# AlfaPeople

# Meet our HSEQ Module

## Microsoft Dynamics 365

# "Health, Safety, Environment and Quality"

The HSEQ Module (referred to as Health Safety Environment Quality) of Dynamics AX is aimed at documenting and handling the safety, health, environment and quality management system in our client's work environment through our ERP. It allows to keep track of activities that take part in the system, provides the generation of indicators, records, consultations and relevant monitoring actions to decision making.

The following functionalities are defined for this module:

### Objectives and legal requirements of the system

It is possible to define the institutional objectives and policies, keeping records of validity and people involved in the elaboration and approval of those items. In addition, the module allows to supply a repository of legal requirements applicable to the system, identifying the effective date, type of legislation, legal document and specification of applicable article or paragraph.

### Risk and evaluation management

Allows the client to identify the existing risks within the company by defining the constituent elements of the different jobs, such as: working area within the organization, specific working conditions, risk factors, sources of risk, effects or possible consequences, worst consequence, controls, intervention measures and risks by work place.

Once this identification is worked out, the module runs a Panorama that evaluates the risk defined by the client in order to carry out a Work Task in a given process, using a scale defined by levels of deficiency, exposure, probability and outcome which will establish the Acceptability of the Risk Level. In this Panorama it is possible to keep historical versions by effective dates and responsible for approval and revision.

### Accident investigation

Through the menu "Registry of occupational accidents and diseases" it is possible to document step by step the analysis of diseases and accident cases occurred within the organization. Identifies the date and place of occurrence, affected person, witnesses of the fact, body parts affected, injury agents, absence record, equipment damage features, environmental impact, control measures, action plans, corrections, accident mechanisms, case status and the possibility of generating a summary of the report .

### Medical evaluations

Through this module, it is possible to define a professional program by job, as well as settling and scheduling medical examinations, applicable by periodicity, area and process, with the possibility of following up the completed, deferred and canceled states, and visualizing the employee's resume which shows his normal results or anomalies.

### Personal protection items

The module gives the possibility of establishing the personal protection elements necessary to perform a job in the organization, identifying the types in which they are divided according to the function of well-being and depending on its use, purpose, technical characteristics, maintenance and useful life, together with the possibility of integrating it with the inventory module through a movement journal which allows downloading the inventory and generating a delivery report to the employee for his signature and resume support, in addition to the generation of a matrix of Personal Protection Elements.

### Preventive medicine campaigns

The HSEQ module allows to define campaigns to prevent the occurrence of occupational diseases that affect work performance and the welfare of the worker. Among these definitions it is possible to determine the following data: activities by campaign, participating employees, start and completion dates along with the initialized and finalized states.

### Surveillance programs

By means of this option, employee health surveillance programs may be created, given the risk factors related to the employee's daily work. You may identify the execution dates of each program and the activities to be performed in  them.

### Infirmary record

The program allows to make a basic registry of the cases that are taken care of by the nurse or first aid at the workplace, and allows to record its reasons and the products provided.

**Legal claims**

In order to follow up on cases that give rise to legal claims by workers due to accidents or occupational diseases, the module allows recording the claim with the basic data of the employee, type, date, entity generating the request, effects, actions to close the claim.

**Audit Schedule**

Allows the client to register internal and external audits. You may associate the process, the month and the date of execution, the frequency with which the audit is carried out, the report and associated non-compliance number if necessary.

**Tracking Plan**

It is necessary for Non-conformities Registry, Corrective and preventive actions generated by both Internal and External Audits. It allows to associate it to processes, to specify the type of Nonconformity, description, evaluation, effectiveness of the action taken, the date of occurrence and name of the affected

**Indicators**

As a complement to the previous menus, the module has a series of indicators that allow the evaluation of the company's state concerning risk management and preventive activities. Among these indicators you may find:

- Campaign **coverage rates** determined by population, gender and given period.

- Disease **morbidity indexes;** identifies the number of sick people with first aid or nursing during the period, and determined by the incidence rates (risk of the population in acquiring a disease), prevalence (priority of acquisition of diseases, lethality of the diseases identified within the organization in a period.

- **Mortality rates**, defined by the gross mortality rate (expresses the population risk to die), mortality rate by gender (identification of risk by gender of death) and mortality rate by cause (risk of dying In a specific time by specific causes).

- **Accident rates** allow the evaluation of occupational accidents in the organization during a given time, measured in two factors :

  » Frequency index: Indicator used to identify the number of accidents occurring or expected in a given period in a number of man - hours - exposure.

  » Severity Index: indicator that identifies the number of days lost due time disability (work absence) of workers in a period in a number of man-hours of exposure

  » Disabling Injury Index: Indicator that is measured by frequency and severity.

  » Accident rate: Expresses an event in a specific population in a given time.

  » Occupational disease index: measures new diseases among the total population to be measured during a specific period.

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