



Training Hub

MSite RAMS/SWMS.

This guide will go through the steps of the new **RAMS/SWMS** option within MSite.



MSite RAMS/SWMS.

This allows **RAMS** from both the **Project User** as well as **Nominated Contractors** to be uploaded.

Once approved and uploaded, this can be briefed out to the workforce by both the **Contractor** and **Project User** staff on site.



Submission / Adding of RAMS.

Contractors can now add their own **RAMS** and send for approval by the main **Project User**.

The **Contractor** can also submit site specific **RAMS**. Enabling a more in depth and specific briefing for their workforce.

Safety ➡ RAMS ➡ Add New RAMS

Project Users can also add **RAMS** internally in the same way, which will still require approval from an **authorised user**.

Once the details have been entered and PDF uploaded, change the status to **Submitted**. This will then send through to be approved by an **authorised Project User**.

The screenshot displays the 'Add New RAMS' form within the MSite application. The interface includes a dark sidebar on the left with navigation options: Pre-Registration, Safety, Briefings, RAMS, Browse RAMS, Add New RAMS (highlighted with an orange box), Deliveries, and Users. The main content area is titled 'Add New RAMS' and contains several sections:

- Details:**
 - Title ***: Basement - Recreational Room
 - Description ***: RAMS document covering Connollys activities in the Basement - Recreational Room, including plumbing and tiling.
 - Site/Project ***: Glasgow
 - Contractor ***: Connollys
 - Commencement of Works ***: 10/09/2024
 - Expected Completion of Works ***: 10/09/2025
- RAMS Documents:**
 - Glasgow Logistics Plan.pdf
 - ABC Construction Sustainable Delivery Policy.pdf
- Status:**
 - A dropdown menu labeled 'Please select' with options: Submitted (selected), Approved, Declined, and Withdrawn. This section is highlighted with an orange box.
 - Buttons: Cancel and Save as Draft.

Approving a Submitted RAM.

Once a **RAMS** has been submitted, it will need approval from an **authorised Project User**.

To access any **submitted** RAMS, follow the below steps:

Safety ➡ RAMS ➡ Browse RAMS ➡ Then select relevant RAMS

Confirm all details within the RAMS and if satisfied, select **Approved**. It can also be **Declined** with the ability to add notes explaining the reasonings.

The Project User can now **create a briefing** based on the RAMS supplied.

The screenshot displays the MSite web application interface for managing RAMS (Risk Assessment Method Statement). The left sidebar shows a navigation menu with categories like Dashboards, Contractors, Workers, Pre-Registration, Access, Safety, Incidents, Briefings, RAMS (highlighted with an orange box), Add New RAMS, Roll Call, Roll Call By Contractor, Sustainability, and Deliveries. The main content area shows the details for a specific RAMS entry: RAMS 135976 - Glasgow (876756) - Connollys Ltd. The details section includes fields for Title (Basement - Recreational Room), Description (RAMS document covering Connollys activities in the Basement - Recreational Room, including plumbing and tiling), Site/Project (Glasgow), Contractor (Connollys), Commencement of Works (10/09/2024), and Expected Completion of Works (10/09/2025). A 'Status' dropdown menu is highlighted with an orange box, showing options: Submitted (selected), Approved, Declined, and Withdrawn. Below the status menu are 'Close' and 'Save as Submitted' buttons. The bottom section, 'RAMS Documents', lists two documents: Glasgow Logistics Plan.pdf and ABC Construction Sustainable Delivery Policy.pdf, each with a trash icon for deletion.

Creating a Briefing.

Once a RAMS has been approved the Project User can create a briefing.

This will enable either the Contractor or an internal user to brief out the Approved RAMS using MSite.

To create a Briefing follow the below steps

Safety ➡ **Briefings** ➡ **Add Briefing**

Enter the details and then select **Add Module** to attach any files that are required to be briefed out.

For a detailed video guide on how to add a briefing, click the link below:

[How To Add an MSite Briefing](#)

The screenshot displays the MSite 'Add a Briefing' interface. The sidebar on the left contains a navigation menu with the following items: Dashboards, Contractors, Workers, Pre-Registration, Labour Hours, Requisitioning, Access, Safety, Incidents, Briefings, Attendance Sheets, Attendance Audio, Browse Briefings, Add a Briefing (highlighted with an orange box), RAMS, Competency Management, Roll Call, Roll Call By Contractor, and Sustainability. The main content area is titled 'Add a Briefing' and contains the following sections:

- Course Details:**
 - Title:** New RAMS
 - Description:** (text area)
 - Permissions:** ☐ Manually Awardable ☐ Editable Only By Training Administrator
 - Sites:** ☐ 2 Pods ☐ Automatically Grow Sites
 - Contractor Users:** ☐ Premier Asphalt ☐ Automatically Grow Contractor Users
 - Validity Period:** 365 days
 - Is Funding Eligible:** ☐
 - Category:** RAMS
 - Email Contents to Attendees:** No
 - Email Attachments to Attendees:** No
- Modules:** (Section header)

