National Research Center for the Working Environment
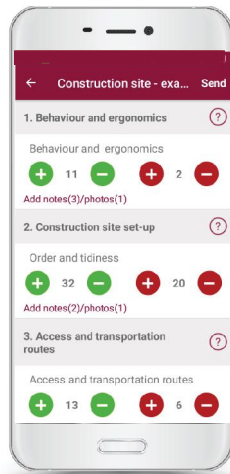
English manual for the app
Safety Observer
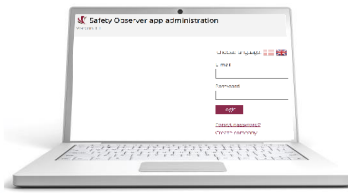
Version 1.4 (August 2019, with new links to the administrator module)
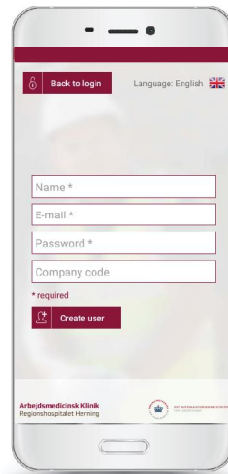
Contents
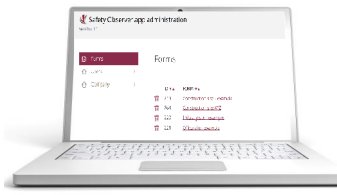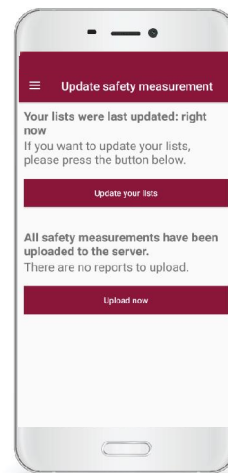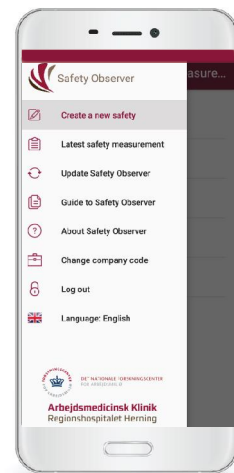
A = **App administrator**
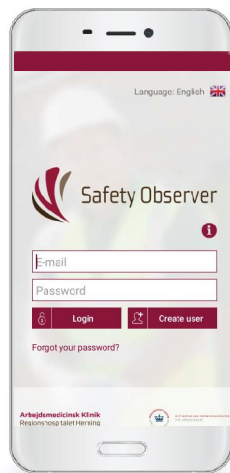B = **App user**

Please send suggestions for improvement of the manual to: *safetyobserver@nfa.dk*

1. About Safety Observer

ABOUT SAFETY OBSERVER

- Safety Observer is a tool for investigating safety conditions and behavior at work. It can be used in many different branches ranging from construction and manufacturing to office environments, hospitals, ships and offshore platforms
- Safety Observer provides a picture of the level of safety at a workplace, and the results are expressed in a number calculated on the basis of the recorded observations. The number can be supported by notes, photos and smileys
- The results appear immediately on the screen (tablet or smartphone), and are sent in a PDF report by mail directly to the observer and app administrator
- The results can be compared to previous measurements or with other worksites

HOW DOES SAFETY OBSERVER WORK?

- Download the manual in English or Danish from the wesite *nfa.dk/safetyobserver*
- Create your own company profile for the app in the administrator module *safetyobserver.nfa.dk* (works best in Google Chrome)
- Download Safety Observer for free from the App Store (iOS) or Google Play (Android). The app can be used on both tablets and smartphones

See examples of how the app is being used by companies and read more about Safety Observer on Arbejdsmiljø i Danmark's *(amid.dk)* homepage. (in Danish)
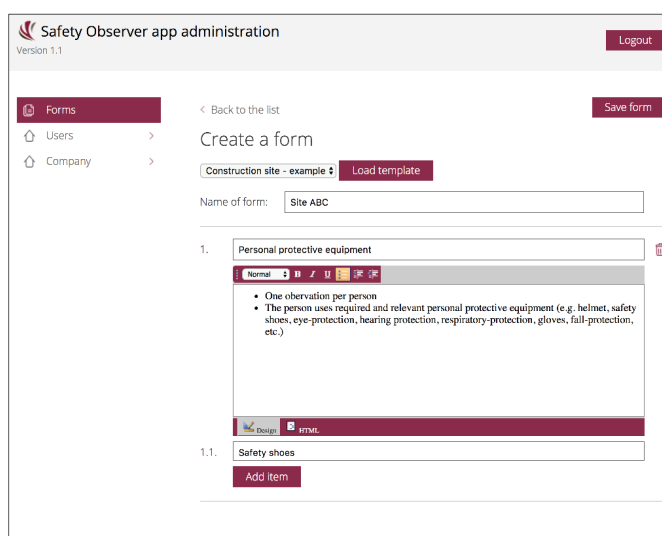
PARTNERS INVOLVED IN THE DEVELOPING SAFETY OBSERVER

- The app was developed in collaboration between NFA *(nfa.dk)*, Occupational Medical Clinic Herning *(amkherning.dk)* and Branchefællesskab for Arbejdsmiljø i Industrien *(BFA-i.dk)*
- The app is based on the Finnish TR-method.

