

## **HASLUS User Guide**

Welcome to HASLUS!

We know that keeping up to date and complying with Health and Safety legislation can be a real chore, so we designed HASLUS to help.

HASLUS allows you to build your own legal register with the ability to 'fine-tune' the register as you see fit, upload documents and write comments about your compliance against any of the legislation entries. The product is loaded with other features such as an aspects register, monthly legislation updates and links to full text regulations.

This user guide is designed to help you get the most out of HASLUS; it will guide you through the process of building your bespoke legal register and demonstrate how to use all of the tools available to you. The guide is split into chapters so you will be able to find what you are looking for easily.

We hope that you enjoy using HASLUS,

If you have any problems do not hesitate to contact us,

The HASLUS Team  
01254 669 024  
info@elus.co.uk

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# Chapter 1 – Building your Health and Safety Legal Register

## 1.1 Logging In

Firstly you need to log in to the system. To do this either visit the HASLUS webpage at [www.haslus.co.uk](http://www.haslus.co.uk). This will take you to our home page, where you can click on the login link.

Or follow this link: <http://cpanel.elus.co.uk/product/login.php> which will take you direct to the login page.

Enter the username and password that you have been sent by email from [info@elus.co.uk](mailto:info@elus.co.uk) and login to the system.



● Keeping you up to date  
● Solving your compliance issues

Login to ELUS/HASLUS

Username:

Password:

[Forgotten your login details?](#)

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## 1.2 My Account

You are now logged in to the system, so its time to start building your register.

The most important page when building your register is 'My Account', it is here where you can amend your online details, change your password, manage your profile which builds your legal register and download a complete backup of your legal register.

The screenshot shows the HASLUS website interface. At the top right, it indicates the user is logged in as 'testcompany' and provides a 'Logout' link. The main navigation menu includes 'Home', 'What's New', 'Health & Safety Legislation', 'Aspects', 'Users', 'My Account' (highlighted with a black box), and 'Upload'. Below the navigation, the 'My Account' page is displayed, featuring a 'Home' button, a welcome message, and instructions on how to build a bespoke legal register. The instructions include: 1. Clicking on 'My Account' to check and amend account details or change the login password. 2. Clicking on 'Profile' under the 'Manage' section to manage multiple profile links.

Click on the 'My Account' tab on the menu bar at the top bar of the page.



HS  
HASLUS

Logged in as a b  
Site, testcompany  
Logout, testuser1

My Account

My Account

My Sites

Name	Privileges	Manage
testcompany	Full	<a href="#">Profile</a>

My details

Forename:

a

Surname:

b

Email address:

Account Menu

[Change my password](#)

[Edit my details](#)

[Backup Site Data](#)

[Backup Legislation](#)

The green box on the right hand side of the page is where you go to change your password, edit your details and back up your registers data via spreadsheet for your profile and aspects, and pdf for your register.

### 1.3 Filtering your Register

Now click on '[Profile](#)' under the title 'manage' on the main page.

You should now be looking at a tick box list of areas of legislation and codes each with a chapter heading, these link to the ten legislation chapters within your register.



HS  
HASLUS

Logged in as a b  
Site, testcompany  
Logout, testuser1

My Account » Profile

testcompany Profile

Health & Safety Legislation Codes:

Fire

- Buildings - 7041
- Signs and labels - 7042
- Risk Assessment - 7043
- General - 7044

Pressure Systems

- Pressure systems - 7102

Workplace Environment

- Confined Spaces - 7051
- Height - 7054
- Slips and trips - 7061
- Smoking/drugs - 7062
- Food/hygiene - 7064
- Manual Handling - 7071
- Workplace Health Safety & welfare - 7075

[Update Profile](#)

Hazardous Substances

- COSHH - 7021
- CHIP - 7022
- Asbestos - 7023
- Lead - 7024
- Legionella - 7025
- COMAH - 7026
- New substances - 7027
- Radioactive substances - 7028
- Transport of dangerous goods - 7081
- Explosive atmospheres - 7101
- Gas - 7104

Noise

- Physical agents e.g. noise, vibration - 7065

Work equipment

- Display screen equipment - 7072
- Provision & use of work equipment - 7073
- Personal protective equipment - 7074
- Lifting equipment (FLT's etc) - 7082
- Vehicle safety at work - 7083
- Batteries - 7105

Account Menu

[Change my password](#)

[Edit my details](#)

[Backup Site Data](#)

[Backup Legislation](#)

Look through the list and tick the boxes that are relevant to your site, don't worry about ticking to few or to many, you can change this profile at any time and you can also fine tune your register which will be demonstrated in later steps.

If you need help or wish to discuss which boxes need ticking in relation to your company, please contact a member of the team and we will be happy to help.

