



Toolkit

## To Build Vs. Buy: Key Considerations For EHS Software

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# 01 Introduction

When looking to automate their health and safety processes, many organizations face the same dilemma: work with their internal IT team to build their own in-house solution or partner with a vendor that has specialized experience in EHS software?

This decision can often stall the implementation process, which in turn, delays the implementation of a system to efficiently manage all your safety activities.

## 02 Importance of Implementing a Health & Safety Software Solution

To provide your employees with a safe working environment, it's essential to implement a health and safety software solution.

Having a solution in place gives you a clear overview of the health and safety activities across your organization and provides you with a systematic approach to managing risks within your workplace.

While health and safety is integral to all organizations, some industries have a naturally more hazardous working environment than others, like manufacturing and construction.

It's industries like these where the implementation of a health and safety system is critical to support operations. Having a safety solution in place supports regulatory compliance with EHS authorities where your organization is based, whether it be OSHA, HSE or Safe Work Australia.

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To decide on the best course of action for your organization, we'd like to share some considerations on why you may want to select a **health and safety management solution** over building your own internal tool.



It's worth noting that implementing health and safety software is a big step, and in many cases, requires you to consider where you are on your health and safety journey. Are you ready to adopt a new tool? Are your current processes in place ready to be streamlined and transferred to software? Is your organization truly dedicated to improving health and safety? Questions like these will be answered when you embark on this journey.

# 03

## Why Building Internal Tools Is Not a Long-term Solution

Health and safety is not just about building data capture forms. It requires efficient processes and tools to engage your teams, capture all the critical data needed and subsequently manage your safety events after submission quickly.

Internal builds are inherently rigid in structure and lack the configurability for long-term use because they rely on internal IT resources to make changes.



On the other hand, EHS software is purpose-built to handle all your EHS processes and can give you visibility into compliance, or non-compliance, all your safety data, actions and help you identify areas of improvement across all levels of your organization.



Instead of spending time defining the basics, you can work with an experienced team of project managers at an EHS software business that:

**01** Advise and support you while leveraging their extensive experience to help determine needs, define best practices with your processes and configure the software to effectively evolve to meet your true business needs.

**02** Provide a deep understanding of how the product works.

**03** Help you join a global network of safety professionals who work across multiple businesses and sectors.

**04** Demonstrate thought leadership through user groups and networking events to share best practices around health and safety and how to best utilize new technology



# 04

## Key Considerations When Choosing EHS Software

When choosing EHS software, it's important you pick the best software tool for your organizational processes.

There are a lot of companies providing EHS software solutions that can benefit your specific organization, but it's paramount to make sure these companies can, and try, to align to your own processes, while ensuring they understand your health and safety processes/procedures and can also support your business as you grow.

Here are 10 key steps to take when choosing EHS software:

### 01 Set a timeline

A timeline should be set for how much time will be required to identify, select and implement the chosen software.

You need to make sure enough time is given to this process.

### 02 Determine your budget

Take some time to carefully evaluate your financial resources and establish a clear budget for your software investment.

By crunching the numbers, you'll gain a better understanding of the amount you can allocate towards acquiring the right software solution from the market.

### 03 Top-of-mind activities

Define which processes are critical for you so you can ensure the chosen tool can support these.

When implementing, focus on the most top of mind activities first, but don't hesitate to ask your vendor if you're missing something more critical.

### 04 Identify key priorities

Keep it simple. The key initial priorities for your company need to be identified to dictate what features will be required when starting out.

Don't go for it all at once. Small steps and marginal gains drive the most value.

### 05 Intuitive user interface

If this is the first time your organization is implementing EHS software, it will take some time for employees to familiarize themselves with it.

Therefore, software that is easy to use will ensure the most seamless adoption.

### 06 Look for configurability and functionality

Software that is easily configurable allows you to tailor it to your specific needs and workplace environments.

Additionally, while starting simple is recommended, it is likely that over time there will be a desire to expand to newer features; software that has the capacity to provide this is key.

And while you look for something that can grow with your organization, make sure the cost doesn't preclude you from moving forward.



## 07 Research the providers

After accounting for each of the previous steps, a shortlist of potential providers should be created.

With this shortlist, each provider should be thoroughly researched to ensure there are positive reviews of their services and the company has values that align with your own.

## 08 Take a demo

Many providers will give potential customers a free demo to trial their software. This allows you to be sure that each of your requirements will be met.

## 09 Present to key stakeholders

Once a provider has been found that meets all your requirements, a case must now be presented to relevant stakeholders to outline the key reasons this particular software will benefit your company.

## 10 Ensure there is a mobile app option

A mobile safety app's purpose is to include critical forms and documents that a user may need to access when they spot something they need to report.

Most people use mobile apps daily, so it's crucial you offer your employees a safety app that is user-friendly and supportive of your safety activities.





# 05

## Mobile Safety App Checklist

When looking for a mobile safety app, look for these five key features:



### Accessibility

The app must be easily accessible and available on any device or operating system including smartphones, tablets and desktops. Not everyone will have access to a phone or computer, so availability across multiple platforms is critical.

Be sure to explore the various ways the app can be downloaded by users. Thanks to recent technology like progressive web apps, you can simply send a URL to your users for them to access the app and add it to their device's home screen. This approach eliminates the need for manual updates, streamlining the process for both you and your users.



### User-friendliness

Ideally, you want an app that your team can start using right away without requiring training.

When testing out an app, be sure to focus on its user interface and user experience to ensure it's user-friendly and intuitive.

- Is the user interface intuitive to navigate?
- Is critical information easily located?
- Can you add help and guidance for your users?
- Are checklists available to avoid free text?
- Is the app accessible offline for workers that are in more remote locations?



### Fit for purpose

To be successful, it's important to evaluate the app's configurability. You should be able to configure the app to meet your specific needs and integrate it into your existing processes.

It's important that the app can be aligned to your company branding, including terminology in forms.

### Things to consider:

- Can you add, remove or rename fields on forms?
- Can you include your company branding?
- Can you make critical safety documents and policies accessible for your teams?
- Do you have flexibility around log-in?
- Do you need mobile action management?

Any app will offer different functionality. Ensure you trial them to understand if it fits your organization.



### Scalability

As you grow and mature your safety activities, you may want to expand what is available on your safety app. Ensure that you can easily control the app, make updates and decide what is available.

And then there's cost; you don't want company growth to be cost prohibitive. Ensure your solution can scale to your growth and still be cost-effective.



### Security

The app should have appropriate security measures in place to protect the privacy and security of the user's personal information.

# 06

## How To Effectively Increase Engagement

The number one challenge we hear from organizations is that they struggle to encourage their employees to engage in health and safety.

So, why do they make it so difficult for their employees to do their job? Implementing a solution that is easy to use, ensures a full flow of data and engages employees and management along the way.



A health and safety management solution ensures your organization can manage workplace safety through mobile devices, leading to increased engagement and real-time reporting.

Through a mobile safety app, your employees can report an incident no matter where they are with online and offline capabilities.

By constantly developing the software to meet your needs and capabilities, you're not just buying a piece of software but are entering into a working partnership with a team dedicated to support your ever-growing organization to be the most efficient and safest it can be.





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# Let's chat

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Our Evotix team is passionate about applying market leading technology to create safer, smarter workplaces, partnering with organizations that value people's safety, communities and the planet.

As safety professionals and long-term leaders in the Verdantix EHS Green Quadrant, our deep and practical insight addresses your evolving needs, helping you achieve your health, safety and sustainability goals.

**Evotix: your all-around partner for the journey.**

