USER GUIDE

Digital Health and Safety Board

Basic User Guide

This guide explains how to use the Digital Health & Safety Board device and accompanying feature on Systems 24-7.

Please ensure that your manager/supervisor explains where your Digital Board Device is located within the organization and how to use it as this may vary depending on the device selected by your employer. The following section explains using the digital board on a touch screen device.

Overview of the Digital Board Device

Depending on how your organization has set up your digital health and safety board, it may look something like this:


For example, you will find:

- Policies, including Health and Safety Policy Statement and Workplace Violence and Harassment Policies
- Links to your applicable Health and Safety Legislation and Regulations
- Required Posters
- Information about your Safety Committee/Safety Representative, including Safety Committee Membership, Meeting Schedule, and Meeting Minutes
- Workplace Inspection Reports
- Emergency Information including Procedures, Contact Information and First Aiders
- Important Guides
- SDS or Location of SDS
- Orders for Compliance Officers
- Surveys and Assessments
- Monthly Safety Talks
- Etc.

How to Use the Board

Changing Language

If your company provides service in additional languages, you can update the board's language settings by selecting the setting option in the top-right corner of your digital board and changing the language.
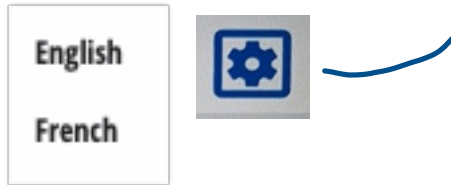
Widgets

The icons/buttons on the board are called **widgets.** Widgets group together related information. Your board will have a variety of widgets which provide the required health and safety information for your workplace.
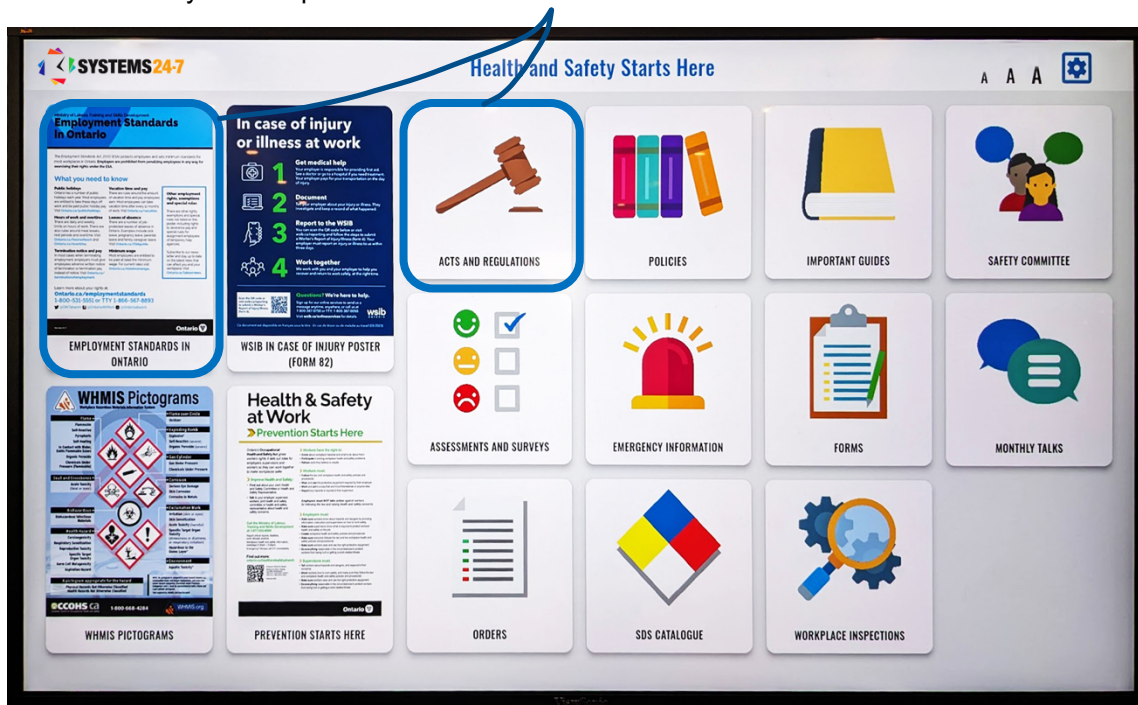

Widgets will open either one of two ways – either the resource will open directly (for example the required posters), or it will open a widget container, which lists the available resources below the widget.

