



Safe Site UserGuide

Automated pre -screening for worksites:
Help mitigate risk while expediting site access

Rev.May 11, 2020

SAFE SITE OVERVIEW

Safe Site Tool Suite



P-TAG **PROGRAM TAG**

Enrollment tag from the Site Safe software – allows worker access to Site Survey



A-TAG **ASSESSMENT TAG**

Provided by site attendant for worker to scan after successful assessment



L-TAG **LOGBOOK TAG**

Posted at non-monitored areas for worker to scan for personal logging

Introduction

The Safe Site Tool Suite allows companies to create a pre-screening program, or Safe Site Program, for a workforce that requires assessment monitoring at site entry points.

With every Safe Site Assessment, the enrolled worker or visitor must acknowledge a personal survey or audit. The personal survey or audit must be repeated based on the frequency set out by the company.

In addition to the personal survey or audit, the company can create an Assessment Program, or assessment-scanning zones, for workers or visitors. If a worker or visitor passes the site assessment, the worker or visitor can be presented with an A-TAG, or Assessment Tag, which can be scanned on their personal device such as a tablet or smart phone. This will allow the worker or visitor to fast travel within the facility when they re-enter zones that require assessment.

The worker or visitor will be required to present the screen of their device running the Safe Site App, and the app will indicate what the status of the worker or visitor is based on the Safe Site Program.

There is no information transmitted between the company and the worker or visitor. This is to ensure the worker or visitor's privacy of information.

Another feature of the Safe Site Program is the ability for a company to offer digital L-TAGs, or Logbook Tags, posted at the site in non-monitored zones, entry points or gathering areas. When a worker or visitor scans an L-TAG, the information in the L-TAG is stored on the worker or visitor's logbook on their personal device. This information can become valuable in the case of a medical emergency where the worker or visitor may become ill. The worker or visitor can then share their logbook data with medical professionals who may use the information to manage controls around the working zone.

How It Works

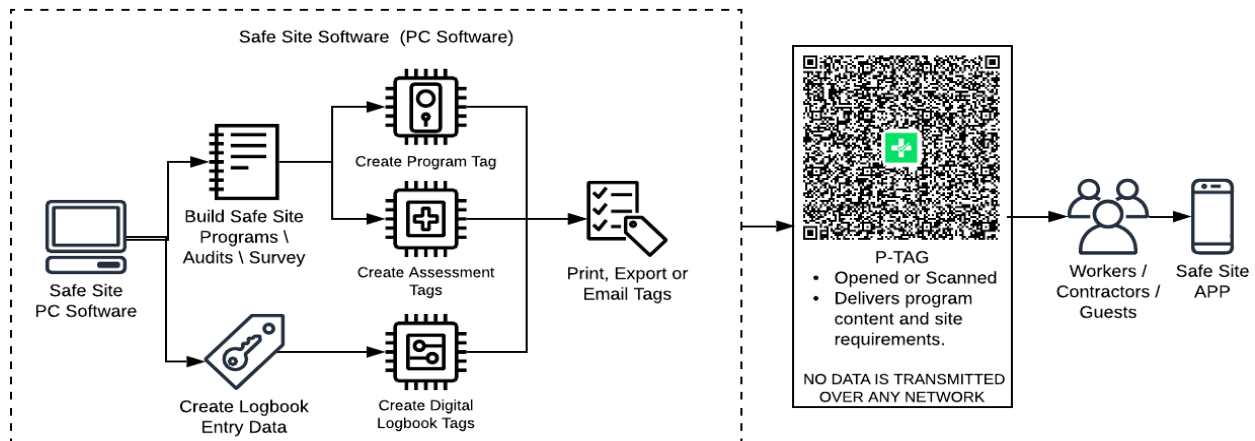


Figure 1: Create a Safe Site Program

Figure 1 illustrates how the Safe Site software allows the company to build site assessment programs. Once a new project is created, there are various options available for assessment or audit development :

- Tailored messages
- Single choice questions
- Multiple choice questions
- Assignment of specific questions as mandatory
- Ability to flag what is a positive or negative response

The properties of the assessment program can also be set, such as when the program expires and if the program offers site assessment monitoring.

There is also the ability to create digital L-TAGs, or Logbook Tags. L-Tags are used in areas where you would like to offer the worker or visitor an opportunity to log location information in their personal digital logbook about each location they scan. For example, at a non-monitored entrance area, or at social gathering areas, such as a lunch room. The information in the digital log is stored only on the end user's device and the information contained in the log can only be accessed and provided to any third party by the user / owner of the device.

