



Managing Paperwork

▶ A central database replaces binders and filing cabinets.

BY TOM KLEMENS

The number of rules to which companies must adhere is growing faster than ever. To help producers stay ahead of the game, Tempe, Ariz.-based ESS offers its Compliance Suite software. The package consists of 11 modules, available individually or as a complete package, that use a common database to ensure consistency and minimize data entry. The modular design allows you to manage specific tracking and reporting activities and streamline compliance efforts.

For example, the new Job Hazard Analysis module can greatly simplify developing personal protective equipment (PPE) programs that meet OSHA requirements. In OSHA's Strategic Management Plan 2003-2008, "concrete manufacturing and masonry" was identified as one of seven industry sectors in which PPE plans can be implemented to help reduce employee exposure hazards where engineering and administrative controls are not feasible or effective.

Producers can use this module to both analyze job hazards and come up with appropriate protective measures. Beyond that, the Job Hazard Analysis module can help environmental health and safety professionals capture more and better information in compliance audits. That information can also help identify safety gaps in training programs

and task execution, ultimately reducing employee risk and saving the company money.

The other modules are Audit Management, Training Management, Waste Management, Refrigerant Compliance, Right-to-Know, Safety Management, Industrial Hygiene, MSDS Management, Indoor Air Quality, and Liability Claims.

Producers will be interested in looking at the MSDS Management module, which dramatically simplifies the difficult task of storing and maintaining material safety data sheets. Rather than using binders or file cabinets, all information is stored in a central database. This also allows you to access critical data in a matter of seconds in the case of hazmat emergencies.

Safety component

Another item worth looking at is the Safety Management module. This part of the program helps you easily track injuries, illnesses, first aid, and near miss incidents in a manner that meets OSHA recordkeeping and reporting requirements. Because the

Compliance Suite components are integrated, using this module with the Job Hazard Analysis module allows you to associate a JHA number and specific step or area with an incident.

Data can be displayed in more than 30 preloaded reports and graphs, including current versions of those required by OSHA. Some versions also feature state-specific First Report of Injury forms. The module is also available in versions for Canadian provinces.

The Audit Management module offers easy, customized ways to maintain current information on how well safety and other programs are accomplishing their goals. Similarly, the Training Management module can help track employee training and certification, including when renewals are required.

Compliance Suite operates in Microsoft Windows and is specifically designed for mid-size companies. Price varies by module and is based on the number of users and how much network functionality is required. For example, for a bare bones version of the Job Hazard Analysis module, for stand-alone use (not networked), the list price is about \$1100. That includes one year of support; an annual fee is required after the first year.

Because all the modules are designed to work as an integrated package, additional modules can easily be added to an earlier installation. Various network and Web-based capabilities are also available.

A common interface makes switching from one module to another within Compliance Suite quick, convenient and comfortable.



Compliance Suite software from ESS allows you to manage specific tracking and reporting activities.

For additional information, visit www.ess-home.com.