Widget Containers

The majority of the widgets will open containers. These include widgets such as Legislation and Regulations, Emergency Information, Safety Committee, Workplace Inspections, Orders, Surveys and Assessments, Important Guides, etc.

Depending on the number of resources in the container, there may also be a search present to search within the widget (see section on **using the search field**).

In addition, depending on the number of resources, the page may also scroll. If there is a scroll required, use your index finger to scroll within the screen.
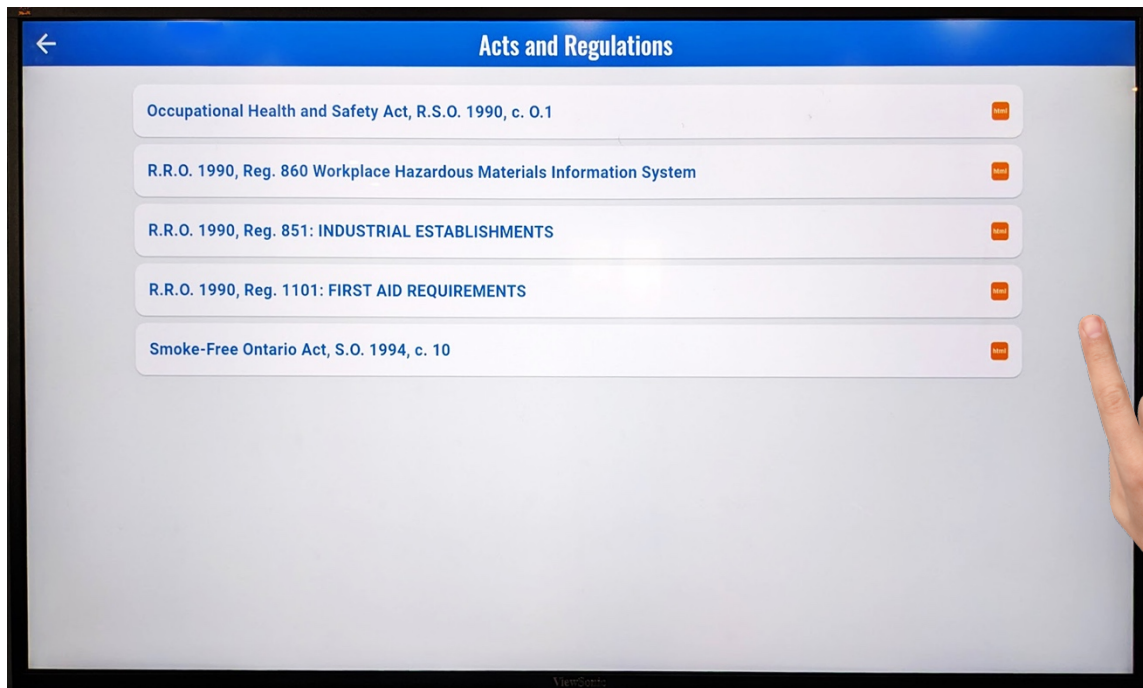
Opening a Widget/Resource

Using your index finger, select the widget you wish to open or the resource from within a widget container.

There are different types of resources/items available on your Digital Health and Safety Board. When the items are listed within a widget container, the resource type is listed beside the item name.


