



# The IA-system

For a safe and effective workplace!



Last updated 8 July 2016



# Quick facts about IA



- IA is a web-based system that supports the systematic improvement of the working environment

It has been developed by AFA Insurance together with the Confederation of Swedish Enterprise, the Swedish Trade Union Confederation (LO), the Council for Negotiation and Co-operation (PTK) and the sectors. Operation and development of IA are handled by AFA Insurance.

- Has existed since 2005 as a web-based solution

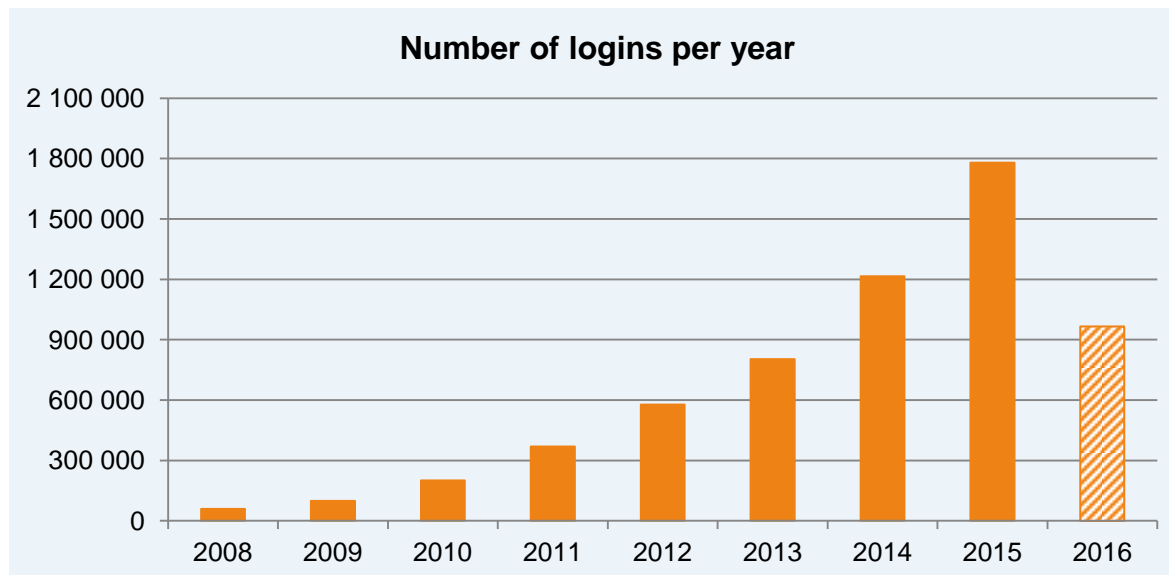
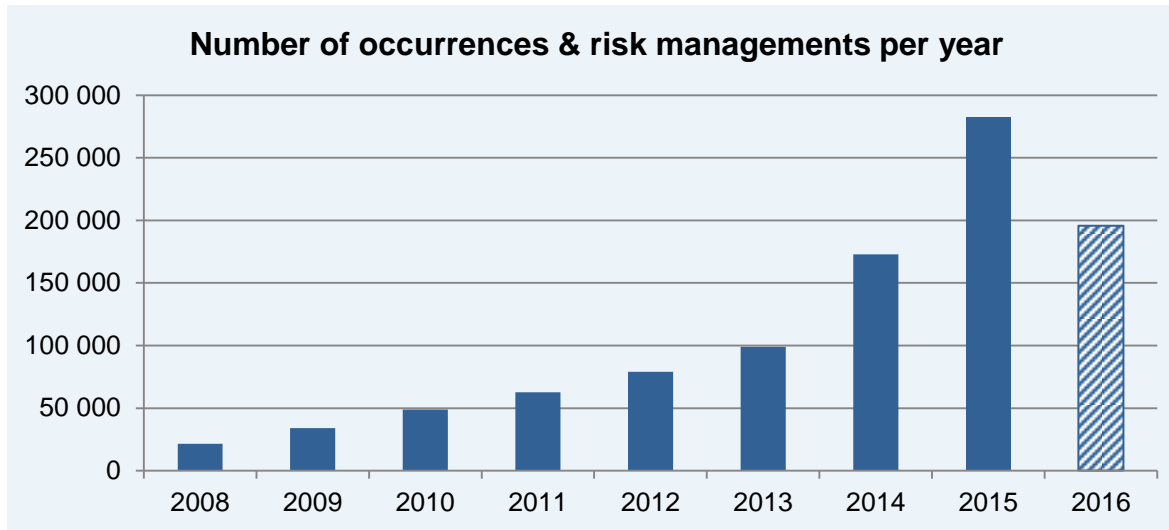
The first branches- of-industry to use IA were the steel- and metal industry (MIA) and the pulp- and paper industry (PIA).

