

The EHSdesk logo consists of the letters "EHS" in a large, bold, white sans-serif font, followed by "desk" in a smaller, white sans-serif font. A white star is positioned above the "S" in "EHS", and a white swoosh underline is beneath the "k" in "desk".

The Power of Information for Compliance

EHSdesk is a web-based software solution offering a suite of Environment, Health, and Safety (EHS) best practices for EHS information management.

- **Safety:** Lock Out/Tag Out, Confined Space, Shop and Office Ergonomics, Machine Guard, Operator PM, Powered Industrial Vehicle, and PPE Assessment
- **Management Systems:** EHS Management of Change, Corrective Action Request, Action Tracker, Incident Tracker, Risk Assessment/Industrial Hygiene, and Audit & Inspection Management
- **Environment:** Waste Tracker, Material Tracker, Regulation Manager, Equipment Characterization, Air Emissions, and Water

Each application provides a set of best practices and processes aligned with applicable regulations. All applications provide summary and ad hoc reporting.

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A Comprehensive, Integrated Approach

Industry analysts report that EHS managers and professionals are spending more than two-thirds of their time trying to manage data and information associated with day-to-day operations.

Many organizations spend so much time collecting data that they have little time left to use this information to improve their business performance. An integrated, sustainable, and cost-effective EHS information management strategy enables an organization to progress in an accelerated fashion towards the goal of world-class excellence in EHS performance.

EHSdesk's fully integrated EHS information management practices and processes are a proven solution that facilitates any size organization in meeting EHS goals and objectives.

- EHSdesk's **Safety Applications** can help any organization take steps to find and fix recognized hazards to prevent injuries and illnesses in the workplace.
- EHSdesk's **Management Systems and Environment Applications** manage and maintain many of the varied requirements of federal and local regulations, and support management systems requirements such as ISO 14001, BSIOHSAS 18001, and OSHA's Voluntary Protection Program (VPP).



Features and Functionality

- Easy access from any Internet browser
- Role-based user level security permissions
- Integrated applications provide consistency for common functionality
- Rollup searching/reporting by physical location and business organization defined as a hierarchy
- Role-based procedure level help documents and online tutorials
- Multi-lingual capable – currently available in English, French, Polish, and Chinese
- Applications can be implemented independently
- Pricing options to accommodate small businesses to global organizations
- Built on industry-standard Microsoft .NET technologies

Safety Applications



Lock Out/Tag Out – Captures energy control procedure (ECP) information for a piece of equipment. *Facilitates compliance with 29 CFR 1910.147.*

- Shutdown and startup steps documented by energy source and isolating device
- ECP report provides a proactive mechanism to help ensure employee safety when maintaining equipment



Confined Space – Helps determine if an area within a facility is a confined space as a result of limited access, special inspection, cleaning or permitting requirements. *Facilitates compliance with 29 CFR 1910.146.*

- Simple OSHA checklist guides the user through the confined space/permit-required determination process
- Confined space/location profile information documented along with applicable hazards and controls
- Auto generation of pre-populated and fillable permit



Machine Guard – Maintains equipment-specific machine guard assessment and inventory information. *Facilitates compliance with 29 CFR 1910.211 through 29 CFR 1910.244.*

- Machine Guard Worksheet available to help gather data
- Provides a consistent process to manage machine guard inventory along with checklist assessment responses, guards and hazards
- Posting report acts as a safety reference tool for authorized personnel to safely operate machinery



Ergonomics – Provides a process and data management system where Shop and Office ergonomic practices and information is managed and shared. *Facilitates compliance with the OSHA General Duty Clause (Shop Ergonomics).*

- Checklist questionnaire for Office Ergonomics assessments helps facilitate standard practices
- Steps, processes, body areas, risk factors, and equipment associated with Shop assessments are easily documented and maintained



Operator PM – Maintains equipment-specific preventive maintenance (PM) steps for a piece of equipment. *Facilitates compliance with the OSHA General Duty Clause.*

- PM instructions are designated as daily, weekly, or monthly
- Posting report includes machine-specific pictures illustrating each PM instruction
- Posting report provides a proactive mechanism to help ensure that important equipment maintenance is performed



PPE Assessment – Maintains equipment-specific personal protective equipment (PPE) requirements for a piece of equipment. *Facilitates compliance with 29 CFR 1910.132 through CFR 1910.138.*

- Checklist questionnaire helps determine if protective gear is required by body area
- Unique visual posting report acts as a safety reference tool for authorized personnel to safely operate machinery



Powered Industrial Vehicle (PIV) – Maintains an inventory of PIVs (PIV Registration) and individuals who are allowed to operate them (PIV Permit). *Facilitates compliance with the OSHA General Duty Clause.*

- Checklist to document inspection results / determine when PIV is authorized for use
- Track permit and training expiration dates
- A printed PIV Permit available for employees listing expiration date and which type of PIVs are authorized

