

# Let's Talk About Adding a Layer of Control to Your Work Management Process

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IBM

Gold  
Business Partner





## FACILITIES, REAL ESTATE & AUXILIARY SERVICES

Emergencies & Incidents

HOME CUSTOMER SERVICE CONTACT US LOG IN

# EVERYONE IS RESPONSIBLE FOR THE CULTURE

Jan 17, 2023 | Safety

There is a common saying that safety is everyone's responsibility. What about culture? What is culture, and how does it affect safety and the work environment as a whole?

### Culture and Workplace Safety

Using the words written in this letter about building culture and its benefits of it, we can apply it to workplace safety. A company that truly takes action to ensure the safety of its employees, in turn, makes caring about employees' well-being one of its core values.

Everyone plays a part in the culture on the job and in building the culture (or breaking it). When it comes to safety, the value of caring about your own well-being as well as those around you builds the culture. Actions such as following safety rules, safe work practices, and stopping work to address hazards are some basic examples of living the core value of caring about everyone's well-being on the job. When employees do not want to follow the rules, put others at risk for injury, or take shortcuts, then the culture is weakened.

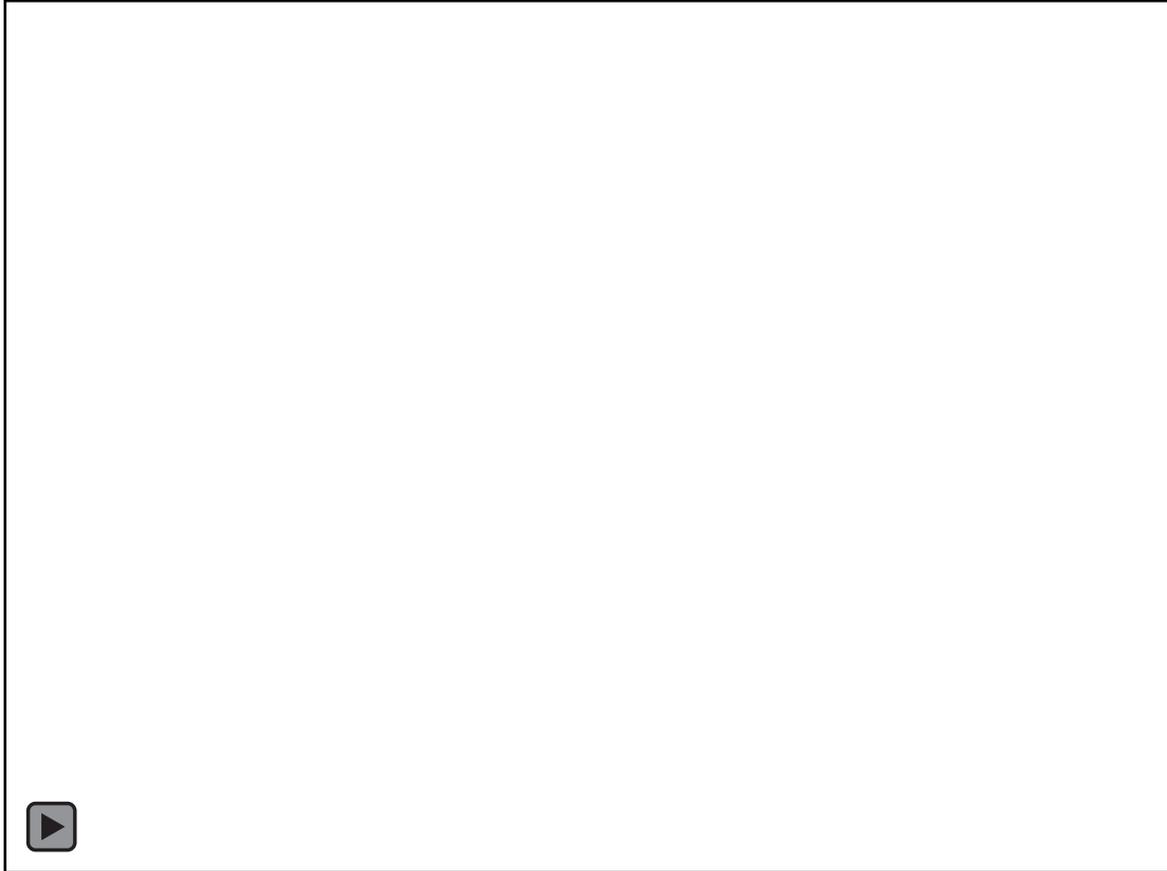
Company's

Orientation  
ation  
ture

- Media and Branding

- Data Collection and Reporting Systems

# Simplified Risk ID & Mitigation



- Step 1: Identify and analyze the risk
- Step 2: Review possible solutions
- Step 3: Implement the solution
- Step 4: Check and make any changes
- Step 5: Take action

- 
- Operations pose major hazard / risks
  - Assurance that systems and procedures continue to operate as intended
  - Regulatory / Compliance Risk

How can Maximo HSE help you to:

Step 1: Identify and analyze the risk

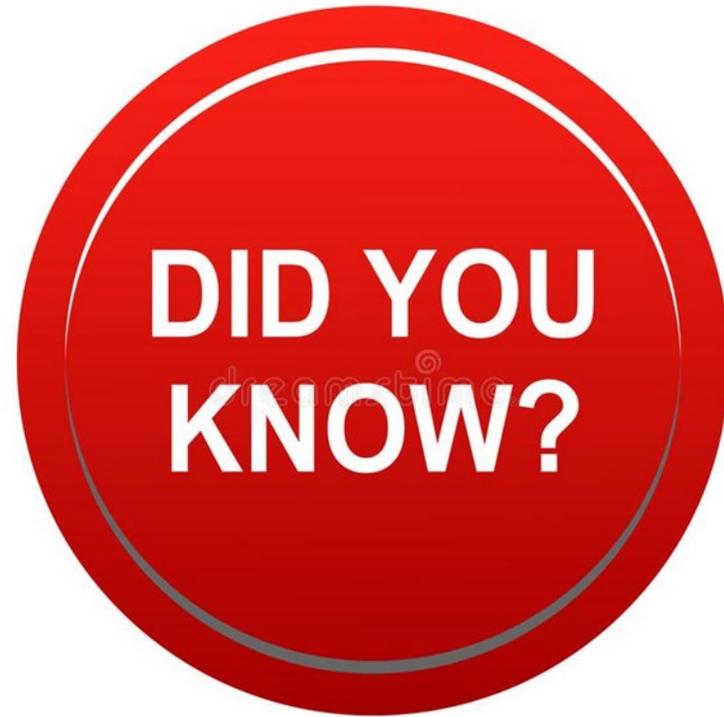
Step 2: Review possible solutions

Step 3: Implement the solution

Step 4: Check and make any changes

Step 5: Take action





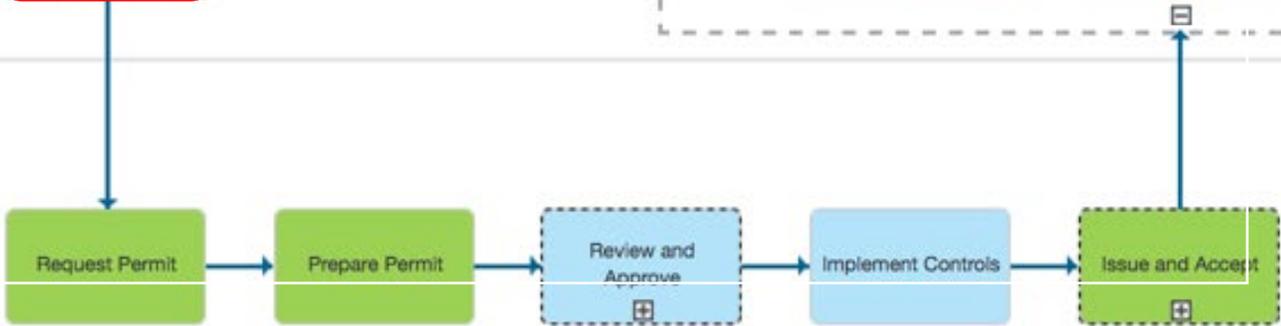
**DID YOU  
KNOW?**

Control of Work Process

Maintenance Manager



Operations Manager





# Risk Assessment

Find Risk Asses [Icons]

- List View
- Risk Assessment**
- Hazard Review
- Review and Approval
- Checklist
- Environmental Risk
- Assessment Team
- Specifications
- Related Records
- Log

**Risk Assessment:** 1001  
**Prepared By:** WILSON >> Mike Wilson  
**Template?**

**Organization:** >> **Status:** DRAFT  
**Site:** >> **Status Date:** 2/12/18 3:14 AM  
**Owner:** >> **Owner Group:** >>

**Details**

**Job Plan:** >> **Classification:** >> **Category:** >>  
**Job Plan Revision #:** >> **Class Description:** >> **Type:** >>  
**Location:** BR450 >> Feed Water Pump- Centrifugal/100GPM/60FTHD **Operational Risk Assessment?**   
**Asset:** 11450 >> Centrifugal Pump 100GPM/60FTHD **Most Significant Risk Ranking:** >>  
**Approved By:** >> **Most Significant Risk Priority:** >>  
**Approval Date:** >>  
**Lock Out / Tag Out:** >>

**Risks** Filter > 0 - 0 of 0

Hazard	Description	Consequence	Severity	Risk Ranking	Mitigated Risk Ranking
There are no rows to display.					

**Precautions** Filter > 0 - 0 of 0

Precaution	Description	Organization	Site	Precaution Confirmed?	Date
There are no rows to display.					

### Select Value Type

Filter > 1 - 7 of 7

Value	Description
HAZARD	Hazard Review
IMPACT	Impact Assessment
JSR	Job Safety Review
LOCATION	Location Safety Review
MOC	MOC Risk Assessment
PROJECT	Project Risk Assessment
