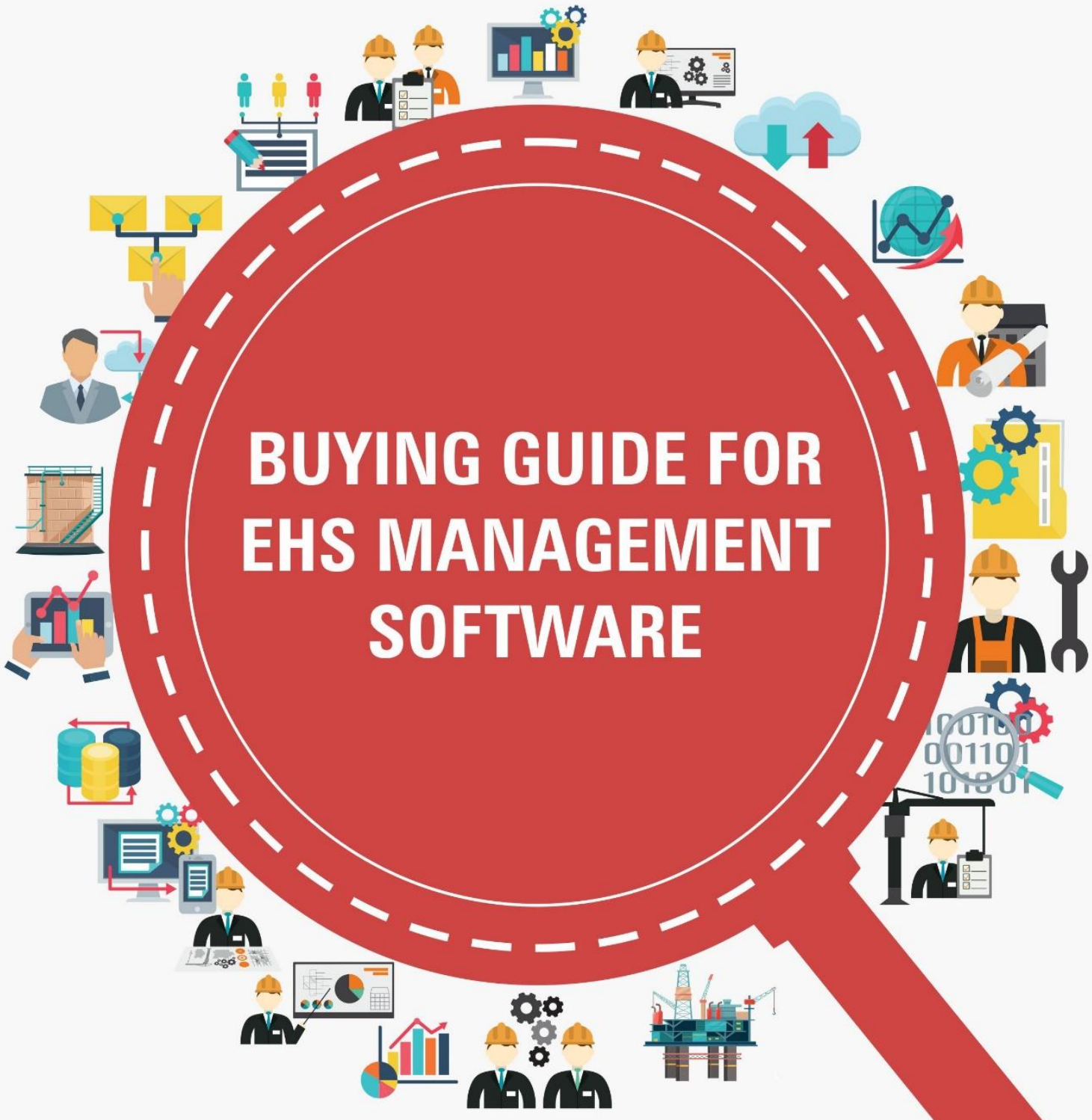
ASK
ENVIRONMENT-HEALTH-SAFETY



BUYING GUIDE FOR EHS MANAGEMENT SOFTWARE

A comprehensive robust management software solution to ensure a safer work environment, encounter fewer incident claims, and save costs in short and long term.

ASK-EHS Engineering & Consultants Pvt. Ltd.

Summary

Safety software is a value-delivered

Industrial safety is undergoing expansion, rationalization and its importance is increasing throughout the globe. In the dynamic and demand-driven market, keeping up pace with the rapidly evolving operational, production and compliance environments becomes a strategic priority. This rings true in the case of safety and as the demand for automated safety solutions grow, so does the vendor landscape.