- Key figures:

Number of companies that use IA	700
Branches-of-industry	24
Number of occurrences & risk managements registered 2015	282 000
Number of occurrences & risk managements registered Q1+Q2, 2016	195 000



# Expansion of IA



## Occurrences



## Risk management



## Analysis, reports & action plan



## Information & communication



An occurrence happens



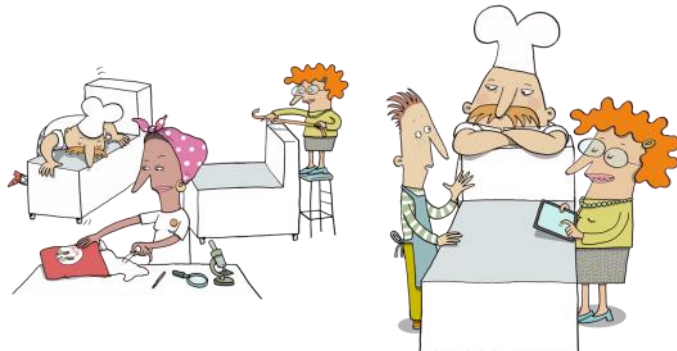
Report



Confirm & complete



Risk assess & inquire



Perform actions



Follow up



Accident



Near miss



Risk observation



Commuting accident



Work-related illness



Property / Security



Environment



Quality

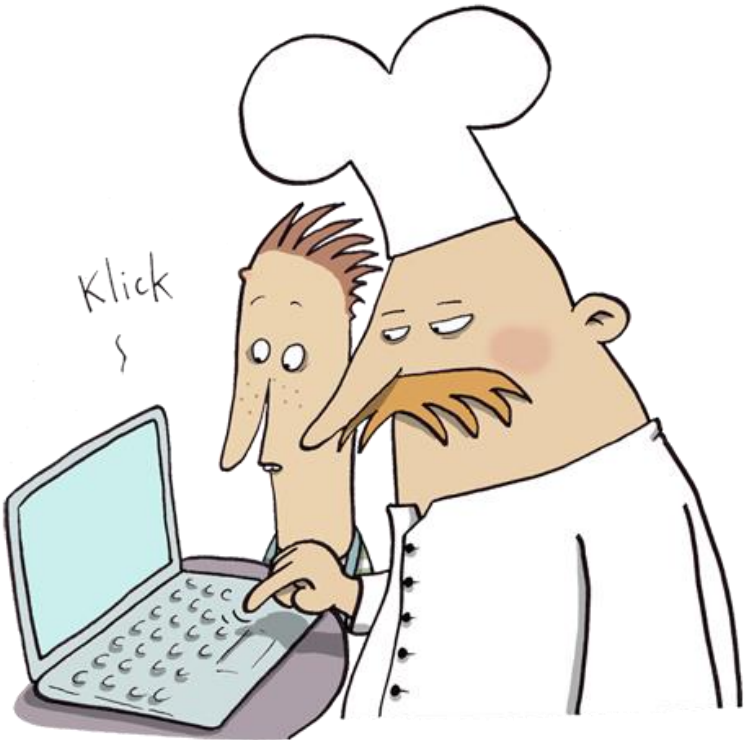


Improvement proposal



Safety observation (BBS)





List **New occurrence**

Accident, Bakery, 23/10/2015, Reported ||||

Occurrence manager: Glaze, Gladys

Registration i

When?  Time  Where?  What?

Injured person: Employed

Name  Employment unit

E-mail

Course of events

Occurrence title

Course of events (Note: do not write names!)

Note: Do NOT write names!

Involved's opinion on the cause

Involved's proposal or action performed

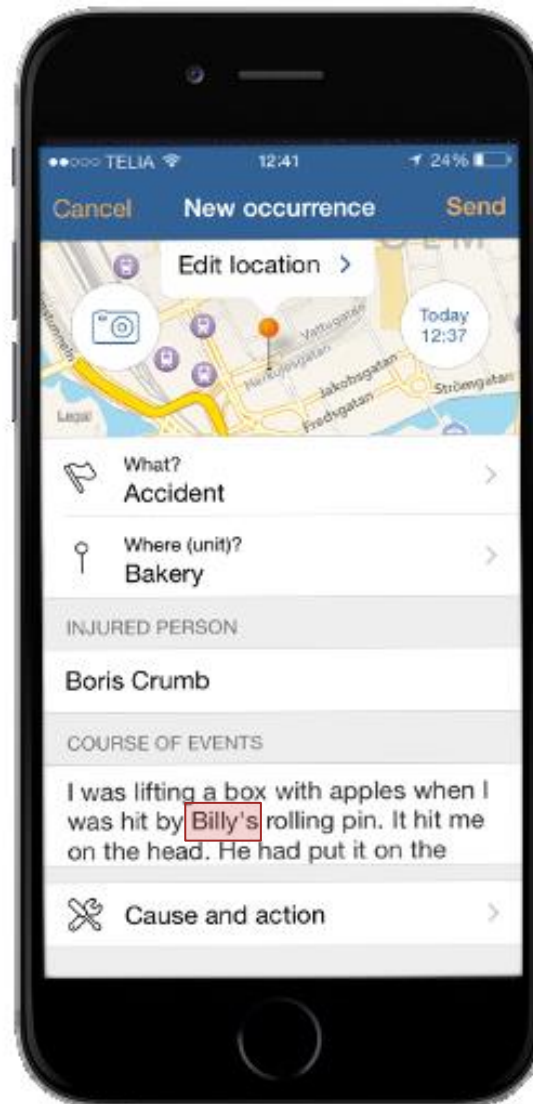
Location  Reason for injury

Activity

Contacted OHS representative







Note: Do NOT write names!



