



hsedirect

April 2002 Edition

August 2001

About hsedirect

Welcome to hsedirect

Welcome to hsedirect, the most authoritative and reliable source of health and safety legislation and guidance available. At last, your health and safety information needs can be satisfied in one place.

Developed by the Health and Safety Executive (HSE) in partnership with **Butterworths Tolley**, hsedirect builds upon the HSE's reputation for authority in the field of health and safety and Butterworths Tolley's reputation and extensive experience of publishing practical web based and CD Rom information solutions.

We have designed hsedirect to cater for the needs of everyone who has a responsibility for health and safety issues and management in the workplace. So whether you're a dedicated health and safety professional, a personnel manager, or a managing director of a small business, you'll find that hsedirect provides you with the information you need concerning workplace health and safety. hsedirect is updated on a daily basis.

HSE

As a government agency, HSE aims to ensure that risks to people's health and safety from work activities are properly controlled. As such, HSE is interested in the health and safety of people at work - that includes people who may be harmed by the way work is done (for example because they live near a factory, or are passengers on a train). In some situations, HSE is also concerned with the way work affects the environment.

As part of its work, HSE helps to develop new health and safety laws and standards, and publish guidance and advice. HSE also aims to ensure that legislation is upheld through inspecting workplaces, investigating accidents and cases of ill health, and enforcing good standards.

The Health & Safety Executive is a Crown body, which is the executive arm of the Health and Safety Commission.

We can be contacted as follows:

New Media Business Development (hsedirect),
Dias 6, Health and Safety Executive, Room 318 Daniel House, Trinity Road, Bootle, Merseyside L20 3TW.

All applications to reproduce Crown copyright material which appears in hsedirect other than expressly permitted by the Terms and Conditions of use should be directed to:

The Licensing Division, HMSO, St Clements House, 2 - 16 Colegate, Norwich NR3 1BQ.

<http://www.hse.gov.uk>

Butterworths Tolley

Butterworths Tolley has been providing essential information and guidance to professionals for over 80 years. As one of the leading publishers of tax, legal and business publications in the UK, Butterworths Tolley has become synonymous with publications which provide accuracy, clarity and value, many of which provide the foundation for the efficient conduct of professional and business practice in both industry and commerce.

Butterworths Tolley is a trading division of Reed Elsevier (UK) Limited.

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<http://www.butterworths.com>

What's on the site?

The objective of hsedirect is to provide the most authoritative source of health and safety information available. The site contains a substantial free area as well as a huge database of health and safety legislation and guidance – subscription options start at just £20 (+ VAT @ 17.5% = £23.50) .

The Free Area

The free area of hsedirect includes daily news summaries, all HSE press releases, current consultative documents, Year 20002 health and safety events, useful contacts, FAQs (frequently asked questions) and links to other relevant sites.

A unique feature of hsedirect is that from the free area of the site, you are able to **search** the whole of the site. You can then see if hsedirect has the information that you need before you decide to purchase a **day-ticket** or **subscribe** to gain access to the information.

The Subscription Area

This includes:

- *Introduction to Health & Safety*

Guidance on statements of health and safety policy, employers duties to employees, employment protection and enforcement.

- *HSE Legal Series*

Approved Codes of Practice and HSE guidance on legislation, including the L, COP and HSR series.

- *HSE Guidance Series*

Guidance from HSE on specific workplaces, processes and substances, including the HSG series, Industry Advisory Committee publications and the Essentials of Health and Safety at Work.

- *HSE forms*

A selection of the most commonly used HSE forms that you can fill in online, print off and use.

- *Consolidated Legislation*

Full, amended text of health and safety legislation. This is supplemented by **Stop Press**, which supplies updating material and ensures that the information available is constantly up-to-date.

- *European Directives*

European directives which relate to health and safety issues.

- *British Standard Summaries*

Updated weekly, users can access and search a database of summaries of all the Standards relevant to health and safety. Each summary provides key information on the content of the Standard and a quick link takes the user through to BS's British Standards Online service where the full text of the Standard can be purchased.

- *Safety, Health and Environment Cases*

Practical summaries of key cases, recent cases and cases of special interest.



Subscription Information

We realise that everyone's health and safety needs are different. Some people need constant access to up-to-the-minute information, whilst others just want to 'dip in' as and when a situation arises or when they need to clarify some information. With this in mind, we have introduced a unique subscription service adapted to meet the needs of everyone working in the field of health and safety.

The beauty of this is that the cost of hsedirect is purely dependent on how often you need to use it. Our subscription options include:

- **Day ticket** (£20 + VAT @ 17.5% = £23.50)
- **Annual subscription** - single user (£199)
- **Multi-user annual subscription** (price on application)

The Day Ticket

For just £20 (+VAT) you can take out a day ticket from which point you will have full access to the contents of hsedirect for a period of 24 hours. You can come back and buy a day ticket as little or as often as you like. Simply enter your credit or debit card details and you will gain immediate access to the site. You will then be e-mailed confirmation which will give you continued access throughout the 24 hour period.

