

# REGULATORY COMPLIANCE

## SAVING TIME, MONEY, AND LIVES

with  
Data Mobility



## Each year, the EPA doles out **\$2.8 billion in fines** and **\$150 million in restitution**

Maintaining Health, Safety, and Environmental (HSE) compliance is a top priority for businesses across a number of highly-regulated industries. These days, however, simply maintaining compliance is much easier said than done.

HSE requirements have become dramatically more complex over the past decade. In fact, according to many compliance professionals we've worked with, it's starting to feel as if a new regulation, policy, or law is being introduced every day, forcing them to make sweeping changes to operational and safety procedures.

For example, in the US alone, compliance leaders must account for the Americans with Disabilities Act (ADA), Fire Safety, the Right to Know Law, MSDS, Hazardous Waste storage and handling – not to mention the litany of FDA or OSHA regulations that must be abided by if you work with food or in a potentially dangerous environment. Don't forget the EPA, which doles out \$2.8 billion in fines and close to \$150 million in restitution each year to companies found to be out of compliance.

With the volume and change involved in today's regulatory compliance landscape, it has become a struggle for companies to keep up, especially when you factor in the intricacies of global regulations.

In this white paper, you'll learn how paper and spreadsheets are a hindrance to maintaining compliance. You'll also learn how the right mobile technology, when used strategically, will not only ensure and prove you're compliant, but it will also help you save time and cut costs. In addition, it will provide actionable real-time information to help you make data-driven decisions that may ultimately save lives.



Of construction companies promoting safety culture report a positive impact on contracting new work



Saved on injury and illness costs in workplaces that establish safety and health management systems



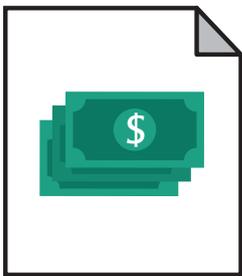
Fewer injuries claimed when companies enforce compliance with occupational safety regulations

## THE PROBLEM WITH PAPER, SPREADSHEETS, AND OUTDATED APPS

As companies struggle to keep pace with all of today's changing HSE regulations, paper-based inspections and audits are making things even worse by slowing down processes and limiting knowledge transfer. Manual data entry makes it difficult to share information due to the sheer time it takes to enter into it into your system, not to mention its potential for errors.

Paper forms can also be difficult to maintain, which can be especially frustrating when new regulations force you to update and distribute new copies in a timely and efficient fashion. And if the new rule requires that your documents be submitted electronically, that means someone's going to be responsible for scanning and uploading your files.

Finally, papers are also easily misplaced. In fact, according to PricewaterhouseCoopers, 11% of all paper-based files are either lost or misfiled. Imagine the potential liability involved in losing a document that serves as your sole way of proving compliance. One lost document could lead to a potential multi-million dollar lawsuit and a fine of over \$12,000.



**\$250**

in labor costs to  
recreate one lost  
document



**11%**

of paper files are  
lost or misfiled



**\$\$\$**

in potential lawsuits  
if a file is lost



# THE BENEFITS OF MOBILE TECHNOLOGY AND INTERNAL AUDITS

In order to get ahead in the ever-changing regulatory landscape, more and more companies are turning to mobile devices and applications to perform internal compliance audits.

Companies are doing this because *mobile devices and apps simplify and improve the act of performing ongoing and consistent internal compliance audits*. The data they capture is easy to analyze and review on business intelligence dashboards, helping them get ahead of any problems that might arise before an industry or governmental auditor hits them with a hefty fine.

Internal audits also ensure staff and management are consistently aligned and aware of what must be done to maintain constant adherence to regulatory statutes.

For example, when an issue arises and needs to be corrected, compliance leaders can leverage their mobile app to create an interactive learning experience for the staff. The team can learn about the applicable compliance recommendations directly on the mobile device and discover the proper actions necessary to ensure the problem doesn't happen again.