TRA	Task Risk Assessment

### Select Value Category

Filter > 1 - 6 of 6

Value	Description
BUSINESS	Business Risk
ENVIRONMENTAL	Environmental Risk
OPERATIONAL	Operational Risk
PROJECT	Project Risk
REPUTATION	Corporate Reputation
SAFETY	Safety Risk

Cancel

Cancel

Find Risk Assessment

Find Navigation Item

- List
- Risk Assessment
- Hazard Review**
- Review and Approval
- Checklist
- Environmental Risk
- Assessment Team
- Specifications
- Related Records
- Log

Risk Assessment: 1006

JSA - Working at height

Status: DRAFT

Organization: EAGLENA

Type:  Category:

Summary

Hazard Summary:

Total Score:

Complete the responses for each review action. Add comments, as needed. If an icon is present against a review action, expand the row and complete the responses for the Review Items.

Review Actions

Filter > 1 - 9 of 9

Standard Action	Description	Yes?	No?	Not Applicable?	Alphanumeric	Score	Completed?	Sign Off
JSA9	Is there a heat hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA8	Is there a pressurised equipment hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA7	Is there any manual handling involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA6	Is there potential for dropped objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA5	Will lifting equipment be required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	
JSA4	Will there be any handling of a hazardous sul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA3	Is work in a confined space required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA2	Is there any electrical hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
JSA1	Is working at height required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