Confirm & complete



Injured person: Employed

Sex: Male    Age: 45    Employment unit: Day shift

Name: Boris Crumb    Search tag:     Occupation:     White collar:

E-mail: boris.crumb@gladys.com    Working hours:

Cell phone:     Contact (if other than the injured person):

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**Course of events**

Occurrence title: Hit by rolling pin

Course of events (Note: do not write names!): I was hit by a Rolling pin that Billy Bread had put on a small shelf next to the baking table.

Check that no names are entered in the text fields!

Involved's opinion on the cause: Shelf is too small.

Involved's proposal or action performed: Find a better place for the rolling pin.

Operating situation:     Reason for injury: Hit by flying or falling objects

Location: Bakery    Object involved (Ctrl + click to select multiple items):

Activity: Baking    Object ID (Internal number etc.):

Contributing factor (Ctrl + click to select multiple items):     Object, other (other machine, product label etc):

Contacted OHS representative: Rye, Yvonne

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**Consequence**

Sick leave:     Type of injury (Ctrl + click to select multiple items):

Medically treated:     Injured body part (Ctrl + click to select multiple items):

Attachments Create PDF New Save a copy Delete Save





# Claim applications



**IA** Occurrences Risk management Action plan Analysis Reports Import Admin [Help](#)

List Occurrence Inquiry & Actions **Claims** Log

2015-11 - Accident, Bakery, 23/10/2015, Registration in progress

Occurrence manager: Glaze, Gladys

▼ Claim on external parts

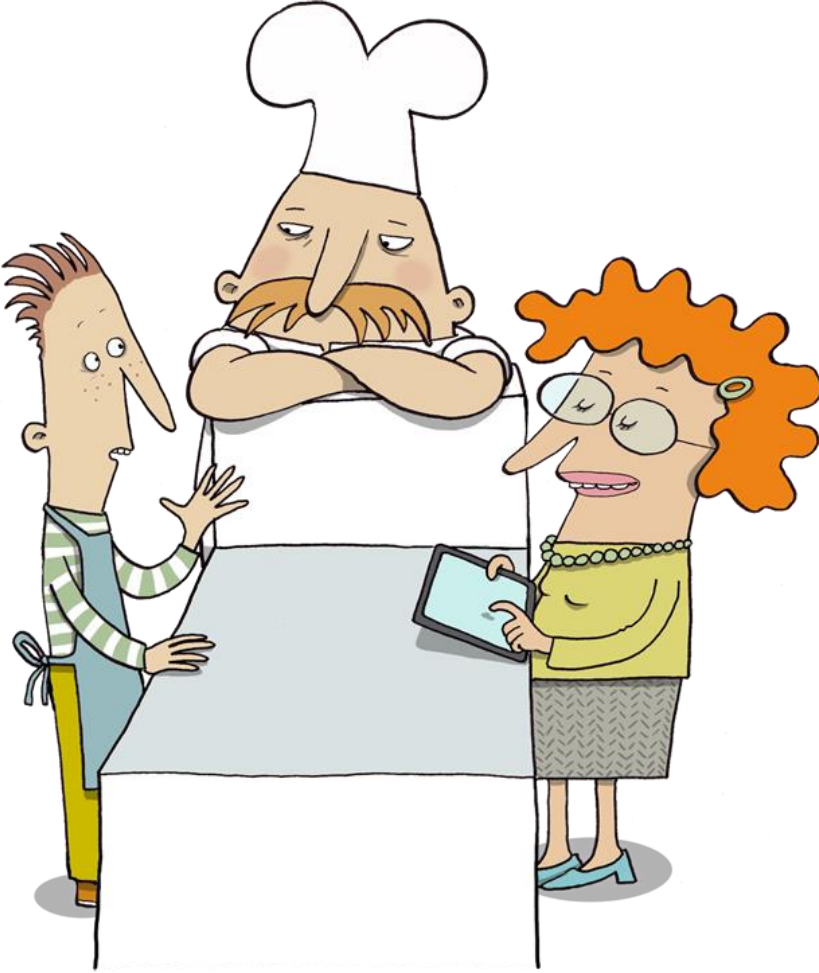
External part  
The Police ▼

[Open claim application](#)  Claim sent

Comment

[Save](#)

Risk assess & inquire



2015-11 - Accident, Bakery, 23/10/2015, Inquiry in progress |||

Occurrence manager: Glaze, Gladys

**Risk assessment** ?

Probability that it happens (again)  
 x

Consequence if happens (again)  
 x

Cost estimation

**Risk matrix**

		12			

**Inquiry** No inquiry:  [Click here to see information about similar occurrences](#) ?

Involved's opinion on the cause:  
 Shelf is too small.

Title:

**Inquiry** 5?

1. Reason to the occurrence? The rolling pin was not lying steady.  
 2. Reason to 'The rolling pin was not lying steady.'? The rolling pin was lying on the small shelf next to the baking table.  
 3. Reason to 'The rolling pin was lying on the small shelf next to the baking table.'? The pastry cook needs to lay aside the rolling pin close to the working top.

