
# Occupational Health & Safety 365

## OHS/HSE inside Dynamics 365

Occupational Health & Safety ('OHS') also referred to as Health, Safety & Environment ('HSE') is a body of knowledge that deals with worker health and safety. It is also used as a label for formal computer based systems. On a high level it:

- Identifies workplace hazards and pollutants
- Implements preventative (and corrective) actions to reduce workforce exposure to hazards
- Records incidents, deals with investigations
- Ensures compliance to health & safety laws and regulations

Occupational Health as defined by the World Health Organization ('WHO') "*occupational health deals with all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards.*" Health has been defined as "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity." Occupational health is a multidisciplinary field of healthcare concerned with enabling an individual to undertake their occupation, in the way that causes least harm to their health. Health has been defined as "a state of complete physical, mental well-being". It contrasts, for example, with the promotion of health and safety at work, which is concerned with preventing harm from any incidental hazards, arising in the workplace. Hazards, by definition, include pollutants.
Safety it starts with a commitment to workers, their families and other related stakeholders, and is a cross-disciplinary area concerned with protecting them. It increases the safety, health and welfare of people engaged in work or employment. By law, workers are entitled to a safe workplace. Organisations (employers) must provide a workplace free of known health and safety hazards.
Most countries have formal bodies that govern the rules, guidelines and applicable laws. Organisations that fail in this regard; faces heavy penalties and could even be prosecuted if found guilty of neglect.

Enter OHS/HSE systems…

OHS 365

The OHS/HSE module inside Dynamics 365 Operations adds functional colours to the white Dynamics application canvas. In this whitepaper the following topics will be covered:

- Context of OHS/HSE
- Components of OHS/HSE
- Content of OHS/HSE
- Consolidation of information
- Cost of not doing OHS/HSE