Digital logbook entries do not belong to any specific Safe Site program and are simply just part of the Safe Site App. This allows other establishments offering the Safe Site Program to also offer voluntary public digital Logbook Tags, such as restaurants, retail stores, and shopping centers. This allows the individual enrolled in the Safe Site Program to actively do their part, and voluntarily track which social gathering areas they have attended and when they were there.

How do Workers and Visitors Use Safe Site

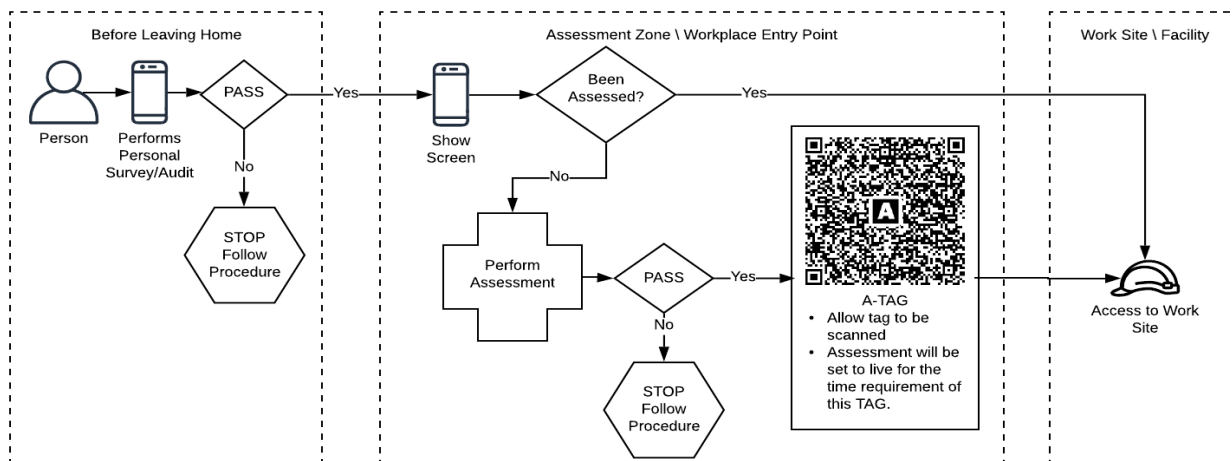
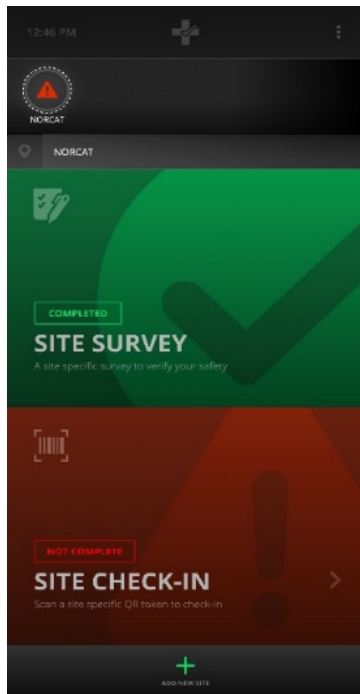


Figure 2: Implement Safe Site Program



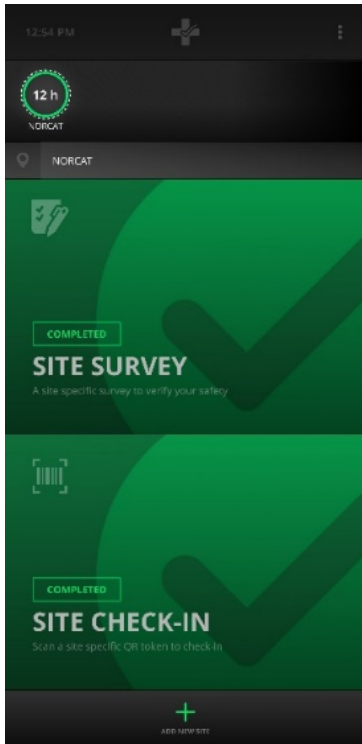
The worker or visitor is sent a welcome package email by the company who has implemented Safe Site at their location(s). Alternatively, the company can implement the ability to scan a P -TAG at a given location.

A P-TAG, or Program Tag, is essentially the enrollment tag from the Site Safe software. Since P-TAGs contain a great deal of data, it is recommended that a welcome package containing the program be emailed to the end user. This would prevent issues with the user's device, such as an older device with a camera that may not have the ability to properly focus on the P-TAG (QR code).

Prior to the worker or visitor attending the site, they would open the Safe Site app and start the company's Safe Site Program. The Site Safe App will present the individual with a survey or audit. If the worker or visitor passes the survey or audit, they will be permitted to attend the site.

