



The HSE Digitization Handbook



The Five Ways to Manage 1. 5000-23s

#1 Paper

The first method of tracking 5000-23s that we'll be examining is paper. This method is the most time-honored and has proven to get the job done, even if it isn't the most efficient or slip-up resistant. In this article, we'll be looking at exactly how paper 5000-23 tracking works in comparison to other methods.

Managing 5000-23's, Old School:

Since the birth of MSHA and the rise in importance of regulatory compliance, mines have been using paper to keep track of important training records that not only keep their mines safe, but keep them safe from hefty fines. Paper isn't an elegant solution but in general it can be considered reliable. You may spend a long time sifting through papers or lose important documents on occasion but it eliminates the need for office staff to learn a new system and is good enough when you aren't in a position to be pushing for improvements.

The Disadvantages of Paper:

While paper is an ok solution to 5000-23 management, it isn't without its downsides. Paper has a tendency to be a slower system than a digital solution and it allows for more frequent slip-ups by either losing a form or allowing a certificate/training to lapse. With the absence of a notification system present in a product like cerTrax, paper 5000-23 management is practically inviting fines. Another downside to physical certificates, is their unavailability in a time of need. If an MSHA inspector shows up in the mine, it is always best if miners can all account for their own certificates and training. This is almost always impossible when they are stored in an office, often far away from the actual location of work. This is why mobile-enabled digital systems are critical for compliance. Allowing every single employee to carry their certs and training at all times is incredibly important.

#2 Folders/Binders

The second method commonly used to track 5000-23s is more an evolution of the first rather than it's own independent process. However, it comes with its own pros and cons that are worth their own article. Folders/Binders can be a great way to achieve slightly more of the organization that is possible with digitizing while not having to implement a new system.

Managing 5000-23s, with Physical Organizers:

If you're going to manage an entire mine's 5000-23s, sooner or later, you'll need to find a better solution than just paper. For many mines, the natural next step is a better paper system. This means an organizational overhaul that ends with detailed filing systems and probably a lot of color-coding. This will absolutely help to eliminate the risk of losing important documents that comes with an ordinary paper management system, however, the task of organizing 5000-23s and other forms into binders or folders can be tedious and oftentimes still not achieve the desired results.

The Disadvantages of Folders/Binders:

So you've gone through the trouble of organizing every 5000-23 and form in to folders and binders. You probably won't be losing forms like you would be otherwise, now you'll just have to deal with the fines that come with lapses in training when caught by MSHA. One thing that your binders can't do is automatically notify you when training is going to be expiring soon. They also can't fit in the pockets of operators, so when an auditor shows up in the mine, miners can't keep track of their own training and present digital 5000-23s.

#3 Excel + Paper

As mining companies begin to shift away from paper forms of 5000-23 management they often land on something in between. An Excel + Paper approach is a great step forward since it makes organization easy relative to an all paper approach, however, it isn't without headaches. That's why in today's article we'll take a close look at the pros and cons of using Excel and paper to manage 5000-23s.

Transitioning to Digital 5000-23 Management:

Using Excel can be a decent solution to keep your 5000-23s more organized. It helps slightly reduce the risk of lapsing certificates and lost data. It can be tedious to transition from paper to excel and bring staff up to speed but it can bring a small boost in productivity once adopted. However, Excel isn't specifically built to help mines manage 5000-23s and it lacks certain features that are very important when digitizing 5000-23 management.

The Disadvantages of Excel + Paper:

Using Excel + paper can end up combining the downsides of two systems, while it will slightly boost productivity, its lacking in many areas, making the question "Is it worth the headache?" a valid one. Excel can be a pain to setup yet it still lacks features such as a simple dashboard or automatic expiration notifications. This means that all the work put into a semi-digital solution can still be in vain when certificates are lapsing and miners still aren't able to access their certificates easily and from anywhere.

#4 Excel + Paper + Pics

One step further than Excel and paper as a 5000-23 management solution is the addition of pictures. This can be valuable as it allows for the forms themselves to be stored digitally, using Excel + Paper + pictures is a clunky, yet somewhat functional alternative to fully digitizing certificate management.

Transitioning to Digital 5000-23 Management With Pictures:

The addition of pictures to a semi-digital training management system allows for a greater degree of accessibility for operators. This means that operators can be slightly more prepared for audits and can, to some degree, be responsible for their own training management. Unfortunately, A system that relies on Excel, pictures and paper can quickly become complicated and is oftentimes very clunky from an operational standpoint.