## Prove Compliance

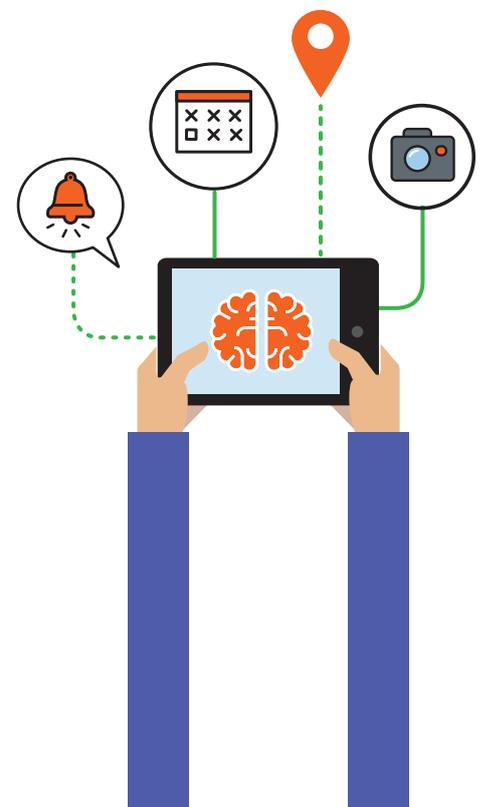
OSHA requires that all files and records are stored for at least five years. Rather than crossing your fingers and hoping that your forms, files, and documents survive the trip to the filing cabinet (and stay there), you'll rest assured with mobile technology. You'll know that your app is securely storing your data and paperwork in a centralized, searchable database, making it easier for you to quickly retrieve information and prove compliance in the case of an audit.

*OSHA requires that all files and records are stored for at least five years*

## Make Smarter Decisions

There are many things that a mobile device gathers that can't be gathered using paper or spreadsheet based-forms. For example, mobile forms take advantage of the device's functionality to help you collect deeper levels of data, such as geo-location, time stamping, and digital photos that can be sketched on or marked up with your finger.

Even better, as data is aggregated, you can start making smarter decisions based on historical information gathered from audits and inspections over the years. You can use this information to identify trends, which in turn can help you generate preventative actions before the workday even begins.



## Save Time

There's no question that mobile software is a big time saver when it comes to data collection, particularly when it comes to integrating the information gathered into existing systems. After all, it takes valuable time and resources to enter paper-based notes and photos into a database manually. With the right mobile app, however, your data is automatically integrated into your systems and processes – eliminating the middleman and the potential for errors.

Taking this approach also means no more frantically digging through binders and file cabinets and no more trying to track down whoever took that binder out of the file cabinet and never returned it. While you may miss the adrenaline rush you get while frantically trying to find that one lost file, after a few days of being able to report on any location over any time period, you'll never view an OSHA audit the same way again.

Plus, if all of your forms are digital, you'll cut out unexpected lag times that can dramatically slow down a job by setting automatic triggers for things like equipment purchase orders when supplies are running low. This level of automation can dramatically reduce delays for parts, tools, and re-inspections, helping you finish jobs on time and within budget.

## Save Money

Mobile compliance management requires investment, but it can also be an opportunity to save in the long run. When you consider the savings you'll realize by improving efficiency, cutting down on lost paperwork, reducing OSHA fines, and limiting accidents, it is really a no-brainer investment.

In fact, various studies have shown that every dollar invested in injury prevention returns between two and six dollars.

## Save Lives

Compliance isn't about checking off boxes to ensure you don't get fined. At the end of the day, compliance is all about safety. It's about keeping everyone and everything out of harm's way as you conduct your business - whether that's your employees, customers, or the environment.

By using your mobile device to maintain constant and ongoing safety compliance, you're ensuring that you are doing everything you can to prevent injuries, illnesses, or even fatalities.



*There's no question that mobile software is a big time saver when it comes to data collection*



*Every dollar invested in injury prevention returns between two and six dollars*

## A few parting words

For companies that are constantly facing the challenge of maintaining HSE compliance, paper and spreadsheet-based processes are continuing to increase the burden. Paper and spreadsheets are slow moving and error-prone by nature and can dramatically delay a company's ability to comply with ever-changing regulations while jeopardizing privacy and restricting knowledge transfer.

With the right mobile technology, however, companies will not only ensure and prove they're compliant, but they'll also save time and cut costs. In addition, the mobile technology will provide actionable real-time information to help you make data-driven decisions that may ultimately save lives.



# Got questions? WE CAN HELP!

Form.com's simple user interface enables you to create and distribute audit and compliance forms, include built-in risk analysis scoring mechanisms, and create dynamic workflow to ensure your organization remains compliant in a world of changing regulations. Industry leaders across many highly-regulated sectors trust the advanced regulatory compliance capabilities of Form.com. By improving operational efficiency, audit and risk management, agencies can keep pace with increasing regulatory demands and maintain profitability.

## Form.com can enables you to:

- Effortlessly adapt to new compliance demands
- Lessen regulatory impact on profitability
- Coordinate processes to improve decision making
- Integrate compliance processes into existing applications
- Create dynamic reports to monitor compliance

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## For more information

Call **1-888-708-8118**

or email [info@worldapp.com](mailto:info@worldapp.com)