Types of Resources/Items

| PDF Documents	When a PDF is opened, you can use your index finger on the board's screen to scroll up and down to read the PDF, like you would on a mobile device or tablet.
pdf	In addition, you can zoom in and out of a PDF document by using a pinch and expand motion with your index finger and thumb. Depending on the length of the PDF document, there may be paging in the upper right-hand corner of the screen. Use the navigation bars to navigate to the next and previous pages. **<< < 1/44 > >>** The arrow buttons complete the following functions (in this order): go to the first page, previous page, next page, and last page.
HTML Documents **html**	Some items are uploaded as HTML documents on Systems 24-7. When an HTML document is opened, you may use your index finger on the board to scroll up and down to read the resource/item.
Web Links **html**	Website links will open the item within the page to review the website. Use your index finger on the board to scroll up and down to navigate the website. If the internet has been disrupted, weblinks will open as PDF documents.

Using the Search Field

If the widget container has a search field enabled due to the number of items within it, it may have a search field.

To use the search field, select the search field with your index finger to activate the touchscreen keyboard. Type what you wish to search and the results will automatically filter.
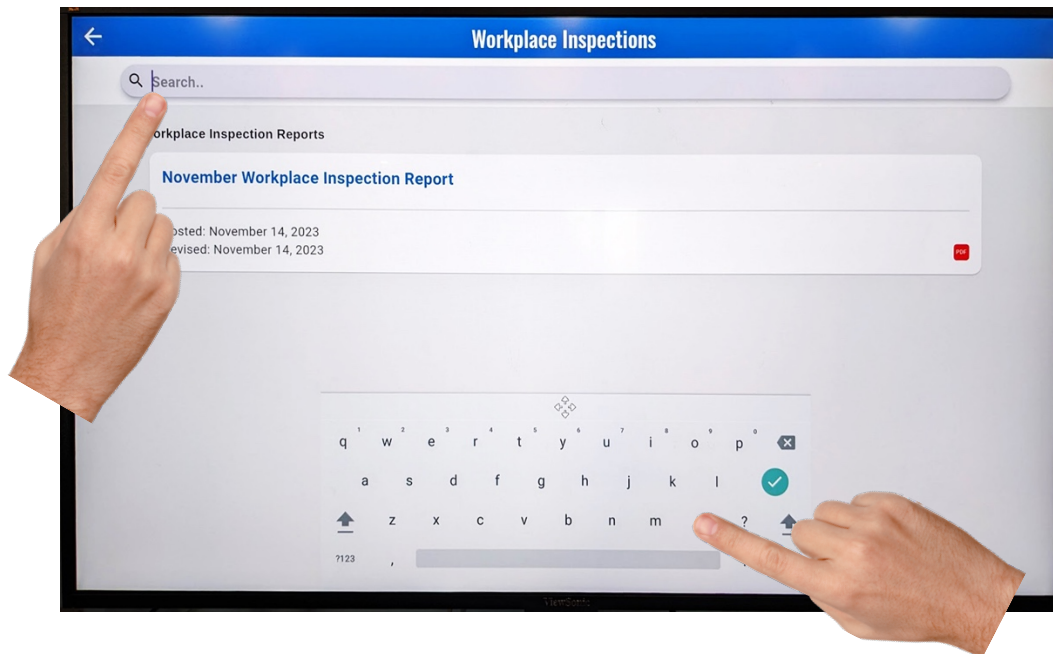
Closing Items/Going Back

When finished reviewing a resource/item, select the back button in the upper left corner to return to the previous screen.
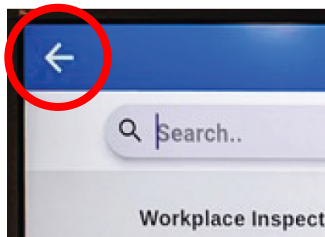
As a best practice, return to the board's main screen every time you are finished using the board to prepare it for someone else. However, don't worry if you forget, the board will reset to the main screen after 10 minutes of inactivity.

What to do if there is a disruption to the board?

In the event there is an **internet disruption** to the board, the board will remain accessible and online documents will be visible with a backup PDF copy. The board will re-sync when an active internet connection is restored.