Benefits

- Quick and easy
- Ideal for less frequent visitors who just need occasional advice or guidance
- Perfect for personnel managers, managers in small businesses, students and anyone looking for a quick solution to a query

Click [here](#) to find out how to buy a Day Ticket.

How to buy a Day Ticket

Day Tickets can be purchased in one of two simple ways:

- From the How to Subscribe Page (which you can access from the [Homepage](#)); or
- Once you have completed a search and tried to access information held within the Library you will be asked to enter your login details or purchase a day ticket. Click on the 'Day Ticket' button and you will be taken to a secure site to enter your details.

Purchase a Day Ticket: @ 20.00 GBP

Fill in your details in the boxes provided. You will be asked to enter and confirm a password which you will use to log on to the service. If you have purchased a day ticket before please use your previous password.

E-Mail *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

Note that all boxes with a red asterisk next to them are required fields where data must be entered. When you have finished entering your data click on the 'Purchase' button at the bottom of the screen.

Your user name and confirmation will then be E-mailed to you shortly and you will have access to all areas of hsedirect for 24 hours. Once your confirmation has been received you will be taken to the exact place in the subscription area your you wished to access.

Annual Subscription

If you have a management responsibility for health and safety in the workplace and/or your company requires a constant up-to-date source of health and safety information, an annual subscription to hsedirect is the perfect solution. For an entire year you will be kept totally up-to-date with all industry developments, legislation, guidance and news.

Benefits

- Provides a long-term solution for all your health and safety requirements in the workplace
- Ideal for dedicated health and safety personnel, risk assessors, fire safety managers and anyone needing a permanent and easy way to access information
- Perfect for providing long-term peace of mind

For just £199 (that's less than £4 a week) you can take out a subscription to hsedirect which will allow you unlimited access to the site for a period of one year.

Multi-User Subscriptions

Whilst the annual subscription is ideal for organisations with a dedicated health and safety professional, larger organisations, (for example operating on a multi-site basis) may wish to take advantage of our multi-user subscription service. For further details of this service, please contact sales@hsedirect.com

Terms & Conditions

The following terms and conditions apply to your use of hsdirect ('the Service') and the materials and information it contains ('Materials'). By purchasing the right to use the Service you agree to these terms and conditions.

1. Licence

You may use the Service and the Materials that appear on it from time to time for your own private or business research, and for this purpose you may.

- a. display the Materials on screen,
- b. make single printouts of individual items using the printing commands of the web browser, and
- c. download and store in machine readable form for no more than ninety (90) days a single copy of insubstantial portions of the Materials included in a particular file, primarily for one person's exclusive use.

2. Restrictions on Use

You may not:

- a. make multiple printouts or copies of Materials for distribution to others except where permitted in the Materials themselves,
- b. re-sell the Service or any part of the Materials to others,
- c. make the Service or any Materials available on a local area network, a wide area network or on any intranet or extranet. A separate multi-user licence is available for this purpose,
- d. download, store, reproduce, transmit, display, copy, distribute or use the Materials other than as permitted by paragraph 1 above.

3. Passwords and Security

- a. Your password is for your own personal use and you may not make it available to others for the purpose of using the Service. If we suspect that your password is being used by an unauthorised person we may cancel your password.
- b. We may suspend your access to the Service at any time without compensation if we suspect, on reasonable grounds, that you have breached these terms and conditions.

4. Content

- a. Materials and features may be added to and removed from the Service without notice.
- b. The Materials and information included in the Service are provided for reference purposes only. They are not intended either as a substitute for professional advice or judgement or to provide legal or other advice with respect to particular circumstances.
- c. Every effort is made to keep Materials up to date but users are advised to obtain independent verification or advice before relying on any piece of information in circumstances where loss or damage may result.
- d. The Service and Materials are provided on an 'as is' basis and the HSE and Butterworths Tolley exclude to the extent permitted by law all implied warranties relating to fitness for a particular purpose.

5. Intellectual Property Rights

- a. All intellectual property rights and other rights in the Service and Materials (in both machine readable and printed form) belong to the Crown as represented by the Health and Safety Executive or Butterworths Tolley or their respective third party licensors. You acquire no proprietary interest in the Service or Materials and except as expressly permitted by these terms and conditions you may not use the Service or the Materials in any way that infringes the intellectual property rights in them.
- b. You may not obscure or remove any copyright notices that appear on Materials printed from the Service.

6. Limitation of Liability

- a. The total aggregate liability of the HSE and Butterworths Tolley in connection with your use of the Service or Materials (other than for death or personal injury caused by their negligence) shall not exceed your actual direct damages, excluding any loss of profit or loss of business.
- b. The liability of HSE and Butterworths Tolley for interruptions to availability of the Service caused by circumstances within their control shall not exceed the amount you paid for access to the Service. The only obligation of HSE and Butterworths in respect of interruptions caused by

circumstances outside their control shall be to use all reasonable efforts to have the Service reinstated.

7. Law and Jurisdiction

These terms and conditions shall be interpreted in accordance with the Laws of England and any dispute shall be subject to the exclusive jurisdiction of the English Courts.