The Disadvantages of Excel + Pictures + Paper:

Excel, paper and pictures pack all the complexity and training requirements of even the most complex digitized systems in to a solution that provides few of the benefits. You'll have to bring office staff/H&S personnel up to speed on using your new system but you'll still have to struggle with lapses in training and messy organization. Without the ability to have a clear, 360 degree view of all training of all personnel in the workplace, ensuring compliance is impossible.

#5 cerTrax

After struggling with all the previously discussed “solutions” for 5000-23 management, it is inevitable that H&S personnel come looking for a better option. cerTrax is that better option. With the ability to keep track of every single person in the workplace’s training, forms and certs it is now possible to achieve 100% regulatory compliance, 100% of the time. What makes cerTrax so much better than Excel or paper? Let’s take a look.

Expiring Certificate and Training Notification:

Never let someone operate equipment or perform a task without current training again. Keep track of everyone in the workplace’s training in one location. Non-compliance is too expensive to take a risk with paper and excel.

Digital Form Management:

Keeping track of physical forms and documents is a headache and is inviting the possibility of lost or misplaced forms at times when you need them. With cerTrax, keep the whole mine’s forms organized by operator and access any of them instantly and with ease.

24x7 Online/Offline Access:

MSHA inspections are stressful and fines are high. Eliminate the risk of fines by ensuring every operator has their training and certs on them at all times with the help of cerTrax mobile. 24x7 online and offline functionality ensures that cerTrax goes wherever you need it, whenever you need it.



2.

100%

Compliance

Efficient and Compliant

Manage certificates, forms and training. All in one place.

Manage Employee, Contractor and Vendor Certificates:

Keep all the certificates needed for work in one place. With CerTrax it is easy to ensure a compliant workplace at all times.

Manage 5000-23s and SOPs:

Move your forms into the 21st century. Make the workplace more efficient with fully digitized training forms and standard operation procedure.

Manage Equipment Training:

A solid understanding of assets, both equipment and personnel, is critical to efficiency. Using CerTrax, keep track of the training each employee has and the equipment they are trained on.

Technology:

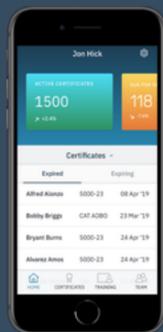
- + Online/Offline
- + 24x7 Availability
- + Automatic Updates

Features:

- + Manage Certificates and forms
- + Keep Track of Equipment Training
- + Manage Employee Training
- + Drive Compliance
- + Real-Time Access to Form Data

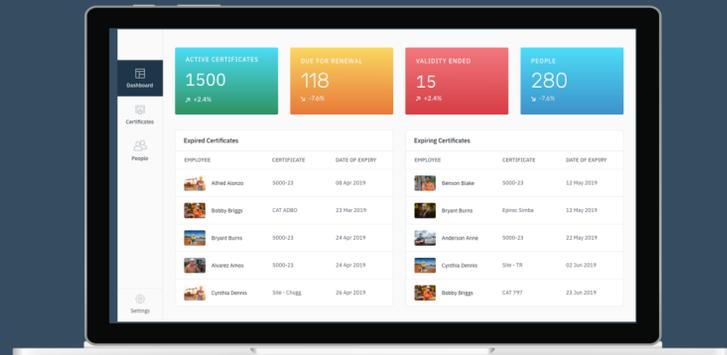
Two Applications

cerTrax Goes Where You Go. Anywhere. Anytime.



cerTrax Mobile:

Take your certifications with you anywhere. With CerTrax mobile's online/offline functionality, you won't have to panic when MSHA asks to see your certifications five hundred feet underground. A digitally equipped workforce can keep track of equipment, training and certificates no matter where they are. CerTrax mobile lets you keep all the data you need right in your pocket.



cerTrax Desktop:

The desktop version of CerTrax functions as a command center. Update data, certifications and training information directly from the web. Additionally, supervisors can manage forms, such as 5000-23s and SOPs, all with the convenience of an internet based, digital application. A supervisor is only a few clicks away from checking on the compliance of employees before a task.

Keep Your Mine Safe, Compliant and Efficient.

Keep Track of 5000-23s and SOPs,
100% Digitally

Supervisors Have 24/7 Access to All
Training Data

Always Have Certificates Available,
Anywhere, Anytime