When arriving at the site, the worker or visitor would present their device to the attendant that is monitoring the entry point (Figure 3).

Figure 3: Successful Site Survey



If the company has an assessment program, the site attendant would assess the individual in accordance with any additional site assessment requirements, and upon passing the assessment the attendant would present the worker or visitor with a print out or screenshot of the A-TAG.

The worker or visitor would then use the Safe Site App to scan the A-TAG.

The worker's Safe Site App will now display green in both the Site Survey (Safe Site Program / P-TAG) and Site Check-In (Assessment Program / A-TAG) indicators. This indicates that the worker has passed the survey or audit and site assessment for the given period of time.

The Safe Site App will show a timer indicating how much time is left before the assessment expires (Figure 4).

If the assessment expires, both indicators of the Safe Site App will turn red, and the individual will have to pass another assessment to be granted access to the site.

Figure 4: Successful Site Assessment

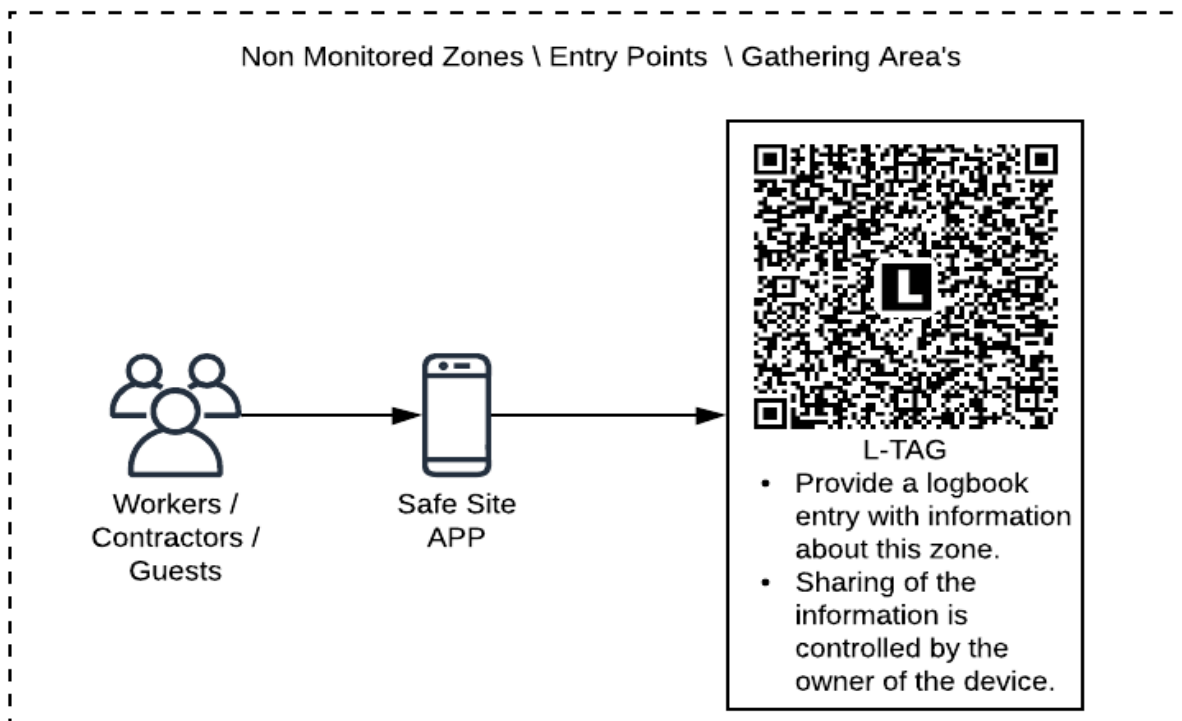


Figure 5: Voluntary Location Logging

Figure 5 illustrates a worker or visitor visiting a site where L-TAGs, or Logbook Tags, are posted in non-monitored entry points and social gathering areas. An attendant does not monitor these areas.

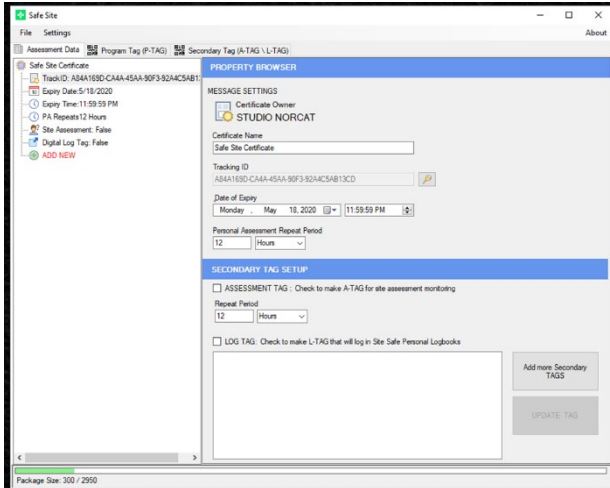
The owner of the site may educate workers or visitors that these L-TAGs are available for voluntary scanning and logging. L-TAGs are typically posted at entry points to a non-monitored area.