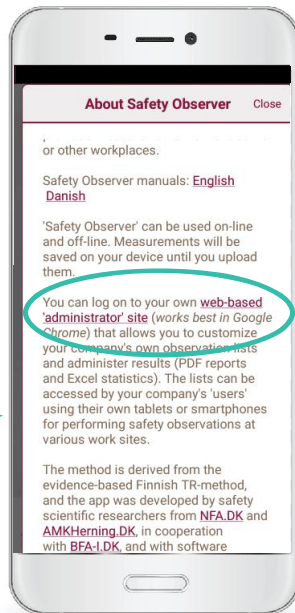**SAFETY OBSERVER** requires two programs:
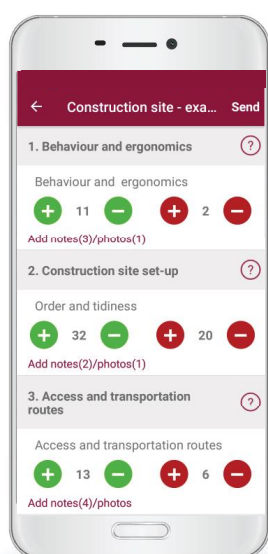
The app for registering observations

A web-based administrator module for creating and administering observations lists and results *safetyobserver.nfa.dk*

2. Create your own company profile

1. CREATE a free company profile in the app administrator module: *safetyobserver.nfa.dk*

A link to the administrator module can be found in the app by clicking on the information icon (i)
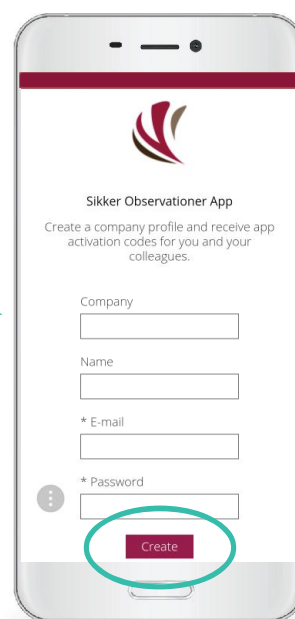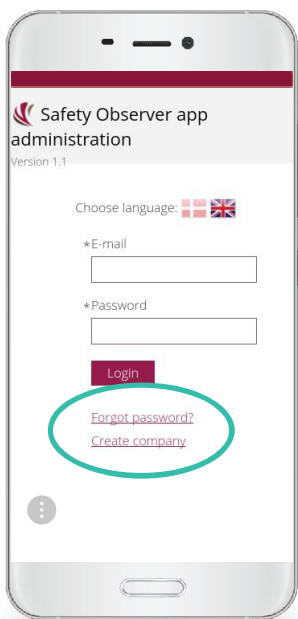
2. CREATE COMPANY in the administrator module *safetyobserver.nfa.dk* *(works best in Google Chrome)*
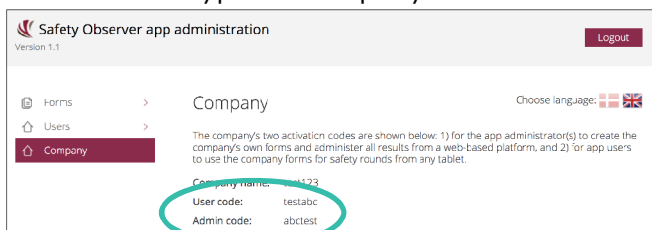
3. ENTER THE NAME of the company, your name, e-mail and a password that you choose yourself, and then click on 'Create'

3. Company codes

As adminstrater for the profile you need to log into the administrator module to find the company codes. Use your app e-mail and password to log on to: *safetyobserver.nfa.dk*

There are two types of company codes:

USER COMPANY CODE: For those who will only carry out safety rounds with the observation forms created by the administrator. Users receive their results directly on their device and in a PDF report sent to their email.

ADMINISTRATOR COMPANY CODE: For those who will carry out safety rounds as well as create, revise and administer the company's observation forms, reports and data.

