



Agenda Report

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SUBJECT:

CORITY PLATFORM IMPLEMENTATION - MY CORITY, INDUSTRIAL HYGIENE, AND ERGONOMICS

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Authorize a Purchase Order to Cority Software Inc. for the implementation and annual software maintenance of myCority, Industrial Hygiene, and Ergonomics, using the approved U.S. General Services Agreement (GSA) IT Schedule 70 (M.O. 5/25/16, Item #13), for a total amount not to exceed \$134,834, in accordance with Ordinance No. OCSD-52, Section 2.03(B) Cooperative Purchases; and
- B. Approve a contingency in the amount of \$13,483 (10%).

BACKGROUND

The Orange County Sanitation District (Sanitation District) is seeking to enhance existing Cority software to provide a safer workplace for staff and maintain compliance with the state of California Occupational Safety and Health Administration (Cal OSHA) regulations regarding industrial hygiene, ergonomics, auditing, and workplace reporting.

The Sanitation District currently utilizes a Microsoft Access database to manage industrial hygiene exposure data. The database is limited in its functionality and has inefficiencies with data entry. The Sanitation District is seeking to leverage Cority Software Inc. (Cority) Industrial Hygiene module to perform statistical analysis of exposure results to make better decisions regarding engineering controls and personal protective equipment, ultimately saving time and money for the Sanitation District. The Industrial Hygiene module also allows for laboratory and other survey reports to be retained in the system, notify employees of their exposure results, streamline data entry, enable multiple users to enter data simultaneously, create sampling plans, and track surveys to completion.

The Sanitation District currently uses a SharePoint site to manage office-based ergonomic evaluations. The SharePoint site is also limited in functionality as it only permits safety staff to be notified when an assessment is initially requested and when the assessment is closed out. The Sanitation District is seeking to leverage Cority's Ergonomics module for ergonomic assessment

requests, identify risks, assign corrective actions, perform audits for both industrial and office workplaces, and track audits to completion.

The Sanitation District is also seeking to upgrade to myCority, which is a simplified user interface which will enhance the existing Cority system. The myCority upgrade will provide a more streamlined process for employees to complete safety tasks such as the submission of near misses, observations, injury reports, and the completion of inspections. Additionally, myCority is available for use on tablets and mobile phones, providing greater mobility options and improving accuracy of the information collected while reducing duplication of documentation efforts.

RELEVANT STANDARDS

- Commitment to safety & reducing risk in all operations
- Protect Orange County Sanitation District assets
- Provide a safe and collegial workplace
- Meet OSHA training requirements
- Ensure the public's money is wisely spent
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard

PROBLEM

The current system and process for collecting Industrial Hygiene information is limited in its function, inefficient, and does not permit transparent communication with the Sanitation District employees regarding exposures to hazardous chemicals. The current SharePoint site for ergonomics does not permit tracking of corrective actions or facilitate identifying and mitigating risks. The existing interface for Cority requires staff to input information from the office while the end user predominately completes these actions and submissions while in the field.

PROPOSED SOLUTION

To provide a greater level of safety and health to the Sanitation District employees, the Risk Management Division and Information Technology Division request to purchase the Industrial Hygiene module and Ergonomics module, as well as upgrade to myCority. These modules will enable the Risk Management Division to better assess the hazards and risks associated with the Sanitation District staff as it relates to industrial hygiene and ergonomics. Risk Management will be able to provide better guidance regarding engineering controls, administrative controls, and personal protective equipment.

TIMING CONCERNS

Safety and health records of the workforce generated by the Risk Management Division continue to augment as days/months go by, thus increasing the difficulty of maintaining quality data. Risk Management will continue to be overwhelmed with maintaining manual records which could potentially result in errors and non-compliance of regulatory requirements.

RAMIFICATIONS OF NOT TAKING ACTION

A decision not to purchase the Cority solution would result in continued inefficiencies, limitations in responding to employee requests, evaluating hazards, and determining appropriate safety controls.

PRIOR COMMITTEE/BOARD ACTIONS

May 2016 - Authorized purchases of information technology hardware, software, services, and licensing & maintenance agreements using the U.S. General Services Agreement (GSA) IT Schedule 70.

ADDITIONAL INFORMATION

- Cority Occupational Health System was implemented in April 2017 and is being used by the Sanitation District's Risk Management Division. The cost of implementation was \$32,000.
- Cority Safety Management System was implemented in April 2019 and is being used by the Sanitation District's Risk Management Division. The cost of implementation was \$38,000.
- Current annual maintenance cost for Cority Occupational Health and Safety Management modules \$55,861.
- Cority annual maintenance cost will be increased by \$40,112 after this purchase, and the new total annual maintenance cost would be \$95,972.

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This item has been budgeted. (FY2020-21 & 2021-22 Budget, Section 8, Page 49, Information Technology Capital Program (M-MC-IT)).

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

N/A