

PRO24 HSEQ-SYSTEM

Table of Contents

PRO24 System.....3

Desktops & Documents.....4

Observations.....6

Assessments.....8

Chemicals.....10

Induction.....12

Default view.....13



The SaaS-based PRO24 system is a management tool for controlling, monitoring, and documenting all aspects of HSEQ. PRO24 is a fully Finnish solution, owned and developed in Finland, and proudly carries the Key Flag Symbol as proof of its origin. In addition to Finnish, the system also supports Swedish, Estonian and English.

With the tools of the PRO24 and Protect's expertise, you can take your company's HSEQ management to the next level.

1

The most versatile

100%

100% Finnish

2009

Established

45K

Users

The Benefits of PRO24

One system - complete HSEQ management on a single platform

User-friendly - accessible also on mobile and even without login

Scalable - adapts to the size and needs of your business

Clarity in management - clear responsibilities and a unified HSEQ culture

Productivity and savings - saves time and resources for your core business

A modular structure that scales to your company's needs

The PRO24 system is built around functionalities that enable systematic and versatile management of all HSEQ matters.

Thanks to its modular design, PRO24 scales precisely to the size and operating environment of your company. It provides comprehensive HSEQ management for organizations of all sizes.

On the following pages, we will introduce five key modules of the system in more detail: Dashboards & Documents, Observations, Assessments, Chemicals, and Induction.



Desktops +
Documents



Observations



Assessments



Chemicals

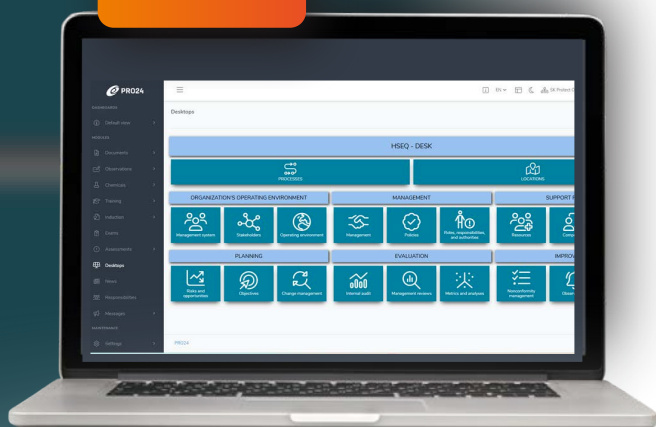


Induction



Desktops +
Documents

PRO24 HSEQ Desktops ja Documents – systematic information management



PRO24 Desktops provide a visual platform for various plans, management systems, and documentation. A limitless number of customized desktops can be created to match the exact needs of your company. With PRO24, information becomes easily accessible to everyone and can be managed centrally and effortlessly from a single platform.

Dashboards provide a foundation for developing and maintaining management systems in line with ISO standards.

Examples of the dashboards developed by our customers:

- Management systems (ISO 9001, ISO 14001, ISO 45001)
- Quality manual
- Department-specific dashboards
- Occupational safety plans and documentation
- Induction
- Shared desktop with interest groups
- RSA / ATEX documentation
- Rescue plan

All essential information at the click of a button



On each dashboard, you can gather or link all relevant information into a single, organized entity. A dashboard button can be linked to various types of documents, such as Word, Excel, PowerPoint, PDF etc. Once documents are added to the PRO24 Documents module, the system enables full document management, including version control, review and approval workflows, as well as in-system document preview. If needed, a dashboard button can also function as a link to another software or file location, such as M-Files. Linking to other modules within the PRO24 system is seamless.

Dashboards can be tailored for departments, sites, or specific business processes. For example, ISO-compliant management systems, fire and chemical safety documents, site-specific information, as well as work instructions and onboarding materials can all be conveniently combined on a single dashboard.

Visibility of the dashboards for different user groups

Within the PRO24 system, different access levels can be defined for different user groups. This allows you to specify which dashboards each group can view or edit.