The company code needs only to be entered once by each user or administrator, on either a tablet or a smartphone. You can enter (or change) the company code in the app in two ways:
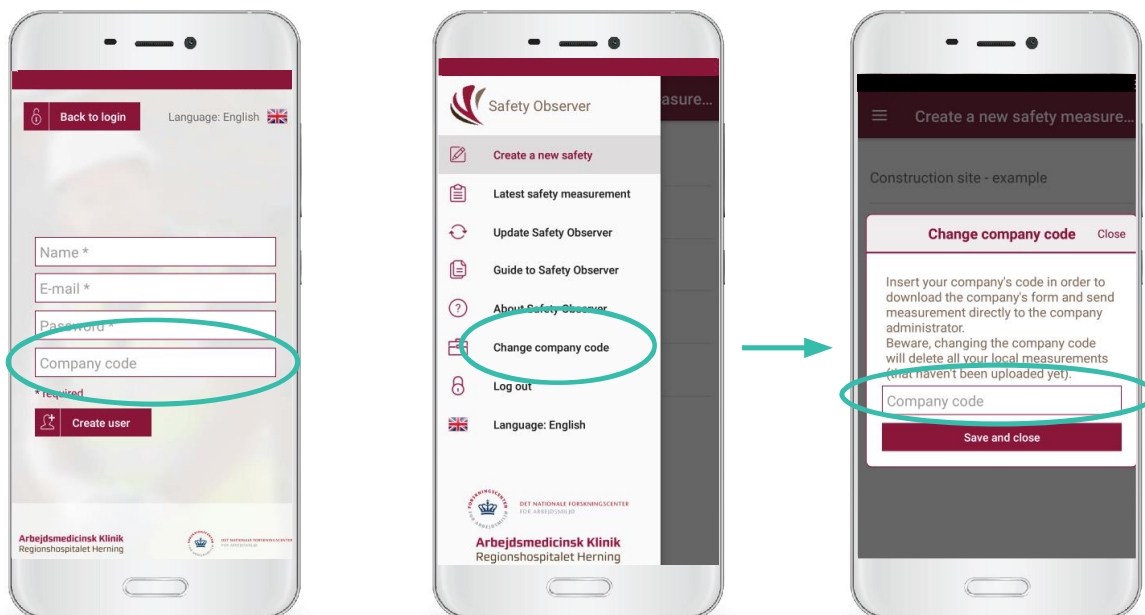
1. WHEN YOU REGISTER as a user or administrator (see 'Company code')
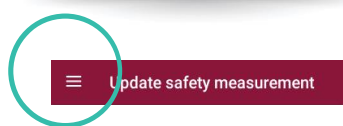
2. IN THE APP in the menu 'Change company code'

4. Download the Safety Observer app

DOWNLOAD Safety Observer from either the App Store (iOS) or Google Play (Android). The app can be used on both tablets and smartphones.

"Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries."

"Google Play and the Google Play-logo are trademarks of Google LLC."
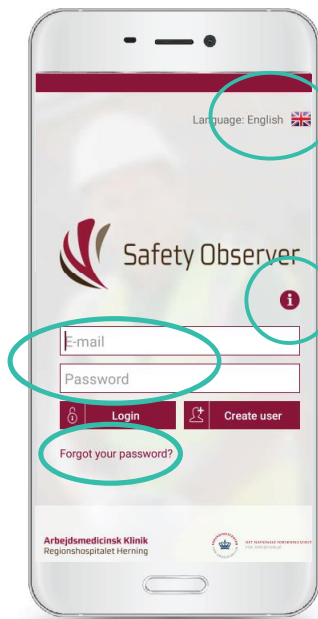

See the app logo in the App Store and Google Play
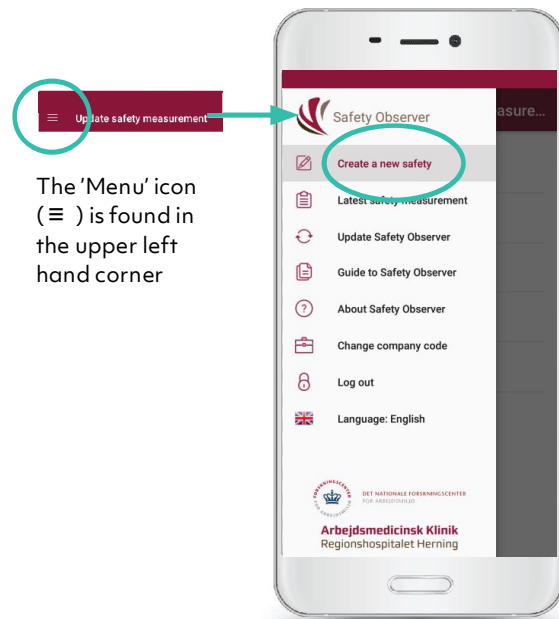
Safety Observer

OR SCAN the app's QR-code

5. Log in and use the Safety Observer app

Change between English and Danish menu items by clicking on the flag icon

Read more about Safety Observer by clicking on the 'i' (info icon)

The 'Menu' icon (≡) is found in the upper left hand corner

1. LOG IN TO THE APP with your e-mail and password. If your have forgotten your password, click on the 'Forgot your password' icon