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# Context

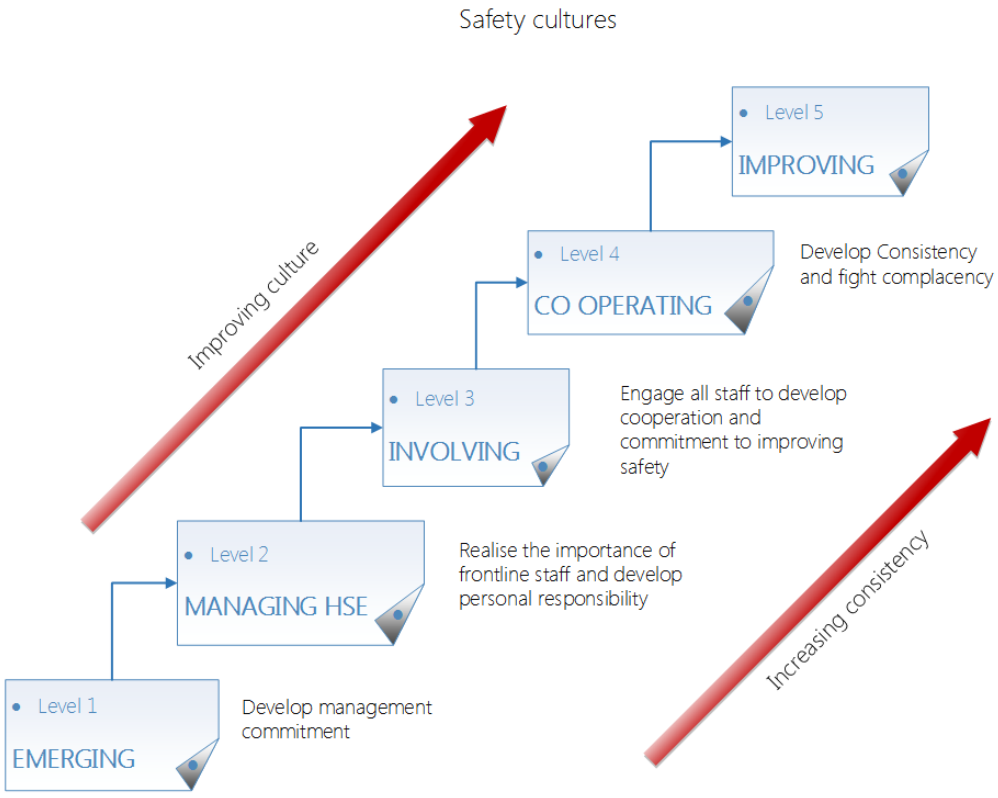
## Safety first

In general, health and safety laws apply to all businesses. As an employer, or a self-employed person, you are responsible for health and safety in your business. Health and safety laws are there to protect you, your employees, stakeholders and the public from workplace dangers.

Many organisations face continuous pressure to change in order to meet their business objectives in a competitive market place. Industry is undergoing increasing change and there has been, and continues to be, pressure for organisational change and staff reductions.
Organisational changes such as reducing staffing levels, using contractors or outsourcing, combining departments, or changes to roles & responsibilities are usually not analysed and controlled as thoroughly as plant or process changes. Such changes can, if inadequately conceived or implemented, have a detrimental effect on safety. Our OHS 365 solution mitigates this risk and put safety first.

## OHS/HSE cultures

An organisation's culture will influence human behaviour and human performance at work. Poor safety cultures have contributed to major incidents and personal injuries. An organisation's culture can have as big an influence on safety outcomes as the safety management system. The sad reality is that most small to medium businesses do not have preventative OHS/HSE services and controls. Add to this that certain countries are less committed to a culture that promotes worker well-being.



# Components

## OHS/HSE concepts

Our OHS 365 module inside Microsoft Dynamics 365 can address the above cultural issues and functionally covers:

Occupational Health Scheduled and ad-hoc Inspections, Incident reporting and Investigations. Medicals integrated with exposure groups and related real-time enquiries.
Safety management is predicting and managing risks that could hinder the organisation from ensuring safe work environment. Permits to work (clearances); safety plans; checklists; PPE management and reporting.

We extend the above traditional definition to include overlooked areas such claims management, policies and standard operating procedures as well as worker permit management, training records; ISO audits and more. Adding to our OHS 365, is our GRC 365 module for an integrated suite of tools which surpasses most of our competitors; also branded as shreq (safety, health, risk, environmental & quality) by Axnosis. All the functionality is inside the award winning Microsoft Dynamics 365. Supporting both cloud and on premise deployment.

OHS 365 components:

# Content

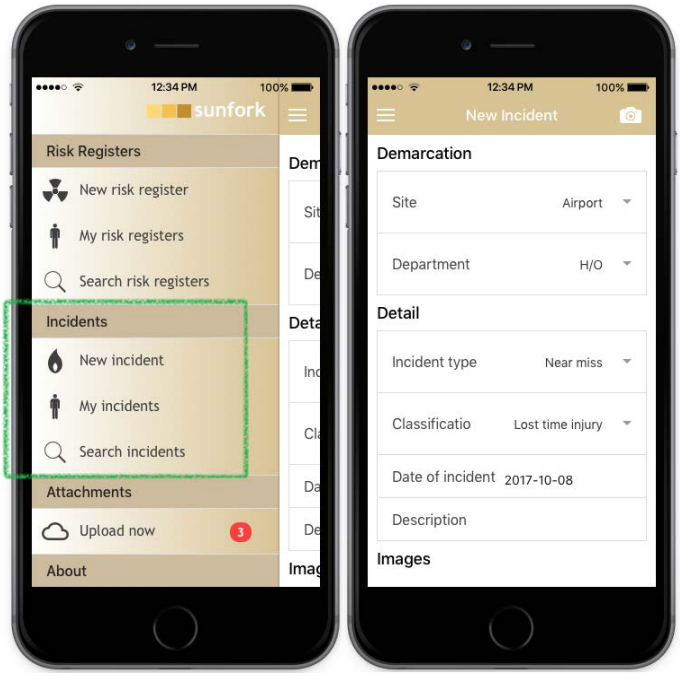
Some highlights of GRC 365 are discussed below:

## Incidents & investigations

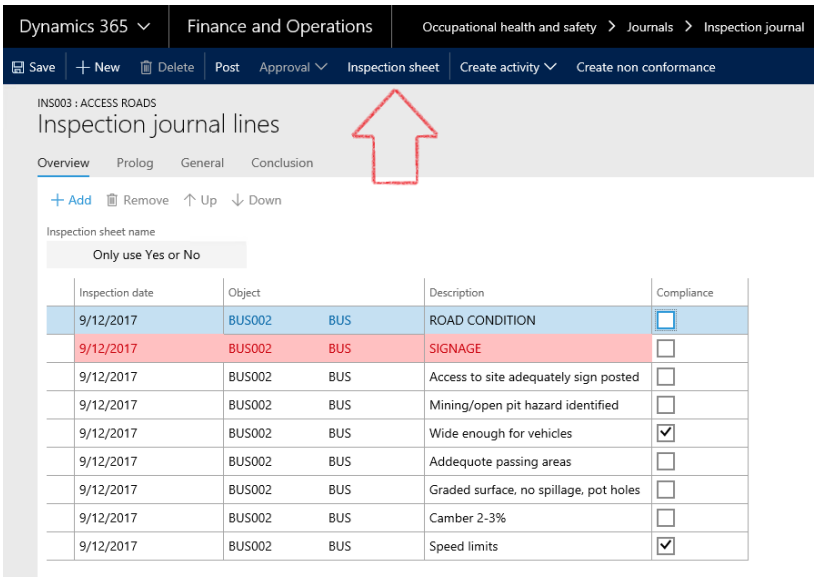
In an organization, an incident report or accident report is a form that is filled out in order to record details of an unusual event that occurs at the organization, such as an injury to a staff member or site contractor.

The purpose of the incident report is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the incident and when an investigation is launched.

The form can be "filled in" via the web, on a mobile app or on a tablet.




## Inspections




It is highly desirable that a program exists to monitor and inspect operations. Such an inspection program will;

- Enable control measures to be checked,
- Enable work practices to be observed,
- Permit the monitoring of risk management performance,
- Provide a mechanism for identifying hazards.