Select Actions Select Action Group New Row

Go To Operational Actions

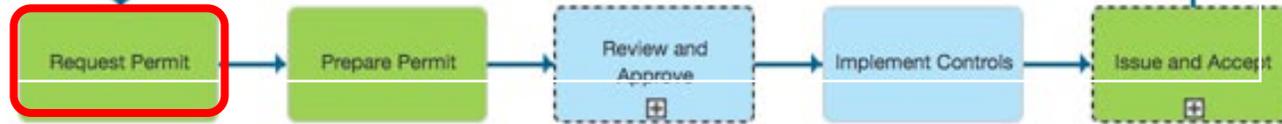
- Go To Applications
- Available Queries
  - All Records
  - All Bookmarks
- Common Actions
  - New Risk Assessment
  - Save Risk Assessment
  - Clear Changes
  - Change Status
  - Select Owner
  - Take Ownership
  - Create Report
- More Actions
  - View Risk Assessment History
  - Create
  - Modify/Delete Work Log
  - Attachment Library/Folders
  - Duplicate Risk Assessment
  - Delete Risk Assessment
  - Add to Bookmarks
  - Run Reports

Control of Work Process

Maintenance Manager



Operations Manager





Permit to Work

Find Permit       

- List View**
- Permit to Work
- Hazards and Isolations
- Review and Approval
- Checklist
- Issue and Acceptance
- Toolbox Talk
- Handback and Cancellation
- Related Records
- Emergency Actions
- Log

Permit Header:

★ Permit:  

Extension:

Permit Risk Level:  

Permit and Certificate Type:  

Status:

Site:  

Owner:

Owner Group:

Attachments



Template?

Permit Class:  

### Permit Details

Required Date:   Validity:

Working Hours:   Units:  

Details:



### Issue Summary

Original Start:  

Start:  

Finish:  

Created:  

Total Duration:

Valid Until:



Find Permit



List View

Permit to Work

Hazards and Isolations

Review and Approval

Checklist

Issue and Acceptance

Toolbox Talk

Handback and Cancellation

Re

Permit:

1003



Extension:

0

Status:

REQUEST

Permit and Certificate Type:



Permit Risk Level:



Site:

BEDFORD



Risk Assessment

Hazard Review

Gas Testing

Conditions for Work

Isolations

Hazardous Materials

### Details

Risk Assessment:



Comments:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert audio, insert table, insert link, insert unlink, and insert document. Below the toolbar are dropdown menus for Font, Size, and Format (set to None).

Category:



Most Significant Risk Ranking:



Risk Assessment Copied from Work Order or Task?

Copied Risk Assessment Revised?



# Permit to Work

Find Permit



List View

Permit to Work

Hazards and Isolations

Review and Approval

Checklist

Issue and Acceptance

Toolbox Talk

Permit:

1003



Extension:

0

Status:

REQUEST

Permit and Certificate Type:



Permit Risk Level:



Site:

BEDFORD



## Toolbox Talk Completion



Toolbox Talk?

Toolbox Talk Completed By:



Toolbox Talk Completed:



Comments:



Permit to Work Details

# HOT WORK PERMIT

Permit No: 1502

Permit Description: Hot Work in Main Switch Yard

Extension: 0

Type: HOTWORK

Status: DRAFT

Task Details

Permit Level: 1 Owner Group: Validity: (with units) 0 Duration: 0
--

Requested By: WILSON Site Checked By: Site Checked Date: Confined Space Controller:
--

Site: BEDFORD Unit: Area: Location: NEEDHAM Location Description: Needham Site Asset: Asset Description: Zone Classification:
--

Originating Work Order Description: Originating Task Description: Activity Category: Commissioning Specialist Isolation Reason for Isolation:
---

Cancellation

Work Completed: N Returned to Safe Condition: N Isolation Removal Verified: N Returned to Production: N Inhibits Removed: N
---

Performing Authority: Issuing Authority: Isolating Authority: Area Authority: Issuing Authority:
--

Work Completed: Returned to Safe Condition: Isolation Removal Verified: Returned to Production: Inhibits Removed:
---

Review

Reviewed By:



# Work Order Tracking

Find Work Order         

- List
- Work Order**
- Plans
- Assignments
- Related Records**
- Actuals
- Safety Plan
- Log
- Failure Reporting
- Specifications
- Service Address
- Details
- Regulations
- Map

Work Order: <input type="text" value="1373"/>	<input type="text"/>	Site: <input type="text" value="BEDFORD"/>	Attachments 
Location: <input type="text"/>	<input type="text"/>	Class: <input type="text" value="WORKORDER"/>	Status: <input type="text" value="WAPPR"/>
Asset: <input type="text"/>	<input type="text"/>	Work Type: <input type="text"/>	Status Date: <input type="text" value="2/12/18 11:59 AM"/>
Configuration Item: <input type="text"/>	<input type="text"/>	GL Account: <input type="text"/>	Inherit Status Changes? <input checked="" type="checkbox"/>
Parent WO: <input type="text"/>	<input type="text"/>	Failure Class: <input type="text"/>	Accepts Charges? <input checked="" type="checkbox"/>
Classification: <input type="text"/>	<input type="text"/>	Problem Code: <input type="text"/>	Is Task? <input type="checkbox"/>
Class Description: <input type="text"/>	<input type="text"/>	Storeroom Material Status: <input type="text"/>	Under Flow Control? <input type="checkbox"/>
Launch Entry Name: <input type="text"/>	<input type="text"/>	Direct Issue Material Status: <input type="text"/>	Suspend Flow Control? <input type="checkbox"/>
Audit: <input type="text"/>	<input type="text"/>	Work Package Material Status: <input type="text"/>	Flow Action: <input type="text"/>
		Material Status Last Updated: <input type="text"/>	Flow Action Assist? <input type="checkbox"/>

### Completions

Completion Stage: <input type="text"/>	Test Certification? <input type="checkbox"/>	Technical Authority Type: <input type="text"/>
Test Type: <input type="text"/>	Certificate Type: <input type="text"/>	Technical Authority: <input type="text"/>

### Job Details

### Asset Details

### Priority

Job Plan: <input type="text"/>	Asset Up? <input type="checkbox"/>	Asset/Location Priority: <input type="text"/>
Job Plan Revision #: <input type="text"/>	Warranties Exist? <input type="checkbox"/>	Priority: <input type="text"/>
PM: <input type="text"/>	SLA Applied? <input type="checkbox"/>	Priority Justification: <input type="text"/>
Safety Plan: <input type="text"/>	Charge to Store? <input type="checkbox"/>	<b>Risk Assessment: <input type="text"/></b>
Contract: <input type="text"/>	Current Value: <input type="text"/>	Operating Policy: <input type="text"/>
Condition for Work: <input type="text"/>		Assurance Activity? <input type="checkbox"/>

Find Work Order        

- List
- Work Order
- Plans
- Assignments
- Related Records**
- Actuals
- Safety Plan
- Log
- Failure Reporting
- Specifications
- Service Address
- Details
- Regulations
- Map

Work Order:   Site:  Status:

**Related Work Orders** [Filter](#)     0 - 0 of 0 

Work Order	Description	Class	Status	Relationship
There are no rows to display.				

**Related Tickets** [Filter](#)     0 - 0 of 0 

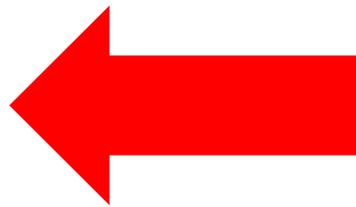
Related Record Key	Description	Class	Status	Relationship
There are no rows to display.				

**Related Permits to Work and Isolation Certificates** [Filter](#)     1 - 2 of 2 

Related Record	Description	Class	Permit and Certificate Type	Status	Relationship
<input type="text" value="1029"/>	Confined Space	 PERMIT	 CONFSPACE	REQUEST	 RELATED 
<input type="text" value="1030"/>	Hot Work	 PERMIT	 HOTWORK	REQUEST	 RELATED 

**Related Operator Log Entries** [Filter](#)     0 - 0 of 0 

Shift Log	Description	Log Entry	Summary	Log Date	Relationship
There are no rows to display.					