1. Reason to the occurrence? The baking table is not stable.  
 2. Reason to 'The baking table is not stable.'? The dough is very hard.  
 3. Reason to 'The dough is very hard.'? The flour that we use has bad quality.  
 4. Reason to 'The flour that we use has bad quality.'? The purchasing agent buys bad quality flour (from his brother) because he gets a bonus.

Investigator  
 x

Estimated completion date

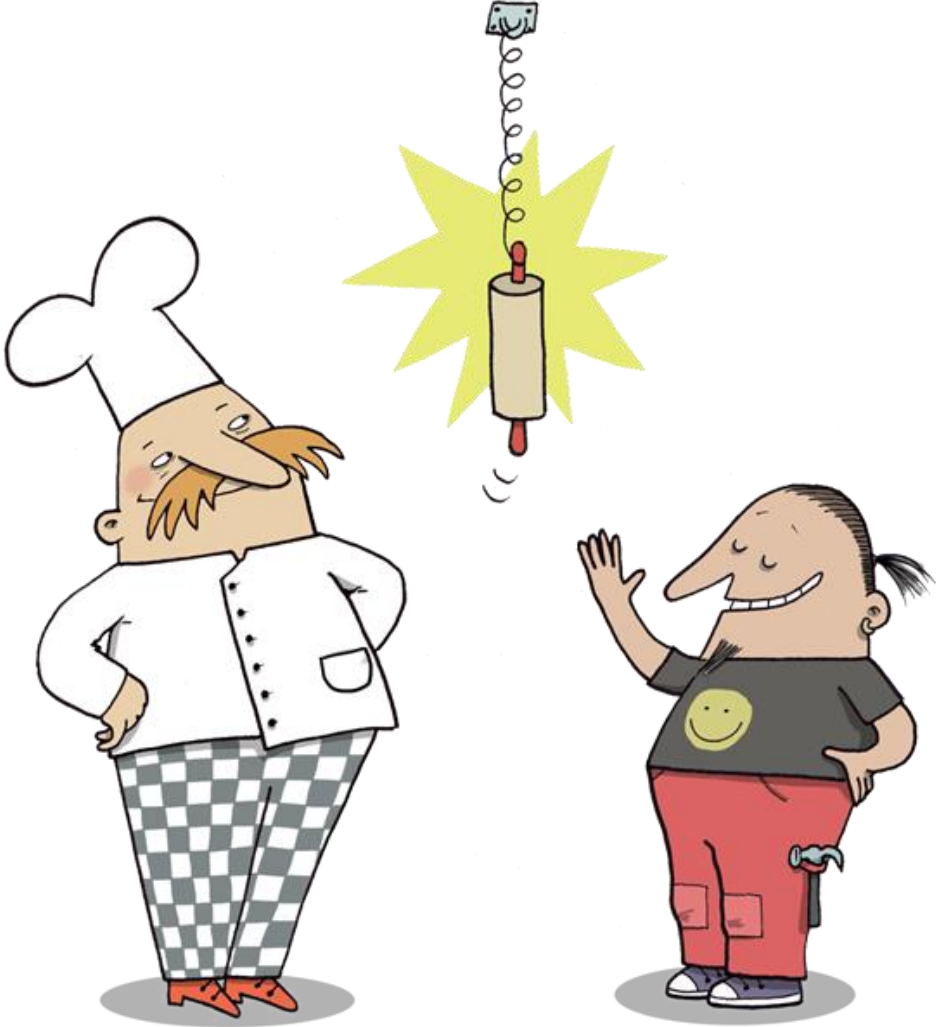
Completed

Other investigator

Work Safety Committee involved  
 Yes  No



Perform actions



▼ Actions No actions:  i

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Involved's proposal or action performed:  
Find a better place for the rolling pin.

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1. 🗑️

Title  
Find a better place for the rolling pin

Action  
The rolling pin has to be safely stored close to the working top.

Action owner Twing, Rodrick <span style="float: right;">✕ ▼</span>	Estimated completion date 23/10/2015	Completed <input type="checkbox"/>	Work order number <input type="text"/>
Other action owner <input type="text"/>	Type of action <input checked="" type="radio"/> Instant <input type="radio"/> Planned	Action steps <input style="width: 100%;" type="text"/>	

---

2. 🗑️

Title  
Check routines for purchasing

Action  
Update the routines for purchasing flour. Check that all purchasing agents know the routines and follow them.

Action owner Glaze, Gladys <span style="float: right;">✕ ▼</span>	Estimated completion date 23/11/2015	Completed <input type="checkbox"/>	Work order number <input type="text"/>
Other action owner <input type="text"/>	Type of action <input type="radio"/> Instant <input checked="" type="radio"/> Planned	Action steps <input style="width: 100%;" type="text"/>	

[New action](#)





Follow up





▼ Risk assessment after action The risk is eliminated  i

Probability that it happens (again)  x ▼

Consequence if happens (again)  x ▼

Risk matrix


3

▼ Follow-up i

Responsible for follow-up  x ▼

Actions have had effect  Yes  No
Completed

Comment

▼ OHS representative's follow-up i

OHS representative  x ▼

Ok  Yes  No

Comment

Attachments
Flag
Create PDF
New
Save a copy
Delete
Save

14 - Web equipment information system for the IA Committee - deployed by AFA Insurance