There are various industries such as mining, automotive, chemical, pharmaceutical, electronics, construction manufacturing. Also retail, transportation or a consumer-product manufacturing are in demand. In all these industries, the use of EHS software tools is an emerging priority among the software shoppers.

With a high demand for comprehensive digital safety solutions and increased vendors, it becomes difficult to discern which systems provide the greatest value and guarantee a successful implementation.

Organizations invest time and effort in selecting such systems- one that would provide value and coverage in all the areas of the business.

Choosing a software is a critically important decision, and with the help of this guide, one can determine the key considerations while evaluating a safety software to suit the business needs.

The guide helps in understanding the need of a 'software' for a safety management system and provides an elevated clarity on how the software selection defines the daily work culture and communication environment.

WHY OPT FOR A SAFETY MANAGEMENT SOFTWARE

Most systems do not manage all the aspects of Environment, Health and Safety on the same, unified management platform.

Here are the **key considerations while opting for a safety management software.**

Automate and regulate tons of documentation

Many organizations have adapted to traditional safety monitoring for their staff but the vast majority systems in use today are somewhat antiquated. These systems fail to leverage advances in technology when one needs to respond to an incident pro-actively and as a by-product, waste time, paper and money.

The nuances of safety and management policies generate a lot of documentation; not only the policies, there are documented accountabilities, roles and responsibilities, records and registers, and safe work methods and procedures.

The safety managers are well-aware of the fact that the documentation must be carefully tracked, and tasks, checklists and actions must be set against it. Otherwise, the evidentiary trail will go fallow and it would be difficult for the management to track organizational performance. Safety management software should track and manage all the key documents, and should display information whenever needed via flexible dashboard analytics to meet the needs of the relevant stakeholders.

Efficient handling of details of external parties, contractors

In every major organization, contract work is a reality if not an operational obligation. It is not often that a company would have all the necessary internal resources at its disposal to accomplish every project at a level sufficient to satisfy company stakeholders while maintaining quality standards.

Gaps form when communication breaks down, expectations are ill-defined and standards drastically differ, all at the expense of the safety of those performing the task. A safety software, in such cases, can manage key details of contractors and external parties. These can include granular data on competencies and compliances, their verification and tracking.

Manage compliance breaches

A safety team in an organization strives to maintain continuous compliance with all the health and safety regulations. But, with the changing regulations, it becomes difficult to keep in pace.

Safety management software should simplify the core management duties; with functionality, they should target compliance obligations, plans and breaches. Provision of maintaining those regulations can facilitate easy access.

Top desired EHS software capabilities

- Incident reporting
- Incident tracking
- Corrective action tracking
- Incident investigation
- Hazard identification
- Safety inspection
- Risk management
- Compliance calendar
- Regulatory change tracking and monitoring
- Behavior based safety

Ensure operational efficiency

Front-line operations are never easy as safety and efficiency go hand-in-hand. Rigid processes should be tackled systematically to avoid any risks on-site. Automating permits, managing risks and incidents gives the safety teams' the requisite history and intelligence and easily identify the areas where risk controls failed to achieve desired outcomes.

Pre-configured workflows will expedite the processes and enable teams to manage operational activities.

EHS management software – A 'must-haves' checklist

- Best practice management for risks, incidents, injuries and controls.
- EHS incidents and hazards reported and managed in a single platform.
- Tracking of safety information, documents, tasks, checklists and corrective actions.
- Integrated mapping features to visualize the locations of people, hazards, incidents and assets.
- In-built e-mail notifications, broadcasts, alerts and reminders.
- Flexible dashboards, analytics and reporting capabilities for all the associated stakeholders.
- Configurable workflows.
- Interaction between the documents.
- Generate custom, activity based reports specific to the information requested.

HOW TO ASSESS VALUE IN EHS MANAGEMENT SOFTWARE

Every potential customer is aware of the fact that software isn't just a tool- it is an investment. EHS management software provides quantifiable ROI (Return of Investment) that organizations look for.

- **Time savings:** The software saves time over manual and cumbersome processes. The nature of workflow-based automated EHS is that it reduces the cycle time.
- **Systems consolidation:** A centralized resource for safety is important as it demonstrates value. A single holistic solution can reduce the number of compliance systems to a single system.
- **Administrative overhead:** Cumbersome processes take up resources. This can be man-hours and administrative time, and one spends time on systems rather than the business. Automated scheduling of tasks can reduce the consumption of resources, freeing employees to undertake productive tasks.

Organizations should look for ROI that fulfill their unique business needs.

Set realistic expectations. Driving ROI means considering the needs before deciding a right tool from an overall business perspective.

EVALUATING SELF-NEEDS

1. Analyze the current status

Each industry needs to consider their pain points while selecting a safety software. Prioritize the selection on two factors- 'whether the software is a must-have' or 'they would prove an asset'. Segregating the need would provide an exact definition and will align the issues with a correct software solution.