# Regulatory Compliance

Find Regulator      

**List View** Regulation Log Where Used

Regulation: <b>NFPA10</b>	Standard for Portable Fire Extinguishers	Organization: <input type="text"/>	Site: <input type="text"/>
Applies To: GENERIC		Regulation Owner: <input type="text"/>	Owner Group: <input type="text"/>
Status: ACTIVE		Regulation Type: SAFETY	Attachments 
Status Date: 4/20/17 5:40 AM			
Regulation Number: NFPA10		Valid From: 4/20/17	
Regulation Sub-Section: <input type="text"/>		Expiration Date: <input type="text"/>	
Safety Critical Element: <input type="text"/>		External System Reference: <input type="text"/>	
Regulatory Authority: National Fire Protection Association		Insurance Requirements? <input type="checkbox"/>	
Regulatory Region: <input type="text"/>		Supports Safety Case? <input type="checkbox"/>	
Regulatory Country: United States		Safety Case Reference: <input type="text"/>	

Details:



Font  Size  Format

Associate Regulations to  
different Objects

Regulatory Compliance

Mike Wilson

Find Regulation

List View Regulation Log Where Used

Regulation: NFPA10 Standard for Portable Fire Extinguishers

Status: ACTIVE

Organization:

Site:

Assets Locations Job Plans Hazards Permit and Certificate Types Operating Policies Operating Procedures Items PMs Audit and Survey

Assets Filter 1 - 1 of 1

Asset	Description	Site
1004	Fire Extinguisher	BEDFORD

**Work Order Tracking**

Mike Wilson

Find Work Order

List View Work Order Plans Assignments Related Records Actuals Safety Plan Log Data Sheet Failure Reporting Specifications Service Address Details **Regulations**

Map

Work Order:  Site: BEDFORD Status: WAPPR

**Work Order**

Regulations Filter > 0 - 0 of 0

Regulation	Description	Regulation Number	Regulation Type	Regulatory Authority	Applies to Work Order?
There are no rows to display.					

**Preventive Maintenance**

Mike Wilson

Find PM

Find Navigation Item

List View PM Frequency Seasonal Dates Job Plan Sequence PM Hierarchy Forecast **Regulations**

PM: MPM-6767 Fire Extinguisher Master PM Site: BEDFORD Status: DRAFT

**PMs**

Regulations Filter > 1 - 2 of 2

Regulation	Description	Regulation Number	Regulation Type	Regulatory Authority
REG41KC	Fire protection performance standard	Internal	SAFETY	
NFPA10	Standard for Portable Fire Extinguishers	NFPA10	SAFETY	National Fire Protection Association

Select Regulations New Row

1. Track Compliance Cost
2. Prove Compliance during audit
3. PMs to Schedule the Compliance Activities



# Maximo HSE Manager 7.6.2 business processes

## Major Business Processes

Detailed Business Processes

	Operations Management	Control of Work	Asset & Work Management	HSE Management	Compliance	Management of Change	Knowledge Management
Manage operator logs		Risk Management	Asset management	Incident Management	Regulatory Compliance	Management of Change	Capturing Knowledge
Shift handover		Permit to Work	Defect Management	Investigation Management	Managing non-conformance	Continuous Improvement	Identifying Solutions
Operator Rounds		Isolation Management	Work Management	Managing Corrective Action	Audit Management		Checklist Management
Operator Tasks		Access Permits	Turnaround management	Certification, regulatory permits and environmental Consents	Resource Management		
Managing Operational Actions		Lock Management	Failure management	Mobile Incident Reporting	Training and Competency Management		
Define operating policies and procedures		Hazard Management	Construction and Commissioning Management		Managing Supply Chain Quality		
Production loss reporting		Bypass Management			Manage Configuration Items		

Q&A

Thank you