



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 shows the 'Add New RAMS' form in the MSite application. The form is divided into 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:** A list of uploaded documents including 'Glasgow Logistics Plan.pdf' and 'ABC Construction Sustainable Delivery Policy.pdf'.
- Status:** A dropdown menu with options: Submitted (selected), Approved, Declined, and Withdrawn. Below the dropdown are 'Cancel' and 'Save as Draft' buttons.

# Approving a Submitted RAMS.

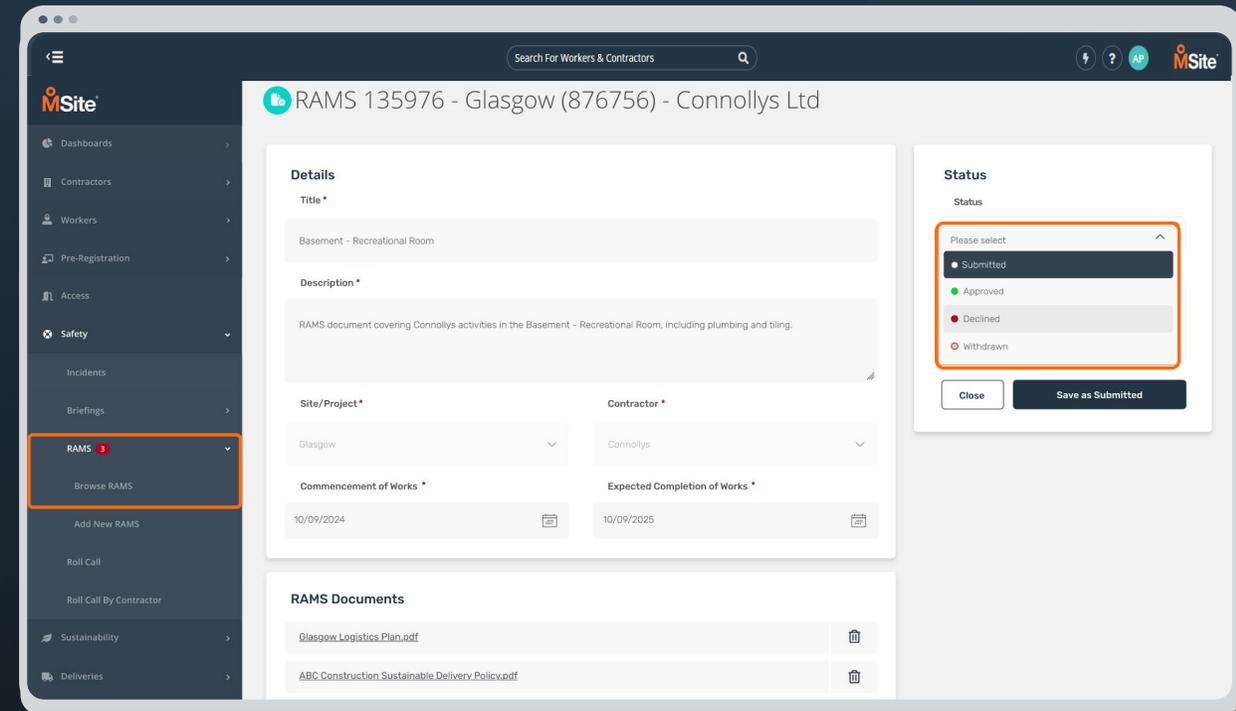
Once a **RAMS** has been submitted, it will need approval from an **authorised Project User**.

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.

Once a RAMS is **approved**, a Project User can then **create a briefing**, and a **RAMS Briefing Accreditation** is created on the system.