Privacy Policy

Butterworths Tolley and the Health and Safety Executive collect and use information from our customers in the following ways:

Personal Information

Personal information provided by you as part of your registration process is used by us to service and fulfil your account.

Payment details

Any information provided by you in connection with any transaction regarding your credit or debit card numbers, expiry date and billing or delivery address will be used by us to process the transaction. These details will be stored on a secure server and may be used by us to facilitate and personalise future transactions with you.

Contact details

We may use the contact details provided by you (such as your name, job title, telephone and fax number and your e-mail and postal addresses) to keep you informed about relevant new books and information services that we think will be of interest to you, either by post, phone or e-mail.

If you do not wish us to use this information in this way, please e-mail us using the form on the Subscription Information page.

Voluntary information

We may ask you for further information such as your areas of professional interest and the size of your company. This information will be held and used by us to further improve the way we keep you informed of relevant new books and information services, and to target your needs more effectively.

Changes to privacy policy

Changes to this policy will be posted here and on the Subscription Information page.

To alter your details

To change any of the details we hold about you please e-mail us using this the form on the Subscription Information page .



Contact Information

If you have a query about any aspect of hsedirect, please contact the most appropriate department from the [Contacts](#) section found on the [Homepage](#) of hsedirect.

Getting Started

The Cursor

As the cursor moves around the screen it changes shape.

- The arrow shows where on the screen you are.
- The vertical line enables work within the screen (i.e. when highlighting a section to print or copy)
- The hand means that a click on the mouse button will make the command.

Browser Menu Bar

The browser menu bar runs across the top of the screen. Directly under it is the [Navigation Bar](#) for hsedirect. It works in the same way as the menu bar in any other program.

Click on any of the items (or using the keyboard press 'ALT' and the appropriate underlined letter) and a drop down menu appears giving you a range of functions to choose from. Some functions such as in the 'Edit' menu work with hsedirect whilst others are for use with the Internet.

N.B. The Help on the menu bar is for the Internet browser you have and not for hsedirect.

Default Icons within the Library

If you are a subscriber to hsedirect and are viewing subscription material, you will see a menu bar underneath the eath the hsedirect [Navigation Bar](#). (Please note, this is *only* found within the [Subscription](#) area of hsedirect.)

[search](#)

[views](#)

[print list](#)

[help](#)

[stop press](#)

Dragging the [cursor](#) over one of the items will produce another menu underneath. Highlight the item required and click once with the left-hand mouse button.

SEARCH – Choose from the search options available

- Normal – This is the normal search. For information on this please [click here](#).
- Search Guide – This is a useful tool to help you find specific HSE publications. Click here for more information.
- Navigator – This is available for Legislation only, helping you find the exact Statute or SI you are looking for. For instructions please [click here](#).

(Note: When a search is active this is replaced by the Results icon. See Search results for more information.))

VIEWS – From this you can choose to view the screen in normal view, text view or tree view.

- Normal view - This is the default screen showing both tree and text view.
- Text View - By clicking on text view the window showing the text is expanded to full width. All the facilities are still available, but the tree view is hidden.
- Tree View - Click on tree view to view the hierarchical contents display only. For more information on the hierarchical display [click here](#).

PRINT LIST - Clicking on this will display all items selected to add to your print list. For more information on this see [Print Management](#).

HELP - Click on this icon to view the help

STOP PRESS - Displays any relevant Stop Press information at the current location. See [Stop Press](#) for more information on this.

Internet Browsers

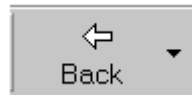
The Internet 4 Browser

To view hsedirect, the minimum browser requirement is Netscape 4.0 or Internet Explorer 3.02. However, we STRONGLY recommend Internet Explorer 4.01 and above, or Netscape Communicator 4.6 and above.

Some of the features that appear on the Internet Explorer 4 browser toolbar are used. They are:



Takes you back to your home page. (you may set up the hsedirect page as the default).



Takes you back a page/screen. Click on the adjacent down arrow and a drop down box will appear giving you details of your most recently visited sections.



The forward icon takes you on a page when clicked. This icon is only available when the back arrow has been used. The drop down box will show what screens have been viewed after the screen currently displayed.



Clicking on this makes sure that you have the most recent version of a page.



Gives a history of the excursions onto the Internet. The history stays on until you click on the history button again to switch it off.



Switches the screen to occupy the whole screen. The screen will stay at full screen until you click the miniature icon at the top of the screen.



Prints out the current screen.



Clicking on this will stop whatever is in progress.

The Netscape 4.5 Browser

To view hsedirect, the minimum browser requirement is Netscape 4.0 or Internet Explorer 3.02. However, we **STRONGLY** recommend Internet Explorer 4.01 and above, or Netscape Communicator 4.6 and above.

The browser icons which are used are:



Takes you back to your home page. (you may set up the hsedirect page as the default).



Takes you back a page/screen.



The forward icon takes you on a page when clicked. This icon is only available when the back arrow has been used.



Clicking on this makes sure that you have the most recent version of a page.



Prints out the current screen.



