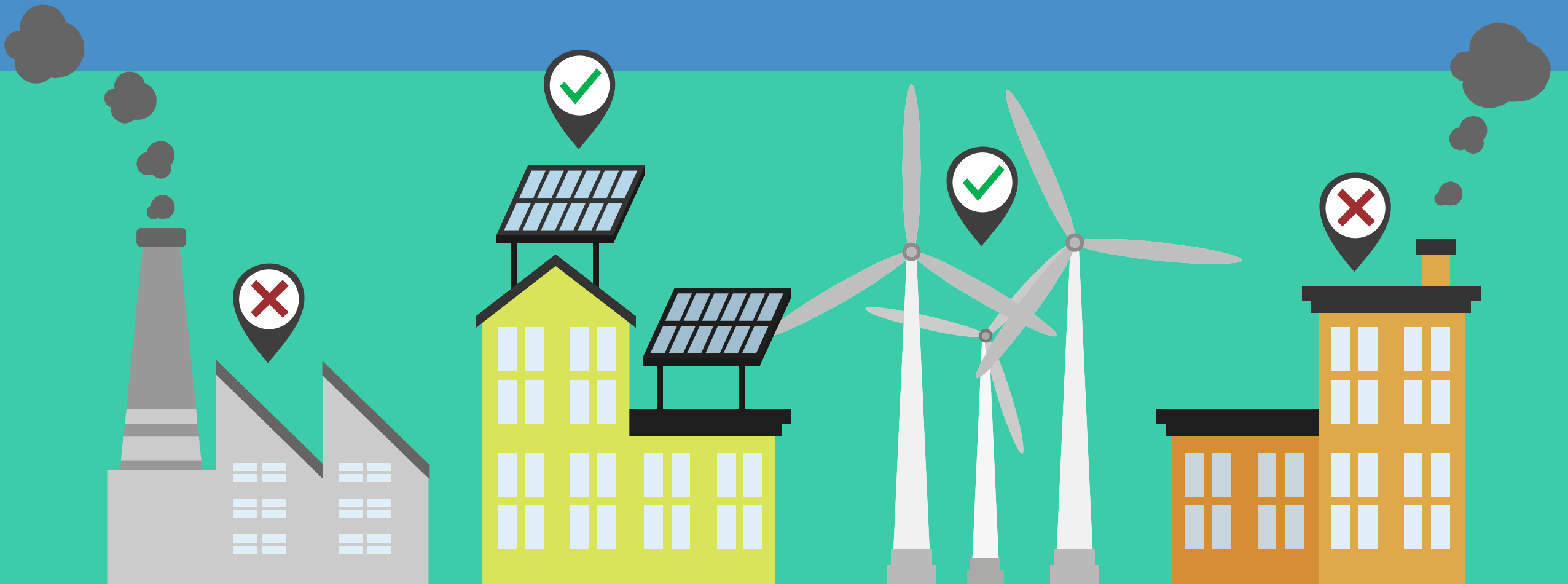


7 Must-Have Resources for Every Environmental Management System



Companies that **aspire to be better environmental administrators** invest in **strong environmental, health and safety management**, also known as **EHSM**. From an environmental standpoint, this involves creating a systematic approach to managing waste, complying with environmental regulations, or reducing the company's carbon footprint. **Successful EHS programs also include measures to address ergonomics, air quality, and other aspects of workplace safety that could affect the health and comfort of employees.**

Environmental, health and safety management is important for any company that is looking to:



Build a safer culture

Achieve operational excellence

Reduce risks

Ensure EHS compliance

At a high level, **EHS management encapsulates the use of business processes and requirements that are designed to achieve continuous improvement in EHS performance.**

These processes reflect the role of EHS performance within the larger overall goals of sustainability performance and operational excellence, taking into account the planning, processes, procedures, and implementation of EHS initiatives. **In turn, these directives should be considered in an established methodology designed to achieve performance, evaluate results, and provide mechanisms for acting on recommended actions.**

Regardless of the volume of requirements from local, national, and international regulators (e.g., OSHA, EPA, GRI, Health Canada, HSE, ISO programs, etc.), **an environmental, health and safety management solution must contain these 7 critical resources:**





01 | Risk management

In large and/or complex organizations, risks are everywhere. And if you're the person charged with controlling hazards, operational threats, or environmental concerns for your company, it can be difficult even figuring out where to begin. To do this, you need a system that integrates risk assessment into every step of the EHS process. Main features include:

- Enterprise Risk Management tools to monitor risk trends across multiple departments.
- Aspects & Impacts analysis to reduce environmental impacts.
- Job Safety Analysis (JSA) that assesses risk at each task step, as well as for the job as a whole.
- Filtering of corrective and preventive actions by risk, ensuring requests are handled by risk priority.
- Integration of multiple risk models, including risk matrices, decision trees and qualitative/quantitative risk assessment.