If there is a **power disruption** to the board, the board should be equipped with a sufficient backup battery to keep the board operable for a period. If the board is not accessible, the digital board can be accessed through a computer or mobile device by logging in to your Systems 24-7 account until power is restored. The digital board is located as a feature within your feature menu. This will be reviewed in the section of this guide titled **Accessing the Board Through Systems 24-7**.

Accessibility

The board is aimed to be as accessible as possible. To enlarge the font on the board, select the font size adjuster beside the board settings button. This will also enlarge the text within the widget containers/HTML documents.
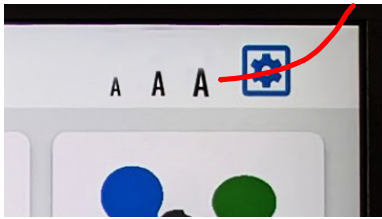
For documents that are uploaded as a PDF, you can use your fingertips to zoom in and out by using a pinching motion.
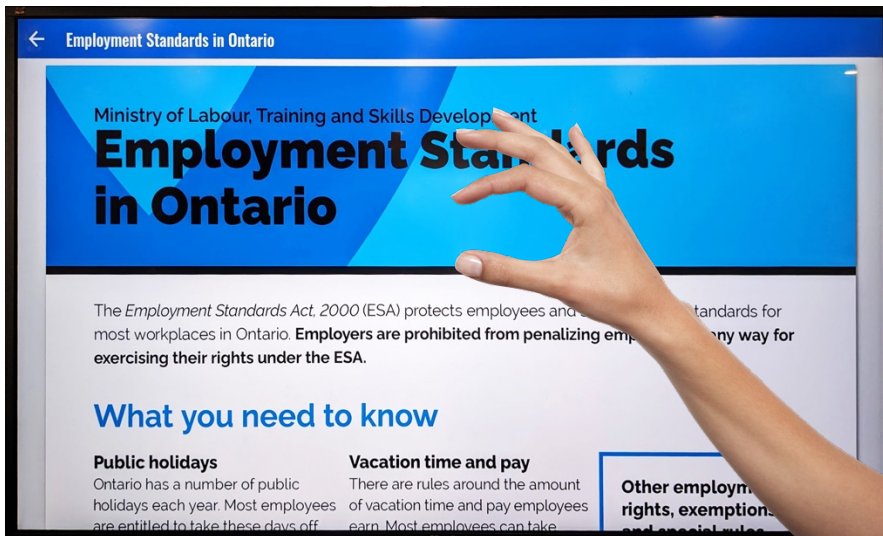
If you require a document on the board in a more accessible file format, for example, in hard copy, please speak to your manager/supervisor.

Accessing the Board Through Systems 24-7

Any employee with access to Systems 24-7 has the ability to view their health and safety board online through their Systems 24-7 account. To get started, visit your company login page and enter in your username and password.

Once you have logged in, select the Health and Safety Board feature from your menu.

Your health and safety board will display information based on the location(s)/site(s) that you work within.

Depending on how your organization has set-up the digital board, it may look something like this:

Viewing Information on Your Online Health and Safety Board

Board Language

Your board is defaulted to your preferred language on Systems 24-7. If your company has additional languages enabled, you can change this by selecting your Profile tab at the screen and changing your language settings. See **the Login and Dashboard Basic User Guide** for more information.


Opening Items

To use the board, select the widget from the screen to open its contents. The same logic applies to viewing the board online as it does on the digital board device.