Clicking on this will stop whatever is in progress.

NB. Throughout the Help Internet Explorer 4 is the browser used.

Accessing and Navigating Around

Homepage

When first entering the hsedirect you will see the Homepage. From here you can:

1. Access the free content on hsedirect.
2. Carry out a search.
3. If you are a subscriber, enter the subscription area by clicking one of the items in the blue shaded box.

Shown below is the Homepage:



The Homepage contains:

- The subscription area
- Search
- What's new, Press Releases, Events and Consultation
- Using hsedirect
- Contacts
- Feedback
- Links

From the Homepage you can also link to COSHH Essentials, Small Business Start-up and the Beacon Scheme Award site.

April 2002

Using hsedirect



Using hsedirect

Contains information on:

- What is hsedirect?
- What's on the site?
- Getting started
- Sitemap
- Search
- Search Options
- Frequently Asked Questions
- Historical Versions Service
- About us

What's New, Press Releases, Events and Consultation



What's New, Press Releases, Events and Consultation

Here you can access:

- HSE Press Releases
- Consultative Documents
- Events
- What's New on the Site

Subscription Login

Subscription Login

user-name

password

Login >>

You will have been supplied with a user-name and password to gain access to the Subscription area of hsedirect when you bought your [annual subscription](#) or [day-ticket](#).

You can bring up the login page by doing one of the following:

1. Clicking on your chosen content e.g. HSG Series from the Subscription area.
2. Carrying out a search from the homepage and then selecting one of the subscription material search results.
3. Carrying out a search via one of the 'Search Options' and then again selecting one of the subscription material search results.

April 2002

Latest News

Displays the latest news headlines direct from the HSE. Updated daily.

The Subscription Area

Subscription area

Introduction to Health and Safety

HSE Legal Series

COP, HSR, L Series

HSE Guidance Series

HSG Series

CS, EH, GS, MS, PM Guidance Notes

Industry Advisory Committee Publications

MDHS Series

Information Sheets

HSE Circulars

HSE Forms

Legislation

UK Statutes

UK SIs

European Directives

Safety, Health and Environment Cases

The subscription area on hsdirect contains:

Introduction to Health & Safety

Guidance on statements of health and safety policy, employers duties to employees, employment protection and enforcement.

HSE Legal Series

Approved Codes of Practice and HSE guidance on legislation, including the L, COP and HSR series.

HSE Guidance Series

Guidance from HSE on specific workplaces, processes and substances, including the HSG series, Industry Advisory Committee publications and the Essentials of Health and Safety at Work.

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A selection of the most commonly used HSE forms that you can fill in online, print off and use.

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Full, amended text of health and safety legislation. This is supplemented by **Stop Press**, which supplies updating material and ensures that the information available is constantly up-to-date.

European Directives

European directives which relate to health and safety issues.

Safety, Health and Environment Cases

Practical summaries of key cases, recent cases and cases of special interest.

Navigation Bar

Once you link to any of the sections from the home page you will be able to view the navigation bar at the top of the page.



The navigation bar is divided into five sections. Left click once on the section you wish to link to.

- hsedirect home: Takes you back to the [Homepage](#).
- contact us: Takes you to our [Contacts](#) page
- sitemap: Takes you to the [Sitemap](#) which is an additional tool for navigating hsedirect.
- user guides: Links to the help files.

Clicking on the HSE logo at the top left of the Navigation Bar links you to www.hsebooks.co.uk, where you can purchase HSE publication.

Clicking on the Lexis Nexis Butterworths Tolley logo takes you to www.butterworths.com

Sitemap

The sitemap is a graphical representation of the different areas of hsedirect. Each section of hsedirect is listed. To go to an area listed, simply left-click on the desired section.

The subscription area is displayed shaded at the right-hand side of the sitemap. To access this area you will need to have [logged on](#) to the service.

Sitemap

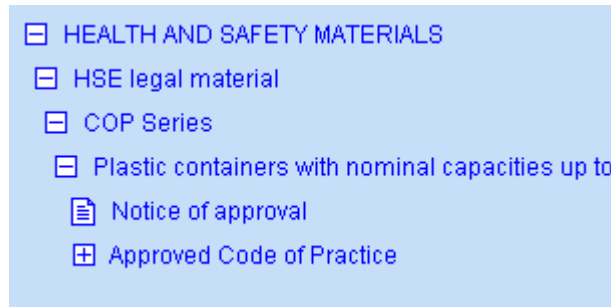


Library Hierarchical Contents Display

This applies to the [Library](#) section of hsedirect only.

The hierarchical content display is a powerful graphical tool that is designed to:

- Allow quick and easy navigation through a book using its content structure
- Show where in the hierarchy of the book, the text in the currently selected window is located.



The three levels are:

First level indicated by a plus sign - A selection of text that has sub levels and can be expanded

Second level indicated by a plus sign but has been indented - A section of text that has sub levels and has been expanded

A page - A selection of text that has no further sub levels.

To expand an item/open a book

First select the required item by placing the cursor on the plus of the topic you wish to expand and click the mouse button once, you can do this as many times as necessary to get to the required page.

