

**Extended use of INTACT at Trinity Mirror**

Trinity Mirror who print, amongst other titles The Daily Mirror and The Independent, have comprehensive health and safety management systems at their sites. The Oldham, Birmingham and Cardiff sites use the SSS INTACT integrated action management system to enable them to have extensive information without having the penalty of excessive administrative effort. This is done by using INTACT’s ability to eliminate duplication of effort.

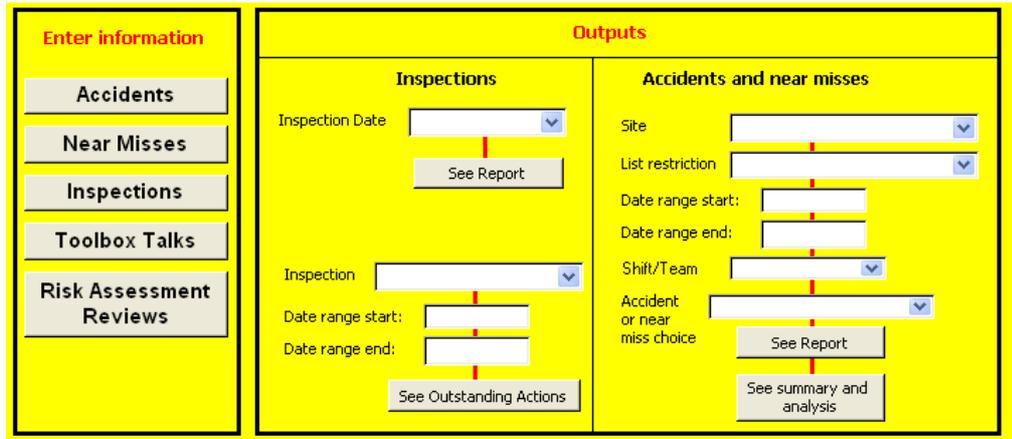
**Benefits**

- The light version enables people to enter data easily. This avoids the effort and potential for transcription errors where data is entered onto paper forms and then copied into a management system.
- Specific forms are set up, mimicking earlier paper forms. This makes it easy for people to start using this system
- People who have attended or missed team briefings can be seen at the click of a button. Follow-up actions can be easily identified.

Case Study

At Trinity Mirror, the standard INTACT system now has the ability to move to a “light” version where, once logged on, you are taken to the simple menu shown here.

This makes it easy for all people, such as team leaders, to enter information directly. This avoids the duplication of effort in writing paper forms and transposing data.



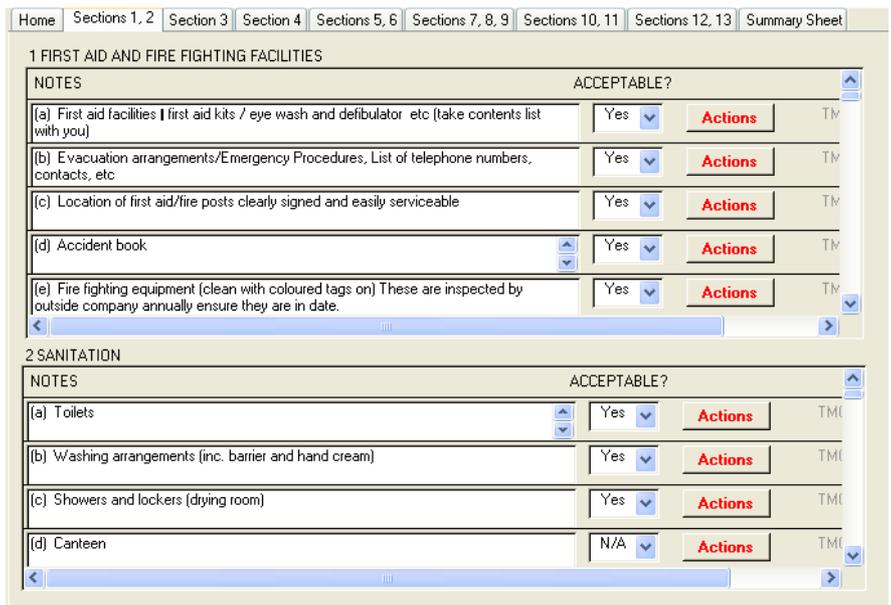
The screenshot shows the INTACT system interface. On the left, under 'Enter information', there are buttons for Accidents, Near Misses, Inspections, Toolbox Talks, and Risk Assessment Reviews. On the right, under 'Outputs', there are two columns: 'Inspections' and 'Accidents and near misses'. The 'Inspections' column has fields for 'Inspection Date', 'Inspection', 'Date range start', and 'Date range end', with buttons for 'See Report' and 'See Outstanding Actions'. The 'Accidents and near misses' column has fields for 'Site', 'List restriction', 'Date range start', 'Date range end', 'Shift/Team', and 'Accident or near miss choice', with buttons for 'See Report' and 'See summary and analysis'.