Once you have ticked all the boxes that are relevant, click the 'Update Profile' button at the bottom of the page. This will take you back to 'My Account' with a box telling you that your profile has been successfully updated.

You have now built your legal register.

## 1.4 Viewing your Register

Now click the 'Health and Safety Legislation' tab on the menu bar, this will take you to your register.

The screenshot shows the HS H&SUS website interface. At the top right, it indicates the user is logged in as 'testcompany' and provides a 'Logout' link. The main navigation bar includes 'Home', 'What's New', 'Health & Safety Legislation' (highlighted), 'Aspects', 'Users', 'My Account', and 'Upload'. A search bar is also present.

The main content area is titled 'All Relevant Health & Safety Legislation' and features a search filter set to 'testcompany' and a 'Filter' button. A print icon is visible at the top right of the list.

Document Title	Chapter	Reference	Issue	Jurisdictions	Comments
The Health and Safety at Work etc. Act 1974 as amended	<a href="#">Management of Health and Safety</a>	<a href="#">1974.ch.37</a>	1		0
Approved Codes of Practice - Management	<a href="#">Management of Health and Safety</a>	<a href="#">ACOP MGT</a>	1		0
Corporate Manslaughter and Corporate Homicide Act 2007 as amended SI 2010/276	<a href="#">Management of Health and Safety</a>	<a href="#">CMCHA 2007</a>	2		0
Disability Discrimination Act 1995 and 2005	<a href="#">Management of Health and Safety</a>	<a href="#">DDA 1995</a>	1		0
Health Act 2006 Chapter 1 Part 1	<a href="#">Management of Health and Safety</a>	<a href="#">HA 2006</a>	1		0
The Health and Safety (Offences) Act 2008	<a href="#">Management of Health and Safety</a>	<a href="#">HA 2008</a>	1		0

The sidebar on the right, titled 'Legislation Chapters', lists the following categories and their counts:

- Management of Health and Safety (28 relevant)
- Accidents and Injury (3 relevant)
- Construction (3 relevant)
- Electricity (3 relevant)
- Fire (5 relevant)
- Hazardous Substances (11 relevant)
- Pressure Systems (1 relevant)
- Noise (3 relevant)
- Workplace Environment (4 relevant)
- Work equipment (4 relevant)

Under the 'Other' section:

- Other requirements (0 requirements)
- Consultations (5)

The initial page will show **all of the legislation relevant to your site**, as a result of the boxes you ticked earlier. There is also a print icon at the top right of the list to print this list of titles.

In order to make finding legislation easier it has been divided into ten chapters as mentioned in step 1.3, these can be seen on the right of the screen. These should have numbers in brackets next to each section; this is the number of legislation in each chapter that is relevant to you.

Click on the chapter titles to view the legislation in each section.

**HS HASLUS**

Logged in as a b  
Site, testcompany  
Logout, testuser1

Home What's New **Health & Safety Legislation** Aspects Users My Account Upload Search:  Go!

Health & Safety Legislation » Workplace Environment

### Section 9: Workplace Environment

testcompany (0 comments) All Relevant Filter

#### Relevant Legislation

Document Title	Reference	Issue	Jurisdictions	Comments	Select
Approved Codes of Practice Workplace Environment	<a href="#">ACOP WKEN</a>	1	+	0	<input type="checkbox"/>
Manual Handling Operations Regulations 1992 (SI 1992/2793)	<a href="#">SI 1992/2793</a>	1	+ -	0	<input type="checkbox"/>
The Work in Compressed Air Regulations 1996 (SI 1996/1656)	<a href="#">SI 1996/1656</a>	1	+ -	0	<input type="checkbox"/>
The Confined Spaces Regulations 1997 (SI 1997/1713)	<a href="#">SI 1997/1713</a>	1	+ -	0	<input type="checkbox"/>

Action on selected:  Select an action Go

#### Irrelevant Legislation

Document Title	Reference	Issue	Jurisdictions	Comments	Select
The Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996/341)	<a href="#">SI 1996/341</a>	1	+ -	0	<input type="checkbox"/>
The Work at Height Regulations 2005 (SI 2005/735)	<a href="#">SI 2005/735</a>	1	+ -	0	<input type="checkbox"/>

Action on selected:  Select an action Go

#### Legislation Chapters

- Management of Health and Safety (28 relevant)
- Accidents and Injury (3 relevant)
- Construction (3 relevant)
- Electricity (3 relevant)
- Fire (5 relevant)
- Hazardous Substances (11 relevant)
- Pressure Systems (1 relevant)
- Noise (3 relevant)
- Workplace Environment (4 relevant)**
- Work equipment (4 relevant)

#### Other

- Other requirements (0 requirements)
- Consultations (5)

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You will notice that the legislation has been divided into relevant and irrelevant Legislation. Along with archived legislation for old legislation that may no longer be in force.