When the desired 'page' is located place the cursor on the title and click once. The title will change to bold and italic and very shortly the page will open on the adjacent (text) window.

To collapse the display

Place the [cursor](#) on the minus sign adjacent to the section you wish to collapse and click once.

Hypertext Links

What is hypertext? It is the facility to allow you to click on to a cross-reference within the text and for that reference to be displayed.

Hypertext is usually shown in blue (though sometimes you may find green references) and is underlined. To access the reference point the cursor onto the link until it changes to a hand, then click. Very shortly the cross reference text will appear in the text view screen.

Scrolling

Text can be scrolled up or down, or if necessary, from side to side. Use the arrows on the scroll bar or if the cursor is in the window use the arrow keys on the keyboard.



Viewing Text/Hierarchical Display

There are several ways to view the information on screen, with the normal view being the default. Change this by clicking on 'views' on the menu and highlighting and clicking once with the left-hand mouse button.

VIEWS – From this you can choose to view the screen in normal view, text view and tree view.

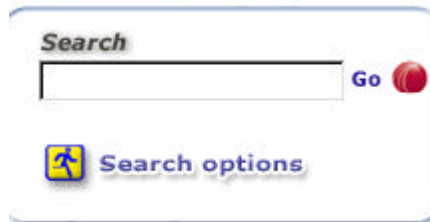
- Normal view - This is the default screen showing both tree and text view.
- Text View - By clicking on text view the window showing the text is expanded to full width. All the facilities are still available, but the tree view is hidden.
- Tree View - Click on tree view to view the [hierarchical contents display](#) only. For more information on the hierarchical display [click here](#) .

Searching on hsedirect

There are two main ways of searching on hsedirect - using the [Search](#) (quicksearch) on the Homepage or by choosing one of the [Search Options](#).

Search from the Homepage

A unique feature of hsedirect is that from the Homepage, you are able to search the whole of the site. You can then see if hsedirect has the information that you need before you decide to subscribe. See Searching for more information.



The Search on the [Homepage](#) of hsedirect and is available to all users. Simply type in your search criteria and click on 'Go'. (Note. You cannot enter more than 20 characters as your search criteria.)

After a short wait Search will return two sets of results. An additional Browser Window will open and display a list of results which are available to all users. Click on the blue [hyperlinks](#) to take you to the text. It is recommended that you close the additional browser window once you have linked to your destination.

Behind the new additional window are the Subscription area search results. If you are a subscriber to hsedirect and have already logged on click on the blue hyperlinks to take you to the relevant text.

If you are a subscriber but have not yet logged on you will need to enter your user name and password before you can access your Subscription area search results.

If you are not a subscriber you will need to [subscribe](#) or purchase a [day ticket](#) before you can access the information within the Subscription area. Please read the [Terms and Conditions](#) prior to purchasing a subscription/day ticket.

Search Options

Click on the link from the Homepage to access the Search Options page. Search Options contains five types of advanced search templates:

- [Normal Search](#)
- [Search Guide](#)
- [Navigator](#)
- [Eureka Search](#)

[Topic Search](#)

Normal Search

This search is best for searching for a key word or phrase, for example 'manual handling'. It is a full text search that allows you to search across:

- the whole of the hsedirect Library area;
- one part of the Library (e.g. just click on HSE Guidance Series); or
- over selected parts of the Library (e.g. click on Legislation and, while holding down the CTRL key, click on HSE Legal Series).

Search

Click on Search from either the [Search Menu](#) or the [Menu Bar](#) in the Library section and the search screen will be displayed. Enter the word or phrases required and answer any other questions that are displayed:

Please provide the word or phrase to find

 [Clear](#)

- [Search where](#)
- [Search how](#)
- [Search through](#)

Click on the 'Go' icon next to entry box and searching will begin and the results will be shown onscreen.

N.B. To clear the search screen to begin again press the 'Clear' icon.

Points to remember about your search words:

It can only search for what is asked for, choose search criteria carefully

Searching is not case sensitive, do not worry about upper or lower case

The text box where the required word or phrase is entered is fully scrollable beyond the amount of text displayed.

Punctuation:

If you use punctuation in your search phrase only exact matches of the phrase, including the punctuation will be found.

If you omit the punctuation, all occurrences of the search phrase will be found whether it contains the punctuation or not.

If you are a [subscriber](#) but have not yet logged on you will need to enter your user name and password before you can access your Library search results.

If you are not a subscriber you will need to subscribe or purchase a day ticket before you can access the information within the Library.

Search Where

Use the radio buttons to choose where to search within the hsedirect Library.

Search where

Current Database

Selected parts of current database

HEALTH AND SAFETY MATERIALS

Introduction to Health and...
HSE legal material
HSE Guidance Series

Current database - searches through the entire hsedirect Library.

Selected parts of the current database – Allows the choice of parts within hsedirect. By holding down the shift key and clicking with the mouse you can highlight more than one if required.

Database selected on list – This is currently not used.

All databases – This is currently not used.

Search How

Click on the appropriate radio button to select how to carry out the search for your words or phrase.