**Inspections**

Trinity Mirror have standard inspections forms.

These forms have been set up in INTACT as shown here. Where action is required, then this action can be assigned by the action button as is normal in INTACT.

The output function shown above enables a single report to be delivered, or a summary of outstanding actions for a single inspection or multiple inspections over a date range



The screenshot shows a detailed inspection report form. At the top, there is a navigation bar with links to 'Home', 'Sections 1, 2', 'Section 3', 'Section 4', 'Sections 5, 6', 'Sections 7, 8, 9', 'Sections 10, 11', 'Sections 12, 13', and 'Summary Sheet'. The main content is divided into two sections: '1 FIRST AID AND FIRE FIGHTING FACILITIES' and '2 SANITATION'. Each section has a 'NOTES' column and an 'ACCEPTABLE?' column. The 'ACCEPTABLE?' column contains a dropdown menu (set to 'Yes') and an 'Actions' button. The '1 FIRST AID AND FIRE FIGHTING FACILITIES' section includes items (a) through (e) with their respective notes and 'Yes' status. The '2 SANITATION' section includes items (a) through (d) with their respective notes and 'Yes' status, except for (d) which is 'N/A'.

**Toolbox talks (team briefing)**

This function has the ability to record team briefing attendees. It also gives a list of who has missed the briefing, with this list selectable by shift (ie team), site, etc. This enables a team leader to get an instant report of who from his team have missed what briefings.

**Risk assessment**

INTACT does not record the assessments but gives a listing of assessments that need reviewing. It then enables people assigned to carry out reviews to record the status of each assessment. Because data is added directly, it eliminates the need to chase people for details where they are with their assessments.

No.	Risk Assessment	Area	A	B	C	Change	Review Date	Reviewer	Team
1	Working at heights	Site	✓	✓	✓		05/06/2012	Edwards, Paul W	Fat - Days General
2	Roller settings a-b-c-d	Press hall	✓	✓	✓				
3	Removing and refitting automatic blanket wash system & chang	Press hall	✓	✓	✓				
4	Clearing wrap rounds	Press hall	✓	✓	✓				
5	Removing and refitting rollers	Press hall	✓	✓	✓				
6	Webbing up (complete operation)	Press hall	✓	✓	✓				
7	Removing & refitting spray bar damper system	Press hall	✓	✓	✓				
8	Changing blankets & packing	Press hall	✓	✓	✓				
9	Plating up	Press hall	✓	✓	✓				

No.	Risk Assessment	Area	A	B	C	Change	Review Date	Reviewer	Team
60	Transporting substance containers from store room to plate mak	CTP area	✓	✓	✓			Pickett, Mark	
61	Removing & refitting rollers to and from the press	Press hall	✓	✓	✓				
62	Transporting plates	Press Hall	✓	✓	✓				
63	Moving soiled viper bins	Press hall	✓	✓	✓				

No.	Risk Assessment	Area	A	B	C	Change	Review Date	Reviewer	Team
68	Using chemicals in CTP Room	CTP Area	✓	✓	✓				

**Relationship with the full version of INTACT**

Because all the above functions are part of INTACT, there is only a single system. It is easy to switch between the full and light versions.

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