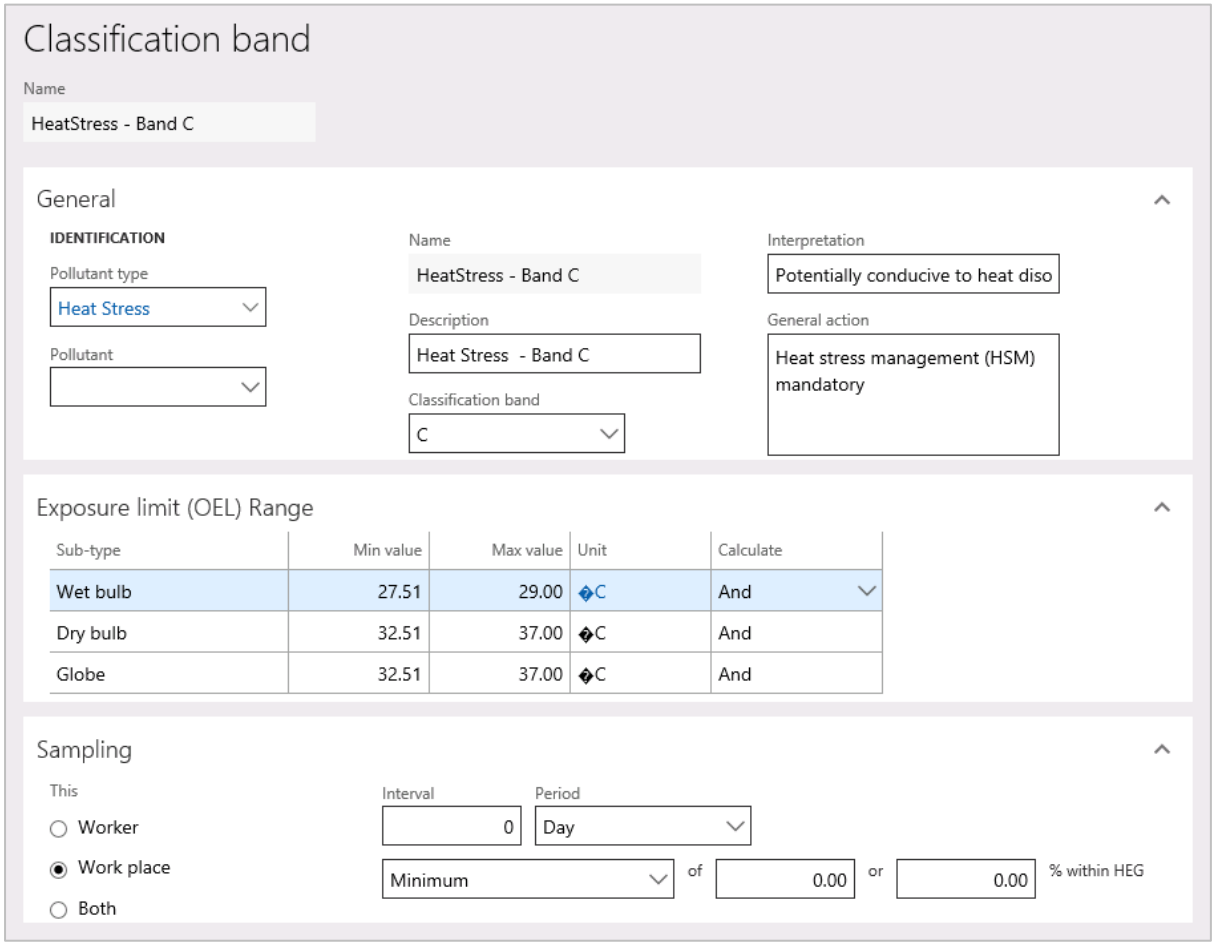
It should initially identify the areas, activities and/or assets to be inspected, as well as the frequency of inspection. Someone should be made responsible for carrying out inspections. A checklist should be prepared for each area to be inspected. The checklist should include the most significant hazards as well as the controls that are expected in the area.

# Content

## Industrial hygiene

The International Occupational Hygiene Association (IOHA) refers to occupational hygiene as the discipline of anticipating, recognizing, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.

The purpose of Dynamics OHS 365 is to formally and systematically support health exposure assessment as the foundation of preventative and protective health practice for its businesses. The process relies on an occupational hygienist to conduct walk-through occupational hygiene surveys, group workers with similar potential exposures, devise and conduct exposure sampling programs and then to statistically analyse the exposure data, in order to minimize workers' exposure to hazards.