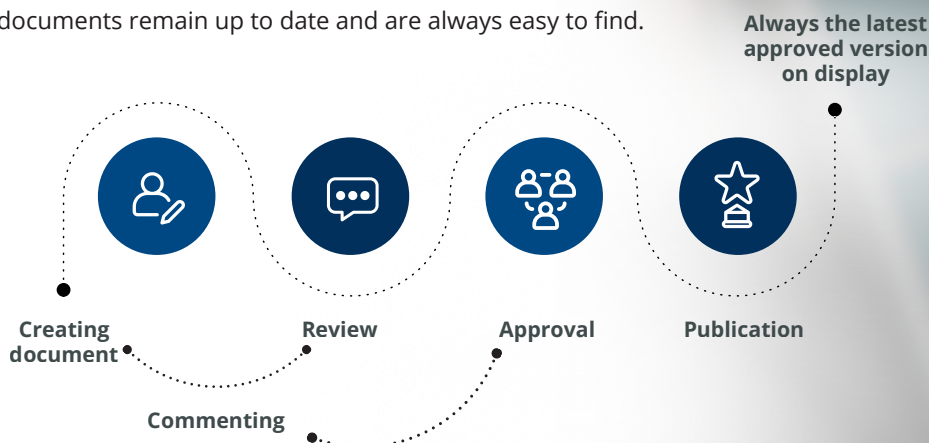
When needed, dashboard views can also be shared with external stakeholders to ensure smooth and efficient collaboration and information flow.

PRO24 dashboards are easily accessible on mobile devices as well. External users can be granted quick access to the system via a QR code and a direct url-link, which can be password-protected.



Document approval and management

The document management features of the PRO24 system ensure that your company's documents remain up to date and are always easy to find.



Document metadata

Metadata added to documents makes them easier to organize and locate.

Approval workflow

Each document can be assigned a review and approval process as described above. The workflow is fully automated in PRO24.

Versioning and traceability

A complete version history is maintained for every document, ensuring that all changes remain traceable and manageable at all times.

PRO24 Desktops and Documents - key benefits

Brings everything together and saves time – Visual dashboards provide a clear, intuitive structure for related information and documents, all in one place.

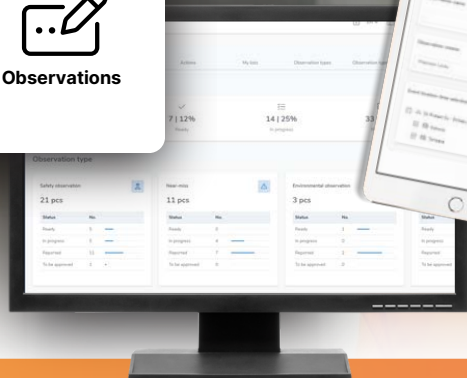
Smooth collaboration – Share a dashboard with external stakeholders easily via QR code.

Flexible and versatile – Dashboards can be tailored to a wide range of needs.

Comprehensive information management – Manage a broad set of documents, such as rescue plans, chemical safety documentation, and occupational safety plans.



Observations



Possible types of observations

Hazardous situations

Near misses

Accidents

Initiatives

Deviations

Production disruption reports

Visitor notifications

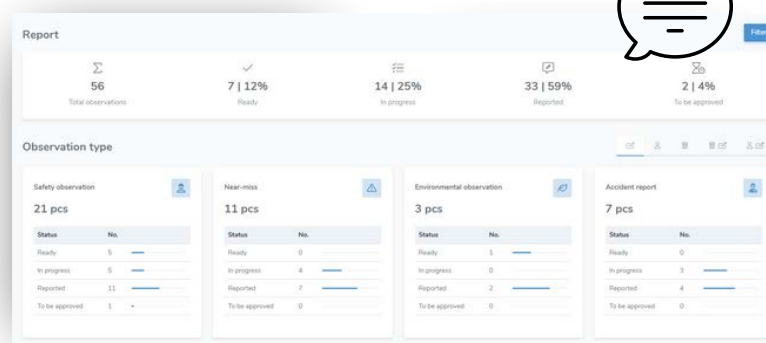
Etc.