2. CLICK ON THE MENU ICON to gain access to the app functions. Choose 'Create a new safety measurement'
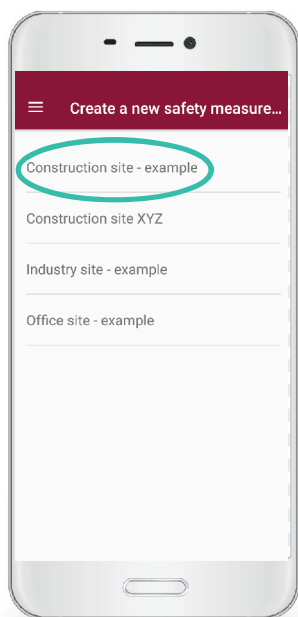
3. CHOOSE A FORM from the list or create your own form(s) in the web-based administrator module (see chapter 6)
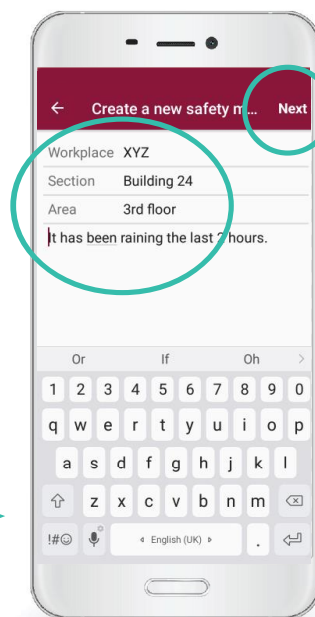

4. ENTER IN FORMATION regarding the workplace: Name, section and area for where you will be carrying out your observations

Add possible comments

Then click on the 'Next' button

DIVIDE THE WORKPLACE into a number of measuring fields of a size that are readily over-viewed (e.g., a work area, a room, a corridor, max. 50 m^2).
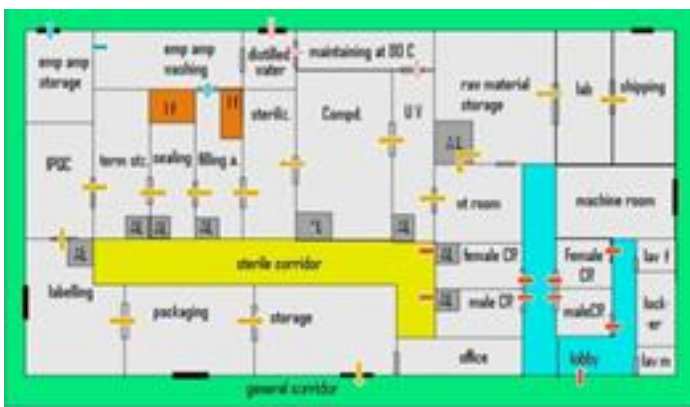
THE MEASURING FIELDS should be as natural as possible, and should cover the entire work-place. With time, they may have to be continually adapted as physical changes occur in the workplace – such as on construction sites.
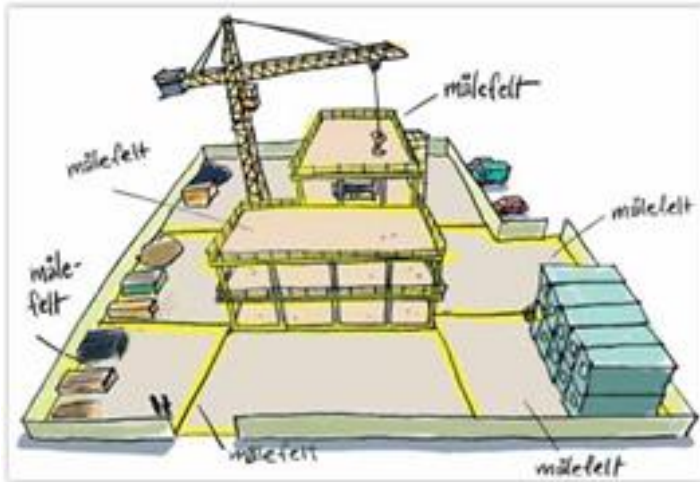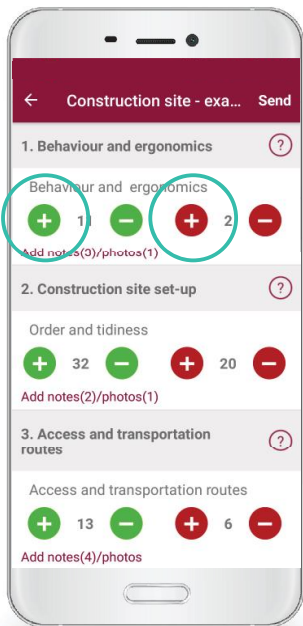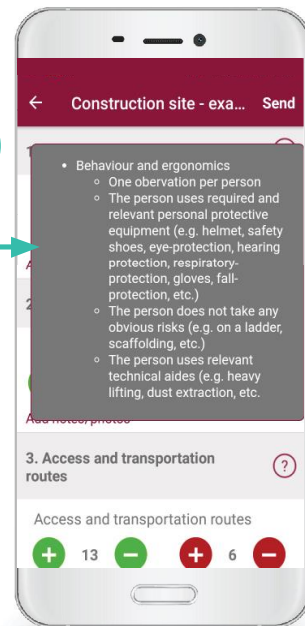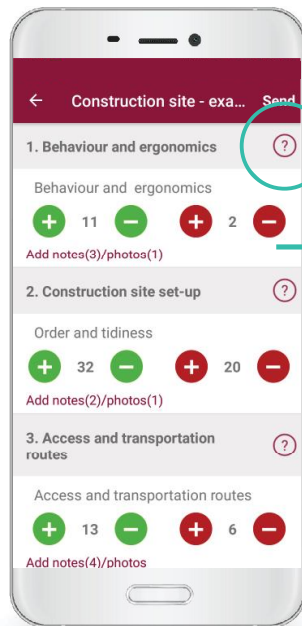