A solution with these features gives you a systematic, objective way to assess risk across the organization and a critical strategy for compliance given the faster pace and increasing complexity of business.



02 | Document control

Paperwork is a huge headache in the EHS world and it is also a driving force behind implementing an EHS management solution. But to actually get rid of that headache, the solution must have robust document control capabilities.

Even in a paperless environment, multiple document versions still means lots of digital paper movements, like searching through old server folders and emailing colleagues to track down work procedures, job descriptions, product specifications and test methods. Document control software keeps everything organized, creating a revision-controlled environment that lets you:

- Link related documents.
- Create dedicated workflows for different document types.
- Track revisions, approvals and electronic signatures.
- Find the most updated version of documents.
- Automatically distribute documents.



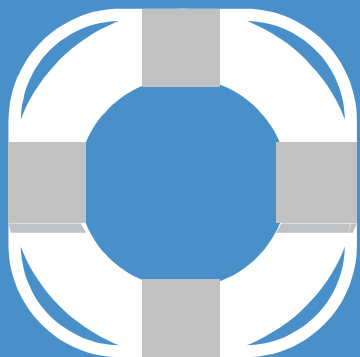
03 | Performance measurement

If you are tasked with collecting and reporting on a range of metrics such as water and energy use, waste generation, and air emissions for one facility, this is a difficult yet feasible task. However, when you have to collect information from multiple facilities, in a variety of countries, the level of difficulty multiplies exponentially.

The pain of maintaining performance metrics with a manual system or a system that is not automated to adjust for differences in data sources is real. It costs you time, you lose accuracy, and you often have no time left for strategic analysis.

An EHS management solution must collect the most important KPIs for your business, including key indicators and deep data for environment and safety, energy use, emissions, resource usage, and more. Whether for one facility or every facility in your global enterprise, the solution must give you the power and flexibility to define, assign, and convert any input into the outputs upon which you report and by which your organization measures its success.

Once deployed, you should be able to manage your company's impacts, set performance targets, decrease costs associated with resource usage and, most importantly, demonstrate your company's commitment to improving environmental impacts and performance.

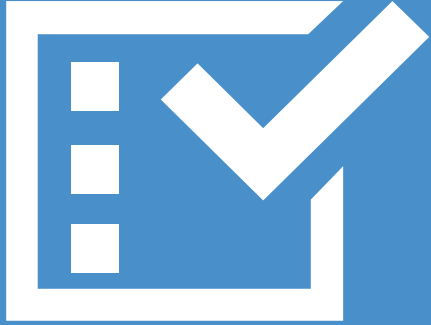


04 | Incident management

Companies expect their EHS functions to move beyond compliance and safety, aligning with industry best practices, effectively managing organizational risk, driving operational efficiency, leading sustainability initiatives, and contributing to the bottom line. Failure in any of these areas can have serious and long-term consequences for the health of employees and the business and could result in injuries or fatalities, lost production and revenues, negative effects and adverse impacts to your company's image.

Incident management is the heart of an EHS management system. An EHS management solution lets operations-level users easily and seamlessly report on incidents and near-misses, and conduct comprehensive safety risk assessments and reviews. Main features include:

- Streamlined, automated management of work-related, environmental and property incidents.
- Recording and tracking of incidents.
- Corrective actions planning and execution.
- Root cause analysis enabled by embedded analytics tools.



05 | Audit and inspection

Managing an effective audit program, routine inspection process or behavior-based safety observation initiative may be high on your list of goals, but these all require a lot of one of your most precious resources – time. Audits and inspections are key drivers of EHS excellence for those companies committed to meeting or exceeding industry best practices and achieving operational efficiencies.

When it comes to audits and inspections, an EHS management solution must make it easy for you to create and maintain unlimited checklists and protocols to evaluate every aspect of your EHS compliance, and distribute them across your entire enterprise. It must also make it easy for you to see what is being done, what needs doing, and who should be doing it. Some core capabilities include:

- Compliance audits.
- Self Assessments.
- Routine inspections.
- Management system audits.



