



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.

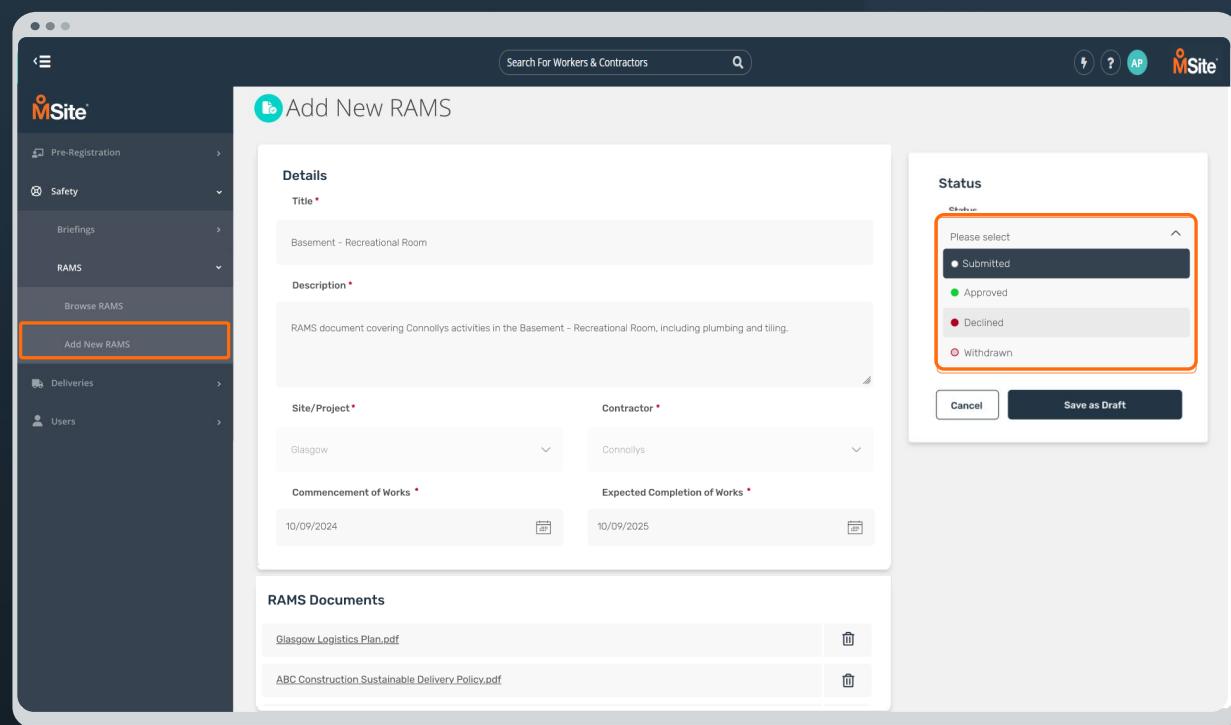
Contractors can now add their own **RAMS** and send for approval by the main **Project User**.

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 MSite software interface for managing RAMS documents. On the left, a sidebar menu includes 'Pre-Registration', 'Safety', 'Briefings', 'RAMS' (which is currently selected and highlighted with an orange box), 'Browse RAMS', 'Deliveries', and 'Users'. The main content area is titled 'Add New RAMS'. It contains a 'Details' section with fields for 'Title' (Basement - Recreational Room) and 'Description' (RAMS document covering Connollys activities in the Basement - Recreational Room, including plumbing and tiling.). Below this are dropdowns for 'Site/Project' (Glasgow) and 'Contractor' (Connollys). Date fields for 'Commencement of Works' (10/09/2024) and 'Expected Completion of Works' (10/09/2025) are also present. A 'RAMS Documents' section lists 'Glasgow_Logistics_Plan.pdf' and 'ABC Construction Sustainable Delivery Policy.pdf', each with a delete icon. On the right, a 'Status' dropdown is set to 'Submitted' (highlighted with an orange box), with other options including 'Approved', 'Declined', and 'Withdrawn'. At the bottom right are 'Cancel' and 'Save as Draft' buttons.

Approving a Submitted RAM.