When L-TAGs are scanned, they record that the worker or visitor has accessed that area of the site. The sole purpose of the L-TAG is to allow the individual the ability to stamp the Safe Site Digital Logbook with the information of this tag. In the case of an emergency, the individual will have the ability to offer medical, professional or emergency management the information about where they have been, based on L-TAG scans.

SAFE SITE CREATOR TOOL

Safe Site Software Quick Start Guide

How To Use



After installing and registering the Safe Site software, double-click the Safe Site icon on your desktop.

The main screen has three sections:

- 1 Program and Properties
- 2 Property Browser
- 3 Secondary Tag Setup

Figure 6: Safe Site Windows Application

Section 1: Program and Properties

In this section you can see at a glance all your Safe Site project properties and settings which make up the company's Safe Site Program for the P -TAG.

1. TrackID
 - The P-TAGs unique identity
 - You may change this identity to create a new version of this program
 - Note: When you generate a new identity, it will break any existing A-TAG (Assessment Tag) in the field; this is useful if an A-TAG is lost or stolen, since you can quickly generate a new site Assessment Program
2. Expiry Date
 - The date this TAG will expire down to the second
 - When the TAG expires, it will automatically be removed from the user's device
 - The user will be required to receive access to a new P-TAG if they still required access to site
3. PA Repeats
 - Program Assessment repeat time
 - This is the time that the survey or audit will expire and the user will have to redo their personal assessment
4. Site Assessment
 - Indicates if this TAG will generate a two-stage entry
 - Stage one is the survey or audit, stage two is the assessment at site
 - An A-TAG will be required to pass the site assessment that is required by the company
 - Acts as a container to all created A-TAGs
 - Each A-TAG will be found under this item in the list
5. Digital Log Tag
 - Acts as a container to all created L-TAGs
 - Each L-TAG will be found under this item in the list
6. Add New
 - Adds new item to the P-TAG
 - An item can be a message, a single question, or a multiple-choice question
 - Double clicking "Add New" will add a new item

Section 2: Property Browser

In this section you can you adjust the setting of the P-TAG.

1. Expiry Date and Time
 - Sets the expiry date of the P-TAG
 - When the P-TAG expires, it will automatically be removed from the user's device
 - This forces a life cycle to the Safe Site Programs you are running at your site
2. Program Assessment Repeat Period
 - This is the time that the survey or audit will expire and the user will have to redo their personal assessment

Section 3: Secondary Tag Setup

In this section you can you adjust the settings for the A -TAG and L-TAG.

1. Assessment Tag (A-TAG)
 - Check this item if you would like to include assessment tags with your program
 - For the A-TAG, you can only set the expiry time that will be set on the user's device dictating the length of time the assessment is valid after the user scans the A-TAG after passing an assessment station
2. Logbook Tag (L-TAG)
 - Check this item if you would like to create an L-TAG
 - Fill in the textbox with information for this tag
 - The textbox is limited by the amount of data that can be entered in the tag, so keep the information short and simple
3. Add More Secondary Tags
 - When clicking this button, you will be able to create a new A-TAG or L-TAG
 - The tag(s) will be added to the project list
 - This allows each project to hold multiple A-TAGs and L-TAGs
4. Update Tag
 - When making changes to a tag, click on "Update Tag" for the changes to take effect

Adding a New Message, Single Choice or Multiple Choice Question

When you double click "Add New" it will add a new page to the survey.

The different page styles available are Message (Figure 7), Single Choice Response, and Multi Choice Select.