06 | Flexible compliance platform

How many regulations govern the activities at just one of your facilities? How about across your entire enterprise? Managing your organization's regulatory and corporate responsibilities is considered by some to be the most important element of an EHS management program. It is also one of the most challenging. The number and variety of compliance obligations, combined with the constantly changing regulatory landscape, can make the job complicated and stressful.

Without a centralized, automated solution for managing hazards, incidents, and inspections, it can be a struggle to pull together the data necessary to monitor trends and gain a true picture of risk across the organization. A successful compliance management program requires a holistic, connected approach that engages stakeholders throughout the organization to ensure regulatory compliance is being managed and achieved at all levels.

An EHS management solution must be designed with a flexible framework, built from OSHA, GRI, CDP, ISO and other processes, providing a foundation for flexible configuration to meet your unique needs. This means that you can start with the best practices from these regulatory frameworks and configure the solution – the workflows, forms, fields, keywords and even the layout – to meet your specific need. All this, without any need for extensive programming or customization. User-friendly solutions let you:

- Build and modify your own workflows, forms and reports.
- Access templates based on industry best practices.
- Make customizations without programming and instead using familiar tools like drag-and-drop configuration.
- Configure and track compliance tasks, deadlines, permit limits and due dates.



07 | Centralized reporting

One of the real rewards of deploying an EHS solution is supposed to be the ability to see what is happening in your organization. To take that data and use it to make strategic decisions that help you reduce risk, lower costs, and improve environment, health, safety and sustainability throughout your organization.

With so much data being collected, it's important for businesses to be able to leverage this data to gain insight into company processes. That is why advanced reporting and dashboard capabilities are such a crucial component of the EHS management system. Key functions include:

- On-demand reports and dashboards that can be used out-of-the-box or customized to your needs.
- Focus on information that is actionable.
- Easy to drill deeper into information to see the underlying framework.
- Data availability as an output in different formats, like charts, lists, heat maps, etc.

These features make reporting much simpler, giving you the ability to create corporate-level reports in the short term while promoting organization-wide collaboration.

Now that you already know the **7 must-have resources for every EHS management system**, find out more about the most complete and innovative solution on the market for process automation and improvement, regulatory compliance and EHS excellence.



SoftExpert EHSM

Reduce risks. Track compliance. Achieve operational excellence.

SoftExpert EHSM (Environmental, Health and Safety Management) is a robust web-based software that facilitates the complete and closed-loop management of the EHS program, drastically reducing the risk of health and safety incidents and strengthening compliance with environmental regulations and labor laws.



Risk management

Plan planning > EN01 - Ethanol production plan | Structure | Planning

Structure Evaluation Attributes Add Associate Edit Delete Edit order Configurations

Plan	Actual	Actual sc.	Type
07010 - Ethanol production			Manufacturing Proc
Act01 - Sugarcane cutting			Activity
#00055 - Water contamination	Moderate	3.00	Water
#00021 - Conscious consumption			Procedure
#00058 - Soil contamination	High	12.00	Soil
#00022 - Emergency response and preparation			Procedure
#00057 - Depletion of renewable natural resources	Moderate	8.00	Natural resources
#00023 - Conscious consumption			Procedure
#00024 - Awareness campaigns			Campaign
Act07 - Juice heating			Activity
Act08 - Fermentation			Activity
Act09 - Distillation			Activity
#00058 - Water contamination	Low	2.00	Water
Act06 - Evaporation			Activity
#00059 - Air pollution	Low	1.00	Atmosphere

Risk: #00056 - Soil contamination

Details Evaluation Display Current evaluation

ID # Rev 0 (07-2015) Evaluation 08/07/2015

Actual High Significant

	Low	Medium	High	Very High
Low				
Medium				
High				
Very High				

Details Actual Explanation Attachment Document

Criterion	Result
Probability	High
Severity	Very High

SoftExpert Home Portals My tasks Components Shortcuts

View Document (DC021)

Search filters

Search polic

Saved searches

Type Select type

Advanced filters

Save SEARCH

F	SD	EF	DS	Category	ID #	Title	Revision	Date	Hits
				PRCF	ISP-0000	Integrated Management System Policy	00	10/09/2009	5
				PRCW	PRCW000001	Student Notification Policy and Procedure	00	4/20/2015	0
				QCPFW	QMS0000001	Information Security Policy	00	12/01/2010	3
				QCPFW	QUAL000001	Environment Policy	00	5/12/2009	4
				REQ	REQ000003	National Environment Policy Act - 42 U.S.C. 4321	00	4/11/2012	0

Total records: 9

Display Preview File XYZEnvironmentalPolicy.pdf

Model Environmental Policy

The Environmental Policy covers all aspects of (name of organisation) operations - from good housekeeping measures such as using both sides of paper prior to recycling, to ensuring that investments made are environmentally sound. The policy also commits us to promoting suppliers and services that adhere to environmentally sound ways of operating.

