



## Comply with AS/NZS 4801 - faster, better, and smarter

**Qudos 3 is a comprehensive software application for the development and long-term operation of your OHS management system. It will help you meet the requirements of the standard faster, better and smarter.**

**Qudos 3** provides a modular, yet integrated approach - Helping you set up your system quickly and run it cost-effectively. Its advanced web and SQL database technology offers multi-site/off-site capability to:

- **Plan Health & Safety Objectives and Targets** and how they will be achieved
- **Document** policies, procedures, forms, letters etc. with our huge library of samples and templates
- Make documents easily accessible over your intranet or internet – with powerful search facilities to **find the right document quickly and easily**
- Plan and record **document reviews and revisions**
- Schedule and record **internal audits and other checks**
- Plan and record **minutes of management review, committee and other meetings**, and distribute them
- Maintain records of **OHS training** – with convenient tools to query refresher training needs
- **Assess OHS performance** with automated pie charts
- **Consider and evaluate risks** that might affect your people
- Record **accidents, incidents, issues, hazards and suggestions**
- Plan **preventive / corrective / improvement action** and then assign, record and track those actions
- **Remind people** about actions that are due / overdue with automated emails
- **Escalate** overdue actions

**Qudos 3** includes an integrated **Safety Manager Toolkit** – packed with sample documents, training materials and other resources.



**The following chart illustrates how Qudos 3 can help you more effectively and efficiently implement an OHS management system to address the AS/NZS 4801 standard.**

**Qudos 3 modules**

<b>Standard Requirements</b>	Objective	Documents	Audits	Actions	Meetings	People	Training	Risk	Benchmark	Safety Manager	<b>Notes</b>
<b>Clause 4.1 General requirements</b>											
										✓	Overview
<b>Clause 4.2 OHS Policy</b>											
OHS Policy										✓	Explanation of requirements and sample policy statements
		✓									Policy statement maintained and accessed via Master Document List.
<b>Clause 4.3 Planning</b>											
Planning risk management										✓	Explanation of requirements, concepts and methods, and sample procedures, forms, and training materials
Objectives and targets										✓	Explanation of requirements, case study, activity plan, example procedure / other documents / tools
	✓										Recorded in Objective Form. Each objective may be assigned to a responsible person, quantified for priority against up to 4 user-definable drivers, assessed for progress, and include attached documents.
			✓								Each Objective may generate up to 100 separately tracked Action plans.
OHS Management plans										✓	Explanation of concept / requirements, gap analysis, planning tools, and sample procedures
		✓									Procedures and other important documents maintained and made available via Master Document List.
<b>Clause 4.4 Implementation</b>											
Structure and responsibility										✓	Sample Organisation chart, Table of Authorities, and Job descriptions
Training and competency										✓	Explanation of requirements, sample procedures, induction checklists, and other documents
							✓				Training records are created for each person in the organisation. These are maintained in the Training Schedule, and may be queried for planning / review purposes.
						✓					Individual Development Plans may be created for each person in the organisation. This provides a tool for planning their development path and assessing progress against defined standards. Password-controlled sign-off by individual and 2 levels of management.
Consultation, communication and reporting										✓	Explanation of requirements, case study, activity plan, example

**Qudos 3 modules**

Standard Requirements	Objective	Documents	Audits	Actions	Meetings	People	Training	Risk	Benchmark	Safety Manager	Notes
											procedure, form, and many standard letters
					✓						Dedicated meeting module to schedule and record minutes of meetings, create custom agendas for meeting types such as consultative committee meetings, merge email agenda or minutes
				✓							Assign action points (progress on each may be individually tracked). Actions List includes a category for "Raised by Meeting" - enabling the list to be filtered and queried to provide custom reports.
Documentation										✓	Explanation of requirements, case study, activity plan, example documents
Document and data control										✓	Explanation of requirements, case study, activity plan, example Document control procedures
		✓									Master Document List to provide easy and controlled access to important documents. Revision History recording for each individual document. Automated archiving facility to look after superseded versions of documents. Global lists of revisions, deletions and distribution.
			✓								Automated scheduling of document reviews
Hazard identification			✓								Action form to log and classify hazards identified, and email to relevant OHS personnel
Risk Assessment								✓			Risk Assessment form provides matrix-based framework, text entry fields, and facility to attach external data such as reports, statistics and photographs
Risk Controls			✓								Action form to plan and record corrective / preventive action
Legal and other requirements										✓	Explanation of requirements, case study, activity plan, example procedure, web links to legal and regulatory information
Emergency preparedness and response										✓	Explanation of requirements, case study, activity plan, example procedure and various checklists
		✓									Master Document List to provide easy and controlled access to important documents.
				✓							Action Form used to record incidents and accidents – with link to generate

**Qudos 3 modules**

Standard Requirements	Objective	Documents	Audits	Actions	Meetings	People	Training	Risk	Benchmark	Safety Manager	Notes
											multiple Injury Forms to record injury details. Other sections of the Action form used to record Action Planned, Action Taken
<b>Clause 4.5 Measurement and evaluation</b>											
Monitoring and measurement										✓	Explanation of requirements, case study, activity plan, example procedure and various checklists
									✓		Benchmark module includes a form to record a score-based assessment of any aspect of the OHSMS that you need to measure. All assessments in any category may be compared with each other in a summary report
			✓								Maintain housekeeping checklists as Audit Records
Incident investigation, corrective and preventive action										✓	Explanation of requirements, case study, activity plan, example procedures
				✓							Action Form used to record Corrective action, preventive action, root cause analysis etc. Each may be separately assigned, and emailed to a responsible person with attachment if required. Actions List may be queried in numerous combinations to generate custom reports.
Records and records management										✓	Explanation of requirements, case study, activity plan, example records management procedures
	✓	✓	✓	✓	✓	✓	✓	✓	✓		Records for all modules maintained in centralised, robust SQL server database
OHSMS audit										✓	Explanation of requirements and sample procedures
			✓								Audit Schedule and individual audit records. Facilities to replicate checklists + Audits training presentation.
				✓							Each item in an Audit Record may generate up to 100 separately tracked Action plans. Actions List may be queried by those raised at audits to provide custom reports.
							✓				Auditor training records planned and maintained in Training Schedule and course records. Optional, certified on-site training facilities available.
<b>Clause 4.6 Management review</b>											
Management review									✓	✓	Explanation of requirements and sample procedure

### Qudos 3 modules

Standard Requirements	Objective	Documents	Audits	Actions	Meetings	People	Training	Risk	Benchmark	Safety Manager	Notes
					✓						Management reviews scheduled and recorded in Meeting Minutes. Default agenda provided. This may be customised as required. Agenda / minutes may be emailed to all attendees. A training presentation on meeting management is included.
			✓								Each Discussion item may generate up to 100 separately tracked Action plans. Actions List may be queried to provide custom reports.

## Integration

With its modular design, high level of user-configuration, SQL database and .net web technology, Qudos 3 offers the power of integration of:

- Your key activities for addressing the standard
- Similar activities for other compliance issues (Quality/Environment/Food Safety etc.)
- Activities relating to one or many sites

The technology is available right now to help you make an immediate start on developing, or improving your organisations' OHS management system. Qudos 3 is available in Self-hosted or hosted/leased options, along with coaching, training and system development services by Qudos and its partners. To find out more, contact:

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