A modal window titled 'Module' is open, showing the following fields and buttons:

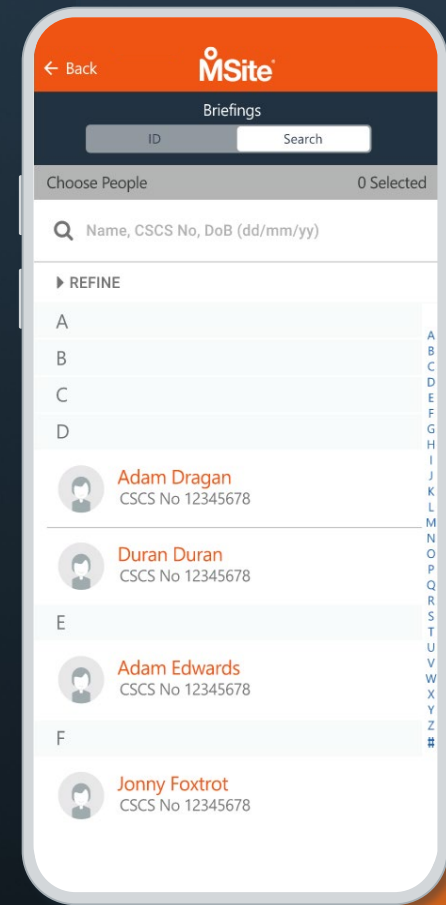
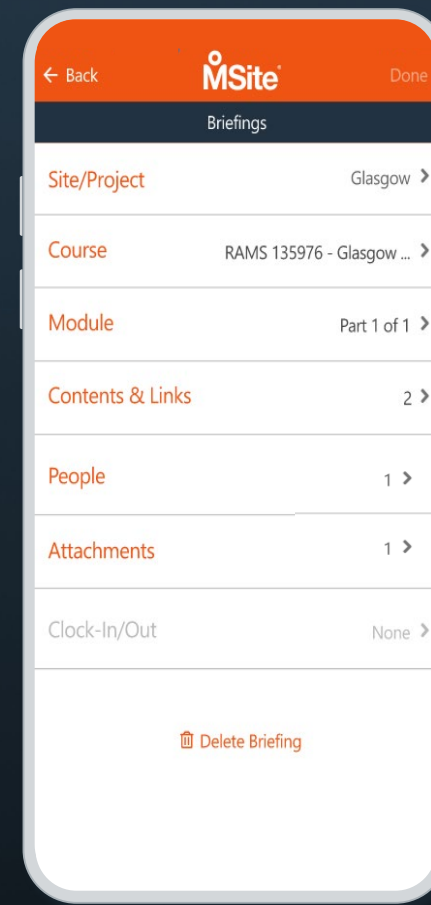
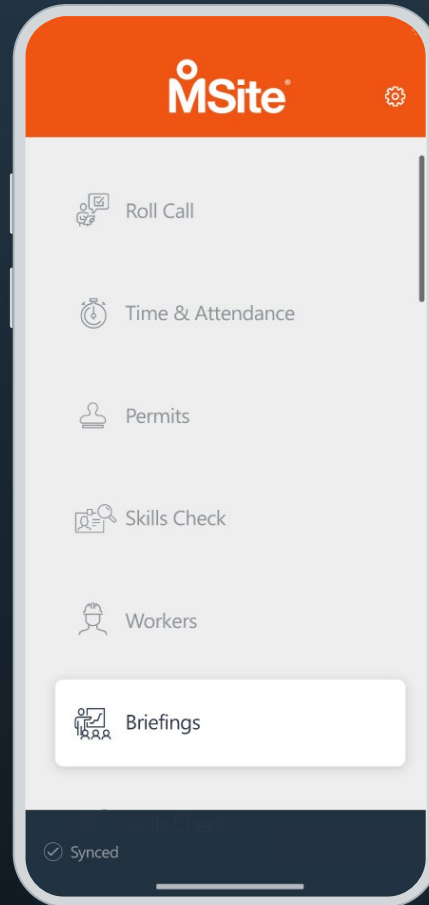
- Title:** (text field)
- Description:** (text area)
- Links:** (text area)
- Content:** (text area)
- Add Attachment:** (button)
- Upload:** (button)
- Scan QR:** (button)
- Cancel:** (button)
- Add:** (button)

Delivering a Briefing.

Using the **MSite Supervisor App** the contractor can now deliver a briefing using an approved **RAMS**.

The user will be prompted to select:

- **Site/Project**
- **Course** - this is the submitted **RAMS**
- **Contents & Links** - will show the content that will be briefed and require a **RAMS Checklist** to be completed after delivering the brief
- **People** - Workers in attendance for the briefing & get the worker to sign to say they attended



Delivering a Briefing.

