**The Application Actors:**

* Super Admin (IT)
* 1 Health & safety manager (Admin)
* 15 Health & safety specialists working in 15 different sites (1 each in each campus)
* Stakeholders (Employees from other departments)
* Contractors (External users)

**Super Admin (IT)**

* User Management and Access

**Health & safety manager (Admin)** can**:**

* Master Data Management
* Location management (Campus + HQ)
* Areas control (Zones / buildings)
* Sub areas management
* Departments management
* Manage Risk categories (e.g. adverse weather, failure of equipment, power)
* Manage Risk sub-categories (e.g. ventilation, adverse indoor air quality)
* Manage Risk Control measures
* Link Risk to:
  + Legal register references (Code of practice)
  + Management of Change “MOC”. Note: MOC forms and categories to be provided by the client
* Manage the Hazard natures: Areas, Processes, activities
  + Activities like party, competition, cleaning, landscaping, etc…
  + Process (preparation for Buffer solution, any preparation process, blood test/ collection event)
* Approve / Reject the risk received from the Health & safety specialists

Note: Risk can be generic or for multiple location

* Indicate whether the Corrective measures (Maintained/ not maintained)

**Health & safety specialists** can:

* Receive the incidents submitted via FMS,

Note: an integration with FMS system is required (System name: Infor system)

Action: Client to share the SOP for the inspection system and samples of the Inspection report

* Indicate Risk rating 1-5
* Indicate findings associated with the risk
* Add control measures based on the findings
* Create the Risk based on the received incident and submit it for approval and update the register accordingly
  + Construction
  + general
  + caterer

Note: The same users will be using another system (FMS) while doing the daily patrolling where they can create new incident to be available in the H&S new system

* Connect to emergency management (client to provide the respective form)
  + Create scenarios for emergency drill
  + Push the notifications to the stakeholders
* **Specific:** coush assessment, special needs, people of determination
* Can approve/reject risks created by stakeholder. If approved, the H&S manager will be notified. If rejected, it will be added to Rejected list

**Stakeholder** can:

* Create the Risk and submit it for approval.

**Other points:**

There will be an Active Directory integration