Search How

Words next to each other in order

Words in any order in the same

paragraph
hse materials
provisions

Words next to each other in order – this option will carry out a search of words or phrases exactly as you typed.

Words appearing in any order in the same - click on the relevant word in the drop down box to the right of this:

- paragraph - Searches for words appearing within the same paragraph but not necessarily next to each other.
- hse materials - Searches for the entered words as long as they appear within the same HSE legal material or HSE Guidance Series.
- provisions - A section or schedule within an act of legislation.
- enactment - The entire act of legislation.

Search Through

A segment is the name given to a grouping within a book. All segments available within hsedirect are displayed in a scrollable list.

Search Through

Everything The selected segments

HSE TITLE
CATEGORY
HSE ISBN No
HSE Series No

You can choose to search through either:

Everything – searches through everything in the selected databases

Or:

The selected segments - Click on the radio button and select from the list. By holding the shift key and clicking with the mouse you can if required highlight more than one.

Search Guide

This is the quick and easy way to help you find information quickly within the hsedirect [Library](#).

Enter the word or phrase to find in any known category.

Word(s) appearing in HSE publication title

HSE publication series number

HSE publication ISBN number

Categories of information required

Or

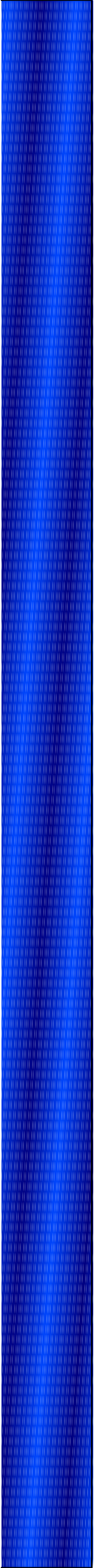
Click on the search guide icon and the search guide box appears onscreen.

Fill in the appropriate boxes (search fields are optional). When you have entered all relevant information click on the 'Start Searching...' button. Search results are listed in blue. Click on blue [hyperlinks](#) to jump to the location.

If you are a [subscriber](#) but have not yet logged on you will need to enter your user name and password before you can access your Library search results.

If you are not a subscriber you will need to subscribe or purchase a [day ticket](#) before you can access the information within the Library. Please read the [Terms and Conditions](#) before purchasing a subscription/day ticket.

April 2002



(Note: Search Guide can also be accessed from the [Menu Bar](#) in the Library section of hsdirect.)

April 2002

Navigator

To access a particular Statute or Statutory Instrument use the Navigator search and enter full or partial details, such as the title, year and series number, of that enactment. The Navigator will take you directly to the enactment or, if the details you enter are not sufficiently specific, will offer a list of possible matches from which to choose.

Full or Partial Title

Year

Series No.

Provision (eg section)

Enacted Between

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

and

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type

UK Statute

UK SI

Tick to search for a Schedule

Go...

Cancel

Once location(s) have been found, search for this text

Enter details into one or a combination of the following:

Full or partial title – one word can be used i.e. taxes, or a phrase i.e. dangerous dogs

Year – enter the year that the enactment was made

Series Number – enter the chapter number of the Statute, the series number of the Statutory Instrument or the number of the Measure.

Provision – if the provision required is a Schedule, the number of the Schedule should be entered in the Provision box and associated check box should be ticked.

Enacted between - (drop down boxes give the choices of date, month and year)

If the information entered in the Navigator window is sufficiently specific to identify a single enactment, it goes directly to that enactment (or provision thereof). If the details are not sufficiently specific, a list of possible matches to choose from is displayed.

If details are entered in two of the fields on the Navigator window, and the search identifies more than one enactment as meeting those criteria, the results list will indicate 2 hits for each enactment meeting the criteria as it treats each field as a separate hit.

If you are a [subscriber](#) but have not yet logged on you will need to enter your user name and password before you can access your [Library](#) search results.

If you are not a subscriber you will need to subscribe or purchase a [day ticket](#) before you can access the information within the Library. Please read the [Terms and Conditions](#) prior to purchasing a subscription/day-ticket.

Eureka - Natural Language Search

The Eureka search template enables you to conduct searches for complex queries in plain English. Thus you can enter queries which would be impossible or very difficult to formulate using traditional information retrieval techniques.

Eureka Search - Natural Language

A search interface consisting of a rectangular text input box on the left and a button labeled "Go..." on the right. The input box has a vertical scrollbar on its right side.

Enter your [natural language](#) term, eg 'Do I need to report an accident at work?', in order to find relevant publications on that topic.

Simply type the relevant sentence into the box, and remember that the prospect of the right answer is maximised if you include as much pertinent information as possible.

E.g. "How should I dispose of asbestos"?

Please describe the information you are looking for, making the description as precise as possible. For best results structure the query as if asking a librarian to find the information.