# Content

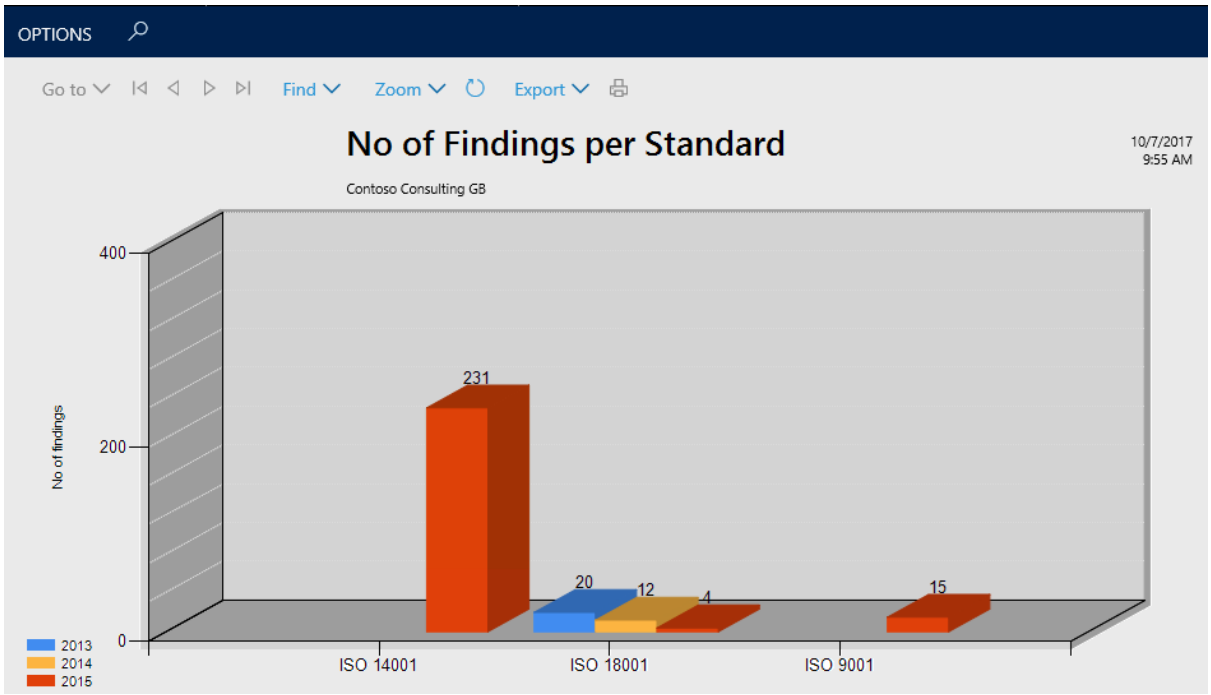
## Audits

As defined in ISO 19011:2011—Guidelines for auditing management systems, an audit is a "systematic, independent and documented process for obtaining audit evidence [records, statements of fact or other information which are relevant and verifiable] and evaluating it objectively to determine the extent to which the audit criteria [set of policies, procedures or requirements] are fulfilled."

Audits Include Internal Audits (covered by our Governance, Risk & Compliance - GRC module), External audits and ISO type audits.

An ISO Audit in basic terms means checking to ensure organisations are actually doing what they "publically" state about ISO clauses and its requirements. During an ISO audit it is verified that a management system is in compliance with the relevant ISO standards, and to ensure that the actions taken to meet the health, safety, quality objectives of the organisation are suitable.

OHS 365 starts by providing users with the most recent ISO content via a Wizard Driven Content provider. It then allows for regular audits (checklists) to be scheduled and completed. Findings are grouped by Non-conformance or Issue logging. Electronic audit files are kept and reports are produced to prove work has been performed. All in the context of a formal ERP/CRM system. Thus proving to customers, stakeholders and workers the commitment to worker well-being.

