




Training and Education Program SafetyLine Account Set-Up and Use

This document has been created for BCCF employees who use SafetyLine to perform check-ins. Employees who also use an inReach device must read the document Check-Ins with Garmin SE+ to understand how to perform a check-in. The  symbol indicates where you should be looking on your monitor.

Part 1 SafetyLine Account Set-Up

Step 1 Email Prompt

You will receive an email from SafetyLine prompting you to set-up your account. Once you know your SafetyLine login information this should be added to Page 2 of your PSA.

Step 2 My Settings

Once logged in navigate to [My Setting](#) from the SafetyLine front page.



Add your information to [User Information](#)

User Information

First Name: (Required)	<input type="text" value="Homer"/>
Last Name: (Required)	<input type="text" value="Simpson"/>
Address:	<input type="text" value="742 Evergreen Terrace"/>
Phone:	<input type="text"/>
	<small>Note: SafetyLine does not use this information for automatic notifications.</small>
Mobile:	<input type="text" value="2503198533"/>
	<small>Note: SafetyLine does not use this information for automatic notifications.</small>
Vehicle Type:	<input type="text" value="Plymouth valiant"/>
	<small>Example: year make model</small>
Vehicle Colour:	<input type="text" value="Grey"/>
Vehicle License Plate:	<input type="text" value="051SLM"/>
Comments:	<input type="text" value="Age: 40
Height: 5'11
Hair: Bald
Eye Color: Blue
Allergies: None"/>

Examples: job title, job description, personal description, medical information

Also under [User Information](#) is the itinerary. The itinerary can include information such as: the date, who you will be working with, start/end time, if you are doing something that is particularly hazardous. Note the itinerary can only be added on the SafetyLine website.

User Itinerary

Itinerary:

```
Jan 4: Working alone, starting work at 8am and ending at 5pm.  
Jan 5: Working alone, starting work at 8am and ending at 5pm.  
Jan 6: Working alone, starting work at 8am and ending at 5pm.  
Jan 7: Working with Bart Simpson starting work at 8am and ending at 5pm.  
Jan 8: Working with Bart Simpson starting work at 8am and ending at 5pm.
```

Note: If you are sharing a SafetyLine account with another BCCF employee who is not always with you, be sure to add who will be working which days.

You can add your PSA to your itinerary by navigating to the [My Itinerary](#) tab and uploading it.



[My History](#)

[My Commands](#)

[My Protocol](#)

[My Profile](#)

[My Phonebook \(1\)](#)

[My Itinerary](#)

[My Reports](#)

[My Settings](#)

Step 3 Check-In Interval

Under [My Settings](#) navigate down to [Check-In Interval](#). Set the interval to the time that is on your PSA which was based on the risk assessment of your work.

Check-In Interval

Check-In Interval:
(Required)

:
H M

Step 4 Automatic Notifications

Under [My Settings](#) navigate down to [Automatic Notifications](#). You can add you cell phone, and email address. SafetyLine will call and email the numbers and email addresses you add if you miss a check-in.

Automatic Notifications

[Add phone notification](#)

[Edit phone notifications](#)

[Add email notification](#)

[Edit email notifications](#)

Note: If you are sharing a SafetyLine account with another BCCF employee who is not always with you, be sure to add both your number and adjust the call order depending on who will be out.

Note: If you are checking-in with an inReach it is still useful to add this information as many sites have partial cell coverage.

Step 5 Monitor Actions

Under [My Settings](#) navigate down to [Monitor Actions](#). There is nothing you need to adjust here; however, it is useful to understand the process the BCCF SafetyLine Monitor will take to determine your safety in the event of a missed check-in.

Note: The [Monitor Actions](#) will be different for workers who only use SafetyLine and workers who use SafetyLine in conjunction with an inReach device.

Step 6 Phonebook

Under [My Settings](#) navigate down to [Phonebook](#). Add all of the numbers from the Missed Check-In Call Sequence on page 2 of your Project Safety Assessment. The numbers will be called in the event of a missed check-in.

Step 6 Satellite Device (inReach Users Only)

Under [My Settings](#) navigate down to [Satellite Device](#). Add the 16 digit IMEI number from either:

- The back of the inReach SE or;
- Under Settings>About This Device on the inReach SE+

Note: This step is done by the SafetyLine Monitor; however, it is prudent to ensure the number has been entered or your inReach will not be able to communicate with SafetyLine.