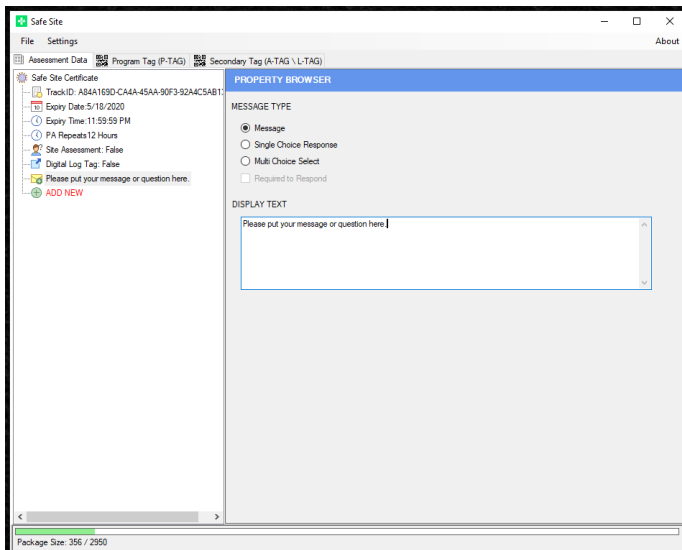


Figure 7: Add Messages to the Program

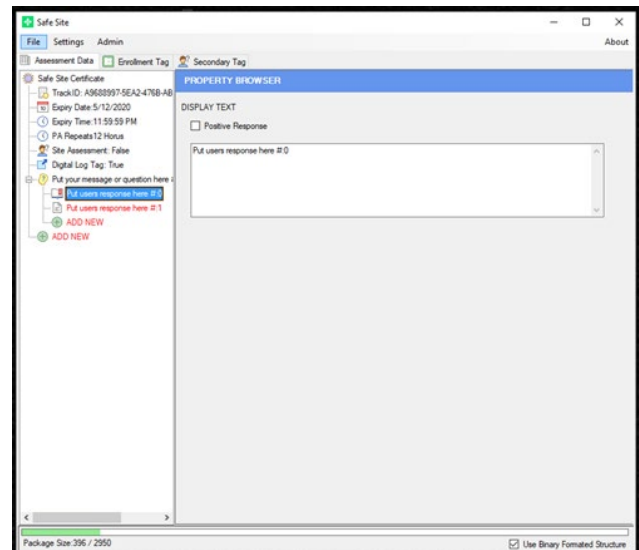


Figure 8: Add Questions to the Program

When the option chosen is in the form of a question, you will see a new “Add New” button under the question (Figure 8).

Double clicking “Add New” allows you to add the response to the question. By checking off “Positive”, this indicates that this is the response required to pass the survey or audit.

If the user selects a response that is not a positive response, the user will fail the survey or audit, and they will be locked out of that survey or audit for the period assigned to the P-TAG repeat period.

Customize Tags

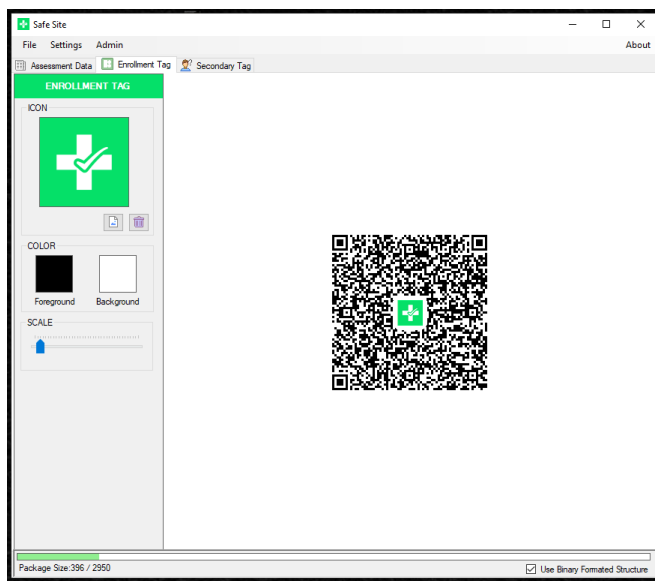


Figure 9: Branding the P -TAG

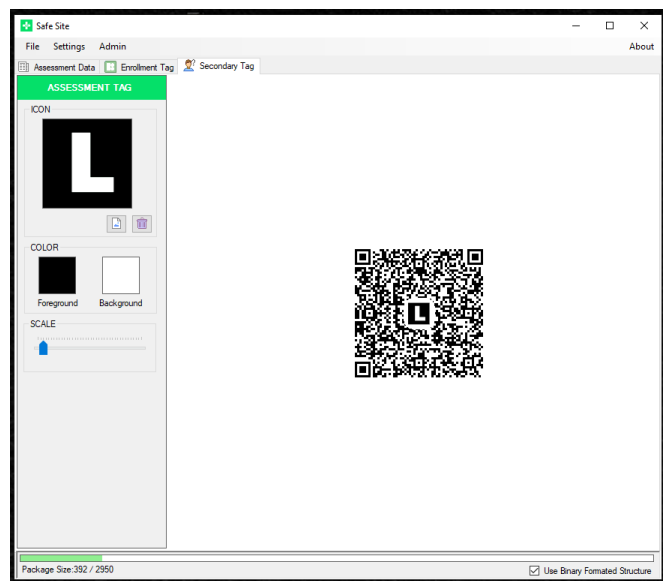


Figure 10: Branding the A -TAG or L-TAG

By clicking the “Enrollment Tag” tab, located at the top of the window, you can customize the look of the P-TAG. You can also do this for secondary tags (A -TAG and L-TAG) by clicking on the “Secondary Tag” tab also located at the top of the window.