Working environment inspection

Fire safety inspection

Environmental inspection

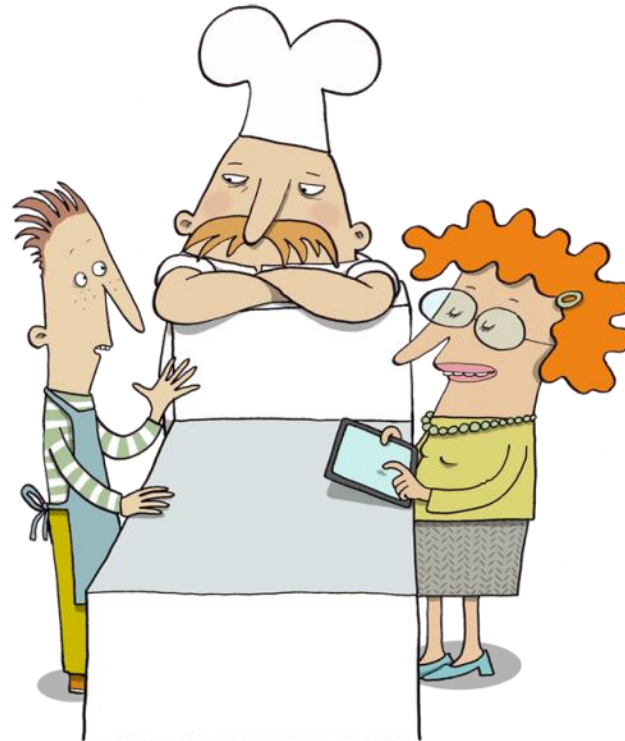
Audit

Risk analysis

Safety group meeting

Health and safety inspection

among others...



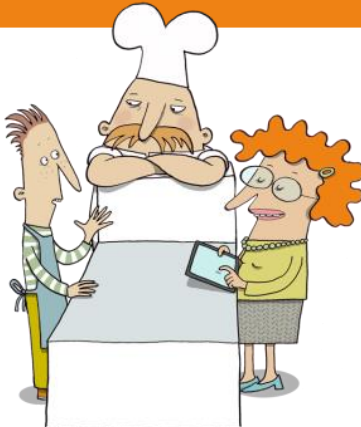
Create a template or checklist



Plan the risk management



Perform the risk management



Perform the actions



# Create a template

▼ Templates for risk management

Show  
 Active  Filed  By companies within your group  By other companies

RM type:  
 <All>

---

Template:  
 Fire safety inspection

Title:  
 Fire safety inspection  Available for other companies

Description  
 A copy of the protocol has to be sent to the caretaker after each inspection.

RM type:  
 Fire safety inspection  Can be used in the mobile app

\* Fields used in the app can not be deselected

Columns and functions:

Include in template	Column heading	Other
No.: *	<input checked="" type="checkbox"/> No.	
Text field 1 (Checkpoint): *	<input checked="" type="checkbox"/> Checkpoint	
Reference:	<input type="checkbox"/> Ref.	Source: Link: <input type="text"/> Ref. <input type="text"/>
Yes/No: *	<input checked="" type="checkbox"/> OK?	
Text field 2 (Cause/effect):	<input type="checkbox"/> Cause/effect	
Risk assessment:	<input type="checkbox"/> Risk	Risk model for template: Basic
Cause analysis (5?):	<input type="checkbox"/> 5?	
Text field 3 (Comment): *	<input checked="" type="checkbox"/> Comment	
Action:	<input checked="" type="checkbox"/> Action	
Risk assessment after actions:	<input type="checkbox"/> Risk after	
Occurrence:	<input type="checkbox"/> Occurrence	Preselected occurrence type: Risk observation
Checkbox for Not applicable: *	<input checked="" type="checkbox"/> N/A	

Prefilled rows:

No.	Main heading	Checkpoint
1	Sprinkler	Do the sprinklers work?
2	Smoke detectors	Do the smoke detectors work?
3	Emergency exits	Are the emergency exits signposted correctly?
4	Emergency exits	Are the emergency exits free accessible?
5	Fire extinguishers	Are the fire extinguishers in place?
6	Fire extinguishers	Do the fire extinguishers work?
7	Smoking	Do all employees follow the routines for smoking?

[Add Row](#)



2015-1 - Fire safety inspection, Bakery, 16/12/2015

Person responsible:    Restricted access

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▼ Planning

When?  Time  to   Completed

Where?  What?

Object

---

▼ Description

Title

Description

---

▼ Participants

Select participants

- Bread, Billy
- Bröd, Gunnar
- Glasyr, Gladys
- Glaze, Gladys
- Masuch, Martina
- Rue Yvonne

Participants

- Bread, Billy
- Glasyr, Gladys

Other participants

---

▼ Template

Select template

Description

A copy of the protocol has to be sent to the caretaker after each inspection.