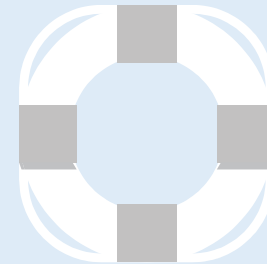
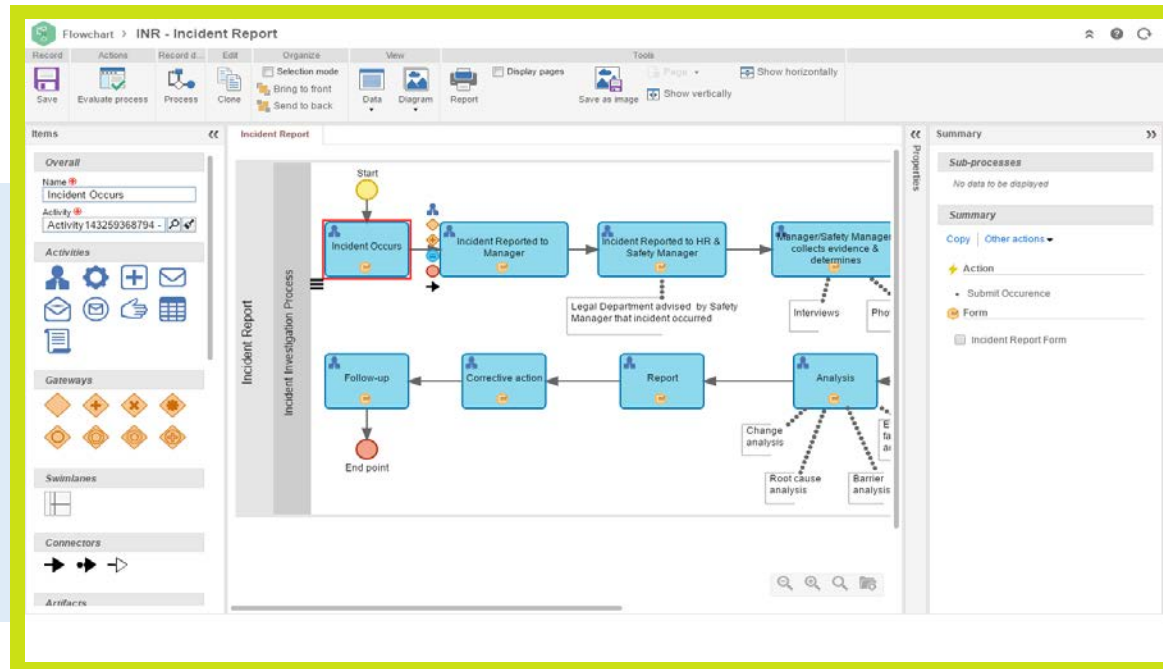
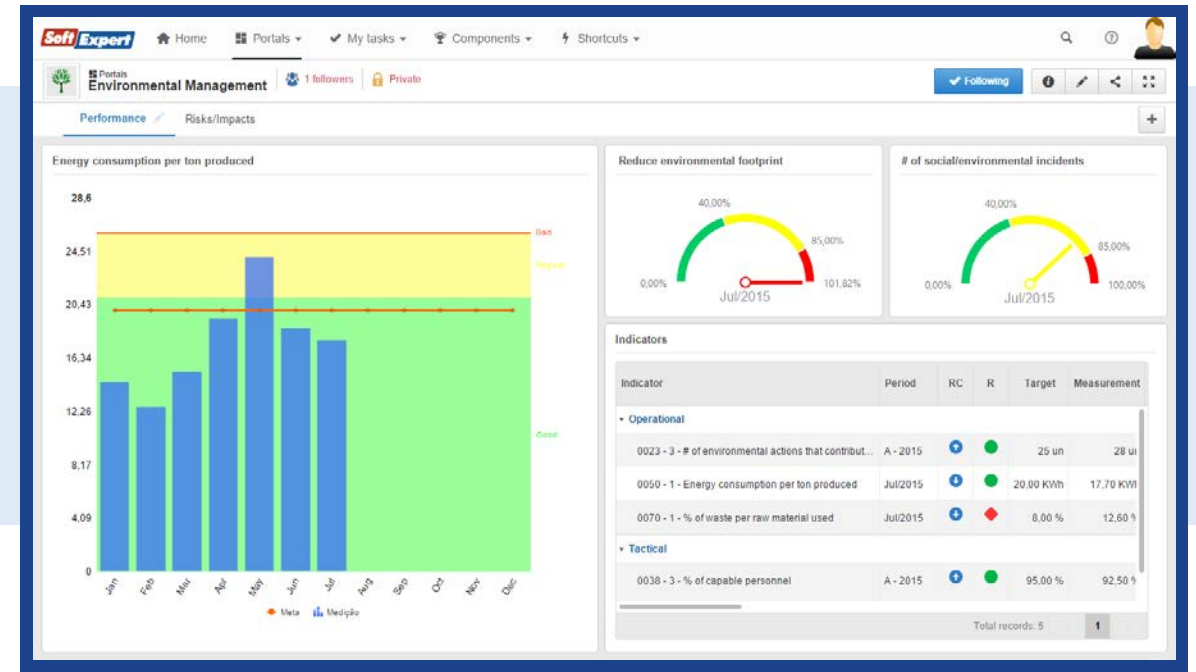
All staff must have access to this Environmental Policy through the policy folder. The Environmental Policy should be regularly referred to in decision making through team meetings that involve the 3Rs - Reduce, Re-use and Recycle. It is to be included during the induction of new staff, board members, and volunteers.



