




EHS Management of Change

Web EHSdesk™ provides a fully integrated suite of web-based software applications designed to support administrative, operational, and business process information management associated with Environment, Health, and Safety (EHS).

The **EHS Management of Change (EMOC)** application provides a way to ensure that facility modifications, chemical changes, equipment moves or procurement, and process modifications are reviewed for EHS and facilities impacts. EMOC allows anyone in the company to submit and track a change request. Once submitted, an EMOC team is electronically notified and the review cycle begins. Team members review requests based upon approval categories and attach approval conditions as needed. Automatic e-mails are a key feature that allows the change management process to run smoothly and keep all appropriate personnel informed.

Features and Functionality

- Simple online submittal of EMOC change requests by any employee
- EMOC checklist supports both company-wide and team-specific questions
- Guidance available to assist requestor in answering checklist questions
- Checklist can be configured to require additional questions depending on previous answers



EHS Management of Change Summary
The following is a summary of the information for the selected EMOC Request.

Request Details		TEAM EDIT	VIEW
Request No. / Title:	1074 / Modify Paint Booth	Category:	Equipment - Modify
Status / Approval Status:	Open / Requires Approval	Team Name:	EMOC Team for Testing
Location:	Training Site II Main Building	Org:	Ergo Administration
Requestor Email:		Requestor:	Doc, Jane

Checklist Questions		VIEW
Name	EMOC Checklist	Status
		Questions Answered

EHS Objects (Optional)				ADD
Action	Object Type	Object Id	Object Name	
Modify	Equipment	BOOTH 1	Paint Spray Booth 1	EDIT

Paperwork (Optional)				ADD
Type	Paperwork Desc	Electronic Attachment?	Link	
Drawing / Layout	Drawing/Specification	✓	Paint Booth Layout.docx	EDIT

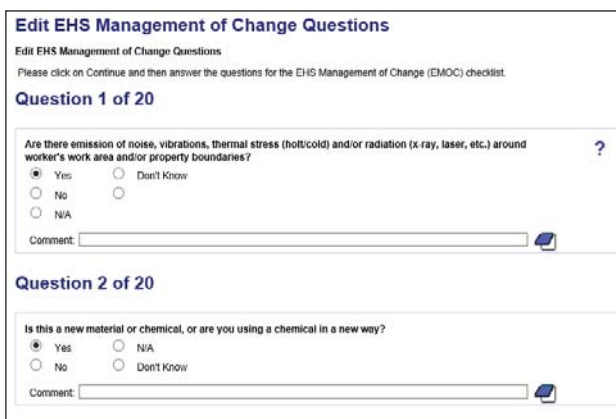
Approvals					ADD
Approval Category	Approval Arena	Approval Status	Approval Person	Approval Date	
EMOC Checklist	Ergonomic	Requires Approval	Safety, Sam	08/28/2018	EDIT
EMOC Checklist	Safety	Requires Approval			EDIT

EMOC Summary Page

- Approval categories (areas of expertise that must be consulted) are automatically assigned to requests
- Approval “conditions” can be attached to request indicating the timing (before, during, or post work) and the sign off person (requester or team)
- Simple “Quick Form” interface for closing conditions
- Pre-Startup Safety Review (PSSR) requirements can be identified for enhanced safety
- Material/Chemical form available when request is related to new material or new use of a material
- Conditions, PSSRs, and material/chemical form can be triggered based on question response or request type
- Typical users include Project Managers, Facilities and Services Personnel, EHS Staff, EHS Management, and Fire Department

Benefits

- Changes to a facility can be properly reviewed and approved/rejected by an assigned EMOC Team, proactively avoiding hazardous conditions for both employees and the environment
- Streamlines EMOC queue and e-mail process, replacing time consuming phone calls, forms, and e-mail chains
- Closed-loop process requiring condition sign off and EMOC completion ensures proper notification
- PSSRs help ensure that hazard analysis has been performed prior to closing the EMOC request



Edit EHS Management of Change Questions
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Please click on Continue and then answer the questions for the EHS Management of Change (EMOC) checklist.

Question 1 of 20

Are there emission of noise, vibrations, thermal stress (hot/cold) and/or radiation (x-ray, laser, etc.) around worker's work area and/or property boundaries?

Yes Don't Know
 No N/A

Comment:

Question 2 of 20

Is this a new material or chemical, or are you using a chemical in a new way?

Yes N/A
 No Don't Know

Comment:

EMOC Checklist

E-mail / Reports


- Ad hoc reporting is available using a flexible search window with multiple filters and sorts; query results can be printed or saved to an Excel™ or Acrobat™ format
- EMOC report can be printed when request is submitted
- E-mails sent to requester to confirm submittal of EMOC request and to document approval or rejection status with associated conditions
- E-mail is sent to team when request is submitted
- Weekly e-mail sent to team members with list of requests requiring review/approval

Integration Points

- EHSdesk **Admin**: EMOC request is linked to the company master data sources to document affected equipment and confined spaces
- EHSdesk **Material Tracker**: submit a change request for a new chemical/chemical use
- EHSdesk **Ergonomics**: associate an EMOC record with a Shop ERGO assessment
- EHSdesk **Risk Assessment**: associate an EMOC record with a Risk Assessment
- EHSdesk **Incident Tracker**: associate an EMOC record with a medical, environmental, or other incident
- EHSdesk **Regulation Manager**: associate an EMOC record with a permit or license

Compliance

Facilitates compliance with NFPA 101: Life Safety Code; assists in meeting requirements of ISO 14001





Process Flow

