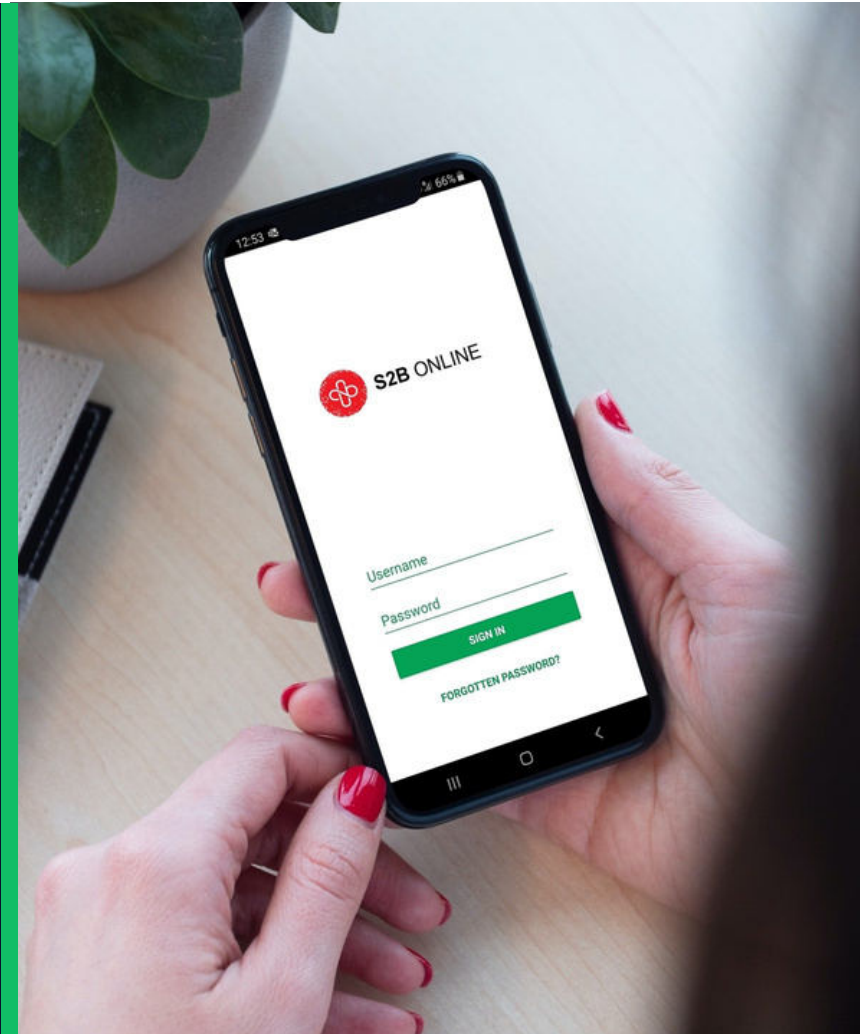




S2BONLINE

Health & Safety made simple.

Online portal handbook



www.s2bonline.co.uk

Handbook Highlights

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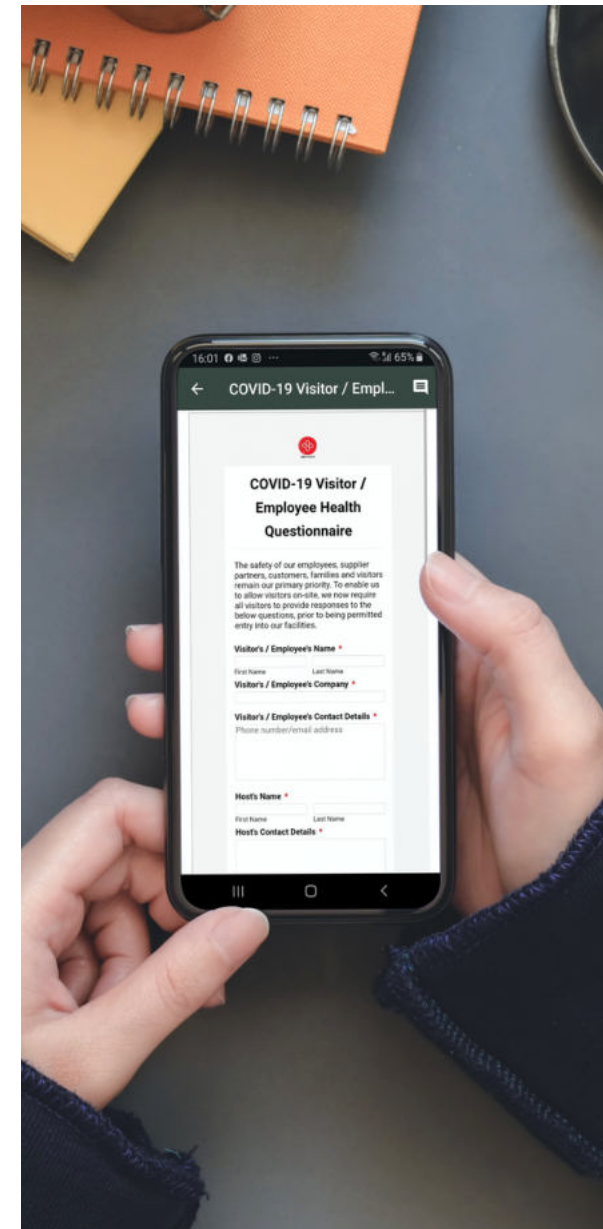
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Introduction