Construction site

Office environment

Manufacturing site

If you need to correct an entry use the green and red minus (-) icons

4. OBSERVE AND REGISTER whether the conditions or behaviour are correct (safe). Click on the green +button, if is is correct, or the red +knap, if it is not correct

5. INSTRUCTIONS for registering observations can by found by clicking on the question mark icon (?) beside each section
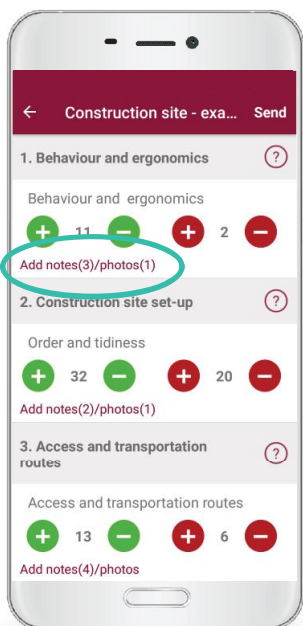
6. ADD NOTES AND PHOTOS to supplement your observations, and e.g. add suggestions on how to deal with problematic issues

7. CLOSE THE NOTES PHOTOS by clicking on the 'Save and close' button'
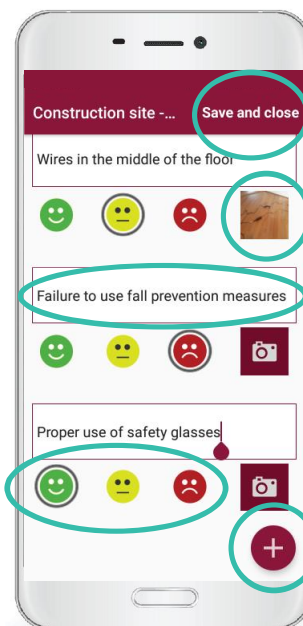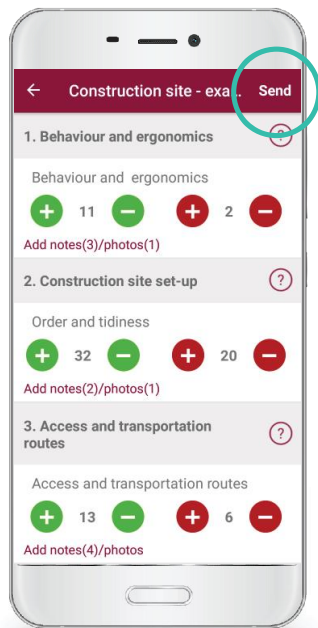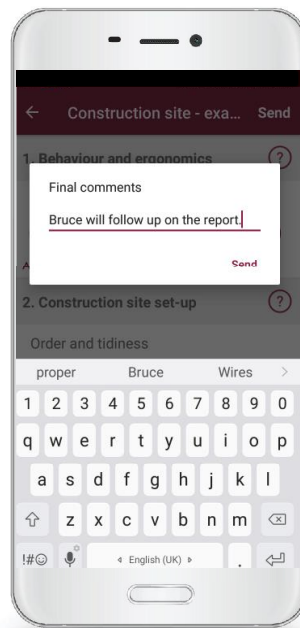
Save and close

Add photos
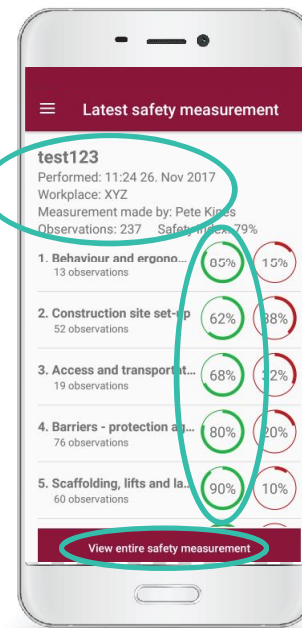
Enter or dictate notes

Add smileys

Add addditional notes/photos by clicking on the +button

Info. about the observations (company, date, time, place, observer, number of observations)

Safety index: percent of all green observations

See the entire report (numbers, notes, photos, smileys)

8. END the safety round by clicking-the 'Send' button. Data is sent to an encrypted server

9. FINAL COMMENTS can be added, e.g. who is responsible for following-up on the report (comments are optional)

10. A REPORT is generated where the observations are converted to a percent. The report contains all numbers, notes, photos and smileys. The report is also sent to both the observer's and the company app administrator's email as a PDF.
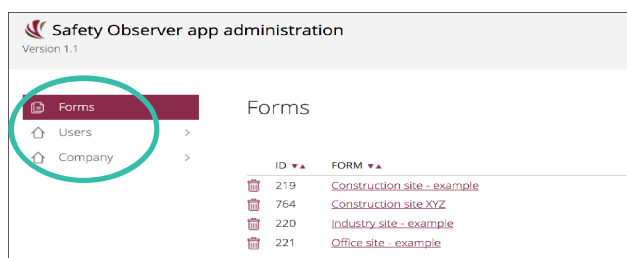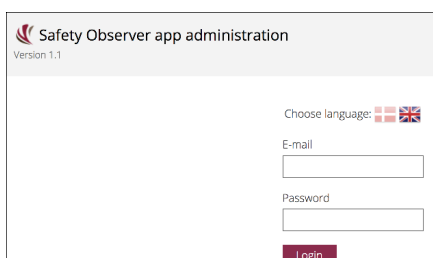
6. Safety Observer web-based administrator module