PRO24 Observations

- a versatile tool for managing information and findings

PRO24 Observations provide an efficient solution for managing different kinds of findings, deviations, and initiatives. With this module, your organization can easily collect and process, for example, hazard, near-miss, and accident reports in one place.

The system supports smooth management of observations and helps ensure that all reports are recorded, processed, and assigned the necessary actions. It also ensures that every case is handled through to completion in line with the defined process.



Versatile observation types

PRO24 Observations are not limited to the examples shown above – you can create observation types fully customized to your own needs. The Observations module provides a centralized platform for managing a wide variety of reports. All the information needed for continuous improvement is always easily accessible and ready to use.

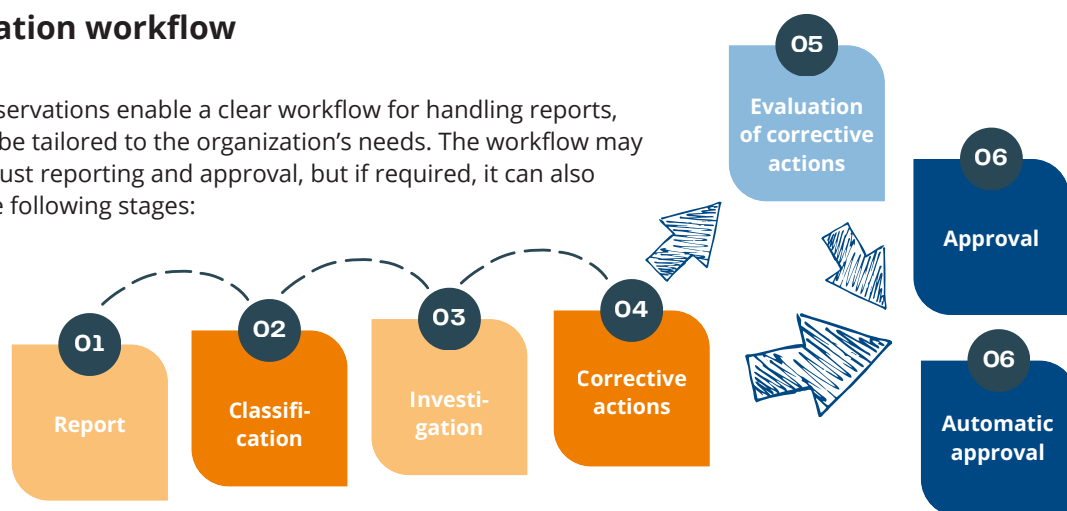
External observations

People outside the organization, such as visitors or subcontractors, can easily submit observations without logging in – for example, via mobile using a QR code. This improves the coverage of reporting and enables effective communication and response, even in situations where the reporter is not part of the organization.

ID	Name	Workflows
2489	Safety observation	Observation, Classification, Actions, Approval
2490	Near-miss	Observation, Classification, Actions, Approval
2491	Environmental observation	Observation, Classification, Actions, Approval
2492	Accident report	Observation, Classification, Investigation, Action
2500	Initiative/development proposal	Observation, Classification, Actions, Approval
2499	Quality deviation	Observation, Classification, Investigation, Action

Observation workflow

PRO24 Observations enable a clear workflow for handling reports, which can be tailored to the organization's needs. The workflow may consist of just reporting and approval, but if required, it can also include the following stages:



Report: The observation is entered into the system.

Classification: Additional information can be added to the report if it was not requested from the reporter or if the reporter was unable to provide it. It can also be verified whether the correct report type was chosen, and adjusted if necessary.

Investigation: The causes related to the report are examined, and possible root causes are analyzed.

