knowledge to use
- Operates within the familiar Microsoft Office environment
- Fully customisable documents which can be added to and amended to reflect changes in legislation and your company's practices

Who is the software for?

Quite simply anyone who employs 5 or more people must have a **written Health and Safety Policy**, which addresses all of the key risks and hazards present in the work undertaken. The **Office H&S Policy & Procedures** software package has been specifically designed for this purpose and is aimed at everyone from the self employed to multi-national organisations such as:

- Financial institutions
- Professionals such as lawyers & accountants
- Business service providers
- Call centres and Administrative centres
- Architects, Surveyors
- In fact any company that operates from an office environment will benefit from this package!

This is probably the most comprehensive Health and Safety Policy package available specifically for Office based organisations.



System Requirements:

- Minimum processor - Pentium III or newer
- Recommended 128MB RAM or higher
- CD ROM drive
- Operating system Windows 95/98/2000/XP
- Microsoft Word 97 or newer

For further information visit:

www.SafetyServicesDirect.com

Or Email:

Info@SafetyServicesDirect.com

Only
£99.00
(Exc. VAT)