YOU CAN USE THE APP ADMINISTRATOR MODULE either from a PC (works best in Google Chrome) or on a tablet or smartphone.
The web address for the module is: *safetyobserver.nfa.dk*

HERE YOU CAN:
• Design your own observation forms
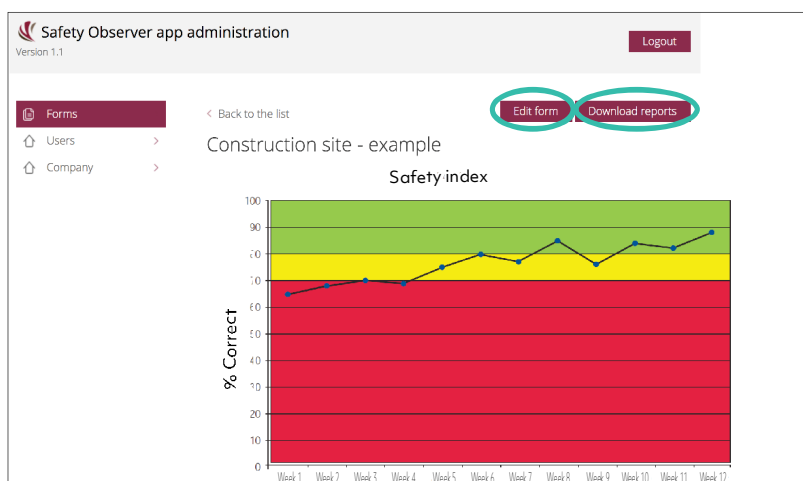• Administer all company app reports (PDF) and results (Excel)

1. LOG ON the administrator module with your e-mail and password.
*safetyobserver.nfa.dk*

On the first page of the administrator module you can see:
• Observations forms
• Who is registered as a user or administrator
• Your company codes

2. CLICK ON ONE OF THE FORMS from the list, if you want to:
• Revise the form (add or delete observation topics)
• Access all reports (PDF) and statistics (Excel)
• See development of the safety index over time for each form
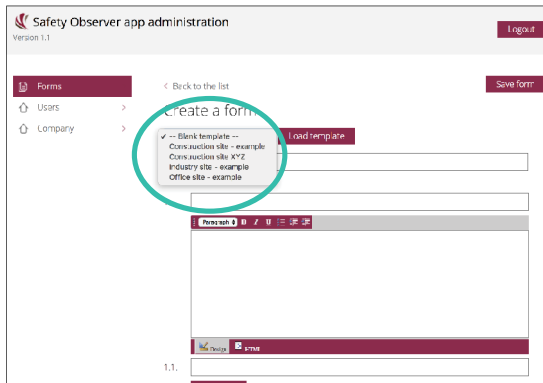
3. CREATE A NEW FORM either by:
• Starting with the blank template
• Working with an existing form by clicking the 'Load template' button (press the arrow beside the 'Blank template' button to see the list of your current forms)
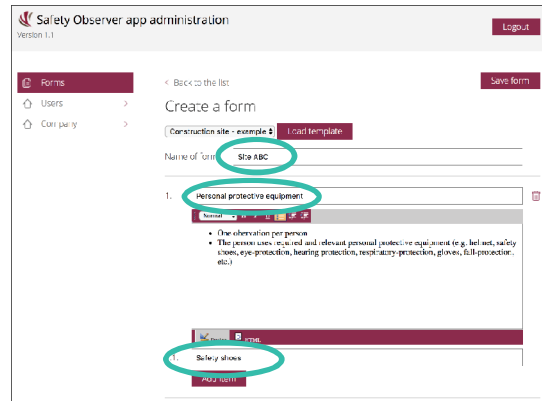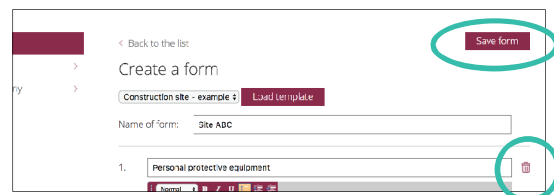

