LIME ACCESS

Digitalization and hosting of business systems

# LimeBook **BBS**

## Behavior-based Safety Application

LimeBook BBS is a system for conducting behavioral observations that enables the analysis of employee behaviors and reinforcement of safe practices. It supports risk identification, feedback delivery, and the implementation of corrective actions, helping organizations transition from reactive to proactive safety management.

limebook

EN ISO/IEC 27001:2023



LIME ACCESS

We digitize business processes using our proprietary web application, LimeBook, which provides secure data hosting, cloud storage, and controlled access to business information and documentation.

The application combines the advantages of custom-built solutions with the simplicity and fast deployment of off-the-shelf products.

Users of the LimeBook application value both the flexibility of customization and the scalability of the solution, as well as support during process mapping, digital implementation, and ongoing technical support.

The benefits we deliver include:

- streamlined workflows and information flow,
- increased operational efficiency,
- cost reduction and time savings,
- improved team collaboration,
- effective data management.

**We are proud** to be a boutique provider. This allows us to offer you something that often disappears with market leaders: a **genuine relationship** and the assurance that your business **truly matters to us.**

**By choosing us**, you can be **confident** that you won't be overshadowed by other projects.

We are here to **support your growth** with the **utmost care**.





## LimeBook BBS in the hands of your team means:

- early detection of unsafe behaviors before incidents occur,
- real impact on reducing accidents and incidents,
- building a conscious safety culture within the organization,
- effective elimination of the root causes of risky behaviors (CAPA),
- better communication and collaboration between employees and OHS,
- access to behavioral data and trends,
- taking preventive rather than reactive actions.

# Key features of LimeBook BBS

## PREPARATION AND STANDARDIZATION OF OBSERVATIONS

**Problem:**
Lack of a structured approach to behavioral observations and inconsistencies in assessment between observers.

**Solution:**
customization of behavioral checklists,
definition of behavior categories (safe / unsafe),
selection of areas and positions for observation.

👉 **Result:** a consistent observation process across the organization and comparable results.

## RECORDING BEHAVIORAL OBSERVATIONS

**Problem:**
Lack of data on the impact of employee behavior on safety.

**Solution:**

- observations conducted via phone or tablet,
- support for media to document observations—photos, notes, and context (location, process),
- tagging categories to support behavior assessment,
- option for open, confidential, and anonymous observations.

👉 **Result:** reliable data on employee behavior in real working conditions.

# Key features of LimeBook BBS

## FEEDBACK

**Problem:**
Lack of constructive communication with employees and insufficient reinforcement of proper behaviors.

**Solution:**

- recording of conversations with employees,
- support for structured feedback (positive reinforcement + identification of risks),
- documentation of provided feedback.

👉 **Result:** better communication and increased safety awareness among employees.

## DATA AND TREND ANALYSIS

**Problem:**
Lack of insight into recurring risky behaviors and areas requiring improvement.

**Solution:**

- collection of observation results,
- analysis of behavior trends,
- identification of recurring issues,
- ability to compare teams and areas,
- history of observations and actions taken.

👉 **Result:** data-driven decision-making rather than relying on individual observations, and building a safety culture.

# Key features of LimeBook BBS

## CORRECTIVE AND IMPROVEMENT ACTIONS (CAPA)

**Problem:**
Identified unsafe behaviors are not effectively eliminated.

**Solution:**

- creation of corrective actions (CAPA),
- linking observations with actions,
- identification of areas requiring training and organizational changes,
- elimination of the root causes of unsafe behaviors.

👉 **Result:** lasting behavioral change and reduced risk of unsafe incidents.

## NOTIFICATIONS AND COMMUNICATION

**Problem:**
Delays in information flow and lack of coordination within the team.

**Solution:**

- notifications about corrective actions (CAPA),
- alerts for high-risk observations,
- escalation of tasks not completed on time,
- comments within the system.

👉 **Result:** fast response to risky behaviors and efficient collaboration in improving safety processes.

# OHS Department – the primary beneficiary of LimeBook BBS

**OHS Department – a proactive approach to safety**

The OHS Department gains a tool for systematic observation of employee behaviors, identification of behavioral risks, and trend analysis. The system supports feedback delivery and the implementation of corrective actions, enabling sustained improvement in safety and the development of a safety culture within the organization.

