

SOLUTION OVERVIEW

Adapt and manage safe-workplace playbooks for manufacturing



Create, capture and digitize mobile-first playbooks to help employees confidently return to work



Communicate easily about operating procedures and health and safety guidelines



Pivot and adapt according to employee input and manufacturing production shifts based on customer supply and demand



Track who has reviewed the information to **measure accountability**

As manufacturers have resumed and rebuilt operations following shutdowns from COVID-19, creating a safe environment for employees is a top priority. With economic pressures and market demand driving the continued push to reopen, organizations are adopting new ways of doing business, implementing widespread changes to instill confidence among employees and build resilience. To support these enterprise-wide shifts, manufacturers are creating safe-workplace playbooks to serve as the cornerstone for safe and productive operations.

Effectively managing these go-to resources poses challenges; particularly, how to make the content accessible, current and trackable in order to hold the organization accountable. In addition, playbook content is extensive, with documentation to address plant opening steps, sanitization protocols, facility assessment checklists, work schedules and dozens of other topics. Plus, the information is constantly evolving to address current health data, revised guidance from national health organizations and protocols specific to certain facility locations, job functions and third parties.

By leaning on a scalable content management platform to effectively manage safe-workplace playbooks, manufacturers could build net-new playbooks or adapt existing industry templates. These help employees easily find and understand current protocols and introduce new practices when and where needed.

Use case

A major auto manufacturer restarted its plant operations after nearly a year of shutdown due to COVID-19. With new health and safety protocols in place, the company relied on a manufacturing safe-workplace playbook managed by a content management platform to ensure a risk-free return.

Create, capture and digitize

Put trusted information at the center of a coordinated, digital approach for safe-workplace plans and protocols by creating a centralized playbook. With Safe-Workplace Playbook Management from OpenText™, manufacturing ecosystems can ensure adoption of operational and health and safety processes by making information easy to find, reliable and efficiently managed. Manufacturers can digitize volumes of content, creating workflows to automate distribution and enabling users to work with content from whichever device or system is most efficient.

Communicate easily

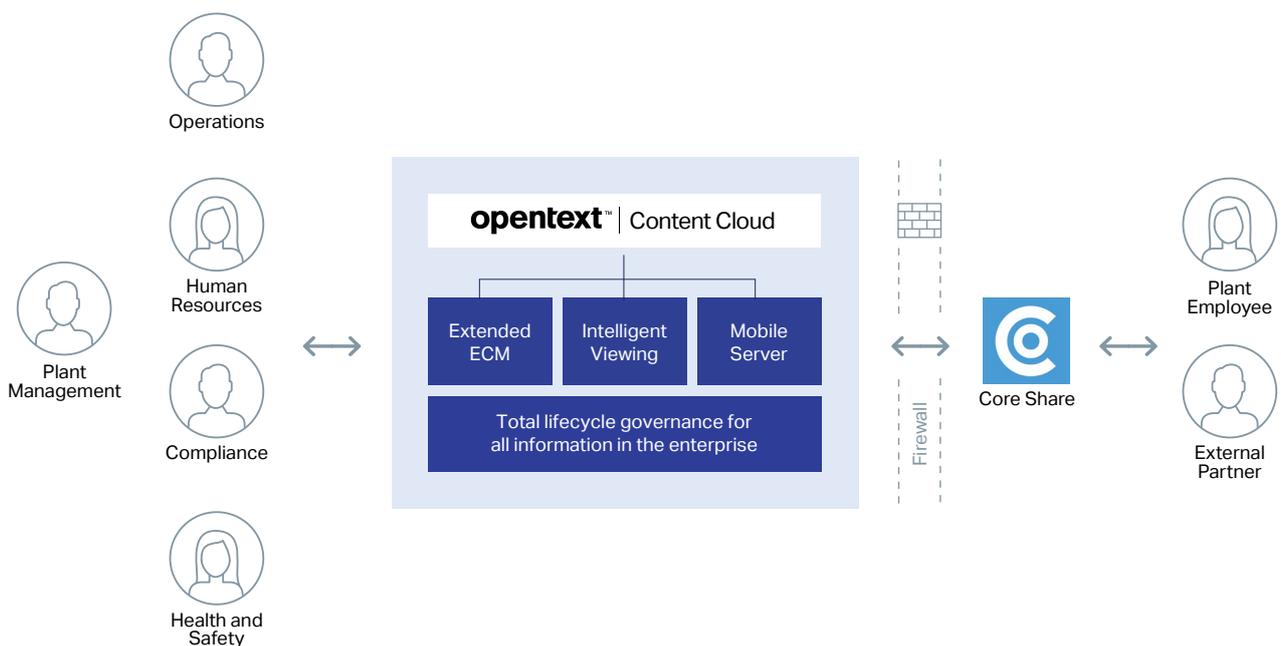
It's essential for manufacturers to manage the lifecycle, controlled distribution and use of information across the organization, from capture to communication to archiving. With this solution they can securely and effectively communicate playbook details including operational guides for phased rollouts, protocols for partners and suppliers, and checklists and forms to reference for various scenarios.

Pivot and adapt

Dynamic playbooks can be confidently maintained and updated to reflect changes in directives and best practices. Feedback can be requested and collected from the field on production and safety processes via images, forms and videos to adapt policies based on real-world use cases. Planning scenarios and managing changes and reviews can be done collaboratively with ease. With a central content management platform, organizations can protect historical information to assess where protocols can be improved and adjusted to reduce risk.

Measure accountability

Manufacturers can gain visibility into playbook distribution and usage to gain assurance that protocols are being met. They can easily incorporate new production operating procedures, verification checklists and inspection tools to help facilities implement required procedures. And they can leverage reporting data to confirm the receipt and completion of necessary forms and documentation.



Safe-Workplace Playbook Management for Manufacturing components

OpenText® Extended ECM

Integrate content services with lead applications to expedite information flows

OpenText Document Change Control for Content Suite by KineMatik

Ensure controlled creation, revision and obsolescence of controlled company documents

OpenText Document Training for Content Suite by KineMatik

Manage and track document and SOP training

Optional add ons:

OpenText® Blazon™

Simplify document transformation

OpenText® Core Share

Leverage enterprise content management and collaboration in the cloud

OpenText® Core Signature

Keep critical approval processes flowing

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