STEP CHANGE IN SAFETY

E-OBS

E-obs Adoption Phases

	Phase	Details
1	Initial interest	• Member company is provided with the e-obs intro leaflet which provides a high level overview of the tool and how to register interest. • Member registers interest via email (e-obs@stepchangeinsafety.net)
2	Overview & demo session of tool	Members who have registered interest via the e-obs inbox are invited to an e-obs overview and demo session. Demo session includes: a) Why tool was created (feedback to workforce, sharing observations across associated companies & industry trending) b) Quick demo showing the functions and presentation of the tool, including reporting dashboard c) Discussion around the potential barriers and essential points that require consideration prior to adoption Adoption phase document issued
3	Member set up in the sandbox	• Member to contact SCiS to be set up in sandbox • Member to trial and test e-obs tool in sandbox
4	Company internal discussion	• Discuss potential barriers and essential points for consideration • Decide on suitable administrators and focal point • Engage with clients to understand if they are already using the tool or intend to in the future • Discuss IT requirements (include IT dept in discussion)
5	Adoption of e-obs	• Member company confirms their intent to adopt, appoints a focal point and informs SCiS • The focal point attends an administrators' training session • Following attendance at training session the focal point is provided access to the live tool
6	Company set up	• Focal point sets up company profile and users • Member company communicates use of tool to workforce • Focal point coordinates in house training requirements
7	Ongoing / support	• Member company provides SCiS with a regular update on template provided • Focal point attends community of practice meetings to share the progress / issues / challenges and for support