# Perform the risk management



iPad 4:17 PM 100%

RM Template

FIRE SAFETY INSPECTION 2015-1, BAKERY - THE WHOLE BAKERY, 30/06/2015 09:00, PLANNED

Responsible: Billy Bread Participants: Gladys Glasyr, Billy Bread, Boris Crumb, trainee

Create PDF Attachments

Fire safety inspection, Q2 SHOW:  Rows  Hide not applicable(N/A) rows  Actions  Hide completed actions Show symbol key

No.	Checkpoint	OK?	Comment	N/A		
<b>Sprinkler</b>						
1	Do the sprinklers work?	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="checkbox"/>		
<b>Smoke detectors</b>						
2	Do the smoke detectors work?	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="checkbox"/>		
<b>Emergency exits</b>						
3	Are the emergency exits signposted correctly?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The sign has fallen from the emergency exit door.	<input type="checkbox"/>		
No.	Title	Action	Action owner	Action steps	Type of action	Completed
1	Set up the emergency exit sign.	Set up the sign that has fallen from the door. Purchase a new sign if necessary.	Twing, Rodrick		<input type="radio"/> Instant <input checked="" type="radio"/> Planned	<input type="checkbox"/>
				Work order no:	Date: 01/07/2015	
4	Are the emergency exits free accessible?	<input type="radio"/> Yes <input type="radio"/> No				<input type="checkbox"/>
<b>Fire extinguishers</b>						
5	Are the fire extinguishers in place?	<input type="radio"/> Yes <input type="radio"/> No				<input type="checkbox"/>
6	Do the fire extinguishers work?	<input type="radio"/> Yes <input type="radio"/> No				<input type="checkbox"/>

TELIA 15:22 20%

Cancel New checklist Send

Checklist Checklist for safety round

Where (unit)? Bakery

Whole bakery

TEMPERATURE

Is the temperature in the building OK?

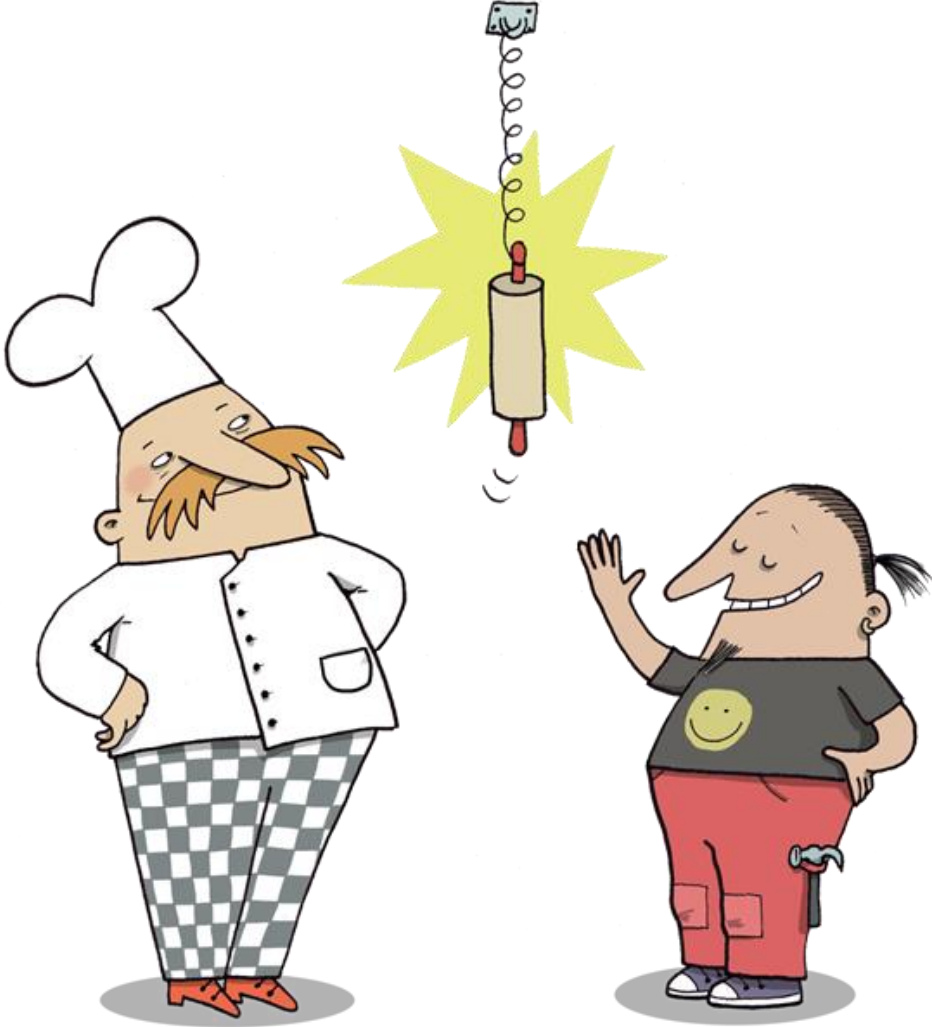
Yes  No  N/A

Is extra heating/cooling needed in parts of the building?