Branding customization is also available. You can import your corporate logo and change the tag colours.

It is important to note, that as you create your survey or audit, the data contained in the P-TAG becomes larger, and as a result, the tag will also physically become larger in size. You have the ability to control the scale of the P-TAG when exporting or printing. This is also true for the A -TAG and L-TAG. However, large surveys, with a large volume of questions, will create complex tags that, when printed small, may create difficulty for an end-user’s phone camera to capture.

Remember – try to keep your surveys or audits as short as possible, with few words, using clear concise language.

Printing and Exporting

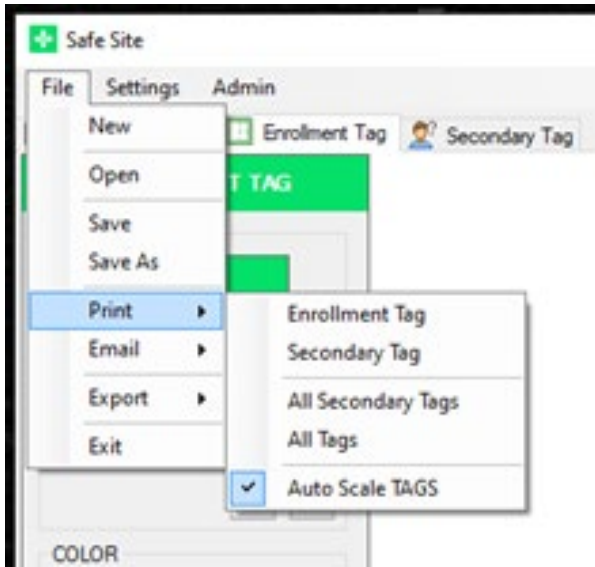


Figure 11 : Printing Features

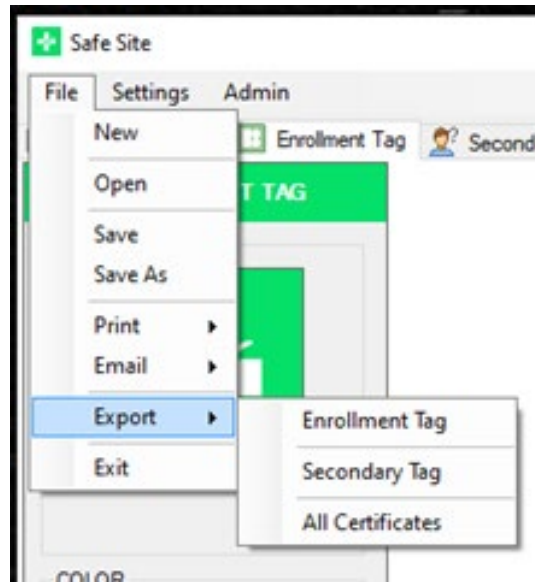


Figure 12: Exporting Features

When you are ready to print your tags, you can print a single Enrollment Tag, or Program Tag (P-TAG) or Secondary Tag (A-TAG or L-TAG) by selecting “File” and then “Print”, and then selecting the corresponding item to print (Figure 11).

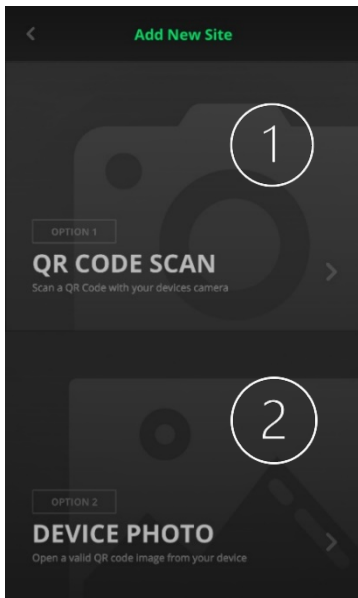
The “auto scale Tags” feature forces tags to fit full size within the margins of the print job to maximize the size of each tag. Printed tags are more easily scanned by a user’s phone at a distance if they are large.

If you would like to incorporate the tags in your own paperwork, such as a Welcome Package for the P-TAG, or via messaging, you have the ability to export the tags as images through the “Export” menu item (Figure 12).