# 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.

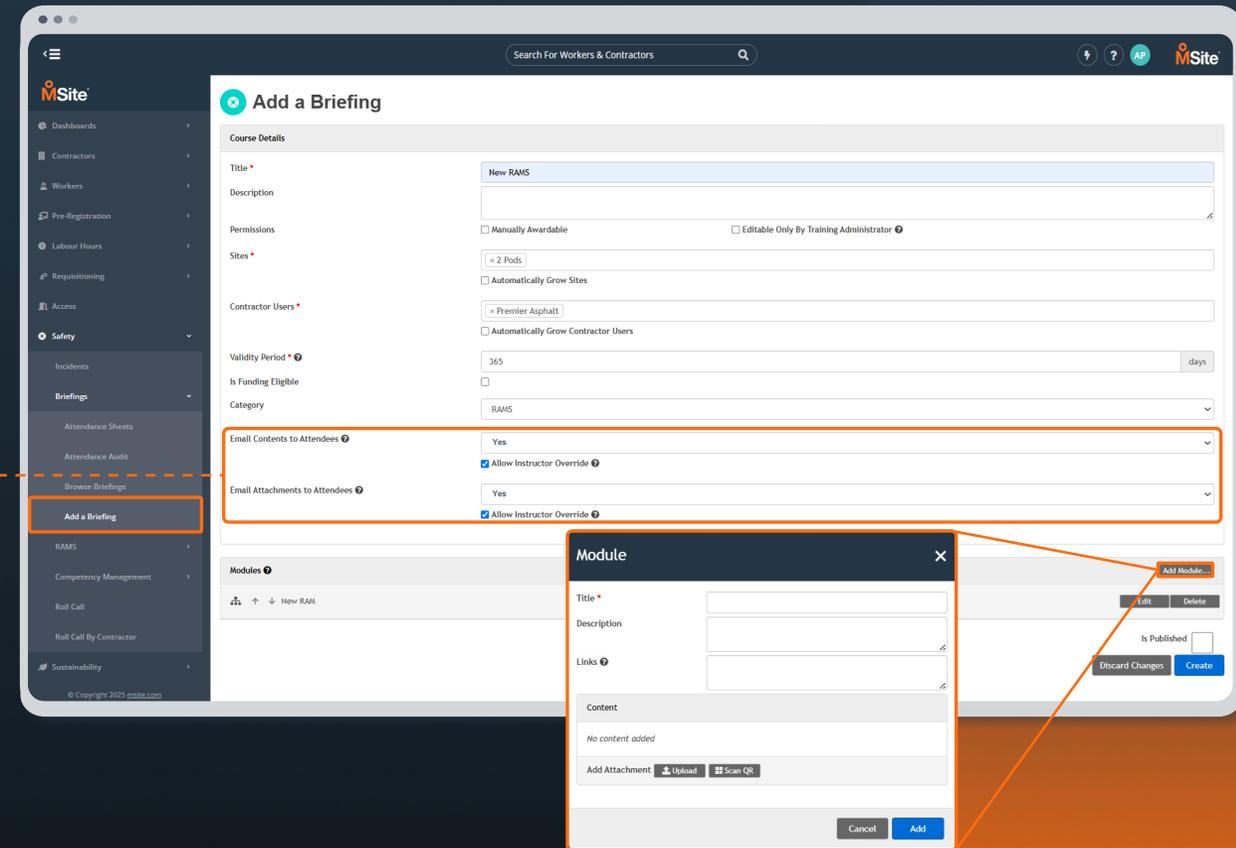
To create a Briefing follow the below steps

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

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

You can now enable the ability to email the briefing **Contents** and **Attachments** to attendees when adding a module.

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

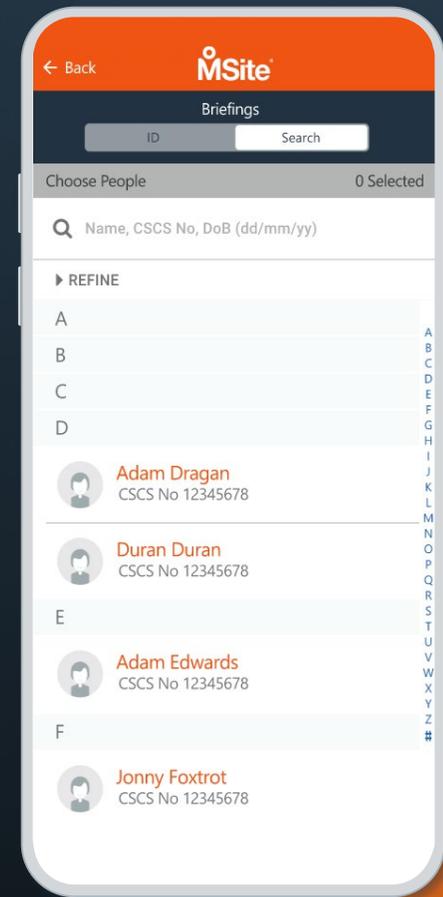
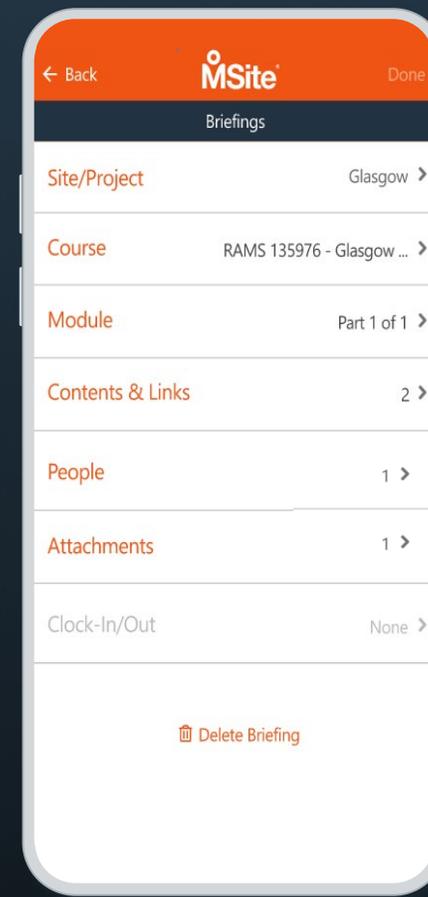
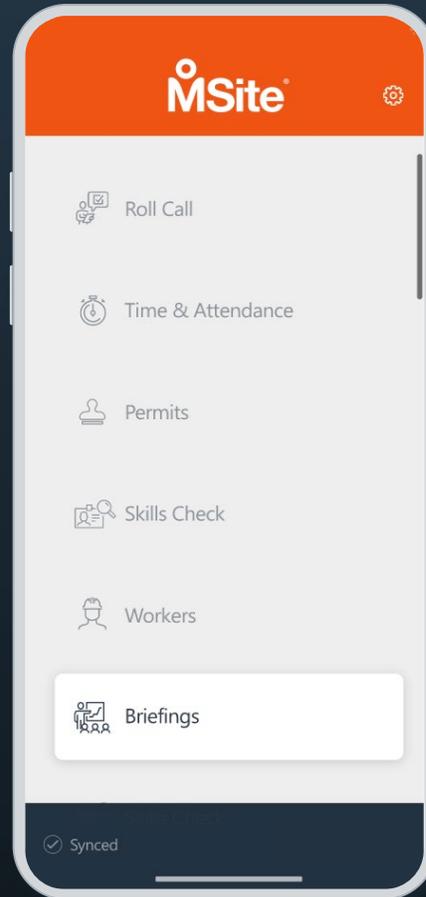