4. GIVE THE NEW FORM A NAME
• Choose a title for the fist section of observation topics, e.g. personal protective equipment
• Enter 'Info' text to define how the observation topics are defined and registered
• Begin entering your list of observation topics, e.g. safety shoes
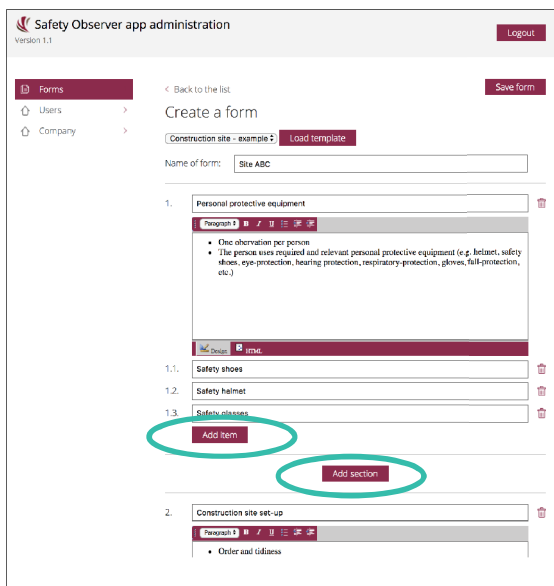
5. ADD additional topics or sections here

6. ALL FIELDS need to be filled in before you can save the form (including 'info' texts in the large text field).
• End by clicking the 'Save form' button
• Empty fields can be deleted by clicking on the grabage can icon beside each field

ATTENTION If the text "All fields must be filled in" appears beside the 'Save form' button – after you have clicked on the 'Save' button, then you still have some empty text boxes, and your work has not yet been saved.
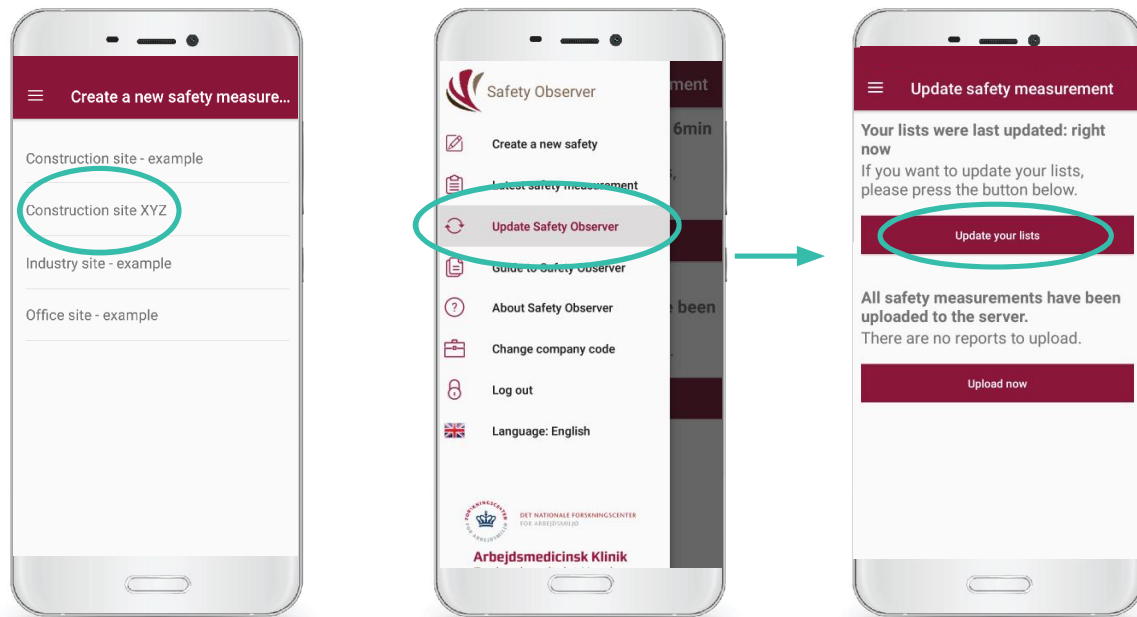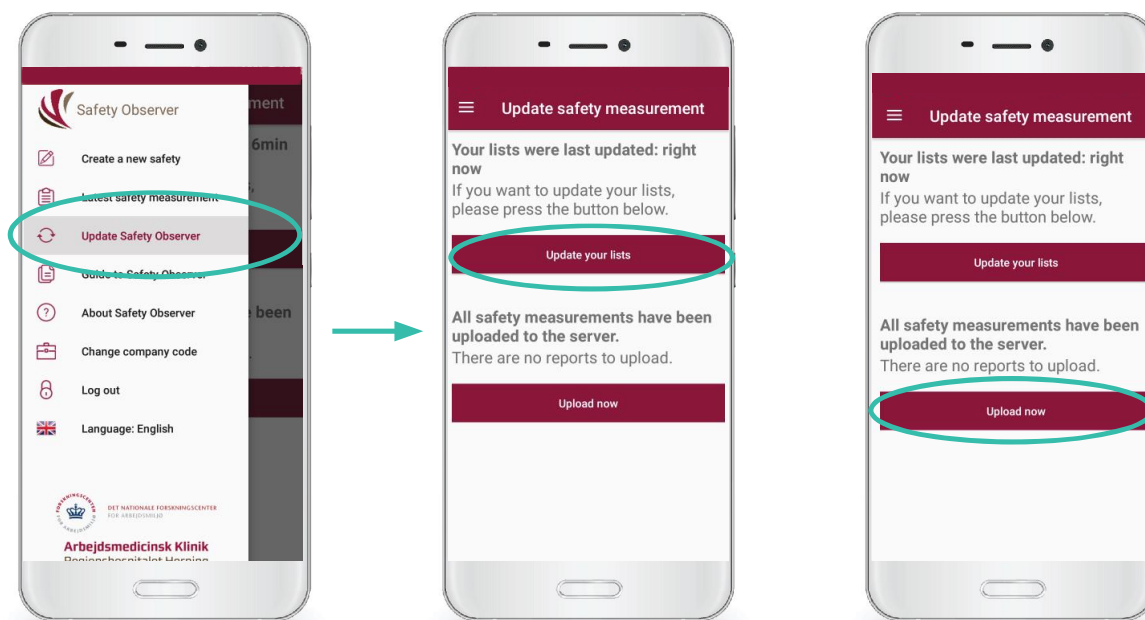
7. WHEN THE FORM is saved, all the company's app users and administrators can immediatelty open it in their app