Corrective Actions: Necessary corrective actions are identified and implemented to resolve the issues and prevent similar situations in future. Each action is assigned a responsible person to ensure proper follow-up.

Evaluation of Corrective Actions: The effectiveness of the actions is assessed to ensure they have achieved the intended results.

Automatic Approval: The system can automatically approve reports that do not require further action.

Approval: Final approval is performed by the responsible person, and the report is marked as completed.

Access levels ensure that each user sees only the information relevant to their role at different stages of the process, thereby strengthening both security and data protection.

Key features and benefits of the observations module

Easy to use: Observations can be reported effortlessly via mobile device or computer – even without logging in.

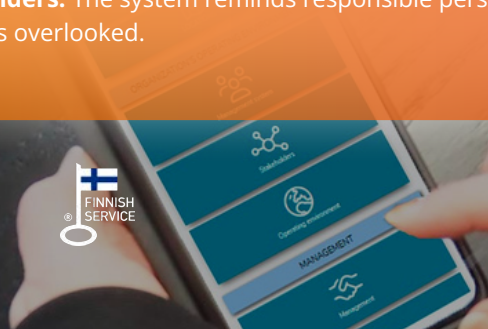
Customizable observation types: Create and adapt observation categories to match your company's needs, and define the necessary workflow stages for each type.

Digital process management: Handle and document all reports within a single system. Define workflows, schedules, and assign responsibilities with ease.

Visual dashboards: Track open actions and observations clearly with intuitive overview views.

Action management: Keep all corrective actions centrally managed, making them easier to monitor and follow up.

Automated reminders: The system reminds responsible persons of tasks and deadlines, ensuring nothing is overlooked.





Assessments

PRO24 Assessments – efficiency in risk management and continuous improvement

PRO24 meets your needs in a modern and user-friendly way – whether it's about ready-made templates, action tracking, or duplicating assessments. The Assessments functionality is designed to scale with your company's growth and to support a wide range of industries and processes.

Customizable forms and ready-to-use templates

PRO24 enables both the use of ready-made assessment templates and the creation of tailored forms. You can take advantage of widely used templates or design forms that perfectly match your company's specific needs.

Examples of available templates include workplace risk assessments, 5S methodology, and safety walks.

Support for audits

Audits can also be carried out using PRO24 forms or the Assessments module can serve as a central repository for audit materials.

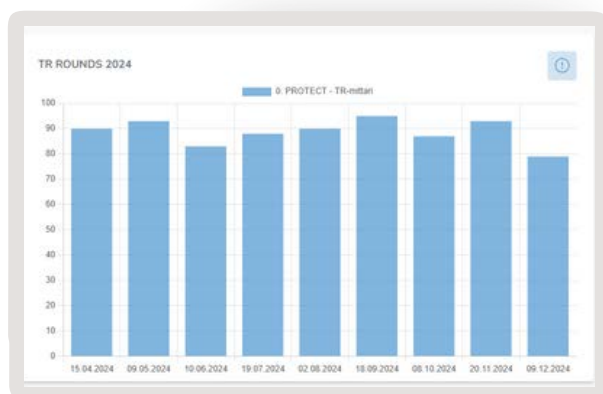
Enhanced assessments with attachments

Add all necessary attachments to assessments, such as photos, reports, and user guides. This ensures a thorough and comprehensive evaluation process.



Assessment types

ID	Name ^
4098	Environmental risk assessment
4099	Machine risk assessment
1773	Safety tour
4097	TR tour
1722	Weekly meeting
3869	Work risk assessment



Mobile-friendly implementation

Assessments can also be conducted using mobile devices. Take photos directly with your phone's camera and attach them straight to the assessment form while filling it out during a safety walk

Corrective actions

PRO24 provides comprehensive tools for defining and managing corrective actions identified during assessments. Each action can be assigned to a responsible person and scheduled for implementation. The system also issues deadline reminders, making it easier to track progress and ensure that the work has been completed as it scheduled.