SAFE SITE APP – ANDROID, IPHONE, IPAD

Safe Site App

How It Works



The user can download the Safe Site app from the Google Play Store or Apple Store.

Once a user launches the Safe Site app, they will be presented with two options:

- 1 QR Code Scan
- 2 Device Photo

The user can scan a QR formatted P -TAG by selecting “QR Code Scan”.

Alternatively, the user can open a P -TAG directly from an email provided by the site owner issuing the tags, or from the device’s file system as a saved item, by selecting “Device P hoto”.

Figure 13: Add New Site

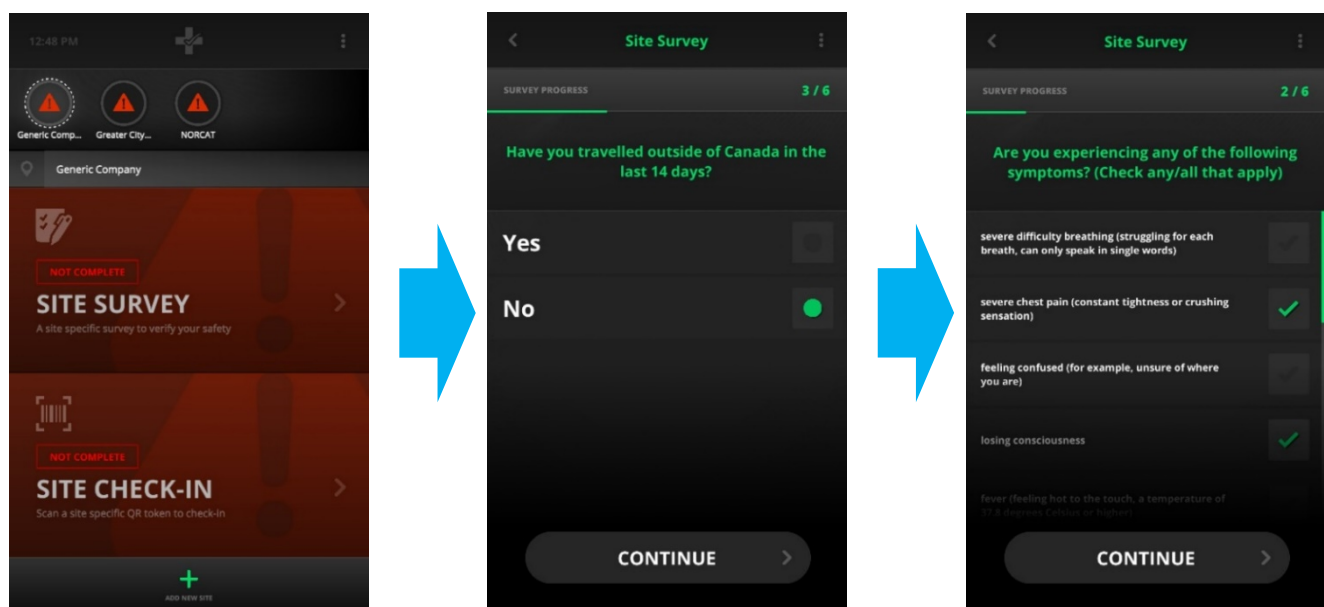


Figure 14: Site Survey Process

Figure 14 illustrates the process for completing a site survey or audit.

After the user scans a P-TAG, they will be enrolled in that program. The circle at the top with the animated dotted line will show the status of the current P-TAG the user is presenting or interacting with.

This Safe Site app is separated in to two sections; a Personal Survey (Site Survey) which is accessed from the P-TAG, and a Site Assessment (Site Check-In) which is accessed from the A-TAG.

The user will click “Site Survey” to start the process of running the program.

The user will then be presented with the messages and questions which were generated for this program from the P-TAG.

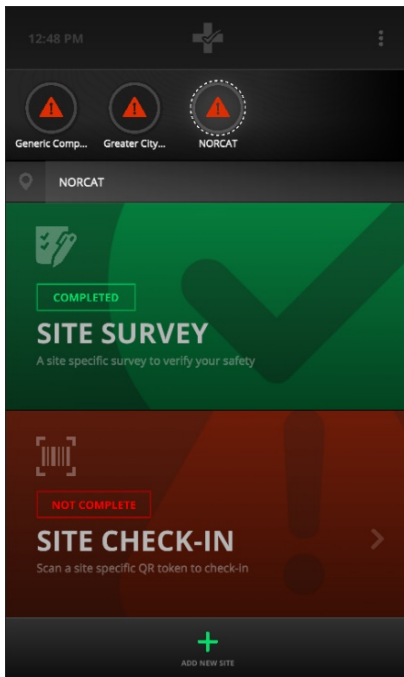


Figure 14: Site Survey (Pass)