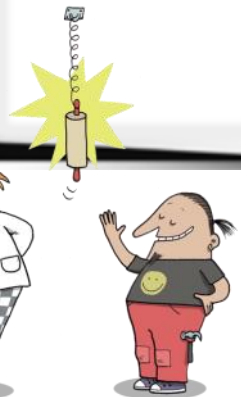
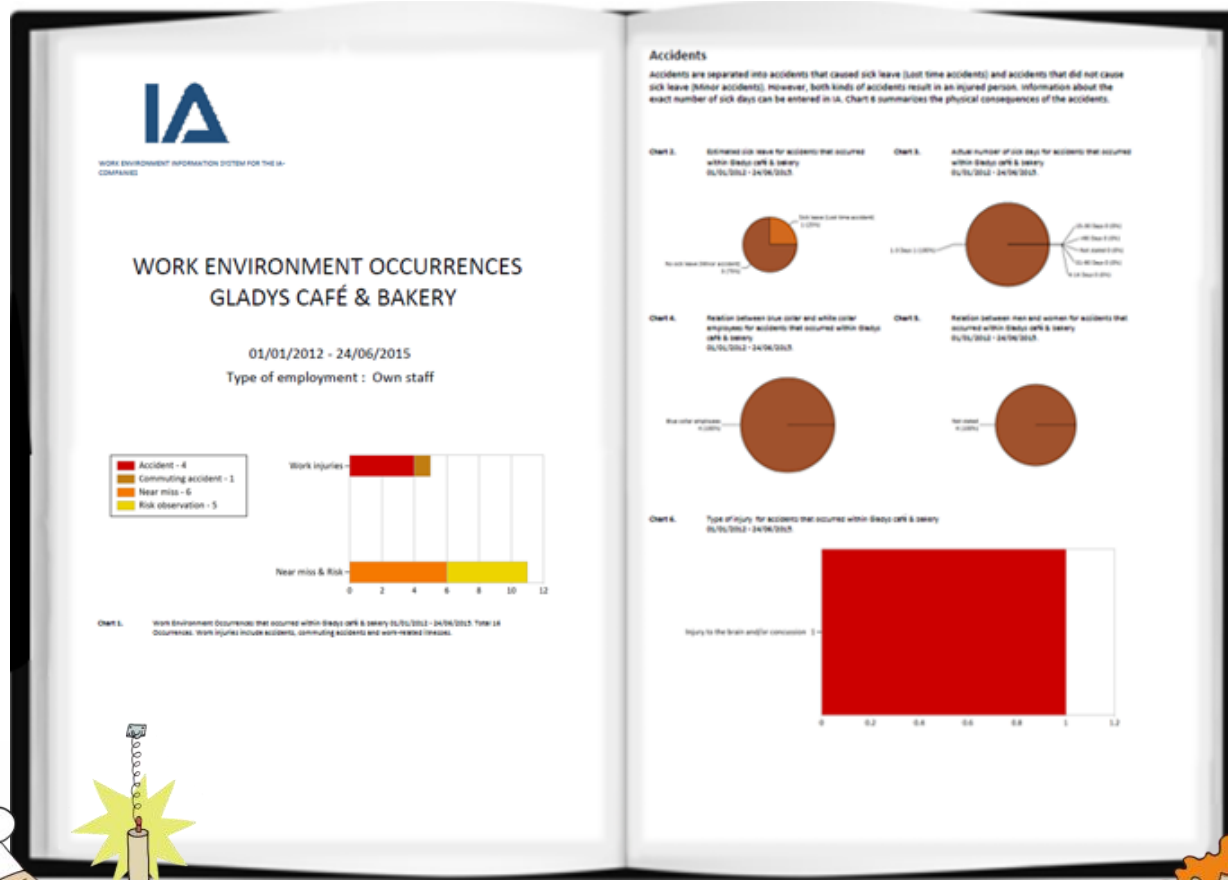
Yes  No  N/A



Perform the actions









# Action plan – aggregated information about occurrences & risk managements



**Action Plan**

Selection  Actions  Inquiries  Follow-ups  Risk assessments  Hide completed  Mine only i

Gladys café & bakery  Unit

▼ Selection criteria

Occurrence source

Occurrence type (Ctrl + click to select multiple items)  
 Accident  Near miss  Risk observation  Commuting accident  Work-related illness  Environment  Quality  Property/Security  Improvement proposal  Other divergence  Safety observation

RM type  
 Working environment audit  Fire safety inspection  Improvement audit  Environmental inspection  Risk analysis  Health and safety inspection  Other

Action status  Template  Person responsible

Action period  -  Location  Action owner

Action step  Action type  Work order number  Object

Restricted access  OHS representative

Show:  ID:  [Export to Excel](#) [Clear](#) [View](#)

Displayed items: 6

ID	Estimated ready	Title	Person responsible	Action owner	Type	Risk	Risk after		
2015-11(1)	12/11/2015	Find a better place for the rolling pin	Gladys Glaze	Rodrick Twing	Accident	12	3		
2015-11(2)	23/11/2015	Check routines for purchasing	Gladys Glaze	Gladys Glaze	Accident	12	3		
2015-1(1)	19/11/2015	Set up the emergency exit sign.	Billy Bread	Rodrick Twing	Fire safety inspection	-	-		
2014-5(1)	05/11/2015	Tighten all screws	Patrick Pastry	Rodrick Twing	Risk observation	6	4		
2014-5(1)	14/01/2016	Check temperature in bakery	Patrick Pastry	Patrick Pastry	Health and safety inspection	-	-	1	
2014-3(1)	18/11/2015	Check up the working environment in the bakery	Gladys Glaze	Gladys Glaze	Accident	-	-		