Each piece of legislation has a Reference Number, an Issue number, Jurisdiction, Comments and a Select tick box.

To view a piece of legislation click the reference number, this will take you to a page which gives the general summary, requirements and space to leave comments (This will be discussed further in Chapter 2).

## 1.5 Fine tuning your Register

Once you have looked through your register you may notice that there are pieces of legislation that are relevant to your company, but that have been listed as irrelevant.

Document Title	Reference	Issue	Jurisdictions	Comments	Select
The Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996/341)	<a href="#">SI 1996/341</a>	1	+ ✉ 🇮🇪	0	<input type="checkbox"/>
The Work at Height Regulations 2005 (SI 2005/735)	<a href="#">SI 2005/735</a>	1	+ ✉ 🇮🇪	0	<input checked="" type="checkbox"/>

Action on selected: Select an action Go

- Select an action
- Make relevant
- Default relevance (original profile setting)

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Pieces of legislation can be moved from irrelevant to relevant or vice versa. To do this tick the select box of the piece of legislation you would like to move. Then, using the drop down box under the section either make relevant or make irrelevant and press the green 'Go' button on the right.

This will move the legislation to where you require it to be within your register, relevant or irrelevant. You can move more than one at a time by simply clicking multiple titles.

## Chapter 2 –Using your Health and Safety Legal Register

### 2.1 Legislation

Each piece of legislation has a General Purpose and Summary and Requirements section, a link to the full legal text as held on the Office of Public Sector Information website, a comments box and an upload function.

### 2.2 Adding Comments

At the bottom of each legislation summary there is a box which allows you to add comments.

#### Comments

— Claire's Eclaires (1 comment) Order by Filter

1. Comment made by **Rachael Haywood** from **Clare's Eclaires (Claire's Eclaires)** on **December 11, 2009, 12:01 pm** - Edited by **Rachael Haywood** on **December 11, 2009, 12:02 pm**

[Edit](#) [Delete](#)

**IRRELEVANT**

Claire's Eclaires do not fall under either of the regulations thresholds.  
If this changes will keep in mind.

Your Comment:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and a format dropdown menu.

Text area for entering the comment.

Path:

Attach a file: (optional - to attach a file first upload it using the [file upload page](#))

Select an attachment...

Submit comment

To add comments simply write in the box and press submit. This will add a comment to that piece of legislation which is person, date and time stamped. This allows an evidence trail to be created, and for compliance with the legislation to be noted.

## 2.3 Uploading Documents

Another method of creating an audit trail is to attach documents to pieces of legislation. These could be permits, a word document with the physical location of documents listed, a spreadsheet, in fact any document you wish. Obviously the larger the document the longer it will take to upload, but once it's in your upload section you can attach it to any number of legislation titles you wish.

To do this first the documents must be uploaded, click on the 'Upload' tab on the top menu. Then choose the document that you would like to upload by clicking the browse button. This will take you to your computers files where you can specify the file that you would like to upload.

Name the file accordingly then click upload button at the bottom of the page. The file is now uploaded and available to add to pieces of legislation. This can be done with as many documents as is required.

The next step is to go the legislation and attach the file by selecting it from the drop down menu. Click 'submit comment' and your comment and document are now attached to this piece of legislation.

## 2.4 Aspects Register

To get started creating your aspects register, click on the 'Add an Aspect'.

**HS HASLUS** Logged in as a b  
Site, testcompany  
Logout, testuser1

Home What's New Health & Safety Legislation **Aspects** Users My Account Upload Search:  Go!

Aspects > Add Aspect

### Add Aspect

Aspect Title: \*

Aspect Description:

Relevant Legislation: \*Control\* and click to select multiple documents

**Health & Safety Legislation Chapter 1 - Management of Health and Safety**

- 1974 ch.37 - The Health and Safety at Work etc. Act 1974 as amended
- ACOP MGT - Approved Codes of Practice - Management
- CMCHA 2007 - Corporate Manslaughter and Corporate Homicide Act 2007 as amended SI 2010/276
- DDA 1995 - Disability Discrimination Act 1995 and 2005
- HA 2006 - Health Act 2006 Chapter 1 Part 1
- HA 2008 - The Health and Safety (Offences) Act 2008
- OHSAS 18001 - BS OHSAS 18001 2007
- OLA 1984 - The Occupiers' Liability Acts 1957 and 1984
- SI 1977/500 - The Safety Representatives and Safety Committee Regulations 1977 (SI 1977/500) as amended by the Safety Representatives and Safety Committee (Amendmen

Group Title: \*  
New Group:  OR Existing group:

Significance Evaluation

	Normal <input checked="" type="checkbox"/>	Abnormal <input type="checkbox"/>	Emergency <input type="checkbox"/>
Compliance score: *	<input type="text" value="1 - No legislation applies"/>	<input type="text" value="1 - No legislation applies"/>	<input type="text" value="1 - No legislation applies"/>
Stakeholders - extent effected: *	<input type="text" value="1 - least affected"/>	<input type="text" value="1 - least affected"/>	<input type="text" value="1 - least affected"/>
Environmental impact: *	<input type="text" value="1 - No/limited environmental impact"/>	<input type="text" value="1 - No/limited environmental impact"/>	<input type="text" value="1 - No/limited environmental impact"/>
Positive Environmental impact ?:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of occurrence: *	<input type="text" value="1 - Very unlikely"/>	<input type="text" value="1 - Very unlikely"/>	<input type="text" value="1 - Very unlikely"/>

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Each aspect you create will be stored in a summary page, and will be ordered by score with the most significant aspects at the top.

First you need to add a Title to each aspect, for example Solvent use, or pedestrian movements around site.

Secondly you can add a short description of the aspect for your own reference.

Next you need to click on legislation that may be relevant to that aspect (if any). The list is taken from your relevant legislation in the HASLUSonline register. To click more than one legislation title, hold 'Ctrl' when you click.

Then you need to 'Group' aspects. You may want to group your aspects by area of your site e.g. yard, office, factory unit. As you add new groups these will appear in the dropdown menu on the right, making selection for other aspects you add easier.



Next tick which Aspects you will be adding (Normal, Abnormal and Emergency), and score your aspect using the Compliance, Stakeholders, damage / harm, and Risk menus. Chose a score from each menu that most relates to that aspect. At this point it doesn't matter what the score will be as long as you apply these assessments consistently for all your aspects. If you would like to add a positive aspect, tick the positive impact. (This will turn the score into a minus score in order to distinguish it from your other aspects).

Ensure that you have ticked the boxes for all of the aspects that you would like to add and click 'add aspect'. Once you have added the aspect(s) they will appear in the summary aspects table.

Build your aspects register by adding new aspects, then you will be in a position to evaluate your most significant aspects at the top of the summary register as those with the highest score. Remember when you come to evaluate your aspects register after improvements have been made, you can edit the aspects, and their scores will be re-evaluated.

View Aspects [Add an aspect](#)

Filter by ▼ — Claire's Eclaires (2) ▼ Sort by ▼ [Filter](#)

Title	Group	Description	Relevant Legislation	Last Modified	Score
 <a href="#">oil storage - normal</a>	Yard	above ground storage tank - 1000litres	<a href="#">WAT5, WAT9, WAS7</a>	15/05/09	16
 <a href="#">process water in plant - normal</a>	factory	N/A	<a href="#">WAT2, WAT3, WAT5, WAT8, WAT9</a>	26/11/08	16

## **Chapter 3 – Other Functions**

### **Enhanced Aspects Register**

The enhanced aspects register allows normal, abnormal and emergency aspects to be added at the same time, using a new table format.

You can now highlight significant aspects allowing for easy identification and filtering. Do this by clicking on the star next to the aspects you wish to highlight as significant.

The new aspects tool has also been developed so that positive aspects can be added to your register, allowing you to demonstrate any positive impacts that your actions have had. (Positive aspects will be characterised by a negative score on your aspects register)

### **Multiple Jurisdictions Sites**

Companies that operate in more than one country of the United Kingdom (Scotland, Northern Ireland, and Wales) now have the ability to cover multiple jurisdictions in one register.

(Contact us for more details 01254 669024)

### **Improved Upload facility**

Previously the system required a comment to be added when uploading a document. Documents can now be attached to legislation without a comment to go alongside it.

### **Add your own users**

The ability has been added for Super Users to add their own colleagues onto the system, removing the need to contact ELUS to add users, we will simply approve new applicants.

### **Welsh Only Jurisdiction**

With the introduction of many laws that are only applicable to Wales, the England and Wales jurisdictions have been split, allowing our subscribers in Wales to view Welsh only legislation if they wish.

### **Full review by National Law firm**

HASLUS has partnered with Pannone, a national law firm who review all the legislation updates that are added to the site

### **Improved formatting facility when adding comments**

Allows you to format text by changing colour, size and adds the ability to highlight information.

### **Improved Search Engine**

Improved search facilities across the whole site, with filtering mechanisms added to various site sections.

### **Back up facility**

You can now back up your register by downloading a pdf document including all summaries and associated comments. This can be found in the 'My Account'.

### **What's New Section Relocated?**

Easier to find the 'What's New' section as it has been relocated to the top menu bar.