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 it 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 of the speed of the computer. The scanner can scan and process 100 SOR cards in 5 –7 minutes depending on the speed 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

Lauren Gardner

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