

Sentinel

safer
smarter
simpler

Sentinel APP; for Card Checkers & Training Providers

Available to download in the App Store



Swipe in

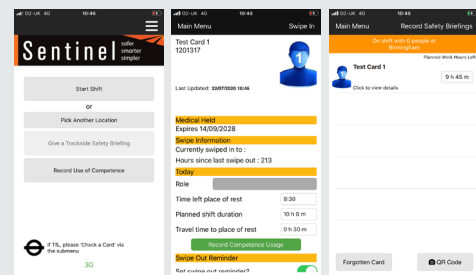
When using the Sentinel APP the card checker must swipe themselves in first. They would typically be a Safe Work Leader, Person in Charge or Controller of Site Safety.

Open the APP and select the QR Code button. Scan your card and select your Sponsor. If this is the first time you are using the APP you will need to select your Location before you can swipe in. Then select start shift.

You will then need to enter your Time Left Place of Rest, Planned Shift Duration and Travel Time to Place of Rest. You are also given the option to

set an individual swipe out reminder. Once these are complete you can select Swipe In.

You are then taken to the team page. To swipe in your team, select the QR Code button, scan their card and repeat the process above. This team page will then be populated with everyone that has been swiped in.



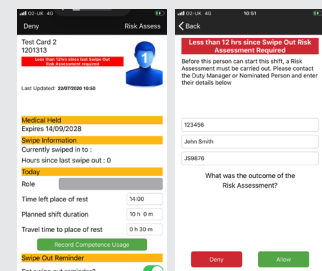
Risk assessment

If you, or someone you have swiped in, has had less than 12 hours rest, the APP will indicate that a Risk Assessment needs to take place.

You cannot continue until this has been completed.

Before completing the Risk Assessment, fill in the basic fatigue data that is asked and then press Risk Assess.

The Risk Assessment is completed by a Line Manager or other nominated person, whose details will be recorded in the APP. Depending on the outcome of the risk assessment, and to proceed, select Allow or Deny.



Expiry dates & denied access

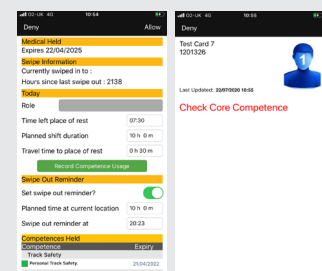
The medical expiry date will be displayed underneath the medical restrictions section when a person has been swiped in.

Competency expiry date is displayed in the Competency Held section.

If an individual is denied access due to an issue with D&A, competencies,

medicals or Sponsor a warning will be displayed. If a person has been denied for more than one of these reasons all applicable denied access reasons will appear.

The person will not be able to work trackside until the relevant issues have been resolved.



Recording use of competence

Competencies can be recorded through the APP on or after swipe in by the Card Checker.

Once completed, the details get transferred into the Log Book section of the individual's MySentinel account.

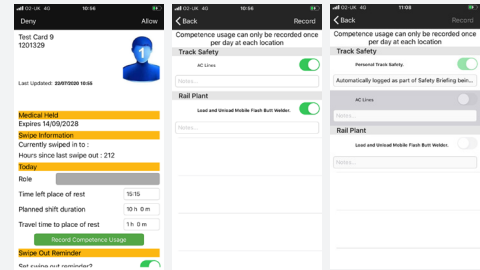
The Card Checker can record a team member's competence when swiping them in. On their profile page press the Record Competence Usage button to record the competencies they will be using that shift. A note may be added (this is not mandatory). After recording these competencies, they will not be able to be re-recorded until their next shift.

To record use of competence after swipe in, select 'OnShift with...' if your shift is still ongoing, or Record Use of Competence if your shift has ended. If your shift is still ongoing, you can then

select an individual's name from the team screen. If the competence being recorded relates to a past shift, choose a location and date when the competence was used.

On the person's profile screen select the Record Competence Usage button. Select the competence which has been used. A note may be added (this is not mandatory).

Select Record on the top right-hand side of the screen. The competence has been recorded as being used by that team member.



Safety Briefing

After a Card Checker has swiped in themselves and their team, a Safety Briefing needs to take place.

Press the Record Safety Briefings button at the top right of the team screen.

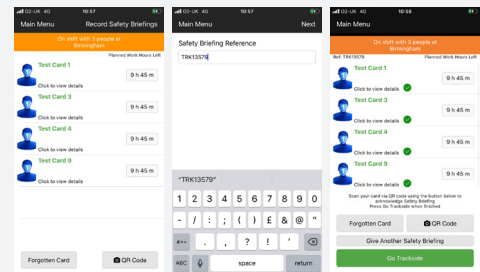
Enter the Safety Briefing reference number and select Next.

To confirm that the Safety Briefing has been delivered, press the QR Code button and scan the team's cards. Once the cards have been scanned, a green circle with a tick appears next to the person's name to show they have received the safety briefing.

Press Go Trackside.

If a team member's card has not been scanned a notification will appear to indicate that not all individuals have received the safety briefing. Go back and scan their card or confirm and continue to go trackside.

After confirming a safety briefing with Sentinel, Personal Track Safety competence will automatically be recorded for all team members.



Swipe out

At the end of the shift, the Card Checker will need to swipe out their team and themselves. To do this they do not need to scan each person's card again.

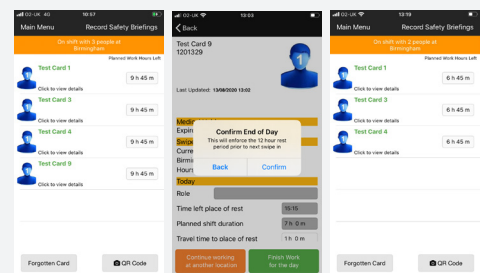
Go to the On Shift team page and click on the first person to swipe out. At this point you can record a competence for that person, or just swipe them out.

When swiping out you can select Finish Work for the Day or Continue Working at Another Location. If you choose Finish Work for the Day you will see a message telling you that this will start the 12-hour rest rule. This means if you then swipe

in within the next 12 hours a risk assessment will need to be performed.

If you then click on Confirm you are taken back to the team page where you can repeat the process and swipe out the next person.

Don't forget to swipe yourself out at the end.



Swipe out reminder

The Card Checker can set a reminder to swipe a whole team and/or themselves out at the end of a shift.

In the main menu you can change the default settings for the whole team swipe out reminder by selecting the 3 lines/dots in the top right of the screen and selecting 'Swipe Out Reminder'.

You are now able to change the settings of the default Swipe Out Reminder. Once you have checked or changed your settings press Save at the top of your screen and your setting will be saved.

If you have set a swipe out reminder a pop up will appear.

You can either snooze the reminder for a selected period of time or dismiss the reminder. If you snooze the reminder another pop up will appear after your selected snooze time.

