

# Electronic Health & Safety File (eHSF)

Option for users of ToolKit CS™ CDM Enterprise



The Health and Safety File required by law for every new structure can be used in various ways. It could gather dust in the corner, it could be used as a doorstop or it could be of real value as a live and relevant tool of proactive management. Indeed, the intention of the regulations is that there should be an ongoing health & safety file to focus maintenance management on health & safety issues throughout the life of the built environment.

eHSF, offered as an option with our CDM ToolKit™, provides an electronic Health & Safety File accessible from any computer with internet availability. It enables property managers, health & safety managers and external contractors to plan and track their programmes and quickly find essential information relating to the

management of every building and structure. Its value lasts throughout the life of a structure, from completion and including maintenance and major refurbishment, until eventual demolition. whenever that might be.

eHSF is much more than an electronic version of the Health & Safety File. It includes the file as part of a property register that can be accessed through the web by authorised users. The register includes full information about all structures and their safe ongoing maintenance, including a history of CDM projects, hazard identification, relevant documents and site plans. In particular, it incorporates the Operations & Maintenance Manual and associated documents, for example maintenance manuals for lifts, utilities and other equipment.

Records of essential health and safety controls, such as legionella, fire protection and disabled access can be included directly in eHSF. Alternatively, eHSF can provide links to other databases so that the records can be accessed over the web through eHSF.

eHSF provides an easy system for maintaining accurate records on a large number of structures without the need for reams of paper and banks of filing cabinets. The facilities of the eHSF database and its capability to link to other databases offer an “electronic switch” allowing authorised users easy access through a single portal to all relevant databases and documents anywhere on the organisation’s network.

## Features

The features of eHSF include:

- Centralised file with single point data entry
- Links to all relevant documents
- Update or read only view, based on level of authorisation
- Printing of any document in the file
- Version control of key documents
- Drill down capability
- Audit trail, enabling the administrator to track access to and use of the system

## Benefits

The benefits of eHSF include:

- Immediate on-line access, from any computer with internet availability, to Health & Safety Files and associated documents including O&M Manuals
- Access on demand to all users based on their level of authorisation
- Timely and up to date information, facilitating effective communication and co-ordination
- Maintenance of the current version of documents and data in a single location
- Instant auditing of system use

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