Action proposal

Silencer for the exhaust system.

Ensure that there are sufficient safety goggles at the workstation and that their use is a mandatory part of the work instructions.

A guard is fitted around the seat to prevent the user from touching the rotating part and reduce the risk of catching.

Moving the emergency stop button to a more accessible location so that it can be used quickly in the event of an emergency.

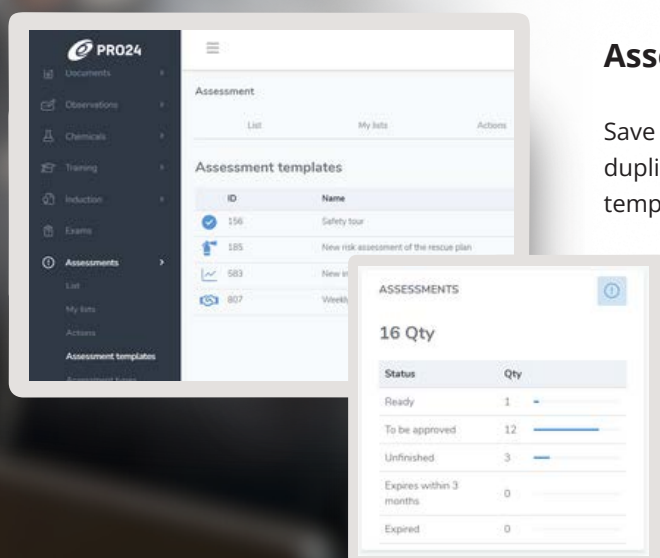
Automated reminders

Boost efficiency with automated notifications. PRO24 automatically alerts responsible persons about upcoming deadlines, ensuring that no tasks are overlooked.

Assessment duplication

Save time on recurring processes with the ability to duplicate assessments. Easily update and reuse existing templates to streamline your workflow.

Compare assessment results across different periods to identify trends, measure progress, and highlight areas that require additional actions.



Use cases for PRO24 Assessments

Safety & Occupational Health

- Workplace risk assessments
- Safety inspections and safety walks (Elmeri, TR, MVR, 5S)
- Machine risk assessments
- Property and facility safety assessments (e.g., fire safety, ATEX)

Quality & Operational Development

- Business risk and opportunity assessments
- Process risk assessments
- Change management
- Product quality inspections and checklists



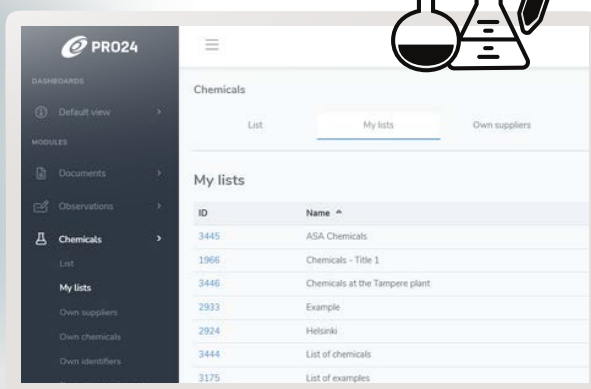
Chemicals

PRO24 Chemicals – manage chemicals safely and efficiently

As your range of chemicals grows or your operations expand, spreadsheets are no longer enough. PRO24 Chemicals is a digital chemical register that offers a comprehensive and secure solution for managing and maintaining your company's chemical data on a single platform.

With PRO24 Chemicals, you can easily list chemicals, manage risks, provide safety instructions, and generate reports. The chemical register helps your company control occupational safety, fire and chemical safety, and environmental risks – strengthening overall workplace safety.