Managing your business safety is unavoidable.

What's avoidable is wasting time reporting issues in layers of paper without putting effective procedures in place to reduce the risks related to your negative health and safety trends.

Having the tools to demonstrate the integrity of your risk management processes has never been more important.

S2B Online empowers your team to manage health and safety with confidence. Using the convenience of a multi-device app, you have all the tools you need to build strong safety culture, share responsibility and take meaningful actions that protect your business reputation and, most importantly, your people.

Bespoke Database

S2B Online is fully transportable and can be used on any device. It gives you all the right tools to create, upload, store and share your safety data anytime and from anywhere via your very own, branded and extra secure business portal.

There are so many digital formats that you can use nowadays and we support the majority of them.

Why don't you go paperless and help save the environment by keeping your important documentation organised and available only to the people with permission to access it?





S2B Online includes a complete set of up to date health and safety templates to help you stay on top of your safety administration and ensure business compliance.

We are continually updating and adding content to this ever-evolving library to make sure it meets the legal requirements and that it serves for its purpose.

Our virtual library is not limited to generic document templates which means you could also find sector-specific files in it.

Our consultants are always happy to help you edit these templates to make them bespoke to your specific business needs or digitize them to use them as part of our online reporting solution.

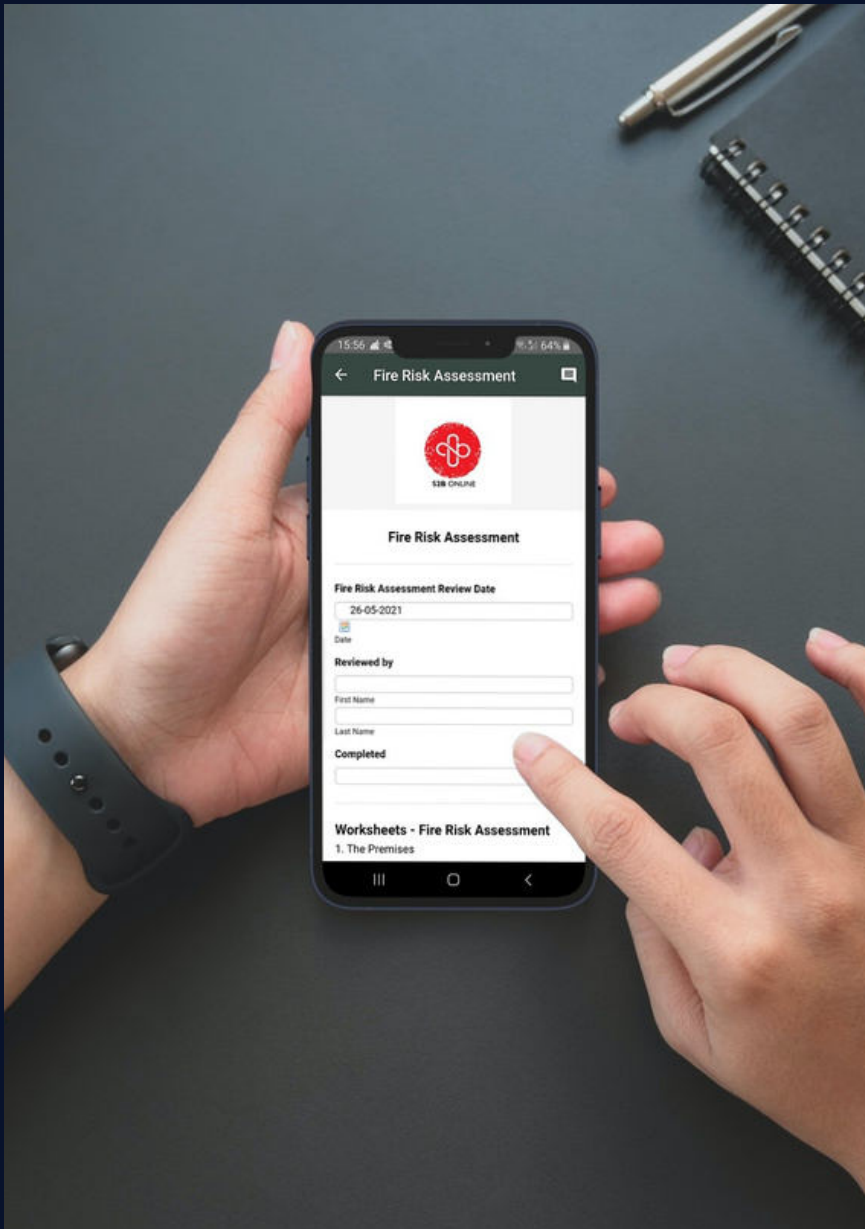
Virtual Library

Online Reporting

If you want an effective health and safety strategy, you should find the right medium that helps your workforce adopt your business safety culture.