Management Systems Applications



Corrective Action Request – Assures that nonconformances are documented, root causes are identified, and corrective action plans are implemented. *Assists in meeting requirements of ISO 9001, OHSAS 18001, and ISO 14001.*

- Enables consistent corrective action documentation, planning, and follow-up process with automatic e-mail notification
- Corrective action requests can be issued and maintained from within other EHSdesk applications



Action Tracker – Maintains the various action items involved with managing EHS or Quality requirements. *Assists in meeting requirements of ISO 9001, OHSAS 18001, and ISO 14001.*

- Full and Compact action items available for managing Action Items depending on business needs
- Recurring series option available for repeating items
- Proactive e-mail notification and reminders



EHS Management of Change – Ensures that facility modifications, chemical changes, equipment moves, procurement, and process modifications are reviewed for EHS and facilities impacts. *Facilitates compliance with NFPA 101: Life Safety Code; assists in meeting requirements of ISO 14001.*

- Facility changes are properly reviewed/approved by an assigned team, proactively avoiding hazardous conditions for employees and the environment
- Change Approval can specify conditions



Risk Assessment – Provides a mechanism for identifying, prioritizing, and controlling risks to worker safety and the environment. A qualitative **Industrial Hygiene** assessment option is also available. *Facilitates compliance with 29 CFR 1910.132; assists in meeting requirements of ISO 14001 and OHSAS 18001.*

- Employs a standard methodology for identifying and controlling risks and impacts
- Algorithm-based scoring provides automatic worst case overall score
- Review and approval process supported



Incident Tracker – Provides a standard mechanism to track and manage the progress of incident reporting, recordkeeping, and investigation. *Facilitates compliance with 29 CFR 1904; assists in meeting requirements of OHSAS 18001.*

- Integrated with Corrective Action Request and company master data sources (equipment and people).
- Facilitates reduced occurrence of incidents through tracking and root cause analysis



Audit & Inspection Management – Provides an integrated assessment management process and establishes a standardized format for all audits and inspections. *Facilitates compliance with ISO 14001.*

- Checklist and non-checklist audits/inspections available
- Integrated with Corrective Action Request (CAR) - nonconforming answers automatically issue a CAR

Environment Applications



Waste Tracker – Provides a characterization methodology to detail the types of waste and scrap metal at a facility along with a cradle-to-grave container, shipment, and manifest tracking capability. *Facilitates compliance with 40 CFR 243 through 279.*

- Hazardous, Non-Hazardous, and Universal Waste management with regulatory time-based reminders
- Container Label and Manifest printing available



Regulation Manager – Maintains and tracks regulatory records, e.g. permits and licenses, including responsible persons, governing agencies, and regulatory references. *Facilitates compliance with 29 CFR 1900.1 and 29 CFR 1910.132(d).*

- May be linked to other related data sources in EHSdesk (equipment) and electronic files
- Proactive e-mail notification and reminders



Equipment Characterization – Provides a mechanism to document the processes, waste characterizations, and materials related to a piece of equipment or group of equipment. *Documenting waste determinations is required in 40 CFR 261 and 40 CFR 243 through 279 40 CFR 50 through 85 and 40 CFR 87 through 97.*

- Links to centralized machine/equipment inventory.
- Characterizations can be related to material/chemical inventory as well as other non Safety Data Sheet materials
- Waste characterizations can be created from within Equipment Characterization



Material Tracker – Maintains and tracks material and chemical usage for regulatory reporting. Includes tools for analysis and evaluation of chemical and material data at a facility. *Facilitates compliance with 29 CFR 1900.1 and 29 CFR 1910.132(d).*

- Accepts file imports or manual entries
- Acts as a centralized repository for master data (materials, safety data sheet [SDS] properties, chemical constituents, etc.) to support other EHSdesk applications
- Regulatory and corporate “List of Lists” available to document the various CAS number or material lists



Water – Maintains a comprehensive inventory of water sources including drains, discharge points, sumps, and pump-out destinations. *Facilitates compliance with 40 CFR 50 thru 85 and 40 CFR 87 thru 97.*

- Drains or discharge points can be related to equipment via a discharge flow
- Materials associated with the discharge flow can be assigned as a % used in the discharge



Air Emissions – Contains three applications related to regulatory permit compliance. Air Emissions applications are integrated throughout with the master Equipment and Materials lists.

- **Painting/Coating** – provides an emissions collection and reporting system for paint/coating/thinner usage at booths or other processes. *Facilitates compliance to local air permits and ISO 14001*
- **Fuel Burning** – provides an emissions collection and reporting system for natural gas, diesel, and other fuels used at boilers or other fuel burning equipment. *Facilitates compliance to local air permits and ISO 14001*
- **Stacks** – maintains an inventory of air emissions sources (stacks, vents, fugitive, etc.) related to equipment. *Facilitates compliance with 40 CFR 50 thru 85 and 40 CFR 87 thru 97*