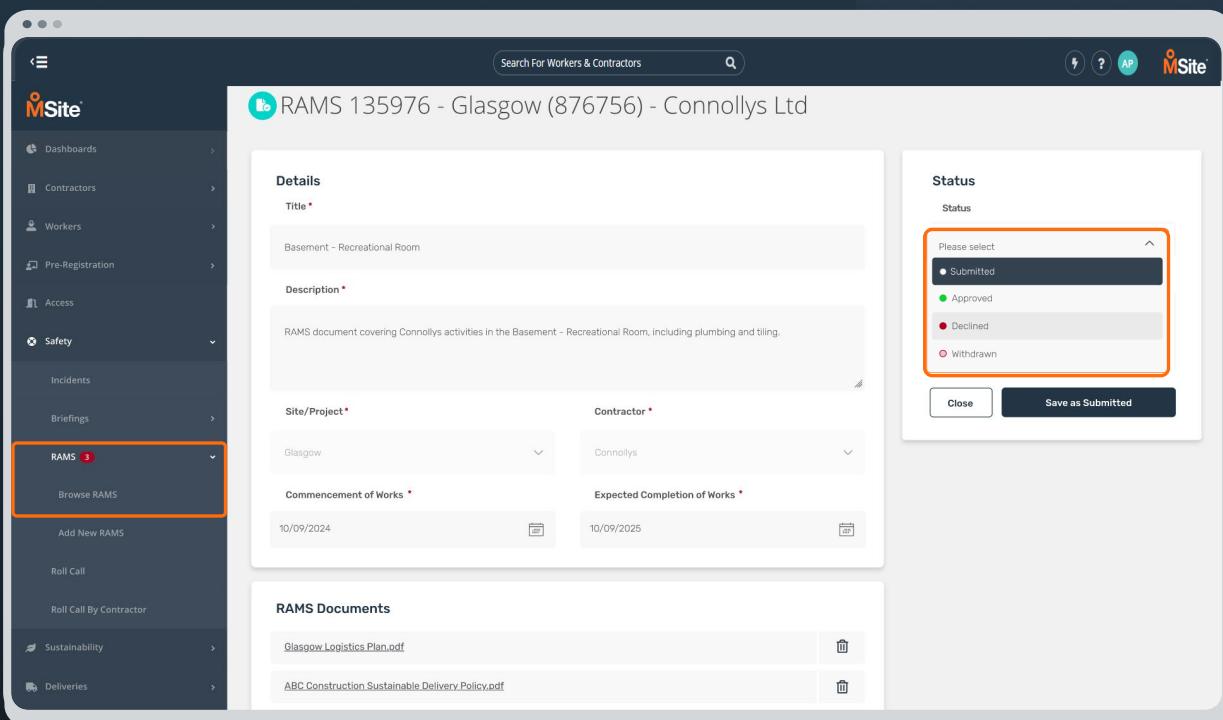
Once a **RAMS** has been submitted, it will need approval from an **authorised Project User**.

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.



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.

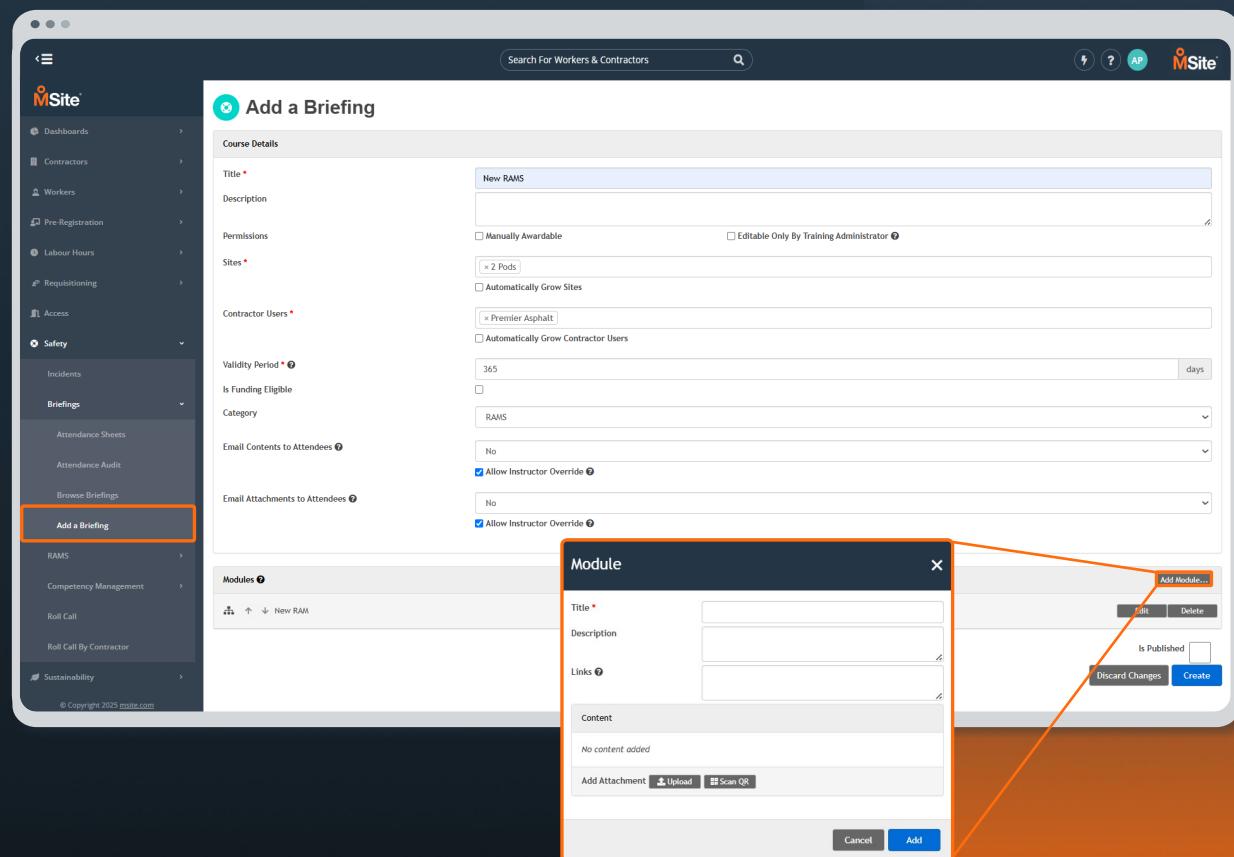
To create a Briefing follow the below steps

