

Work placement Assessors guide to using iPad App.

Instructions for first time use –

1. Click on the “Safe to Work” Icon,

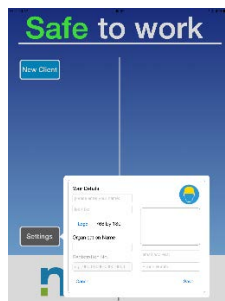


this will open to the safe to work front page



2. Select “Settings”

The following screen should appear



3. Fill in your details, including your postal and email addresses in the boxes provided. These are required for access to the application and will also be used in the report following the assessment.

(The registration number box is disabled at this time and has no effect on the use of the iPad app).

4. Once completed select Save. *(This operation needs only be completed once for your iPad).*

To add a Client for assessment;

5. Select "New Client"



6. Fill in new Organisation Name plus any additional notes as required (client address etc.).

7. Save the new client details using the "Save" button.

The following screen will appear with the name of your new client on the left side of the screen.

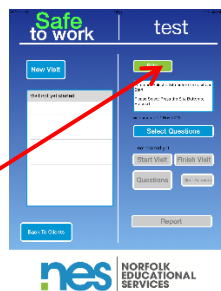


Selecting a Client

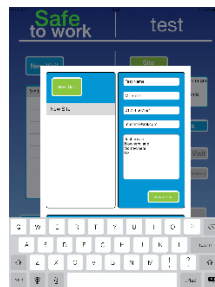
The client list will increase as you add more new clients to the app.

8. To select a client for an assessment visit, scroll up/down the list of clients on the left of the screen and select the Client you want, ensuring that your selection is highlighted. (If only one client name is listed, this will automatically be selected).
9. Then press the “Visits” button.

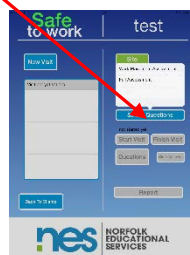
The following screen should appear which will include the Client details you have just saved. Your selected clients name will appear in the top right of the page



10. Select “Site” and complete all of the details for the client.
11. Select “Save site” once completed and then,
12. Press “select” to return to the previous screen.



13. Press the “Select Questions” button and select the question set you wish to use.



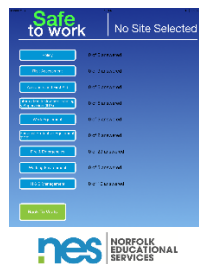
(The full question set is designed to be used for high and medium risk work placements; the Work placement assessment question set is for low risk work placements).



14. Once the question set has been selected, press “Start Visit” to document the date of the visit.

15. Select “Questions” to begin the assessment.

The following page will appear



16. Complete each set of question in turn, selecting the most appropriate answer from those available. As you finish each question set, select “done” to return to the main question set menu.

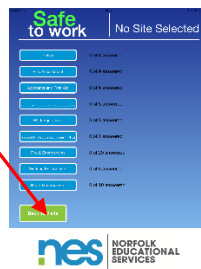
(The number of questions per section displayed will vary dependant on whether the full question or work placement question set has been selected.

Select each section in turn and work through the questions with the client, selecting the appropriate answer from the choices provided. The available answers include scroll options and Yes/No selections.

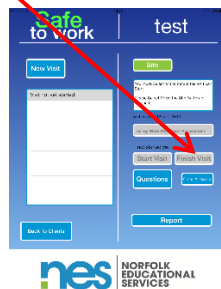
The sections can be selected and answered in any order and will automatically save as you progress through.)

Some responses will automatically open up further questions and also others may remove some follow on questions dependant on the response selected.

17. Once all of the question sets have been answered, return to the main question set menu and select “Back to Visit.”



18. Select “Finish Visit” to record the time the visit finished, this will also automatically unlock the report function.

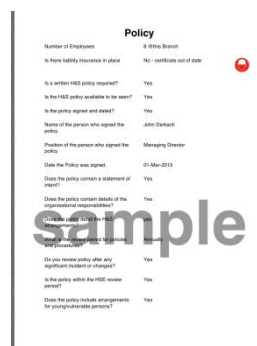


19. Select “Report” to access the report introductory letter, documented responses to the questions and recommendations, where appropriate.

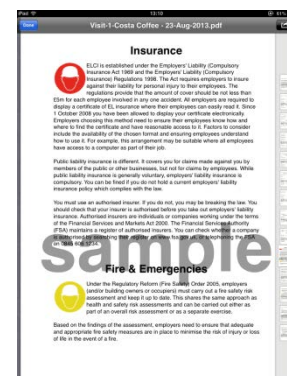
The report is produced and displayed in the format of an introductory letter, the assessment responses followed by prioritised recommendations where applicable, as shown below;



Letter

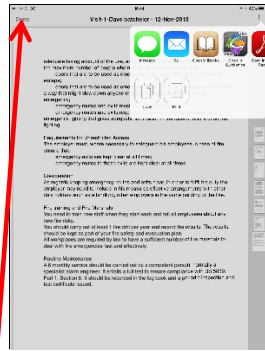


Assessment responses



Prioritised recommendations, with justifications

Once the report is produced, this can be emailed directly to the client by selecting the email option, as shown below



To close the application, first select “Done” from the top left of the screen.