Part 2 Performing a Check-In

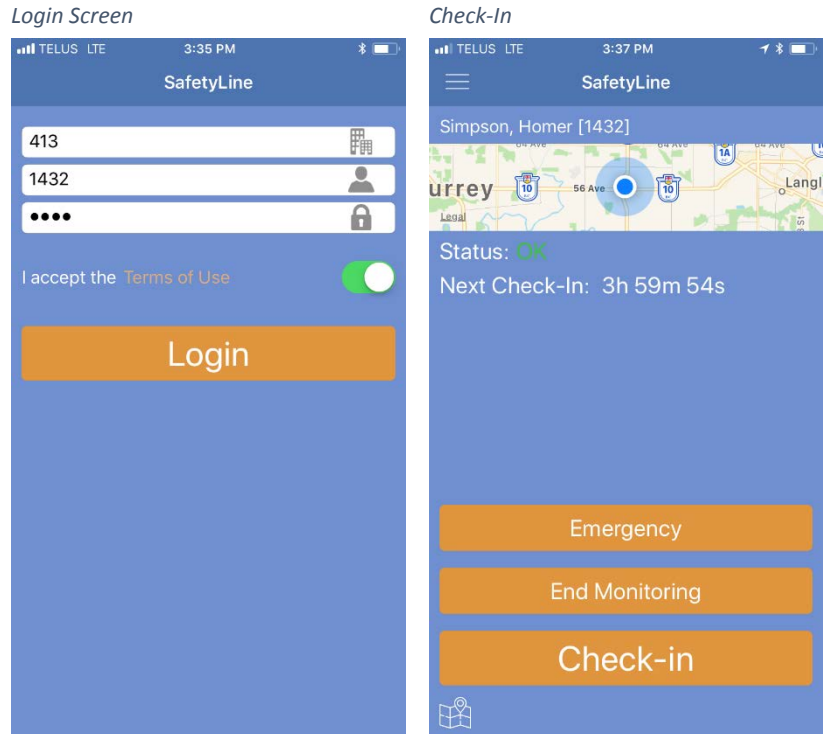
SafetyLine Users

Step 1 Download the App

SafetyLine offers a variety of ways to check-in. The best way is to download the SafetyLine App onto a smartphone.

Step 2 Login

To login enter your information. The BCCF Company ID is 413, both your User ID and Password have already be created after the initial email prompt.



Step 3 Perform a Check-In

Once logged in you have three options Emergency, End Monitoring and Check-in. After you select Check-In it prompt you to leave a voice message or text message. It will then show your status as OK and display a countdown timer until your next check-in. When you have finished work for the day select End Monitoring.

Step 4 SafetyLine Monitor Information

There is nothing you need to do in this step. Every time you check-in SafetyLine will show the monitor your Status as OK as well as some other information about your check-in. The SafetyLine monitor can also determine the following information from your check-in: latitude and longitude, altitude, phone battery life, voice/text message and any report your leave such as a text or voice message during the check-in.

User	Group	User ID	Status	Since	Last Check-In	Next Check-In
BCCF_Safety	Company Monitors/Admin	1432	OK	2s ago	2s ago	in 3h 60m

Step 5 Example Check-In

This is an example of a check-in for an employee with a 4 hour check-in interval who works 8 hour shifts.

8:00 am: User Checks-In at the beginning of the day.

12:00 am: User Checks-In

1:30 pm: User Checks-In (The user Checks-In early because she knew she would be driving for the next several hours. You can check-in as frequently as you like. Each time you check-in it will reset your timer.

4:30pm: User Ends Monitoring.

If you miss a check-in SafetyLine provides a fixed 10 minutes grace period before it starts calling and emailing the automatic notifications. To stop these phone calls simply Check-In, End Monitoring, or enter your login information into the automated call. The SafetyLine Monitor will be notified 45 minutes after the missed-check in.

Note: BCCF has a Missed Check-In Policy. Employees are not disciplined if the SafetyLine monitor does not have to take actions.

Training and Education Program SafetyLine Account Set-Up and Use

inReach Users

****Read the document **Check-Ins with Garmin SE+******

Note: Check-ins with the Delorme SE is essentially the same as the SE+. They are both performed by using preset messages.

The SafetyLine monitor will have more information provided by the inReach such as tracks and speed. The screen capture below shows what the Safetyline monitor will be able to view.