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](#)

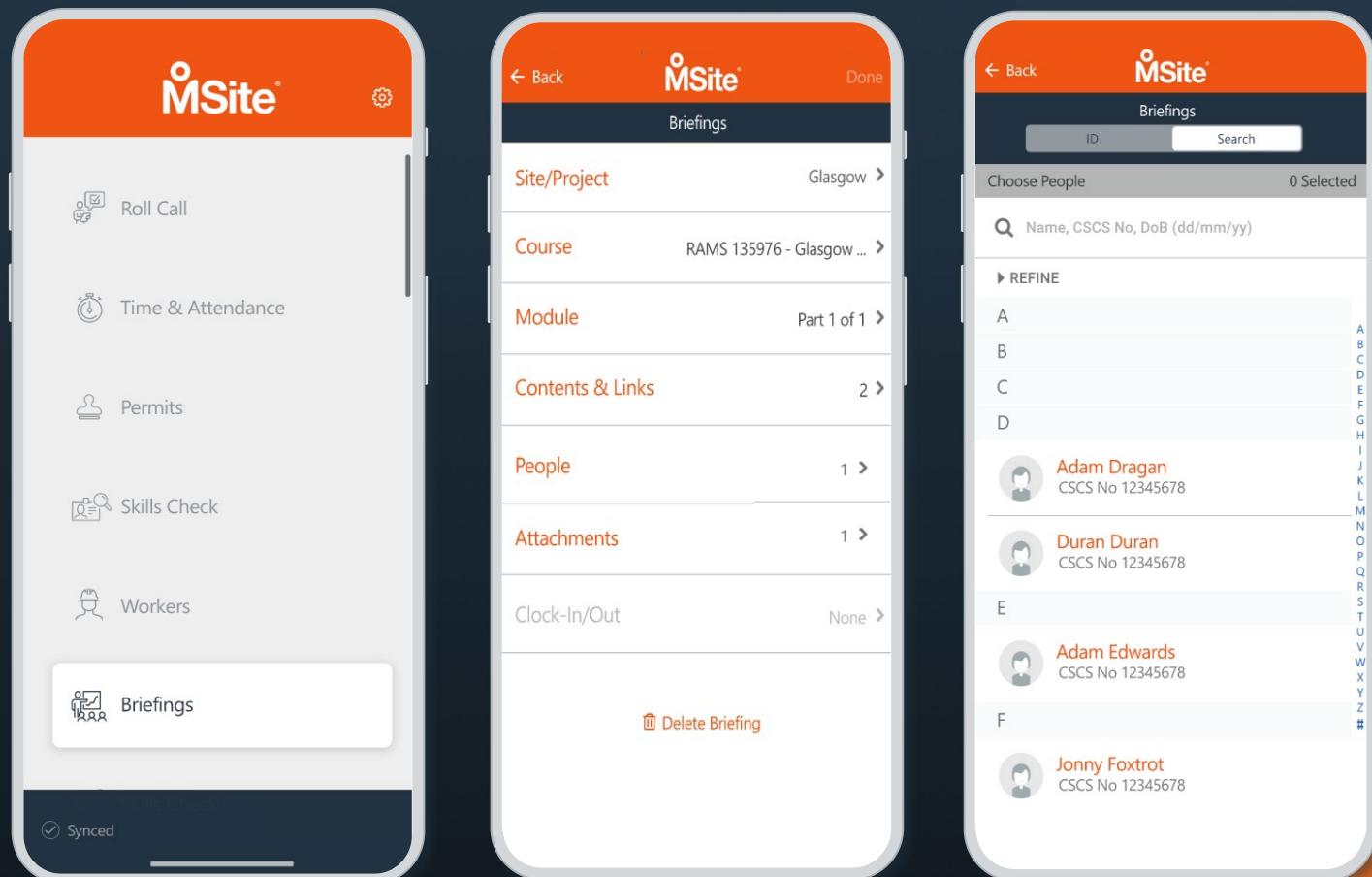


Delivering a Briefing.

