

Compliance Dashboard

every deadline that can bite you, on one screen

How to read your site's compliance status at a glance, track training and respirator fit tests, and stay ahead of every review and corrective action before it lapses.

Version 1.0

User Guide · for end users

Screens captured July 2026

ShieldSphere's Compliance Dashboard is the single screen for everything with a deadline. It rolls up status from policies, SDS, ZeroState and corrective actions into six cards that colour when something needs attention, and it is the home for two records that live nowhere else: employee training and respirator fit tests, each tracked to its expiry.

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1 What the Compliance Dashboard does

The Compliance Dashboard is the single pane of glass for everything in ShieldSphere that has a deadline - the screen you check on Monday morning to know where you stand.

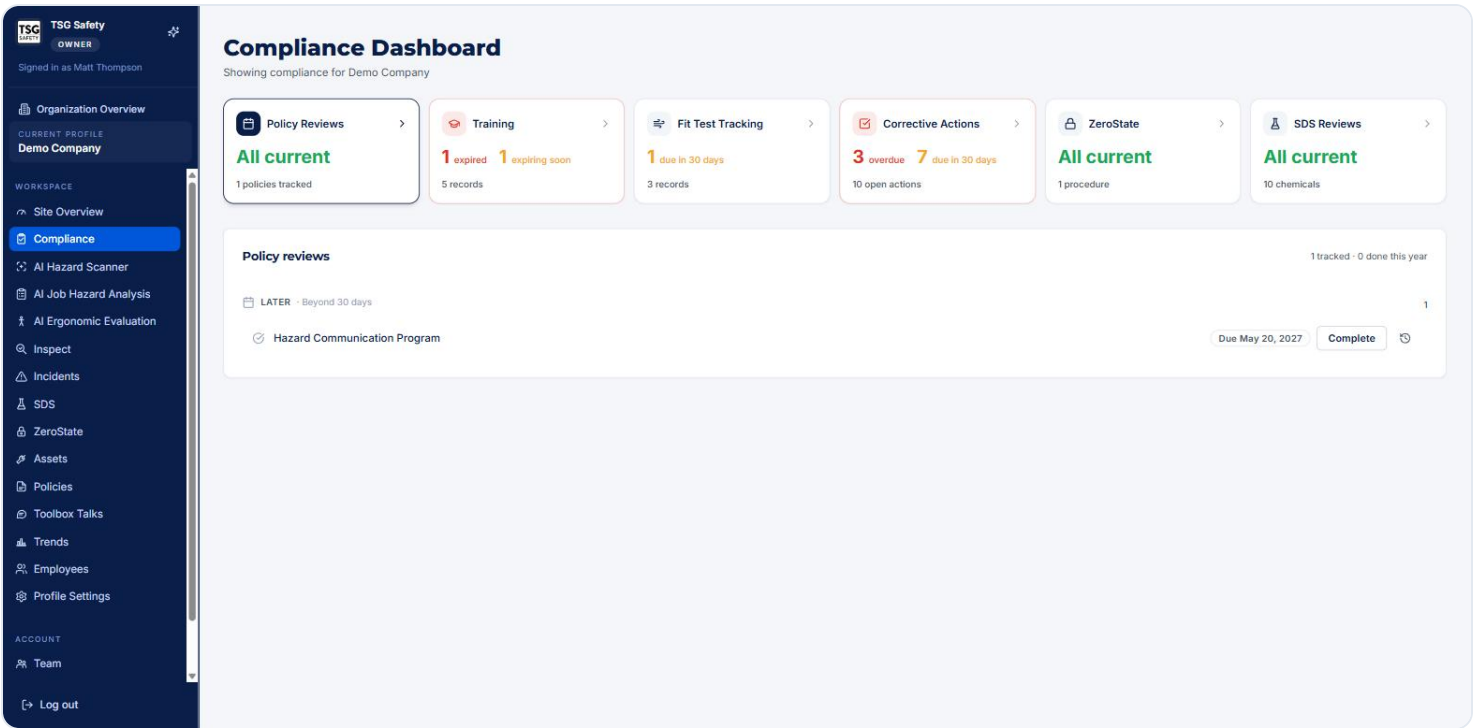
It does two things. First, it **rolls up** the compliance status from across the other modules - policies, SDS, ZeroState, corrective actions - into six status cards, each green when all is current and coloured when something needs attention. Second, it is the **home** for two records that do not live anywhere else: employee **training** and respirator **fit tests**.