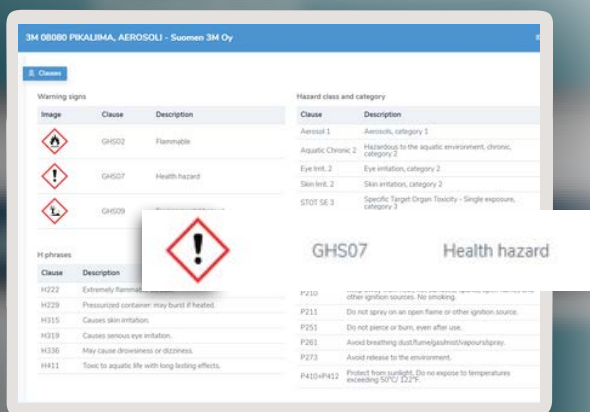
The Chemicals module scales seamlessly to the size and needs of your business – whether you are a small operator or a larger organization with multiple sites. All chemicals across different locations can be managed centrally on one platform.



Easy listing of chemicals

Select the required chemicals directly from the extensive chemical database maintained by Protect and add them to your own register at the correct storage or usage location. You can record usage and storage quantities of the chemicals as well as additional details such as protective equipment instructions and internal identifiers.

Easily search your chemical register using criteria such as hazard properties or supplier information.



Chemical risk assessment

In the PRO24 Chemicals module, it is possible to carry out a risk assessment for each chemical. This assessment helps to identify and evaluate the hazards and risks that the substance may cause. By doing so, the organization gains a clearer understanding of how chemicals should be handled and stored safely.

The results of the risk assessment also make it easier to communicate information about the dangers connected with each chemical and the measures that are required to manage them. When the risks are properly assessed and documented, it becomes simpler to ensure that employees know how to handle chemicals safely in their daily work. This improves occupational safety and helps the entire organization to manage chemical-related risks more effectively.

Exposure monitoring

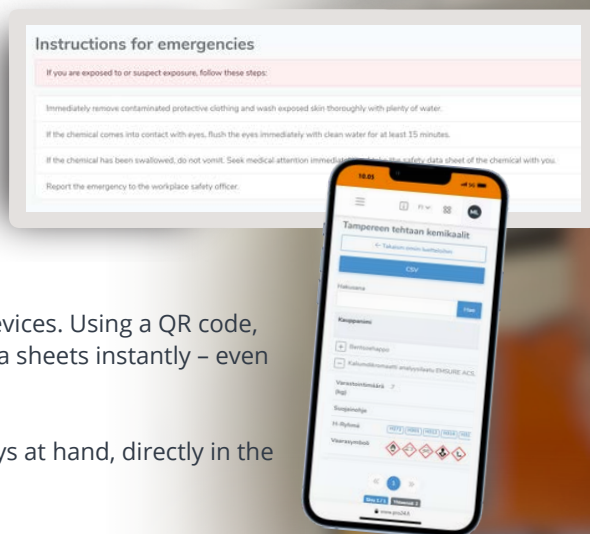
The PRO24 Chemicals module simplifies the monitoring of chemical exposures by bringing all chemical-related information together in one place. This makes it possible to track employee exposure accurately, since the quantities used and the points of exposure are easily visible.

With systematic exposure monitoring, you can ensure that occupational safety measures are sufficient and up to date. The system also makes reporting related to hazardous substances such as ASA chemicals easier and more efficient to carry out.

Mobile access

The Chemicals module is fully accessible on mobile devices. Using a QR code, employees can view chemical registers and safety data sheets instantly – even without logging in.

Mobile access ensures up-to-date information is always at hand, directly in the work environment, supporting safe chemical use.



Label printing

With PRO24's label printing feature, all chemicals can be clearly marked, even when stored temporarily in containers other than the original packaging.

Automated labels save time, reduce manual work, and ensure that chemical information is always accurate – improving safety and reducing the risk of misuse.

What PRO24 Chemicals enables

Chemical Risk Management on a Single Platform

Easily manage your company's entire range of chemicals across all sites and departments from one platform.

