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Adapt and manage safe-workplace playbooks

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

Communicate easily about operating procedures and health and safety guidelines

Pivot and adapt procedures according to employee input

Assign and track operating procedures and training to **measure accountability**

In these unpredictable times, creating a safe environment for employees is a top priority. With economic pressures and market demand driving the push to stay open or reopen, companies are adopting new ways of doing business, implementing widespread changes to instill confidence among employees and build resilience. Safe-workplace playbooks support these enterprise-wide shifts and 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 facility opening steps, sanitization protocols, 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, organizations can 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.

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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™, organizations and their partners 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.
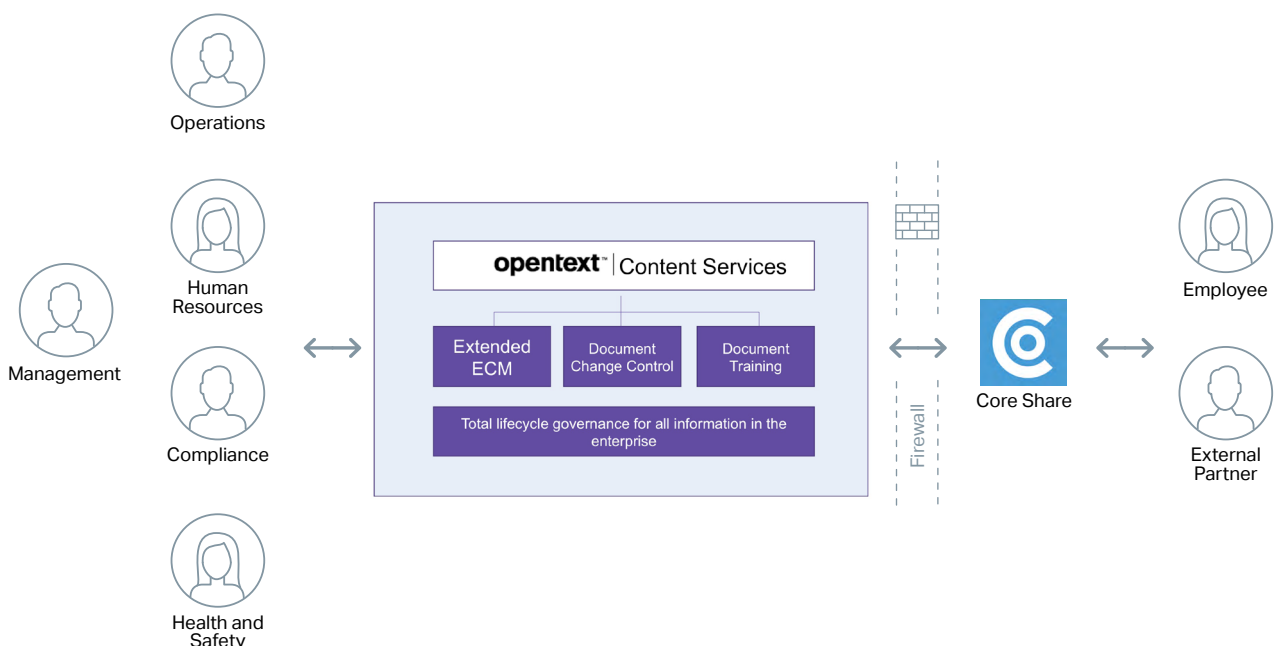
Communicate easily

It's essential for organizations to manage the lifecycle, controlled distribution and use of information 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

Organizations can gain visibility into playbook distribution and usage to ensure 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.

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Safe-Workplace Playbook Management components		
OpenText™ Extended ECM Platform Integrate content services with lead applications to expedite information flows	**OpenText Document Training for Content Suite by KineMatik** Document and SOP training management and tracking	**OpenText™ Document Change Control for Content Suite by KineMatik** Ensure controlled creation, revision and obsoletion of controlled company documents.
Optional add ons:		
OpenText™ Blazon™ Document transformation made easy	**OpenText™ Core Share** Enterprise content management and collaboration in the cloud	**OpenText™ Core Signature** Keep critical approval processes flowing

⊡ Learn more

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: **opentext.com**.

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