



wellnessDESIGNS®

Business Needs

As a company specialising and promoting wellness at work, Wellness Designs have a strong commitment to health and wellbeing and ensuring they meet their health and safety obligations.

With a number of WHS documents in use, Wellness Designs wanted a WHS System that met legal obligations and easy to understand and manage. Importantly, they needed an online system for staff working, in Wellness Designs office, from home, travelling and client's premises.

WHS System Goals

Wellness Designs® identified the following goals for their online WHS System:

- User-friendly
- Online accessibility
- Meets WHS legal obligations
- Low cost
- Easy to maintain

Kitney's 365 WHS System met all of Wellness Designs' WHS System goals and provided insights for using M365 across the Company.

A system designed to keep safe those who look out for our health & wellbeing

As a specialist small business, Wellness Designs® needed a WHS system that was simple, easy to understand, online, low maintenance, and enabled tracking of actions for WHS.

Choosing Toolkit 365 WHS System

Wellness Designs® were starting to explore online systems for WHS management, but didn't want to use a separate software package. They chose Kitney's 365 WHS System as it contained a comprehensive online WHS system within Microsoft 365, which they were using in their business.

Implementing Toolkit 365 WHS System

Implementing the WHS System was straightforward for Wellness Designs® as they had a Microsoft Business licence which included SharePoint. Their Office Administrator completed online SharePoint training and Kitney provided briefings on the 365 WHS system and managing health and safety.

Wellness Designs' Office Administrator tailored the 365 WHS System's online pages, lists and documents to suit their business and added some additional online forms in SharePoint for consultants to access via their mobile devices.

The WHS System was approved for use by Wellness Designs Director and the Office Administrator provided a briefing for staff and consultants. Access to Wellness Designs online WHS system was provided within their Microsoft Business licence, with no additional costs.

Future Plans

Wellness Designs' plans to maintain their WHS System in-house and are applying their SharePoint and Microsoft 365 learnings to other aspects of the business, referring any questions about WHS to Kitney.

Benefits of Toolkit 365 WHS System

Wellness Designs found the flexibility of the 365 WHS System a significant benefit and completely tailored it to suit their business, with the System an extension to their company intranet.

"As the Director of Wellness Designs®, I know our health and safety system is in place, working and available to our staff and contractors, enabling us to provide a safe and quality service to our valued clients" - Katrina Walton.