# Delivering a Briefing.

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



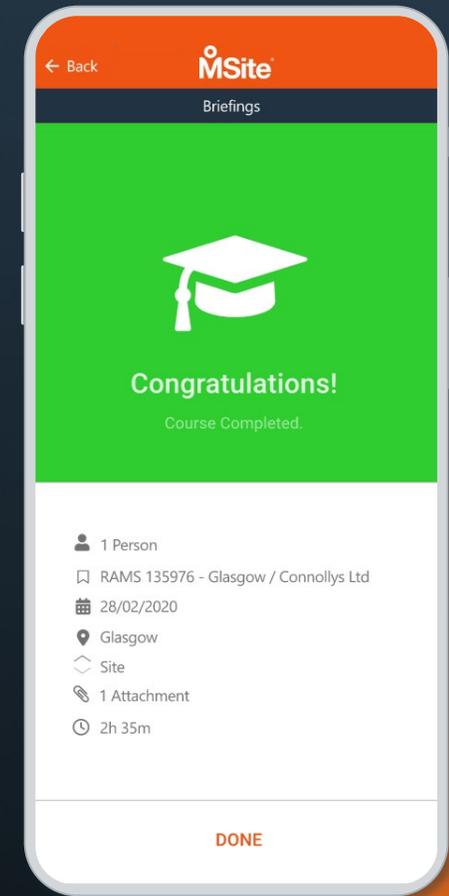
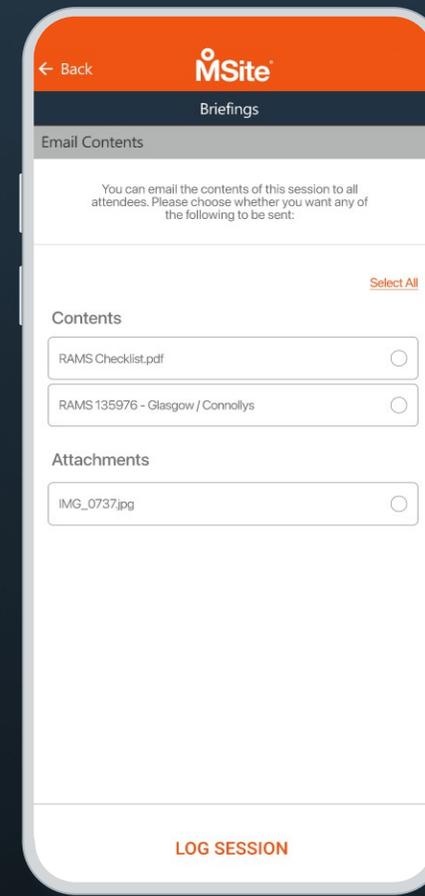
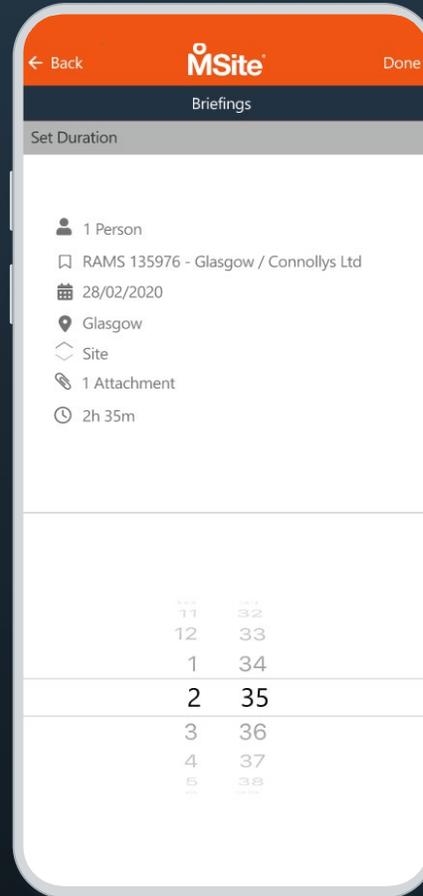
# Delivering a Briefing.