Searching is not case sensitive, do not worry about upper or lower case

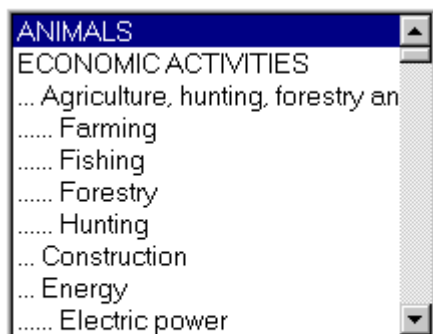
The search results to the query will return the relevant paragraph or paragraphs. The retrieval results are returned ranked in order of relevance to the search query. The most relevant rank the highest percentage. Simply click on the blue hyperlinks to take you to the text of the relevant publication.

(Note: You will need to be a logged on [subscriber](#) before you can access the Library section of hsedirect as the Eureka search template only gives results from this section.)

Tip: Eureka can also be accessed from the [Menu Bar](#) within the Library section of hsedirect.

Topic Search

Topic Search allows you to search the entire hsedirect website for one or more areas of interest.



Search entire site by one or more topics

Go...

Use the scrolling window on the right hand side to select the topics you wish to search for. (Main topics are in the scrolling window in capital letters.) Simply select the topic you wish to search for and click 'Go'. To search for multiple topics hold down the 'Ctrl' key and click on the topics you require.

Main topics are also broken down into specific areas of interest for a more refined topic search. These are listed, indented under the relevant main topic.

Topic Search will return two sets of results. An additional Browser Window will open and display a list of results which are available to all users. Click on the blue [hyperlinks](#) to take you to the text. It is recommended that you close the additional browser window once you have linked to your destination.

Behind the new additional window are the Library search results. If you are a [subscriber](#) to hsedirect and have already logged on click on the blue hyperlinks to take you to the relevant text.

If you are a subscriber but have not yet logged on you will need to enter your user name and password before you can access your Library search results.

If you are not a subscriber you will need to subscribe or purchase a [day ticket](#) before you can access the information within the Library. Please read the [Terms and Conditions](#) prior to purchasing a subscription/day ticket.

Navigating Search Results

After carrying out a search the results are displayed according to the search criteria entered. A basic search the [Library](#) will display the results as a list telling where in the [hierarchy](#) of the book they are.

N.B.

The search results may be [printed](#).

The results list will always take you back to the first results screen.

The search results icons stay on screen and active until you press end search

The text searched for will be displayed in the Text View window in red text with double brackets around it. At the very top and bottom of the Text View window are additional buttons to help you navigate your search results.

PUBLIC BODIES; Local authorities; Government; HSE;
INCIDENTS; Accidents: PEOPLE; Employers; Employees;
YES; Building material; « [Asbestos](#) »; WORKPLACES;
medium sized enterprises: MANAGEMENT:

At the top of the screen is the 'previous item with hits' which will take you to the search results above your current location in the results list.

[\[<< previous item with hits\]](#) [\[hits in this block\]](#)

At the top of the screen is the 'next item with hits' which will take you to the search results below your current location in the results list.

[\[hits in this block\]](#) [\[next item with hits >>\]](#)

'hits in this block' Will take you to the red bracketed text within the Text View window you are currently in.

You will notice that the Search icon on the [Menu Bar](#) has been replaced by Results. If you move your mouse over Results four options will be available to you:

- next. Click on this to take you to the next hit on the results list.
- previous. Click on this to take you to the previous item on the results list.
- clear. Click on this to clear your search and return you to the Search form.
- list. Click on this to return to your list of search results.

Other Search Features

Wildcard Characters

Wildcard characters are only available in the [search](#) facility.

Wildcard characters are special characters which can be used to assist in searches. They can be appended to a word to represent any character.

The two wildcards that are supported are:

- * the [asterisk](#)
- ? the [question mark](#)

The Asterisk

[Wildcard](#) characters are only available in the [search](#) facility.

This represents any character or amount of characters. Typing in tax * will find any word beginning with 'tax', for example

taxable, taxis, taxicab, taxiways, taxman, taxpayer, and so on.

(Note: The asterisk can only be at the end of the word)

The Question Mark

[Wildcard](#) characters are only available in the [search](#) facility.

This represents any character, but the number of question marks determines the number of additional characters. Typing in tax?? will find any word beginning with tax with up to two more letters added, for example

Tax, taxi taxes..... but not taxation as this exceeds the number of additional characters (questions marks) added to your search word.

Boolean Search

Boolean operators are only available in the search facility.

Boolean operators are words you can use to separate two or more words or phrases. They are used to compress the scope of your search to produce more precise results. The Boolean operators that are supported are:

- AND
- OR
- NOT
- IN

The way the Boolean operators are recognised is by entering them in upper case. If you enter them in lower case the word itself will be looked for.

Printing

Printing Text

Any text from any book can be printed straight from the service. If preferred you can copy to the clipboard or word processor and print from there.

With the cursor in the text window use one of the three methods



- click on the print icon on the browser toolbar.
- from the Menu click on 'File' then 'Print'.
- using the keyboard ALT + F,P

N.B.

- When the text screen is horizontally divided only the text in the current window is printed .

Printing Selected Areas of Text

Select the part of the text you wish to print by pointing the cursor at the beginning of the required text, hold down the left hand mouse button and drag the mouse until you reach the end of the section highlighting the selected portion of text.