ROLL-UP, NOT A SECOND COPY

The Policy Reviews, ZeroState and SDS cards mirror what lives in those modules - closing an item there updates the card here. Training and Fit Test records, by contrast, are created and managed on this dashboard.

2 The six compliance cards

Click **Compliance** in the sidebar. Six cards run across the top, each showing a headline status and a count. Click any card to drop its detail into the panel below.



Compliance Dashboard. Green reads **All current**; an amber or red count means something is expiring or overdue. The card you select opens its list below.

CARD	WHAT IT TRACKS
Policy Reviews	Written programs due for their periodic review (from the Policies module).
Training	Employee safety training and certifications, with expiration.
Fit Test Tracking	Respirator fit tests per OSHA 1910.134(f).
Corrective Actions	Every open corrective action across all modules, with overdue and due-soon counts.
ZeroState	Lockout/tagout procedures and their periodic inspections.
SDS Reviews	Safety Data Sheet reviews for the chemical inventory.

3 Training records

Certifications expire. This is where you see which ones, and whose, before they do.

Click the **Training** card. The panel shows totals - current, expiring soon, expired - then every training record: the employee, the course, its type, when it was completed, and when it expires.

TSG Safety

OWNER

Signed in as Matt Thompson

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AI Job Hazard Analysis

AI Ergonomic Evaluation

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Compliance Dashboard

Showing compliance for Demo Company

Policy Reviews

All current

1 policies tracked

Training

1 expired 1 expiring soon

5 records

Fit Test Tracking

1 due in 30 days

3 records

Corrective Actions

3 overdue 7 due in 30 days

10 open actions

ZeroState

All current

1 procedure

Total

5

Current

3

Expiring Soon

1

Expired

1

Search employees or trainings...

All Status

Employee	Training	Type	Completed	Expires
Rachel Nguyen Quality Control	Hazard Communication (GHS/HazCom) Annual Refresher OSHA Safety Training Institute	Hazard Communication (HazCom)	Mar 9, 2025	Mar 9
James Harrington Production	Lockout/Tagout Annual Refresher Training SafeStart Safety Solutions	Lockout/Tagout (LOTO)	Aug 14, 2025	Aug 1
Derek Calloway Maintenance	Annual Respiratory Protection Training & Medical Evaluation Industrial Safety Solutions LLC	Respiratory Protection	Sep 4, 2025	Sep 4
Tom Westbrook Safety	First Aid/CPR/AED Certification Course American Red Cross	First Aid/CPR/AED	Jun 11, 2025	Jun 11
Maria Santos Warehouse	Powered Industrial Truck (Forklift) Operator Certification National Safety Council	Forklift/PIT Operator	Nov 19, 2024	Nov 1

Training records. HazCom, lockout/tagout, respiratory protection, first aid, forklift - each with an expiry date. Search by employee or training, or filter by status to see just what is lapsing.

Add and update records here as your team completes training. Because the card colour reflects these dates, keeping the records current is what keeps the dashboard honest.

4 Fit test tracking

Anyone in a respirator needs a fit test on record, renewed annually. ShieldSphere tracks the clock.

Click **Fit Test Tracking**. The records follow OSHA 29 CFR 1910.134(f): the employee, the respirator make and model, the test date and next-due date, the method (QLFT or QNFT), the result, and a status that flips to *Due soon* and then *Expired* as the year runs out.