Usage Tracking and Risk Assessment

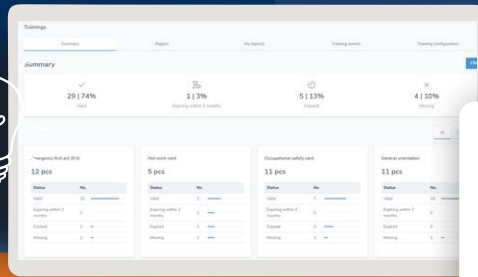
Get an up-to-date overview of which chemicals are in use and at which locations. The system makes it simple to assess potential exposures and accident risks, and you can use ready-made assessment forms or create your own templates.

Access to a Comprehensive Chemical Library

Protect maintains a database of more than 20,000 chemicals, allowing you to quickly find the chemicals you use and their safety data sheets.

Instructions for Personal Protective Equipment

For each chemical in the register, you can create specific PPE guidelines. This helps ensure employee safety when working with chemicals.



Induction

PRO24 Induction, Training and Exams

- An effective and flexible way to ensure workforce competence

The PRO24 Induction module provides comprehensive tools for managing the training of employees, stakeholders, and the entire organization. Whether it's onboarding new or existing employees, safety orientations, or training, the system helps save time and ensures that the skills and practices needed for the job are always up to date.

Create courses, manage qualifications, and track training records

With the PRO24 Induction module, you can streamline your company's training processes and reduce the personnel resources needed to manage them.

The Training module makes everyday work easier by visualizing the current status of trainings in one clear view and reminding users when trainings or qualifications are about to expire.

Learning programs

PRO24 enables the creation of customized online courses for employees and stakeholders, ensuring that training fully meets the needs of your organization. Online training can be carried out regardless of time and place, giving participants the flexibility to complete learning tasks when it best suits them.

The system allows you to build structured learning programs that guarantee the transfer of knowledge to your personnel in an efficient and flexible way. To ensure that learning outcomes are achieved, knowledge tests and exams can be included as part of the training process.



Contractor Onboarding Program		
Metatech's induction program for contractors consists of three courses that ensure safe and smooth work on the company's premises. Each course includes several lectures that cover essential topics.		
Occupational safety and company practices		
Objective: To ensure that contractors understand Metatech's safety requirements, the company's operating principles, and emergency preparedness.		
Name	Description	Type
Basic principles of occupational safety	- Metatech's safety culture and responsibilities - Obligations of employees and contractors - Personal protective equipment and its use - Risk assessment and anticipation	Lecture
Emergencies and rescue	- Fire and emergency operating models - Alarm systems and meeting places - First aid stations and procedures - Accident reporting	Lecture
Company rules and policies	- Metatech's areas of operation and access control - Smoking, intoxicants and rules of conduct - Mobility and parking in the factory area - Communications and contact persons	Lecture
Working in Metatech's production facilities		
Objective: To guide contractors to the special characteristics of Metatech's working environment and safe work in different departments.		
Name	Description	Type

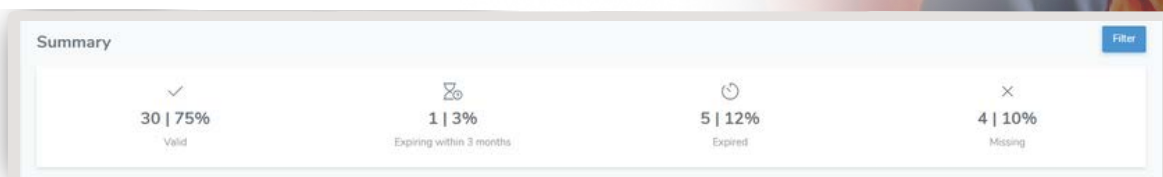
Examples of how the PRO24 Induction module can be used

