SMART Health and Safety Details

Storing, accessing and updating health and safety records to maintain OSHA compliance is a difficult and time-consuming process. In addition, many records are required to be maintained for decades. As a result, companies can easily lose information and fall out of compliance.

The system operates in single-user mode or can be configured for multi-user client-server operation. SMART is available for both IBM and MAC operating systems.

The Solution:

The SMART Health and Safety Manager is an affordable, easy-to-use software solution that stores, manages and provides easy access to all of your OSHA required employee health and safety records. It also helps you ensure compliance by tracking activities on an ongoing basis.

The system operates in single_user mode or can be configured for multi-user client-server operation. SMART is available for both IBM and MAC operating systems.

Key Capabilities:

- Manages respirator issuance and fit test records
- Stores personal protective equipment (PPE) issuance records
- Stores medical surveillance records and documents
- Maintains exposure monitoring records
- Tracks events that need to be performed on a periodic basis
- Stores industrial hygiene sample results for all types of constituents

Benefits:

- Provides quick and easy access to health and safety records
- Reduces the cost of paper-based recordkeeping and long-term file storage
- Reduces the risk of regulatory fines and citations by managing records and tracking events more effectively

Instructions:

These instructions are to be used as a guide as you move through the software. Sample data is available in the system.

First, open SMART on your computer. You'll need to either ADD an employee or FIND an employee. Once you have entered or found the desired employee, click on the Safety Details tab at the top of the screen.

Add An Employee:

1) From the Home Page, click on Employee List
2) Click on the "+" Plus sign at the top of the screen
3) Enter the General Information for the Employee. General information includes name, address, site, type of employee, photo, etc.

Find an Employee:

1) From the Home Page, click on Find an Employee
2) You will now be taken to a blank form in which you can specify your search criteria. Fill in just enough information to define the record you are looking for. Click the Continue button in the status area on the left side of the screen.

Respirator Fit Test Records:

OSHA requires employees issued respirators to be provided with respirator fit testing on a semi-annual basis. Each respirator fit test event is recorded in the respirator section of the screen. As newer (more recent) fit test events are logged, they appear at the top of the list and previous fit test events are automatically labeled as ARCHIVE. When you run reports of safety event status, only active or most recent items are included in the report. Archived items are ignored. This can be selectively changed by more advanced users on the find screen that appears when you request a safety event report.

If you wish to embed a scanned image of the respirator fit test certificate, first create the scanned file and put it somewhere where you can find it again on your computer or network. Then return to this screen and RIGHT-CLICK in the white field beneath the camera on the line of the fit test event, then:

1. Select INSERT OBJECT from the pop-up menu
2. Click on the Create From File radio button
3. Click on BROWSE and select the stored the digital certificate.
4. Click on the Display as Icon check box
5. Wait and the field will be filled with an icon as the digital certificate is embedded in the record.

To VIEW the digital certificate, double-click on the icon that has been inserted.

Personal Protective Equipment (PPE):

This feature manages PPE equipment issued to employees to ensure all employees have been provided appropriate equipment for their job classification. You can check one or more items that have been issued to the employee. You can manage what items are shown on this list of choices if you have adequate privileges on the system. To do this, click on the File pull-down and select Define, select "Value Lists", then select PPE.

The system enables you to set-up a list of PPE recommendations for each job category and compare what has been issued to each employee to ensure they are properly equipped. You can look-up the PPE recommendations for each classification by scrolling to the right and selecting the classification in the white box and the recommended PPE for that classification will be displayed. Now you can easily compare this recommendation with the equipment actually issued to this employee.

Medical Exam Records:

OSHA requires employers to maintain employee medical records. The system stores all types of medical examinations and test results. You may add as many types of medical event records to an employee as you like. Examples include medical questionnaire, blood lead, or any other types of blood test. The most recent events will appear at the top of the list. If you want to update a record (like a medical questionnaire) it is best to mark the old record as an archive and then add a new record for the new item. This way you can keep a history of past events in case you need to go back and review them. You can mark a medical event as an archive by clicking on the check box on the far right side of the medical event record. You'll see when you click on that box the status of the event changes to ARCHIVE. You can recall a record from archive simply by un-checking the archive box. When you run reports of safety event status, only active or most recent items are included in the report. Archived items are ignored. This can be selectively changed by more advanced users on the find screen that appears when you request a safety event report.

Embedding Digital Certificates:

If you wish to embed a scanned image of the certificate, first create the scanned file and put it somewhere where you can find it again on your computer or network.

Then return to this screen and RIGHT-CLICK in the white field beneath the camera on the line of the fit test event and follow these steps:

1. Select INSERT OBJECT from the pop-up menu
2. Click on the Create From File radio button
3. Click on BROWSE and select the stored the digital certificate.
4. Click on the Display as Icon check box
5. Wait and the field will be filled with an icon as the digital certificate is embedded in the record.

To VIEW the digital certificate, double-click on the icon that has been inserted.

Pulmonary Function Test (PFT):

To wear a respirator, employees are required to have a PFT. The system stores the results of the PFT which is usually given as part of an annual medical examination. Each PFT event is recorded in the PFT section of the screen. As newer (more recent) PFT events are logged, they appear at the top of the list and previous PFT events are automatically labeled as ARCHIVE. When you run reports of safety event status, only active or most recent items are included in the report. Archived items are ignored. This can be selectively changed by more advanced users on the find screen that appears when you request a safety event report.

Embedding Digital Certificates:

If you wish to embed a scanned image of the certificate, first create the scanned file and put it somewhere where you can find it again on your computer or network.

Then return to this screen and RIGHT-CLICK in the white field beneath the camera on the line of the fit test event and follow these steps:

1. Select INSERT OBJECT from the pop-up menu
2. Click on the Create From File radio button
3. Click on BROWSE and select the stored the digital certificate.
4. Click on the Display as Icon check box
5. Wait and the field will be filled with an icon as the digital certificate is embedded in the record.

To VIEW the digital certificate, double-click on the icon that has been inserted.

Exposure Monitoring:

OSHA requires that employees be monitored when exposed to hazardous materials. The system enables you to store all types of monitoring results.

Click on the Exposure Monitor tab at the top of the screen.

You can record as many samples for a person as you like. They will appear in the list below in reverse chronological order, with the latest (newest) samples on the top.

Each line represents a single sample.

Samples can have simple results (i.e asbestos samples) or multiple results (i.e metals testing). For a sample with multiple results, you'll need to view the detail to see the constituent results.

The pull-down lists will build automatically from the entries that you provide. A new system has just a few example records. As you add sample types, rotometers, pumps,

projects, etc. the pop-up lists of choices for each field will grow longer.

To add additional details for a sample click the Details link, and additional monitoring details and constituent details will appear.