

AOS – Guidance

I'm a contractor – how do I use AOS?

To use the on-line system you will need to first register as a user. To do this you go to this site and register.

To use the full on-line system you will need to have an Atkins member of staff as a sponsor. These details must be available prior to logging into the system.

Contractors and non-Atkins employees need to click on the 'non Atkins staff' button and will then be asked to enter the email of their sponsor. This should be the sponsors' registered Atkins email address.



Once the sponsor has confirmed access for the contractor a link will be sent to the individual concerned and they will be able to enter a password and pin and log onto the system.

When you create a Planning Site Visit (PSV) form you need to understand what you want to achieve from the Atkins Operating Safely (AOS) system? There are three key statements which need completing:

I am planning

A site visit
Working in a client office or unfamiliar area
Other activities e.g. travelling, lone working.

..... where there are

Client or contractor risk assessments processes in place
No risk assessments in place – to be undertaken or uploaded

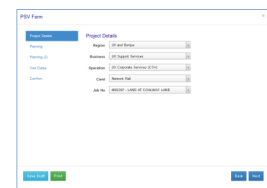
..... and

The SOS communications system is needed to monitor the activity
No SOS communications system is needed

Select from the above options. This dictates the workflow within AOS.

Once these options have been selected, follow the instructions on the screen.

- On the Project Details screen, enter the details of the project that you are completing the PSV form for. The Business and Operation selected should be where the Project resides. You should then enter the Project Number as free text.
- On the 'Planning' (1) screen you have the option to identify those who are to carry out the work. As a Contractor you are only allowed to enter additional contractors as free text and cannot add Atkins staff. If Atkins staff are undertaking the same activity as well then these Atkins staff should complete the PSV form on behalf of the contractor as well.
- On the 'Planning' (2) screen you have the option to attach a document. This could be a specific risk assessment, a location map, on-call manager list, hospital location details etc.
- On the 'Visit Dates' screen click "Add site visit" date if you want to enter more than one site visit date with different times. If the visit is likely to be repeated over a period of days at a similar time and you will conduct similar activities to those specified select the "Add Repeating Site Visit" button which allows you to select the number of times you want the visit repeated. Enter the estimated start time and date as well as the estimated duration. Don't worry, you don't have to be overly precise here. If you are within six hours the SOS communications system is set-up to recognise the visit (this is if you have stated within the key questions section that you wanted the SOS communications system to monitor you).
- In the 'Hazards' section identify the hazards which will be present or are likely to be encountered during the site visit. This should include those relating to the individual (e.g. are there any special requirements that apply because of your health or your specific experience?), the travel and access arrangements (e.g. is lone working involved?), and the activities that will be taking place on site (e.g. does the work involve entering a confined space?).
- The hazards selected should reflect those that are present before specific controls have been applied. The buttons to the left of the hazard give guidance in the format of Red, Amber and Green (RAG) risk ratings.



- On the 'Controls' screen, enter the specific risk and the control measure(s) to be used. Then assess the residual risk using the RAG rating buttons to the right. When selecting the appropriate control(s) consider the following:
 - Risks should be reduced to the lowest reasonably practicable level by implementing controls, in order of priority. Consider the most effective control, do not simply jump to the easiest control measure to implement.
- On the 'Actions' screen enter any additional needed to undertake the activity safely.
- On the 'Confirm' screen complete the Atkins 'Reviewer' and 'Approver' as appropriate. In some cases it is a requirement that the assessment is reviewed prior to it going for approval.
- The review process allows the reviewer to comment on the assessment. The approver can accept or reject the assessment and can also provide comments explaining areas of concern.
- The reviewer and the approver could be the same individual. If so the PSV will only go to the approver, but not the reviewer.
- Before submitting, click the button to confirm that '*with the information I have and the controls identified, that the task can be undertaken safely*'.

If you have selected the SOS monitoring option you will have the opportunity to enter a primary and secondary escalation contact from Atkins who will be contacted should you fail to respond to an SOS call. It is important that you are aware that when selecting escalation contacts, ensure they are available and happy to be emergency contacts during the dates of the planned site visit.

You also have the option to extend the default monitoring period of 60 minutes (for lone working) for the SOS callback period. This should only be extended where there is a specific reason such as poor phone coverage or if you are not lone working.

- You are now ready to SUBMIT your form for approval.
- Following approval you will be able to print the completed AOS form to take to site with you. A comment box is available and should be completed if additional controls are needed and / or there are lessons to be learnt that will assist future site visits.
- You must record significant changes or details of incidents on the printed version and enter onto the electronic version of the form and submit it after the visit. This will be available under active or historic PSVs when you log in.

How do I use the SOS COMMS feature?

Using the phone system you can activate, extend, close or create an emergency SOS.



You will need your AOS assigned staff number, pin number (which you obtain when you register) and an AOS ID (this unique number is created when you complete a PSV form). When you log onto the system follow the instructions given.

You will have the opportunity to record a change in conditions, location, and the time interval at which you receive response prompts.

Please ensure you extend or close the SOS within the monitoring period set, by replying to the reminder text or calling the SOS telephone number. If you do not respond in the required period your nominated escalation contacts will be contacted.

Emergency SOS Comms - If your site visit has not been planned using AOS (completion of a PSV form) and / or is as a response to a sudden change, phone the same number and select the emergency SOS option. You will have the same options but will not be required to enter an AOS ID to activate it.

Once you have activated the emergency SOS option on the telephone system you will be provided with an AOS ID. The default monitoring period for an emergency SOS is 60 minutes.

Please ensure you extend or close the emergency SOS within the monitoring period set. If you do not respond within 15 minutes of the required period your nominated escalation contacts will be contacted.

If further help is required then look at the online documentation on the AOS website or contact your Atkins Sponsor for further guidance. Contact your sponsor if there are technical issues with the AOS system so they are able to log the technical issue with the Atkins support.