Onboarding of new employees

Safety trainings

ATEX and other specialized trainings

Safety inductions for subcontractors



✓
30 | 75%
Valid

⌚
1 | 3%
Expiring within 3 months

⌚
5 | 12%
Expired

✕
4 | 10%
Missing

Yleisperhdytys
11 pcs

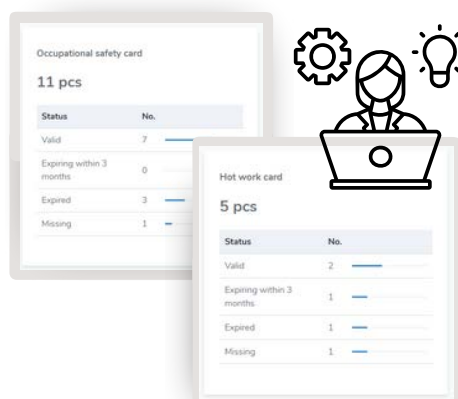
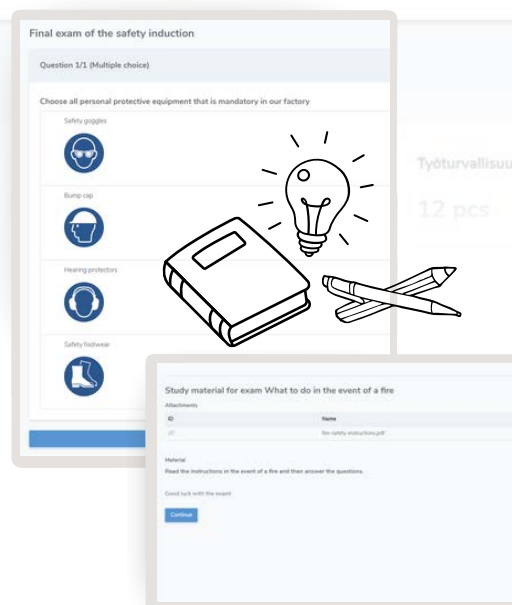
Hätäensälu (8 h)
13 pcs

Työturvallisuuskortti
12 pcs

Exams and competence assurance

With PRO24, you can create exams on a wide range of topics, such as safety instructions, equipment usage, or visitor inductions.

The exams are taken online, and participants receive a certificate of completion, serving as documented proof of competence. The system's reporting view supports training follow-up by providing a clear overview of all exams and their results.



Training register and qualification management

PRO24 makes it easy to record and manage your staff's training information in one place. The system supports both fixed-term and open-ended qualifications, which are easy to track.

All necessary information is gathered centrally, ensuring that the organization's training history remains up to date and easily accessible at all times.

The benefits of the Induction module for your organization

Save time and resources: Online courses free up time and resources spent on orientation.

Flexible learning environment: Training can be provided to employees and subcontractors at any time and place.

Quality assurance: Exams and training records help ensure that an employee's level of competence meets the requirements for the job.

Everything in one place: One system for managing training and personnel skills – easy, efficient and transparent

56 Qty

Status	Qty
Ready	7
To be approved	2

In progress

Reported

16 Qty

Status	Qty
Ready	1
To be approved	12

Unfinished

Expires within 3 months

40 Qty

Status	Qty
Valid	30
Expires within 3 months	1
Expired	5
Missing	4



Default view

PRO24 Default View

– All key information at a glance

DASHBO



MODUL



Documents



Observations



Ch

List

My

Own suppliers

Own chemicals

Own identifiers

Protective equip

instructions

Customizable default view

The Company Default View opens automatically when a user logs into the PRO24 system. You can freely make your own views to display exactly the information and reports you need most to make your daily work easier.

You can add widgets to the view, for example, from observations, assessments, trainings, or even chemicals that require updates, as well as a summary of your own tasks.

The greatest advantage of the Default Views is its easy readability – graphs and tables provide a clear and visual way to understand current tasks and ongoing matters at a single glance.

Would you like to hear more about the PRO24 system?

[➔ Book a free software presentation](#)

Fill in the form via the link, and our sales will contact you within a few business days. The demo is free of charge and comes with no obligation.

protect.fi/en/pro24-hseq-system/