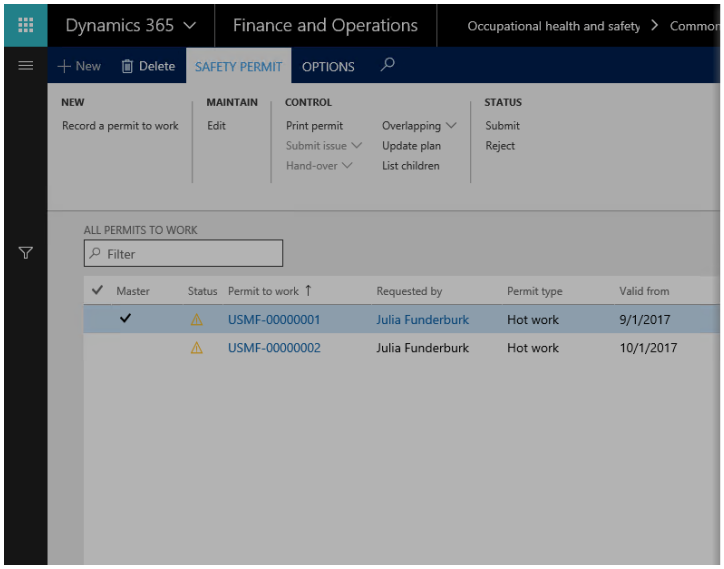


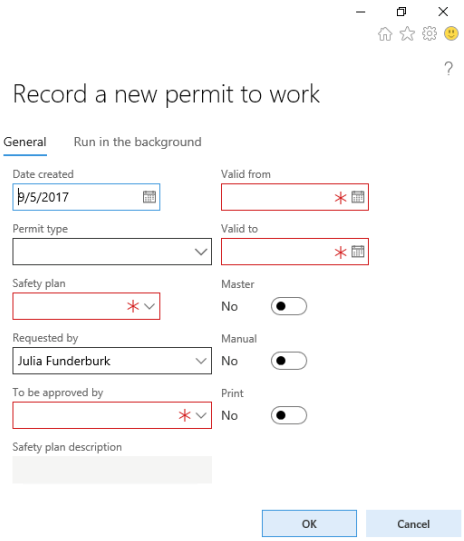
# Permits to work

A Permit to work creates an awareness of the possible hazards while performing work as well as precautions to take. The Permit to work will indicate hazards, the nature of the task and any preventative measures. It allows work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered. Permit to work is part of a process designed to improve the safety of workers. It is essentially a means of safety communication between the various participants. It ensures that all the risks are understood and mitigated, that adequate controls are in place and that proper communication has taken place (and continues to take place). A Permit to work is sometimes referred to as a Plant clearance.

In terms of Safety legislation it is the responsibility of the employer to ensure that people performing work on their plant are made aware of any possible hazards and are adequately protected from those hazards.

The purpose of a Permit to work is to ensure that all employees and contractors performing work on your site are issued with an approved and valid certificate that describes the nature of the task being carried out. It should clearly indicate any hazards involved, list the precautionary measures and highlight the required PPE.