One that is part of their daily life and can turn a safety check into an unintentional habit.

With S2B Online you can improve your health and safety activities taking advantage of our easy to use and affordable app which teams can use anytime and from anywhere to report and complete online forms which will build the backbone of your successful safety administration.





Online Reporting

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By subscribing to our online reporting solution you can:

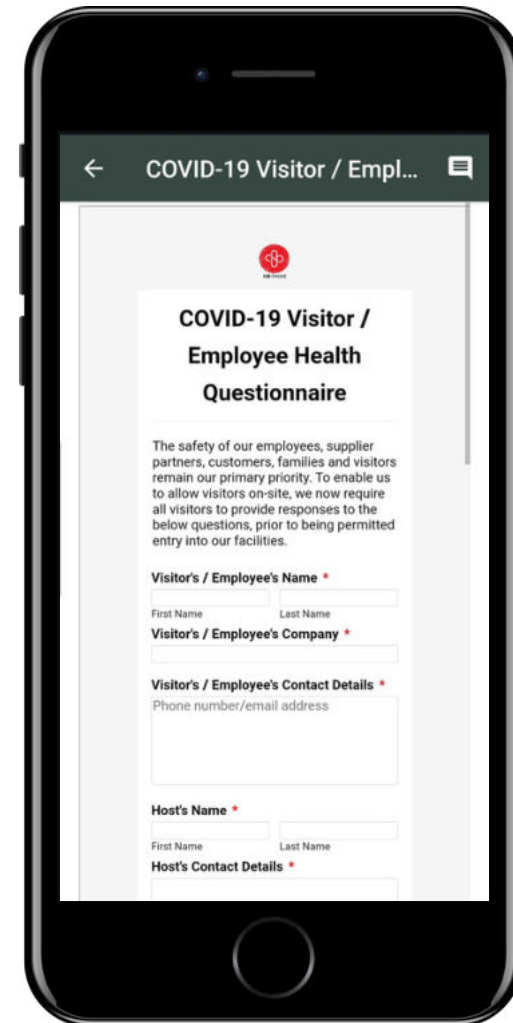
- Digitize your health and safety documentation in an online format which can be accessed, completed and e-signed by your staff using any device
- Report accidents, carry out audits, risk assessments, safe working procedures, COVID checks, issue permits and train your staff
- Keep your health and safety data in one place in a secure online environment
- Automatically send PDF reports and email notifications to duty holders when action is needed

QR Code Solution

QR codes are a powerful tool for organisations, and they're increasing in popularity and use all over the world.

As the Government has eased more COVID-19 restrictions and businesses reopen, many organisations are looking for a contactless method to collect data in order to do their part in reducing the virus transmission.

Visitors, employees and customers can simply scan the QR code posted at your business premises and immediately be directed to an online form on their mobile device where they can submit any required information. No contact, no problem!



COVID-19 Visitor / Empl...

COVID-19 Visitor / Employee Health Questionnaire

The safety of our employees, supplier partners, customers, families and visitors remain our primary priority. To enable us to allow visitors on-site, we now require all visitors to provide responses to the below questions, prior to being permitted entry into our facilities.