From the 'Menu' click on 'File' then 'Print'. When the print dialogue box appears choose 'Selection' in the 'Print Range' box as shown. Click on 'OK'.



N.B.

- When the text screen is horizontally divided only the text in the window where the cursor is printed.

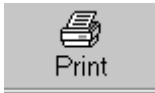
Printing Search Results

It is possible to print out search results. The searches through more than one book may be printed as the summary list as shown below

Summary of databases with Search Results

<u>HEALTH AND SAFETY MATERIALS</u>	29809
<u>Health and Safety Legislative Stop Press</u>	11

Highlight one of the sections, when the cursor changes to a hand, click once with the mouse to display the full list from that book. Print out the list using one of the methods shown.



- click on the print icon on the browser toolbar
- from the menu click on 'File' then 'Print'
- using the keyboard ALT + F, P

Printing Tree View

You may print out the **tree view screen** if required. Ensure that the cursor is in the tree view screen and print by any one of the three methods shown.



- click on the print icon on the browser toolbar.
- from the Menu click on 'File' then 'Print'
- using the keyboard ALT + F,P

Print Management

Whole enactments or publications, or specific sections of either, can be selected and collated for immediate or later printing.

Click on 'print management' at the top of the text window, next to the 'next item' icon.

print management

The Print Management window will list all the relevant printable sections and schedules from your current location.

bos™ print management

add to print list print now view print list close

Print Image Links as Images

Tick the provisions to be included:

- COP Series
 - Control of lead at work COP2
 - Notice of Approval
 - Preface
 - Introduction
 - What is this guidance for?
 - What do employers have to do?
 - Assess the risk
 - Introduce control measures, and carry out air monitoring if exposure is

Or

Type Section(s), Schedule(s) or All

Selecting:

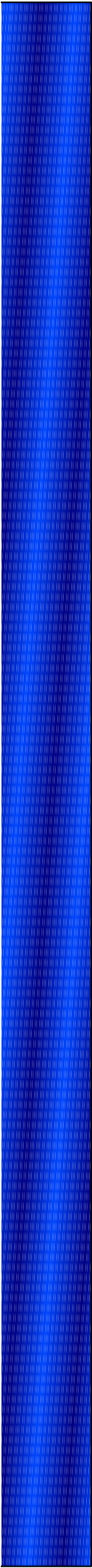
The whole enactment or publication – check the box at the top of the list to the left of the full title.

Sections of the enactment or publication – check the box to the left of each required section.

Manually selecting larger quantities of information – In the Type section(s), etc box a hyphen can be used to indicate a range of sections eg. 6–24 or Schedules can be selected by entering Sch 1. Type 'All' and the whole enactment will be selected.

- Once the required sections have been chosen click Add to print list; the print management window will show the selected enactment and/or provisions. (Note, items on the print list can be checked at anytime by selecting Print List on the [Library Menu Bar](#).)
- Click remove to remove everything selected from that particular enactment.

April 2002

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- Click edit to select or deselect specific sections or schedules.
 - Click clear print list to remove all entries.
 - Click close to return and continue using hsedirect.
 - To view your current print list, click on the print management button, then click view print list or select Print List from the Menu Bar.
 - Click print now to print the selected text. Note that a new browser window will be opened. Click on the printer icon in the browser bar or use the file/print option.

Note that the title and the commencement of the enactment/publication will be printed at the top of each entry.

There is an option to Print Image Links as Images at the top left of the Print Management screen. Select this if you wish any links to an image to be printed as the image rather than as the link. Please note that the image will be printed in sequence with the text, ie at the point where the hypertext link appears. If the link is near the bottom of a printed page, the image may be split over two pages. If you wish to print an image on a separate sheet, you should open the image up and print using the browser toolbar, menu or keyboard as previously described.

Once a selection has been made add this to the print list, or if desired print the selection immediately by clicking on the 'print now' icon.

Copy and Paste

Copy and Paste Text

The facility is there to copy all or a selected part of the text in a specific page or case.

To copy all

- Click on 'Edit' then 'Select all' from the menu bar. When the text has been selected (gone to white on blue) click on 'Edit' then 'Copy'.

OR

- Using the keyboard ALT E, A then ALT E, C

The text has been copied to the clipboard or if you open a Word processor you can paste the text directly in.

Copy and Paste Selected Text

Select the part of the text you wish to copy by pointing the cursor at the beginning of the required text, hold down the left-hand mouse button and drag the mouse until you reach the end of the section. This will highlight the selected portion of text

- Click on 'Edit' from the menu bar then 'Copy'

OR

- On the keyboard ALT E, C.

Other Features

Stop Press

Stop Press is an additional Library function which contains information as to any outstanding amendments or commencements which relate to the full text enactment currently being viewed.

The Stop Press can be accessed from within the Library in one of two ways

- from the Stop Press button located on the menu bar
- from the Stop Press icon which appears next to the 'previous item' at the top left of the text view screen



Note this is only available in the Legislation section of the Library.