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:



# FAQ's.

**Q. Can Contractors be blocked from inviting workers to a site if there is not a valid RAMS in place?**

A. Yes – this can be done by enabling the **'Valid RAMS required for contractor Pre-registration invites'** option on the RAMS settings page, which will be found under:

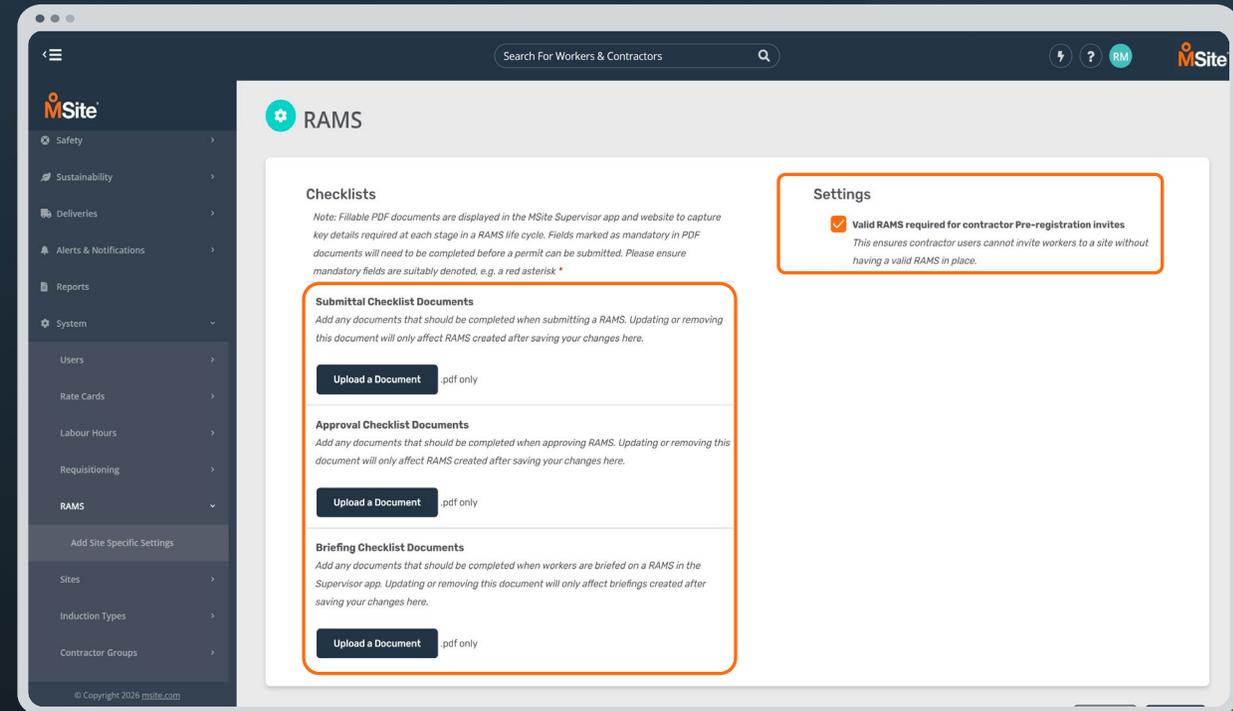
Systems **⇒** RAMS

**Q. Which checklist documents can be uploaded to a RAMS?**

A. Submittal Checklist Documents  
Approval Checklist Documents  
Briefing Checklist Documents

**Q. Can a single RAMS be created for multiple contractors?**

A. No – RAMS are created on a contractor-by-contractor basis. Each contractor requires their own RAMS to be created.





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