

AUTOMATED SAFETY OBSERVATION REPORT SCANNER

Computer Readable Safety Observation Report Cards:

Manual vs. Scanned Reporting for 100 SOR cards:

➤ Manually (between 2 – 4 hours):

Manually entering one SOR card will take approximately 2 minutes per card. Therefore, manually entering 100 cards can take anywhere between 2 and 4 hours depending on the skill set of the employee and the number of interruptions.

It is common that the person entering the card is not always the person correcting the issue. This means that the SOR card potentially goes through more hands than necessary. If it is not the same person solving the issue (for example, a safety professional vs. an administrative employee who is not in the field), he or she would have to read and grade every card again before entering.

In addition, a bilingual card makes this process more complicated. It assumes that a person is bilingual, and if he or she is not, it requires time from a 2nd employee. In short, it can be both time-consuming and prone to inaccuracies in reporting.

➤ Scanned (about 15 minutes):

It takes the scanner about 2 seconds to scan a card and between 3 – 6 seconds for the computer to process each card depending on the speed of the computer. The scanner can scan and process 100 SOR cards in 5 -7 minutes depending on the speed of the computer. Once entered, the employee takes about 5 minutes to correct possible scanning errors and to copy and paste the exported data into the Excel spreadsheet. Possible scanning errors can be prevented by educating safety professionals to fill out the card properly. The spreadsheet will do all the necessary calculations in order to show the desired result.

The new card has greatly improved the time it takes to get information from the SOR card back to reporting a potential problem. Consistency is important when it comes to reporting. The safety professional is closer to the issue and therefore is also the best qualified to report a potential safety problem. The new card is easily graded by the safety professional with 5 checkmarks after he or she has corrected the issue. Redesigning the SOR card and making it readable by a computer has greatly decreased the number of errors. Most important of all, the data will be available for use in future reporting.

Sample Advanced Safety Assurance Observation Report

Huangqi Zhang



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Table of Contents Sample Advanced Safety Assurance Observation Report

1. Understanding the eBook Sample Advanced Safety Assurance Observation Report
 - The Rise of Digital Reading Sample Advanced Safety Assurance Observation Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Advanced Safety Assurance Observation Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Advanced Safety Assurance Observation Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Advanced Safety Assurance Observation Report
 - Personalized Recommendations
 - Sample Advanced Safety Assurance Observation Report User Reviews and Ratings
 - Sample Advanced Safety Assurance Observation Report and Bestseller Lists
5. Accessing Sample Advanced Safety Assurance Observation Report Free and Paid eBooks
 - Sample Advanced Safety Assurance Observation Report Public Domain eBooks
 - Sample Advanced Safety Assurance Observation Report eBook Subscription Services
 - Sample Advanced Safety Assurance Observation Report Budget-Friendly Options

6. Navigating Sample Advanced Safety Assurance Observation Report eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Advanced Safety Assurance Observation Report Compatibility with Devices
 - Sample Advanced Safety Assurance Observation Report Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Advanced Safety Assurance Observation Report
 - Highlighting and Note-Taking Sample Advanced Safety Assurance Observation Report
 - Interactive Elements Sample Advanced Safety Assurance Observation Report
8. Staying Engaged with Sample Advanced Safety Assurance Observation Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Advanced Safety Assurance Observation Report
9. Balancing eBooks and Physical Books Sample Advanced Safety Assurance Observation Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Advanced Safety Assurance Observation Report
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Advanced Safety Assurance Observation Report
 - Setting Reading Goals Sample Advanced Safety Assurance Observation Report
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Advanced Safety Assurance Observation Report
 - Fact-Checking eBook Content of Sample Advanced Safety Assurance Observation Report
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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