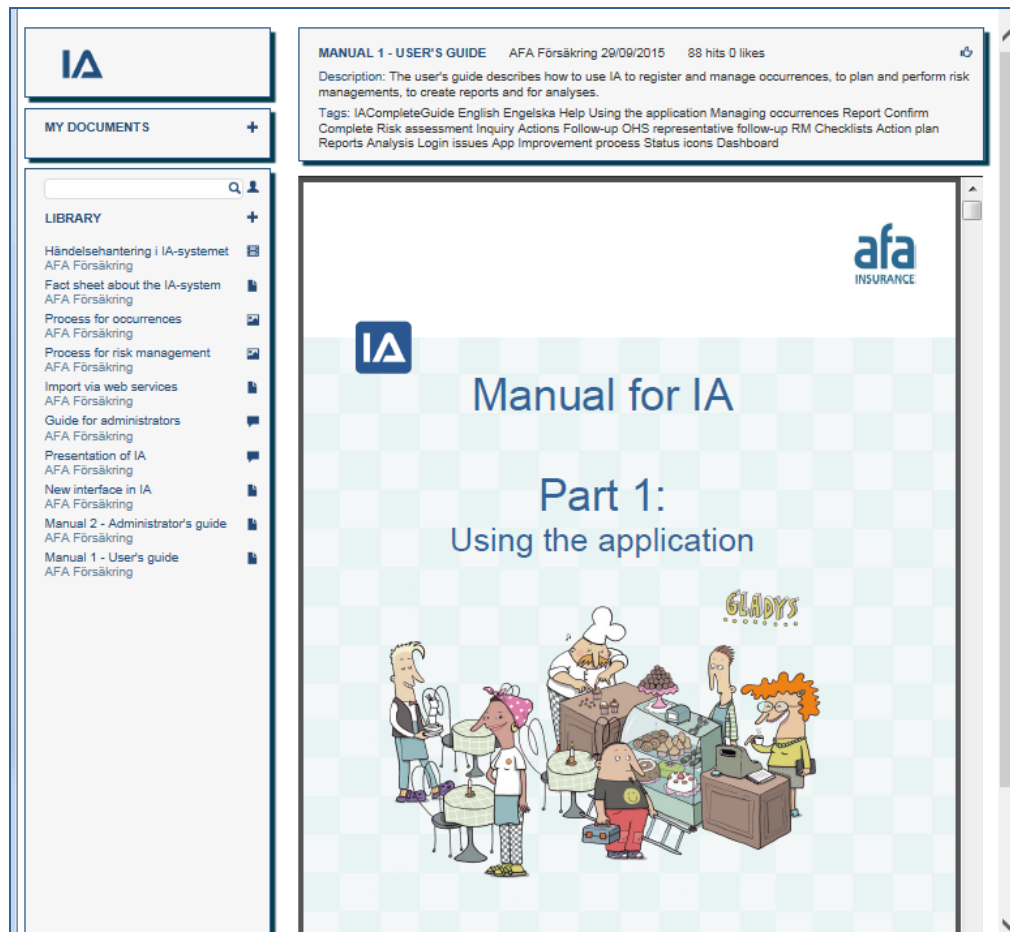


# Information & communication



In the **Information portal** you can find documents, films, websites and images about IA (including this presentation)

You open the information portal directly from IA – by clicking on the icon 



The screenshot displays the IA information portal interface. On the left is a sidebar with a search bar and a 'LIBRARY' section containing a list of documents. The main content area shows a document titled 'MANUAL 1 - USER'S GUIDE' by AFA Försäkring, dated 20/09/2015, with 88 hits and 0 likes. The document description states: 'The user's guide describes how to use IA to register and manage occurrences, to plan and perform risk managements, to create reports and for analyses.' The tags include: 'IACompleteGuide English Engelska Help Using the application Managing occurrences Report Confirm Complete Risk assessment Inquiry Actions Follow-up OHS representative follow-up RM Checklists Action plan Reports Analysis Login issues App Improvement process Status icons Dashboard'. The document cover features the IA logo, the title 'Manual for IA', and 'Part 1: Using the application'. The cover art depicts a cartoon scene with a chef, a person at a computer, and others in a kitchen setting, with the 'GLADYS' logo above them.

**LIBRARY**

- Händelsehantering i IA-systemet AFA Försäkring
- Fact sheet about the IA-system AFA Försäkring
- Process for occurrences AFA Försäkring
- Process for risk management AFA Försäkring
- Import via web services AFA Försäkring
- Guide for administrators AFA Försäkring
- Presentation of IA AFA Försäkring
- New interface in IA AFA Försäkring
- Manual 2 - Administrator's guide AFA Försäkring
- Manual 1 - User's guide AFA Försäkring

**MANUAL 1 - USER'S GUIDE** AFA Försäkring 20/09/2015 88 hits 0 likes

Description: The user's guide describes how to use IA to register and manage occurrences, to plan and perform risk managements, to create reports and for analyses.

Tags: IACompleteGuide English Engelska Help Using the application Managing occurrences Report Confirm Complete Risk assessment Inquiry Actions Follow-up OHS representative follow-up RM Checklists Action plan Reports Analysis Login issues App Improvement process Status icons Dashboard

**Manual for IA**

**Part 1:**  
Using the application

GLADYS