Visitor's / Employee's Name *

First Name Last Name

Visitor's / Employee's Company *

Visitor's / Employee's Contact Details *

Phone number/email address

Host's Name *

First Name Last Name

Host's Contact Details *



Safety Trends & Analytics

When running a business, information is power.

The need to collect data and use it to come up with meaningful solutions is greater than ever.

In health and safety - what gets measured, gets managed.

If you don't use your business data chances are you are going to learn your lessons the hard way.

Our trend reports enable clients to obtain meaningful insights and statistics about their work-related risks and helps them convert that knowledge into educated actions.



Safety Trends & Analytics

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S2B Online can help you take proactive action and:

- Use the power of your own business data to expose the gaps in your health and safety strategy and take proactive measures to prevent avoidable occurrences that could harm your business assets
- Multiply your positive health and safety trends in order to further improve your business compliance
- Potentially predict workplace incidents before they happen based on most common risks and factors identified via analysis of the safety data collected via our online reporting solution.

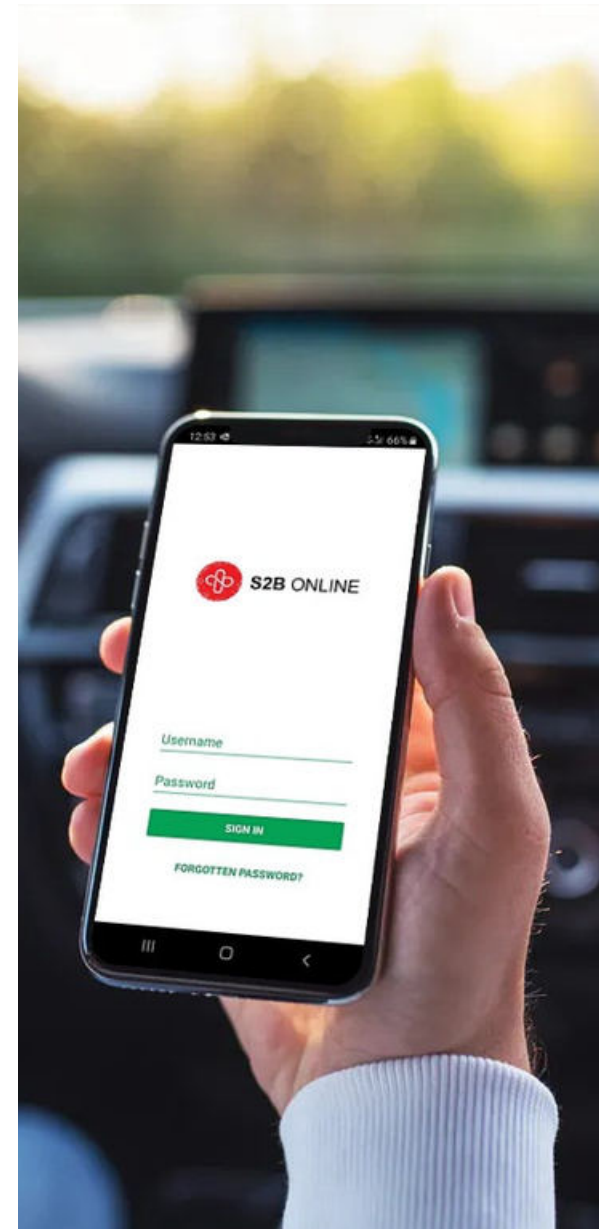
3rd Party Sharing

With S2B Online you could share files and folders with emails of your choice and avoid the email bounce backs from sending large files or videos.

This is especially helpful in cases where you need to securely share data with your third parties.

One of the most common occasions in which our clients use this feature is for their accident and incident files.

The last can be easily shared with the investigating team and any other parties such as your insurers, insurance brokers/solicitors and/or loss adjusters.



Management Approvals

Smart business leaders stay ahead of the game proactively spotting risks at the workplace and putting control measures before bad incidents happen.

However, without communication with your line managers and supervisors, this would be hard to achieve in real life.

The main advantage of the file approval feature is that it enables management to provide feedback and sign off new or amended documents in real time with supporting records and audit trail to provide an extra layer of protection for your organisation.



Version Control Tool

Keeping your health and safety documentation organised could be a real challenge, especially if it's stored as paper records.