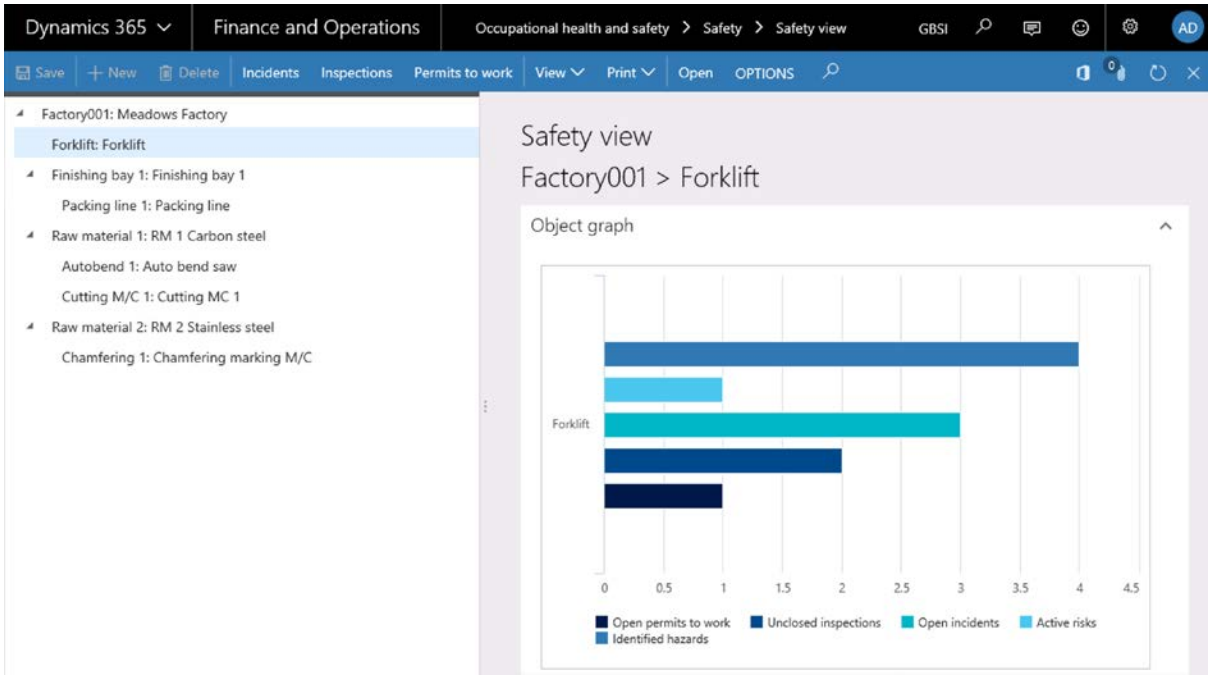



A permit to work should not be confused with giving someone permission to work on site. Issuing a permit does not, by itself, make a task safe. That can only be achieved by the diligence of those preparing, supervising and carrying out the work. The software does, however, provide a formal procedure to determine, systematically, what precautions are required, how this should be communicated, recorded and monitored and how work should be authorised. In some high-risk situations, simple systems of work such as isolation or locking off procedures are sufficient by themselves to ensure safety

# Consolidation

A practical and well-designed OHS/HSE software solution will centrally track and manage all actions and statistics across the full application suite. OHS 365 is no different but again we extend the norm and also take into account Governance, Risk and Compliance actions.
OHS 365 includes an action manager with deep integration with productivity tools such as Microsoft Office, mobile apps and email; but also aggregates information. One example of this is a consolidated Safety view. A graphical view that provides users with key safety statistics per location and per asset (object). This information can also be exposed to formal reports, distributed by email.




# Cost

## If no system

The costs of safety and health solutions are perceived as “low added value” in many business areas. This couldn’t be further from the truth. Safe workplaces are more efficient, more productive, and the substantial costs of injuries and occupational illnesses should be significantly reduced by implementing a Safety Management System.
Labour unions, if applicable, frequently cite safety and health programs, or lack thereof, in their contract negotiations. A strong Safety Management System can assist in alleviating contract disputes.
By not having a formal solution; assets can and will be damaged. Unsafe workplaces are placing additional burdens on assets. As a result, there is a direct cost (damage, maintenance and replacement) associated to operating assets in the absence of OHS/HSE systems.

# Conclusion

## About Microsoft Dynamics 365

Microsoft Dynamics 365 is a comprehensive enterprise resource planning (ERP) solution for midsize and larger enterprises that empowers people to work effectively, manage change, and compete globally. It makes it easy to operate across locations and countries by standardizing processes, providing visibility across your organization, and helping to simplify compliance.


## About "shreq"

In the swamp of global legislation and local regulations; enterprises faces dangers, ogres, costs and litigation. Using formal software with deep functional reach will reduce these dangers significantly. If the software is integrated and part of an ERP application such as Dynamics 365 then dangers facing enterprises becomes opportunities. Our OHS 365 module is part of the shreq (safety, health, risk, environmental & quality) suite. It is built to as best of breed but part of, and integrated with Dynamics 365.



## About Axnosis

Axnosis provides vertical solutions and consulting services to manufacturing, public enterprises and asset intensive organisations; whether corporate companies, public concerns or medium-sized businesses. This is achieved using world class software applications from Microsoft (Dynamics), developing inside Dynamics deep industry specific software and applying decades of business consulting, project management and systems integration skills to the environments. Axnosis consultants have industry knowledge, technology experience and methodologies to deliver these solutions successfully.