



COMPLIANCE

## HSEC Online® Additional Modules



Manage your employees' certificates, qualifications, task competencies and job descriptions. Keep the documentation up to date with automated email notifications of items that require your attention using **HSEC Online® Employees Module**

### Employees Module

The HSEC Online® **Employees Module** makes managing employee documentation and competencies simple. **Mandatory documents** for your employees on HSEC Online® automatically prompt you to upload the documents for new employees. **Job Descriptions**, which you define, may be made up of several underlying documents – this ensures the person is competent to do a task or a job before you allow them to go and do a job.

A good example of a task is Working at Heights. To be safe working at heights, you not only require Working at Heights training, but you also require a Working at Heights Medical for the individual. To be competent as a boiler maker, you may require Boiler Makers Trade certificate, Working at Heights, Confined Spaces training as well as the medicals to go along with this.

- ✓ Keep regulatory and legal compliance up to date
- ✓ Have documents readily available via the website or the HSEC Online® Mobile App
- ✓ Store all documents and archive historical documents
- ✓ Informs you of missing documents
- ✓ Reminders of non-compliance or expiry of documentation

#### Job descriptions and QR codes

- ✓ Scan the person's QR code, or simply search for them and you can confirm their competence and drill down into why they are being flagged as not competent.
- ✓ You define what documentation or training makes a person competent to do a Job, a task or have a specific appointment.
- ✓ HSEC Online® then prompts the employee or contractor for those requirements.
- ✓ Going forward ensures everything stays updated.