2. Define the 'scope'

Once the problems are identified, define the 'software'- its role.

Comprehensive: A system that provides modules for multiple aspects of the EHS management.

Issue-specific: A system that deals with particular program or a regulatory requirement.

WHY SOFTWARE PURCHASES END IN SHELF-WARE

The most important consideration in buying a software is their ability to adapt to the business processes.

But, most of the times, vendors build systems around generic, best practices approach and they initiate in adapting the industry processes in accordance with the software.

This approach can eliminate the prime purpose behind the software purchase. One can therefore end up purchasing a software that was never implemented. It is necessary that the software allows bespoke customization and should be flexible enough to change and improve as and when necessary. (Ref. b.)

3. Consider one's growth

While enlisting the company's needs, also consider the features that may prove useful in a due course of time. Opt for increased features that can provide solutions in the near future.

One can receive a better product if the scope of the document is clear and precise. Know what you want and need before starting a process. A well-defined specification helps during the implementation works.

EVALUATE THE VENDOR

Reputation

A mere go at the client list will help to understand whether the vendor has established a niche in EHS safety software. Additionally, companies should seek out a vendor that is constantly improving the software features.

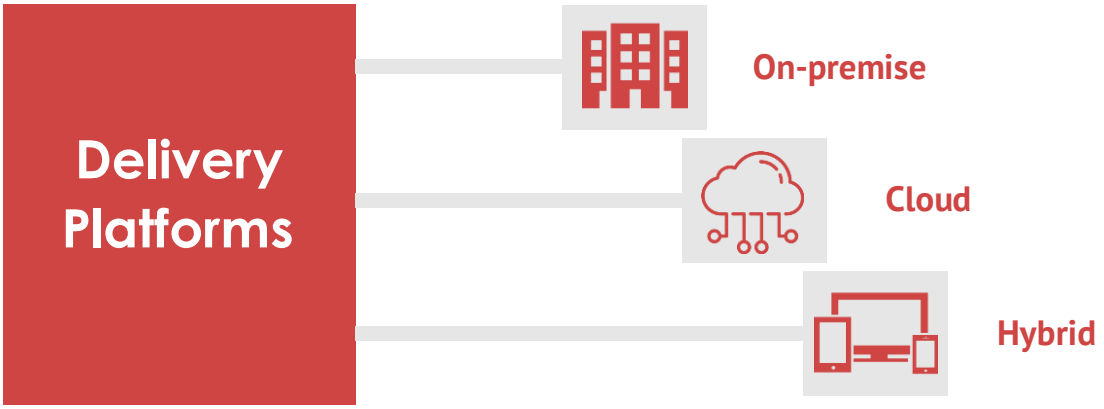
User-reviews

Customer testimonials speak a lot about the company as they add legitimacy to their work. Case-studies would answer the skeptical questions like "Have other businesses worked with you?" or "Is it worth the investment?" They would build the trust and credibility.

"Testimonials can assemble a detailed picture of the overall experience through the customer's eyes. With this perspective, it can identify the different touchpoints and channels in a given journey as well as the departments or functions that own the interaction."

IDENTIFY THE DELIVERY PLATFORM

It is important to determine the deployment method as its purpose is to provide a system that is easy-to-use. Along with a robust solution, the platform should be user-friendly and intuitive to yield out the best from it.



EHS management software is capable of its delivery across all the three platforms- On-premise, Cloud and Hybrid.

Learning and internalizing industry best-practices can help a software buyer make better choices and the multi-platform landscape can enable seamless, continuous system upgrades.

One major difference in these on premise and cloud server - On-premise software is expensive to maintain. Both the hardware and software need to be purchased, installed and maintained.

Clients do not have to bear the cost of acquiring, installing and maintaining the cloud-servers. Hybrid platform delivers the best of both the platforms.

INTEGRATIONS

1. Mobile applications

On-site operations require mobile applications to maximize efficiency. Mobile applications enable retrieval of the data around the clock from any location. With this integration, team members can manage and collaborate within themselves to edit, review and share information.

2. Accessing data offline

There are sites at remote locations which has no access to internet. In such cases, offline accessibility can enable management tasks.

3. Multilingual interface

To approach organizations from different geographies, the software must have capabilities for localization and internationalization. It should offer multi-language features.

Integrated software applications can process efficiency across the organization. Real-time visibility is improved as the information can be accessed from almost anywhere. Integrations are transforming how companies run, and enabling them to transcend growing pains that previously held them back from taking their business to next level.