Document control



Performance measurement



Incident management



Audit and inspection

The screenshot shows a software interface for managing audit criteria. The main window is titled "Audit criterion requirements" and has a sub-header "First Party0 00001 - ISO 14001:2004". The interface includes a toolbar with icons for Record, Edit, Browse, View, and Tools. Below the toolbar is a table listing requirements with columns for Requirement, Weight, CL, AO, and R. The requirements are organized into a tree structure under "ISO 14001:2004 - Environmental management systems - Requirements".

Requirement	Weight	CL	AO	R
4 - Environmental management system requirements	1			
4.1 - General requirements	1			
4.2 - Environmental policy	1			
4.3 - Planning	1			
4.3.1 - Environmental aspects	1			
4.3.2 - Legal and other requirements	1			
4.3.3 - Objectives, targets and programmes	1			
4.4 - Implementation and operation	1			
4.4.1 - Resources, roles, responsibility and authority	1			
4.4.2 - Competence, training and awareness	1			
4.4.3 - Communication	1			
4.4.4 - Documentation	1			
4.4.5 - Control of documents	1			
4.4.6 - Operational control	1			
4.4.7 - Emergency preparedness and response	1			
4.5 - Checking	1			
4.5.1 - Monitoring and measurement	1			
4.5.2 - Evaluation of compliance	1			
4.5.3 - Nonconformity, corrective action and preventive action	1			
4.5.4 - Control of records	1			
4.5.5 - Internal audit	1			
4.6 - Management review	1			

On the right side, there is a detailed view for "4.1 - General requirements". It includes fields for Requirement basis, ID #, Name, Weight, and Description. The description states: "The organization shall establish, document, implement and maintain a quality management system and continually improve its effectiveness in accordance with the requirements of this International Standard. The organization shall a) determine the processes needed for the quality management system and their application throughout the organization (see 1.2)? Y/ N". There are also checkboxes for "Required", "Disabled", and "Hidden", and a "Size" field with a value of 332.