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Showing compliance for Demo Company

Policy Reviews

All current

1 policies tracked

Training

1 expired 1 expiring soon

5 records

Fit Test Tracking

1 due in 30 days

3 records

Corrective Actions

3 overdue 7 due in 30 days

10 open actions

ZeroState

All current

1 procedure

SDS Reviews

All current

10 chemicals

Total Records

3

Current

3

Due Soon

1

within 30 days - click to filter

Expired

0

click to filter

Failed

0

Profile: Demo Company

Status: All Records

+ Add Record

Fit Test Records

Employee respirator fit test tracking per OSHA 29 CFR 1910.134(f)

Employee	Department	Respirator	Test Date	Next Due	Method	Result	Status	Actions
Maria Santos ID: EMP-002	Warehouse	Honeywell North 7700 Half-Face Respirator Small	Aug 21, 2025	Aug 21, 2026	QLFT	Pass	Due in 21 days	
Derek Calloway ID: EMP-003	Maintenance	3M 3M 6200 Half-Face Respirator Medium	Oct 14, 2025	Oct 14, 2026	QLFT	Pass	Current	
James Harrington ID: EMP-001	Production	MSA Safety MSA Advantage 200 Half Mask Medium	Dec 2, 2025	Dec 2, 2026	QLFT	Pass	Current	

Fit test records. Click **Add Record** after each fit test. A **Failed** result is its own status - a worker who failed a fit test should not be in that respirator until it is resolved.

5 Corrective actions across all modules

Corrective actions are raised all over ShieldSphere. This card is the one place you see every one of them together.

The screenshot displays the 'Compliance Dashboard' for 'Demo Company'. The dashboard features a sidebar with navigation options like 'Organization Overview', 'Compliance', and 'Log out'. The main content area shows a summary of compliance metrics for various modules: Policy Reviews (All current), Training (1 expired, 1 expiring soon), Fit Test Tracking (1 due in 30 days), Corrective Actions (3 overdue, 7 due in 30 days), ZeroState (All current), and SDS Reviews (All current). The 'Corrective Actions' module is highlighted, showing a list of actions categorized by status: 'OVERDUE' (3 actions) and 'DUE IN 30 DAYS' (7 actions). Each action entry includes a description, source module, priority, and a due date.

Status	Action Description	Source Module	Priority	Due Date
OVERDUE	Incident investigation: 2025-001	Incident	critical	Overdue 261 days
	Incident investigation: 2026-002	Incident	critical	Overdue 177 days
	Incident investigation: 2026-001	Incident	critical	Overdue 134 days
DUE IN 30 DAYS	Machine Guarding: Exposed rotating arms and pinch points on the front of the machine appear unguar	Inspection	high	Due in 6 days
	Portable Fire Extinguisher Access: Fire extinguisher on the wall is partially obstructed at its base by a bucket an	Inspection	high	Due in 6 days
	Compressed Air Equipment / Machinery Guarding: Stationary air compressor and associated components appear to lack visible guard	Inspection	high	Due in 6 days
	Walking-Working Surfaces: Multiple electrical and other cords are lying loosely coiled and tangled on the	Inspection	high	Due in 6 days
	Portable Fire Extinguishers: Fire extinguisher is mounted low and partially obstructed by a yellow bollard an	Inspection	medium	Due in 29 days

Corrective actions, everywhere. Actions from incidents, inspections and hazard scans, grouped into **Overdue** and **Due in 30 days**, each showing its source module and priority.

Work the **Overdue** group first - these are the ones already past their date - then the **Due in 30 days** group to stay ahead. Clicking any action takes you to it in its home module, where you assign, work and close it.

6 Policy and SDS reviews

The **Policy Reviews**, **ZeroState** and **SDS Reviews** cards are windows into those modules' schedules. Policy Reviews lists written programs coming due for their periodic review; ZeroState shows lockout procedures and their annual inspections; SDS Reviews tracks the chemical inventory's review dates.

CLOSE IT AT THE SOURCE

You can mark a policy review complete right from this dashboard, but the record lives in the Policies module. When a card and its module ever seem to disagree, the module is the source of truth.

7 Troubleshooting

SYMPTOM	CAUSE AND FIX
A card is red but I fixed the item	Confirm you closed it in its home module. The card mirrors the module - it updates when the source does.
A training shows expired	The completion date plus the course's validity has passed. Record the renewal to make it current.
A fit test is due soon	The annual renewal is within 30 days. Schedule the fit test and add the new record when done.
The dashboard is for the wrong site	Check the current profile in the sidebar - compliance is shown per site.
An overdue corrective action will not clear	Open it from the card and close it in its module - the count follows the action's real status.