

# Step Through Guides

Do you need to comply with part three of the Disability Discrimination Act?  
Are you compliant with current Health and Safety Law?  
Do you comply with the Fire Safety Regulations?  
Have you trained your computer users?  
Are you spending too much on  
Health and Safety Signs?

Regular changes in health and safety legislation further increase your legal exposure as an employer. How do you ensure you comply with the wide ranging legislation affecting your business?

Even companies with sophisticated systems can find 'gaps' in the process. SG World can offer a simple solution to this complex issue to help you with your ongoing compliance:

- Providing all necessary guidance and best practice
- Managing actions and reviews
- Allowing you to build your own compliance manuals
- Reporting on 'gaps' in your system
- Integrating with existing documents/systems
- Allowing flexible reporting options including export to PDF.

## £99 SAFE-SIGNS

Safe-signs software provides everything you need to create your own health and safety signage. Simply choose one of over 1100 standard signs from the library.

Sign variations become infinite with the feature which allows you to create your own signs with the user friendly sign designer. Vast choice of standard health and safety signs. Sign library includes fire safety signs, hazard signs and mandatory signs.

No expensive sign printer is required, simply print signs on your existing colour printer and laminate if required. Start printing your own signs from day one.

## £99 DISPLAY SCREEN EQUIPMENT TRAINING

This module is intended for DSE users. Every business must assess its DSE users and operators and where appropriate give information and training in the safe use of the workstation equipment. The disc is a single file which can be e-mailed to all of your users or placed on a server (there is no installation required at the user's pc).

The comprehensive yet simple to understand training is complemented with a user checklist/risk assessment which they print out and return to you. This module can be used as many times as you wish in your organisation and for as many employees as you want - making this an extremely cost-effective method of training your staff.

Visit us online at [www.sgworld.com](http://www.sgworld.com)

## £99 FIRE SAFETY MANAGEMENT

is a comprehensive electronic manual with extensive information on all aspects of fire safety.

Some of the topics covered are;

- Fire Certification
- Fire and Emergency Plan
- Risk Assessment
- Fire Detection and Alarms
- Means of Escape
- Fire Fighting Equipment
- Maintenance and Testing
- Information and Training

## £99 DISABILITY ACCESS

On the 1st October 2004 the provisions of the third part of the Disability Discrimination Act 1995 came into effect.

The guide will:

- Provide all necessary guidance and best practice
- Manage actions and reviews
- Self-build your compliance manuals
- Report on 'gaps' in your system
- Integrate with existing documentation/ systems in any electronic format
- Allow flexible reporting options including export to PDF

This guide will enable organisations to take a step by step approach to ensuring the requirements of the Act are met.

The main areas covered are;

- Policy
- Procedures
- Auxiliary Aids and Services
- Audit of Physical Features
- Access to Goods and Services

## £149 HEALTH AND SAFETY MANAGEMENT

is a comprehensive electronic manual with extensive information on all aspects of health and safety to help you develop your health and safety policy.

Self build your policy, monitor progress and report on 'gaps' in your system.

Some of the topics covered are;

- Responsibilities
- Health and Safety Policy
- Accident/Incident Reporting
- Risk Assessment
- Special Risk Assessments
- First Aid Provisions
- Work Equipment
- Workplace Welfare
- Electricity
- Safety Signage
- Information and Training
- Consultation with Employees





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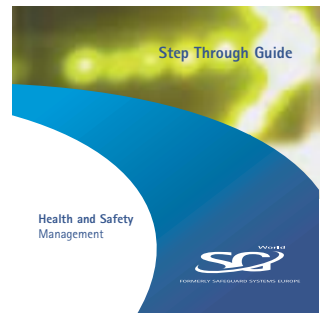
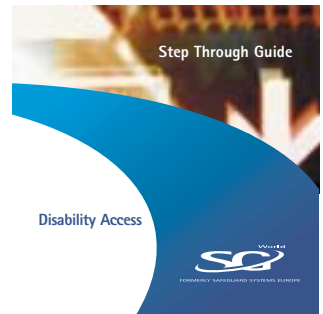
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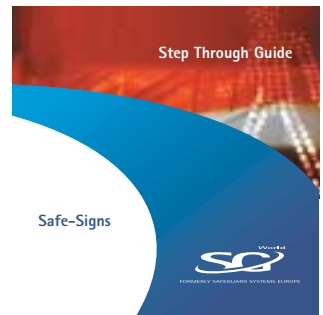
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System requirements: Runs on Windows 98 / ME / 2000 / NT4 / XP  
Requires Internet Explorer 4 or above and 10MB hard disc space

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