The screenshot shows a software interface for an "Incident Report Form" (QL01). The form is titled "Incident Report Form" and "Risk Management". It includes a logo for "Acme Quality Service" and a subtitle "For Accident, Injury or Blood/Body Fluid Exposure Reporting". The form contains several sections for data entry:

- Report of Alleged Accident:** This section includes a warning: "This report must be filed with the Risk Management Office within 24 hours after". It also states: "Do not make any statements and refer all questions to the Risk Management Office".
- Injured Party Information:** This section includes fields for Injured Party Name, Title, and Signature. It also includes a dropdown for "Injured Party - Injured Part" and a "Tab order" field.
- Personal Information:** This section includes fields for Birth date, Age, Gender, Marital Status, Home Address, City, State, & Zip, Home Phone, and Name & Address of Relative/Friend.
- Accident/Injury Information:** This section includes fields for Date of Accident, Time of Accident, and Location (be specific).
- Description:** This section includes a large text area for "Describe in detail what the injured was doing and how the accident happened".
- Body Diagram:** This section includes a diagram of a human body with numbered points for injury locations: Face (45), Eyes (46), Nose (47), Mouth/Teeth (48), Shoulder (49), Arm (50), Hand (51), Wrist (52), Neck/Throat (53), Ear (54), Head (55), Back (56), and Foot (57).

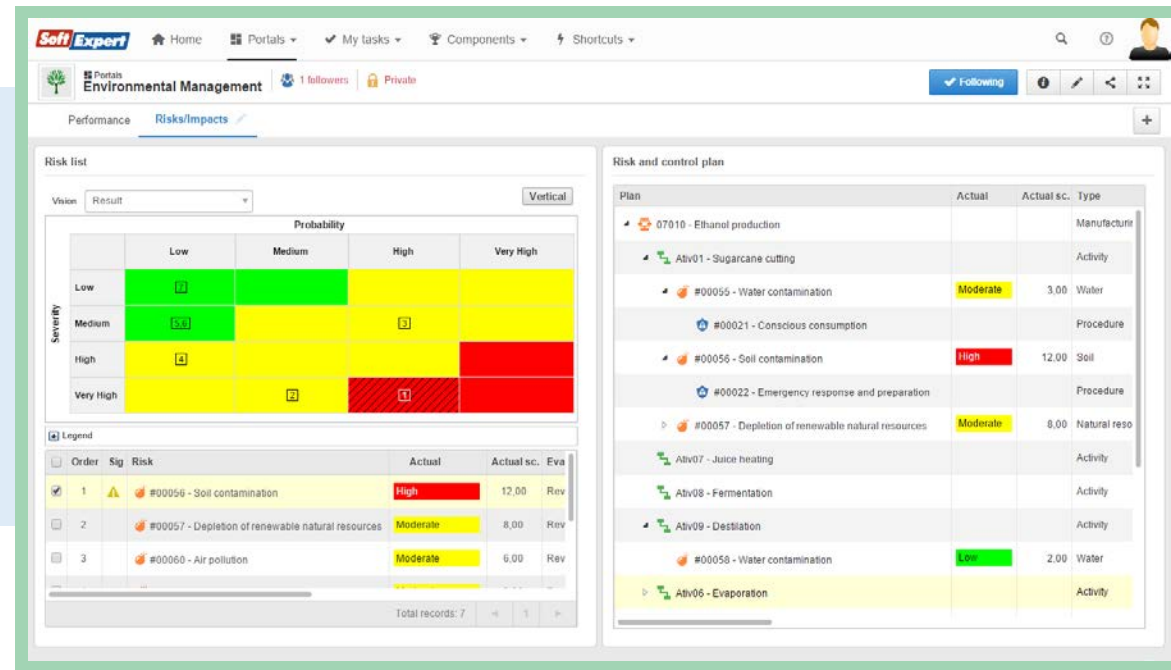
The interface also includes a toolbar with icons for Save, Display form, Evaluate form, Delete, Move, Select all, Align, Place, Order, Coordinates, Import from entity, Save as image, and Rules. There is also a "Properties" panel on the right side of the form.



Flexible compliance platform



Centralized reporting



About SoftExpert

SoftExpert is a market leader in software and services for enterprise-wide business process improvement and compliance management, providing the most comprehensive application suite to empower organizations to increase business performance at all levels and to maximize industry-mandated compliance and corporate governance programs.

Founded in 1995 and currently with more than 2,000 customers and 300,000 users worldwide, SoftExpert solutions are used by leading corporations in all kinds of

industries, including manufacturing, automotive, life sciences, food and beverage, mining and metals, oil and gas, high-tech and IT, energy and utilities, government and public sector, financial services, transportation and logistics, healthcare, and many others.

SoftExpert, along with its extensive network of international partners, provides hosting, implementation, post-sales support and validation services for all solutions to ensure that customers get the maximum value from their investments.



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