- ↓ **NUMBER OF INCIDENTS**
- ↑ **NUMBER OF PREVENTIVE ACTIONS**
- ↑ **CONTROL OVER SAFETY**
- ↓ **NUMBER OF ACCIDENTS**
- ↑ **SAFETY CULTURE**
- ↓ **TIME SPENT ON DOCUMENTATION**





# Business value of LimeBook BBS for OHS

**Challenge:**
The OHS Department has limited influence over employees' daily behaviors, which are one of the main causes of accidents. There is a lack of a systematic approach to observing, analyzing, and shaping these behaviors.

**LimeBook BBS value:**

- structured observation of employee behaviors,
- identification of unsafe and safe practices,
- systematic feedback supporting behavior change,
- analysis of trends and recurring issues,
- linking observations with corrective actions (CAPA),
- support for building a safety culture.

👉 **Result:**

- reduction in the number of accidents and incidents,
- elimination of unsafe behaviors at the source,
- greater employee engagement in OHS,
- lasting change in attitudes and habits,
- transition from control to conscious safety management.

# With LimeBook BBS we deliver:

| | | |
|---|---|---|
| **NUMBER OF SUPPORTED PROCESSES** | 1 | Behavior-based Safety Observation. |
| **MEMORY** | 1 GB | For attachments. |
| **NUMBER OF SMS MESSAGES PER MONTH** | 1000 | Within system notifications. |
| **NUMBER OF EMAILS / NOTIFICATIONS** | unlimited | Within system notifications. |
| **NUMBER OF USERS** | unlimited | With standard permissions. |
| **NUMBER OF PERMISSION GROUPS** | 4 grupy | Standard permissions. |
| **NUMBER OF SUPPORTED DEVICES** | unlimited | Devices with internet access. |
| **OPERATIONS** | unlimited | As part of generated reports. |
| **APPLICATION LANGUAGE VERSIONS** | PL, EN | Additional language versions on request. |

# Customization and exploitation support

## PROCESS ANALYSIS AND MAPPING

A necessary stage of a properly conducted digitalization process. It enables:

- precise definition of the digitalization objectives,
- identification of areas requiring optimization,
- preparation of a process map that serves as the basis for system implementation.

## SYSTEM IMPLEMENTATION

A key phase consisting of:

- system launch,
- process testing,
- training for key users,
- preparation of user manuals,
- handover of the system for production use.

## ONGOING TECHNICAL SUPPORT

Its scope includes:

- technical support for day-to-day system usage,
- resolution of any issues and failures,
- optimization of currently supported processes.

## OPTIMIZATION AND DEVELOPMENT

It is the implementation of the continuous improvement approach, delivered through regular system updates with particular focus on:

- cybersecurity,
- UX/UI functionality,
- adding new system features.

# Key features of the LimeBook BBS system / service

## CLOUD-HOSTED

Guaranteed reliability and data security through environment isolation, continuous updates, and infrastructure managed by specialists—without the need for in-house investments or server maintenance.

## SUBSCRIPTION-BASED BILLING

Predictable fixed monthly costs make budget planning easier without the risk of unexpected expenses. No upfront investment in hardware, software, or licenses is required, resulting in a low barrier to entry.

## CUSTOMIZATION

Our approach maps your physical processes into a digital environment. Our bespoke configuration translates complex business logic into user-centric solutions, delivering an individualized foundation for scalable automation in your operational area core.

## COMPLIANT WITH ISO/IEC 27001:2023

LimeBook BBS operates based on processes and mechanisms that support full data control—from collection and processing to archiving. The system ensures data consistency, integrity, and availability, aligning with the core principles of ISO/IEC 27001:2023.

## MODULAR ARCHITECTURE

LimeBook BBScan operate independently or be integrated with other systems, creating a cohesive and scalable solution tailored to the company’s specific needs.

## SCALABLE

By using the system, you incur only the necessary costs, and when needed, LimeBook grows with you in line with demand for:

- additional types of processes,
- additional locations,
- higher volumes of operations.

**Lime Access Sp. z o.o.**

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