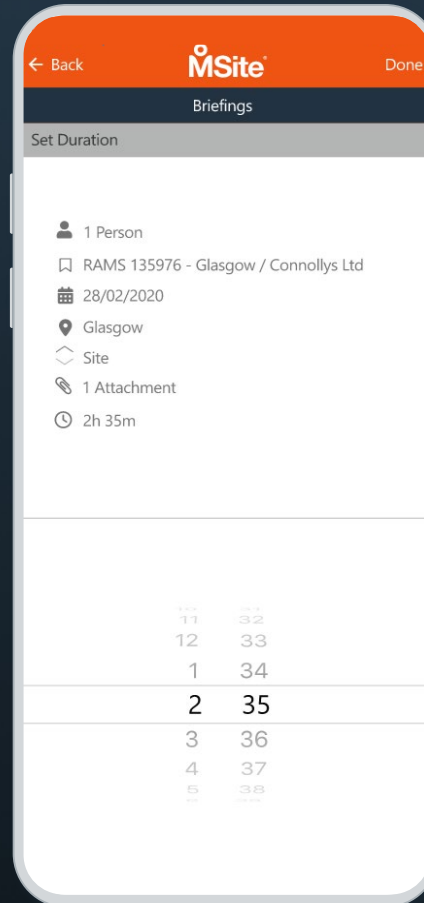
The last steps are to confirm **how long** the briefing took. This will also display any info relating to the briefing.

If the option to **email attendees** a copy of the briefing was selected, you will be prompted to select what content to add to the email.

Select '**Log Session**' to complete the briefing.

For a detailed video guide on how to deliver a briefing on the **Supervisor App**, click the link below:

[How To use Briefings on the Supervisor App](#)



MSite Briefings

Set Duration

1 Person

RAMS 135976 - Glasgow / Connollys Ltd

28/02/2020

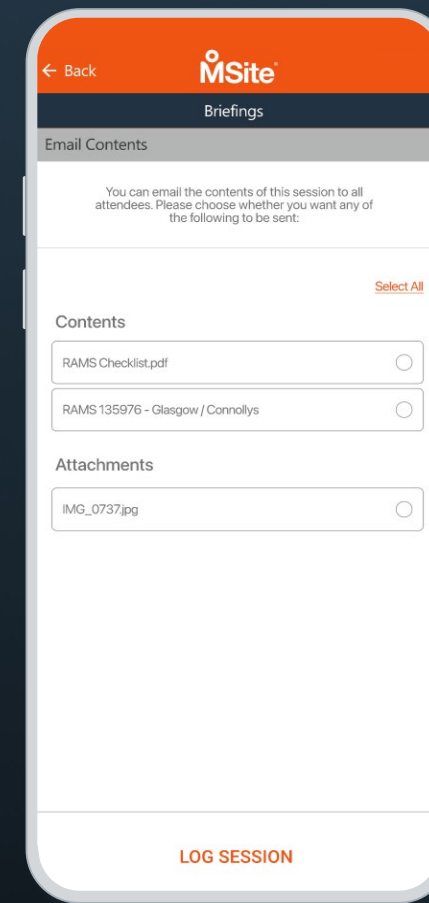
Glasgow

Site

1 Attachment

2h 35m

| | |
|----|----|
| 11 | 32 |
| 12 | 33 |
| 1 | 34 |
| 2 | 35 |
| 3 | 36 |
| 4 | 37 |
| 5 | 38 |



MSite Briefings

Email Contents

You can email the contents of this session to all attendees. Please choose whether you want any of the following to be sent.

Select All

Contents

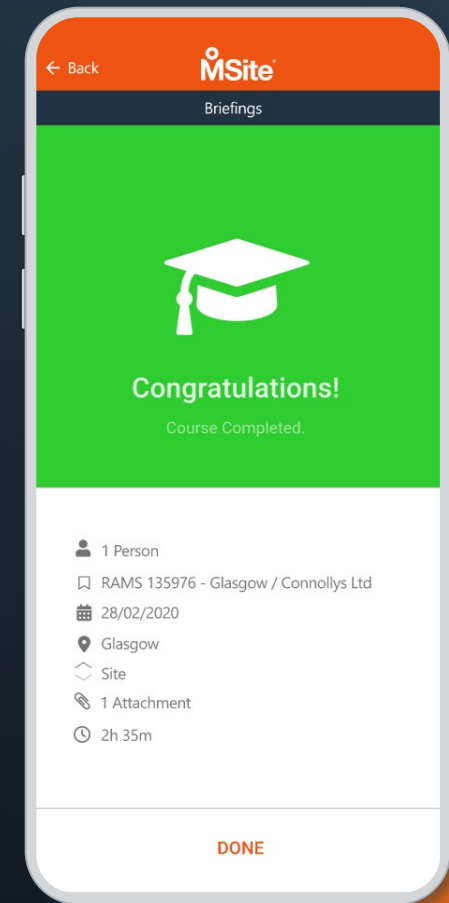
RAMS Checklist.pdf

RAMS 135976 - Glasgow / Connollys

Attachments

IMG_0737.jpg

LOG SESSION



MSite Briefings

Congratulations!

Course Completed.

1 Person

RAMS 135976 - Glasgow / Connollys Ltd

28/02/2020

Glasgow

Site

1 Attachment

2h 35m

DONE



Be safe. Be productive. **Be one.**