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.

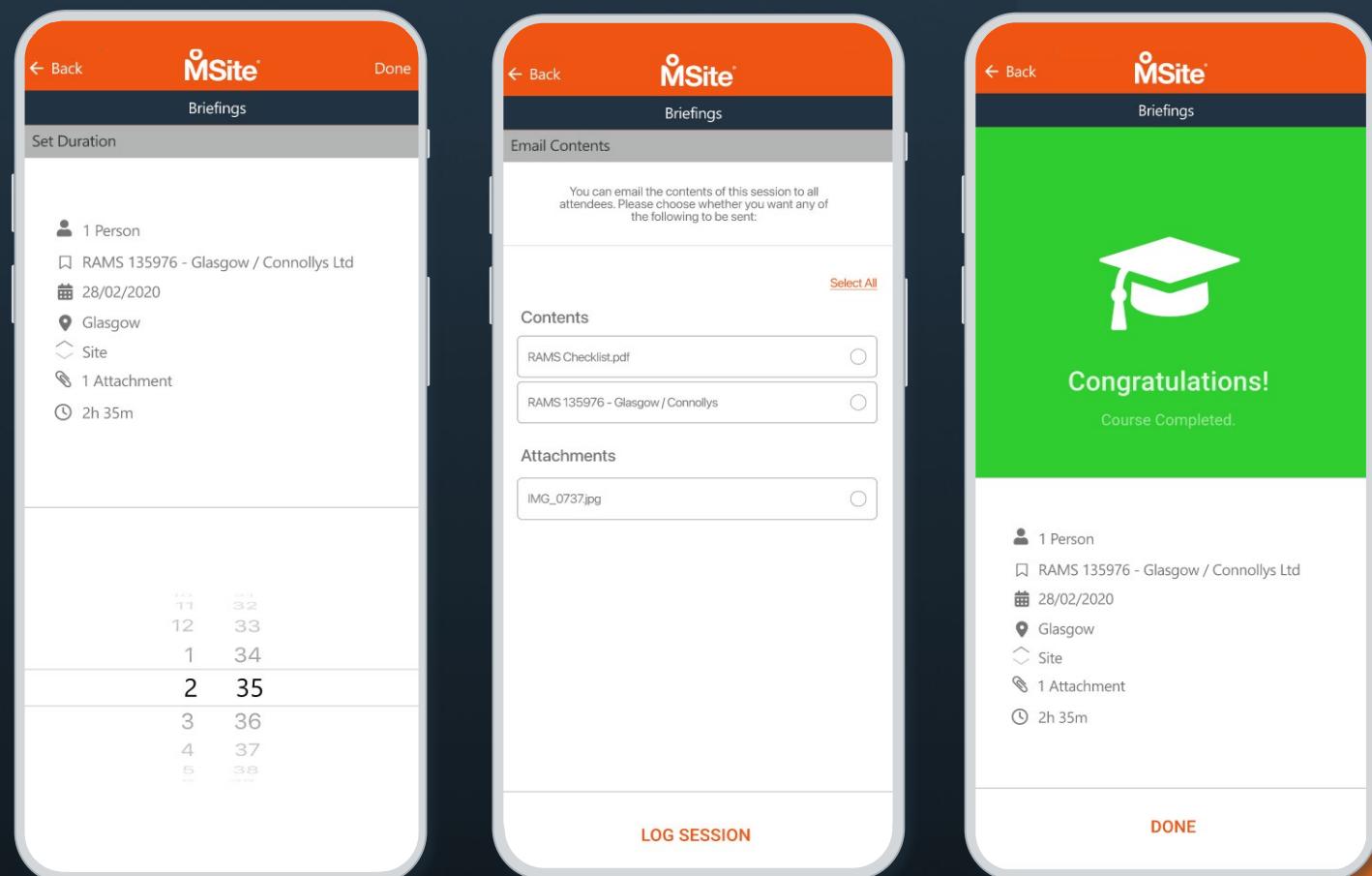
The last steps are to confirm **how long** the briefing took. This will also display any info relating to the briefing.

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](#)





Be safe. Be productive. Be one.