Our version control tool enables you to keep an archive of any old versions that you may need to go back to for future reference.

It's especially helpful when you have two (or more) versions of the same document and would like to save both or request an approval from the management team.



Permissions & Levels of Access

With S2B Online your safety data is always available and shared with the individuals who require access to it.

If you are a big company, there will be documents that should be seen only by the management... Or if you are a multi-site business, you would need site-specific levels of access for each user. We've got that covered for you!

Every single file is subject to authority restrictions such as you may wish, meaning that you get to choose who will see what and always remain in control with the levels of permissions that you allow across the board!



S2B Online helps you work more efficiently and include everyone from the team to play their part in your business health and safety strategy.

The meetings and discussions section on the portal simplifies your communication and helps you create conversation threads that won't get lost into your email inbox.

You could link existing files and collaborate about current and future control measures, risk management related issues and future projects.

With S2B Online you can make decisions faster and ensure that your team members are always kept-up-to-date with notifications, comments, group chat and @mentions functionality.

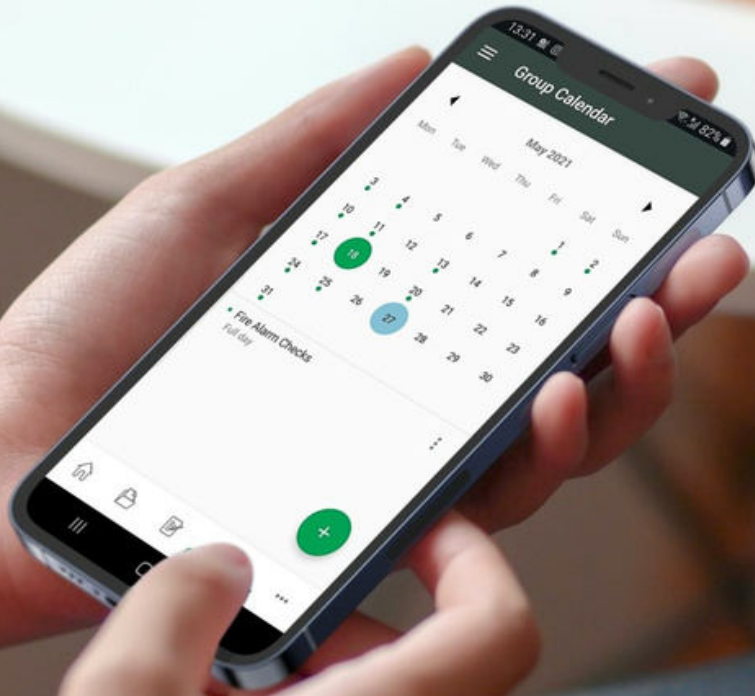
Communication & Collaboration

Safety Calendar

The Group Calendar section of the portal provides an overview of agreed risk management activity for the year, sets and maintains good discipline and allows you to work together as a team.

It is a great way to organise management / staff meetings or conferences and remind your portal members via email to avoid the excuse that they have not been notified.

As with the rest of the portal sections, you could add user permissions so that only certain portal members will see your events and the associated details.



Tasks Management

When running a business managing your health and safety tasks is critical. Do you still write down their due dates in a diary?

S2B Online helps you create the right health and safety tasks within the correct timescales and assign them to the members of staff responsible for completing them. Management can use the filter function to monitor status, priority and receive notifications and email reminders for any overdue tasks.

This is your ultimate tool to validate actions across the whole team, increase productivity and avoid excuses for not getting the job done!



Sometimes, it can be hard to constantly keep all of the plates spinning.

But if an incident happens and you are the duty holder, even involuntary omissions can land you in hot water and cost you the earth...

To help you avoid such events we have developed an automatic reminder function which sends you and your team email notifications whenever you need to be reminded of a deadline.

As always, it's you who is in control so you get to decide when is the most convenient and practical time to receive reminders and to whom to send them.

Email Reminders



Security Information



S2B Online gives you the piece of mind that your health and safety data has the highest level of protection possible thanks to our bank-grade security, encryption, two-factor authentication, complex passwords, user-based permissions and private cloud solutions.

In the event of an incident, we can recover data from database snapshots. We also have S3 versioning and we also mirror information internally within our cloud servers. Each data center offers a minimum of 98% availability (guaranteed uptime).

For more information about our data security measures and compliance, please visit the following link:

<https://s2bonline.co.uk/security-information/>

FOR ENQUIRIES AND CONCERNS

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Contact Details