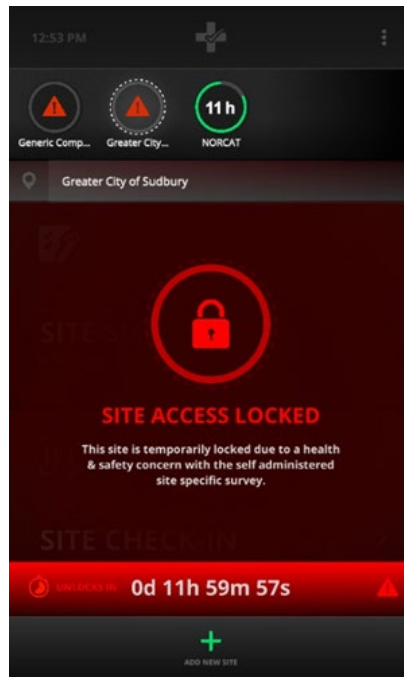


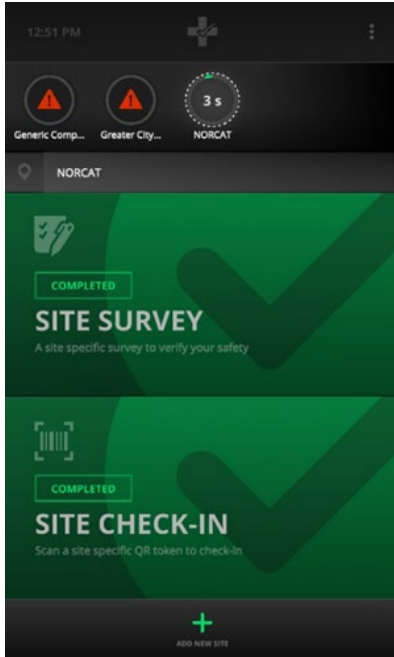
Figure 15: Site Survey (Fail)

A survey or audit which is completed with all positive responses will result in the Site Survey section being flagged as “Completed” and will turn green (Figure 14).

A survey or audit which is completed with any negative responses will result in the Site Survey section being flagged as “Site Access Locked” and will turn red (Figure 15).

A worker or visitor will be locked out of the Site Survey for the repeat period of the P-TAG. The worker or visitor should then have further instructions for next steps.

How Safe Site Works at Site



When the worker or visitor arrives at a site that is using the Safe Site program, the worker or visitor must present the Safe Site results screen to the site attendee.

When accessing a monitored site access check-in point, the Site Check-In button will be red (Figure 14).

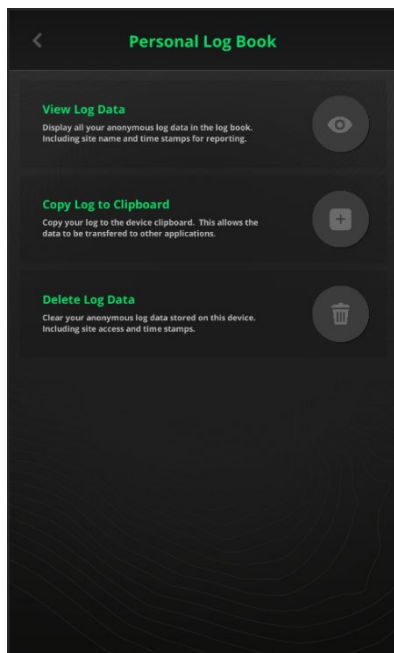
The site monitoring attendant will perform any required site-specific screening and if the individual passes the site assessment, the attendant would then present the A-TAG to the worker or visitor. This tag can be presented via phone screen, computer screen, or paper print out.

When the worker or visitor scans the A-TAG, the Site Check-In section will turn green and they will be given fast pass access to the site for a duration of the repeat period for the A-TAG.

If the individual does not pass the site assessment, the site attendant would direct them on next steps.

Figure 15: Site Check-In (Pass)

Personal Digital Logbook



The Personal Digital Logbook is designed to allow sites that are using the Safe Site program to log information for areas sites being monitored.

This enables the sites to have non-monitored entry points, and social gathering zones like lunch rooms and washrooms, be voluntarily logged by workers or visitors.

This system relies on a two-part action system:

- Step 1 – Sites post L-TAGs where monitoring is desired
- Step 2 – Scanning L-TAGs records information in personal logbook

In the event of an emergency, the worker or visitor can offer the personal logbook information to medical professionals or emergency management personnel, who may require the data for further investigation purposes.

Figure 16: Personal Logbook



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