If a widget contains multiple items, a content box will appear on screen to view the options. Select the item to open the resource. Items that are weblinks will open in a new browser tab, posters and HTML documents will open in the same window.
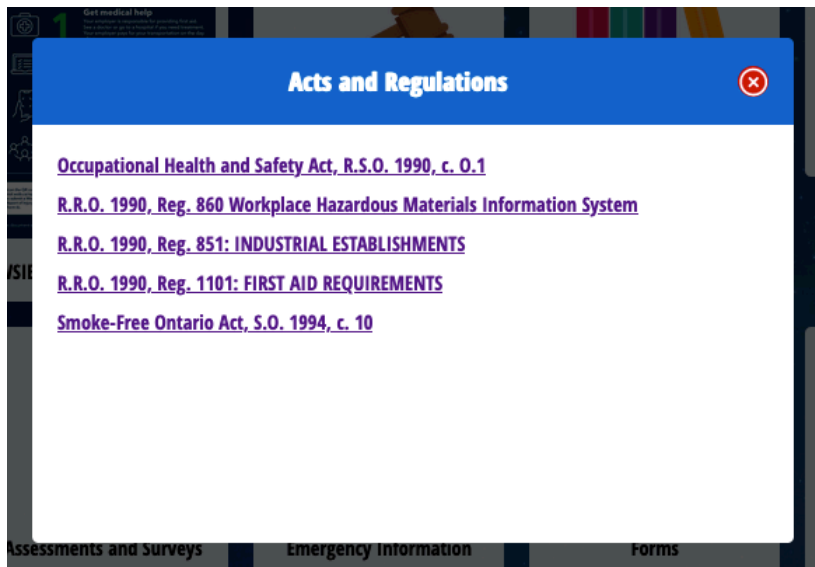
Using the Search Fields
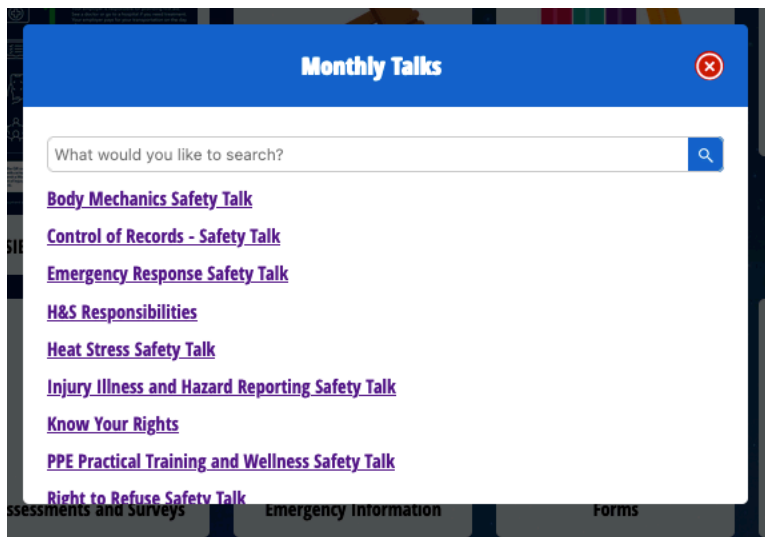
If the widget container has a search field enabled due to the number of items within it, it may have a search field.

To use the search field, type what you wish to search for and select the search button.

Closing Items

To close the item select the close button on the item or the close button on the content box. If the item opened in a new browser tab, close the tab to return to Systems 24-7.
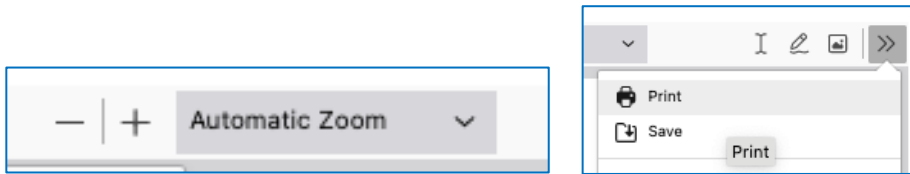

Accessibility

The board is aimed to be as accessible as possible. If needed, use the accessibility icons located in the top right-hand corner of the website the font size of the board.

A A A

If the document you are opening is a PDF document, you can use the PDF reader's magnifying options in your browser to zoom in, download the document, print, save and more.

For any other specific accessibility requests, please speak to your manager/supervisor.