



Outsourcing to Integrity provides an average cost savings of 35% for clients while decreasing liability and increasing overall corporate awareness and compliance.

Health, Safety, and Environmental solutions

Large energy services companies regularly ask The Integrity Group (Integrity) to provide solutions for health, safety, and environmental (HSE) deliverables. Many HSE managers need to eliminate multiple information silos, version confusion, and content redundancies, all while rolling out deliverables and solutions that integrate seamlessly into the organization. Common requests include creating deliverables that are easy to use for employees across the organization, supplying media that makes sense for users in the field and in the office, and simplifying the revision process as required for effective internal audits.

BUSINESS CHALLENGES

Typical business challenges for these clients include:

- Existing documentation and training materials are out of date and must be revised
- Poor content, organization, and presentation cause a lack of interest and use by employees and vendors
- The documentation and training materials tend to use unclear language and inconsistent jargon
- Ineffective HSE documentation and training leads to increased reportable incidents, accidents, and hazards
- Poor distribution of the deliverables within corporations causes problems with maintenance and overall usage
- The existence of inconsistent policies and procedures in HSE content exposes companies to potential lawsuits and government fines

THE INTEGRITY GROUP ANSWER

Integrity has been instrumental in creating HSE documentation and training deliverables that solve immediate business issues for our clients. The clients benefit from Integrity’s ability to design, implement, and deliver content development, quality control, and production services. The client employees and vendors benefit from Integrity’s ability to produce clear prose using consistent standards, simple organization focused on the needs of the users, and consistent formatting that facilitates ease of use and eliminates redundancies.

Some solutions Integrity regularly provides to these clients include:

- Flexible team of specialists who participate only when needed in the development or revision process (writers, editors, trainers, multimedia developers, graphic designers, and so on), increasing overall quality and efficiency
- Well-organized documentation and training deliverables that use templates to enforce standards, formatting, consistency, and uniformity among deliverables and throughout business areas



*Rapid,
Economical,
Predictable*
**CONTENT
SOLUTIONS**

- Easy-to-read writing style governed by a custom style guide, including rules for handling jargon, acronyms, and industry-specific terms
- Electronic versions of the deliverables with graphic interfaces, which increase usability, accessibility, and overall distribution
- Printed versions of the deliverables designed to accommodate user needs, including features like swing-hinge binding for durability, tabs for easy access, and sample forms for each policy
- A plan for updating and maintaining the deliverables, which includes methods for version control, content correction, and suggesting updates

BUSINESS BENEFITS

By outsourcing their HSE documentation and training projects to Integrity, clients are able to focus on more pressing issues and still meet required deadlines. Integrity creates durable, flexible, and maintainable deliverables that bridge the gap between electronic and paper copy products.

Common client benefits include:

- All the services of a full-scale documentation, training, and graphics team without the overhead costs and management challenges
- Creation of thorough content that clearly establishes all company HSE policies, providing a single source that integrates seamlessly into the organization
- Increased distribution and use by employees and vendors, evidenced by a reduction in reportable HSE incidents and an increase in policy compliance observed during audits
- Decreased liability and exposure to government fines, a direct result of consolidating and further developing accurate and current policies
- Flexibility to edit and revise the content by delivering templates, instructions, and source files as part of final solutions
- Reduction of facility downtime in emergency situations due to clear, concise emergency response documentation
- Ability to leverage clean content as needed for future updates and maintenance, creating immediate cost savings and increased efficiencies

© 2009 The Integrity Group • All rights reserved.

ABOUT THE INTEGRITY GROUP

Since 1994, The Integrity Group has partnered with our clients to deliver the highest quality business and technical documentation, corporate communications, multimedia productions, and e-learning solutions using our proprietary REP MethodologySM (Rapid, Economical, and Predictable). Our REP Methodology streamlines processes, condenses development timelines, ensures the highest quality deliverables, and delivers enhanced customer experiences, all at a substantial cost savings.

For more information about The Integrity Group, please visit www.go-integrity.com or call **1-877-955-0707**.