ATTENTION If you do not see your new form in the app, you can update the list in the menu 'Update safety measurement', and then click on 'Update your lists'.
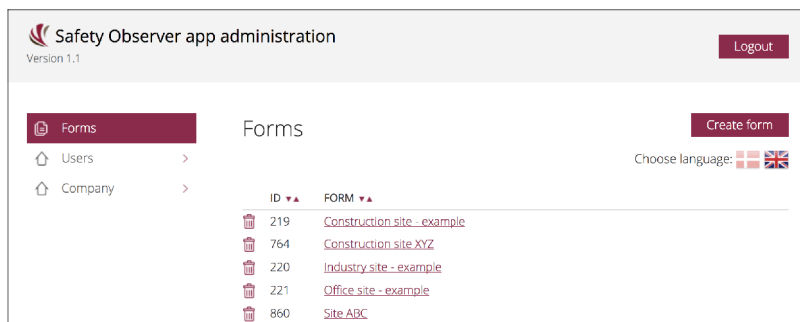
8. REVISE forms in the administrator module

# 7. Measuring where there is no internet connection

1. OBSERVATIONS can be carried out without internet access by updating the forms prior to going offline. Click the menu button 'Update safety measurement', and then click on 'Update your lists'.

2. IF YOU DO NOT HAVE INTERNAT AC CESS when you send your data (from one or more observation rounds), they will be saved on the smartphone/tablet. When you regain internet access you can upload them under the menu point 'Update safety measurement', and the click the 'Upload now' button.

8. Change between English and Danish menu items

CHANGE BETWEEN ENGLISH AND DANISH by clicking on the flag icon.
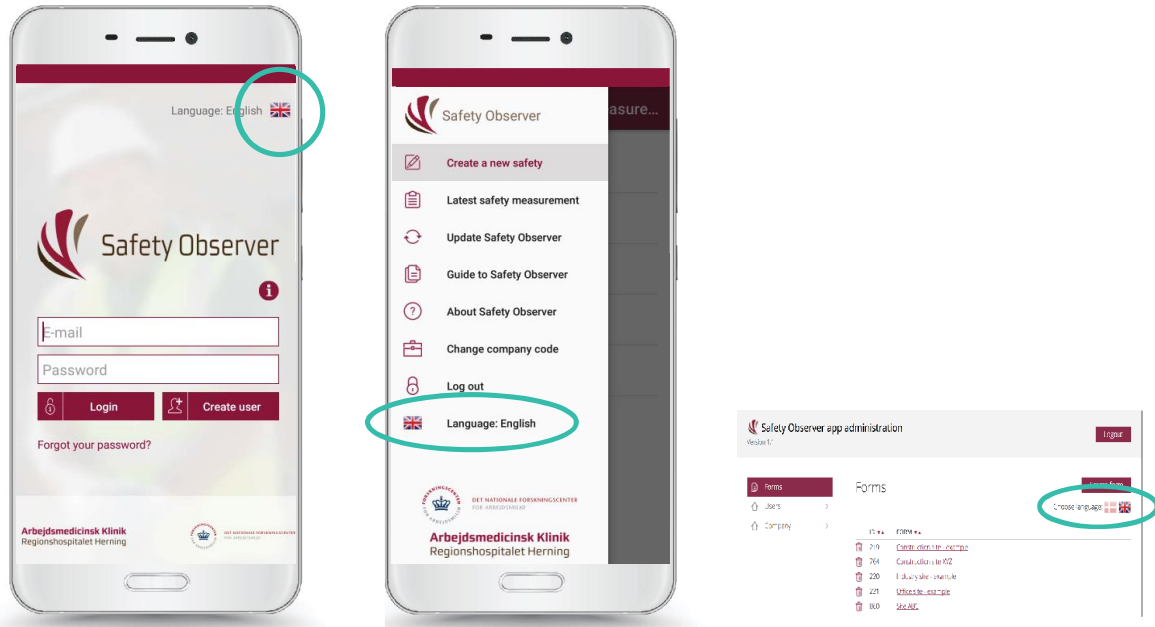
1. BEFORE you log in to the app

2. AFTER you are logged in, either in the app-menu, or in the administrator module