UNDERSTAND THE BUDGET

The cost involved in buying and using an EHS management software varies on the type of licensing model. The cost of a software is decided on the internal skillset required to support the software (customizations). One should understand the benefits of each model and they are broken down below.

Perpetual License: This is a non-expiring license where the vendor takes care of the support and updates.

Subscription-based license: A renewable license, where the support and updates are taken care for a designated period of time.

Custom-based license: The vendor provides the flexibility to address client-specific software use cases.

To benefit from the software, the licensing models can be chosen depending upon the need and cost implications.

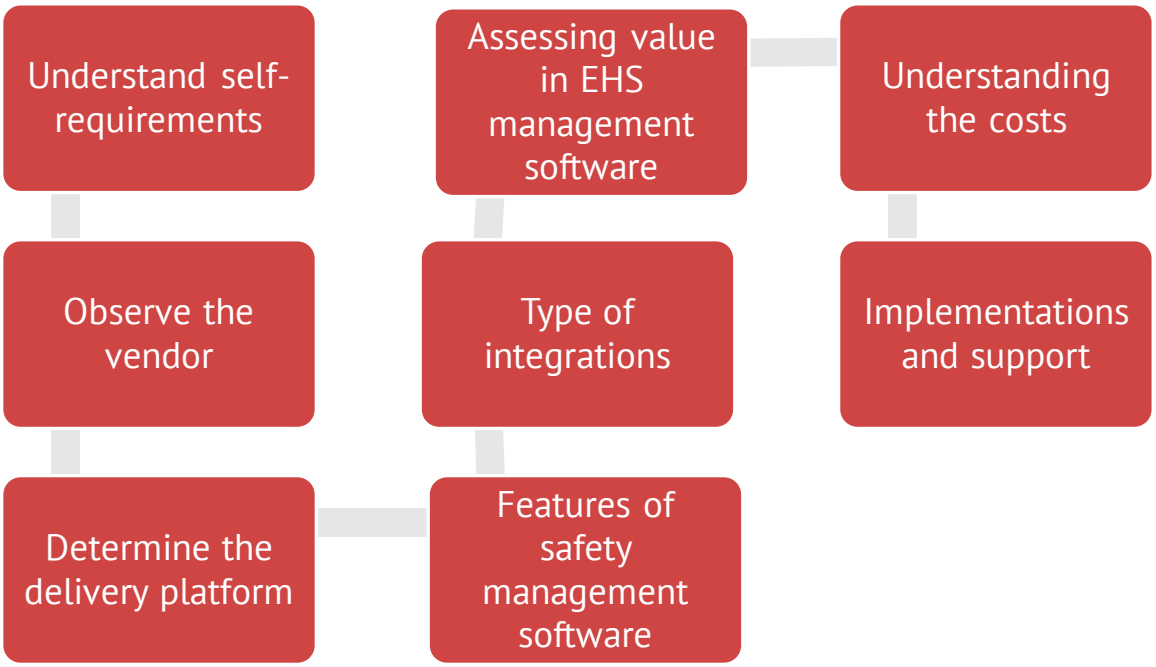
IMPLEMENTATION AND SUPPORT

Companies should look for a software that provide a clear implementation strategy after initiating a response. There should be measurable goals and timelines to the action plans as they would determine the efficiency in implementation.

The support team should be qualified and have a clear understanding of the software. Look for the support team while assessing a vendor to analyze whether the issues can be dealt efficiently and timely in the near future.

It is impossible to use a system without undertaking consultancy hours from the vendor. Do not save money at the expense of a poor implementation. One should strike a careful balance between a high-cost system with out-of-the-box functionality versus low cost system that requires configuration and customization.

LESSONS LEARNT



Effective EHS management is becoming a competitive differentiator for businesses, especially in high-impact sectors. EHS management software gives reputational benefits of EHS management protocols. Also, employees reward owners' safety culture with increased productivity and engagement.

Further, it is important to present the potential of a prospective software purchase to internal-decision makers to make a smart choice.

ASK-EHS Safety management software

ASK-EHS safety management software is a list of EHS solutions through which one can enable better insights and take better decisions in terms of safety.

The different software modules of ASK-EHS offer customized solutions for EHS management.

1. Incident and near-miss management
2. Site Inspection
3. Internal Audit
4. Hazard Reporting
5. Leadership Walkthrough
6. Register of Regulation
7. Lockout Tag out
8. Safety Observation
9. Safety Equipment Inspection
10. Environment sustainability
11. Meeting Management
12. Change Management
13. Corrective and Preventive Action tracking
14. EHS Training Management
15. Behavior Based Safety
16. Emergency Response
17. Job Hazard Analysis/ Risk Register
18. Occupational Health
19. Knowledge Sharing
20. Contractor Management software