SHIELDSPHERE

Written Programs

verified safety programs, built for your site

How to set up your site, choose your written safety programs, answer the blanks only you can fill, and download finished programs.

USER GUIDE: FOR EVERYDAY USERS | VERSION 2.0 | SCREENS CAPTURED OCTOBER 2026

WHAT'S IN THIS GUIDE

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ShieldSphere's Written Programs module builds your written safety programs from a library of program text whose citations and numbers have already been checked against current OSHA regulations. You describe what your site does, ShieldSphere includes the parts that apply, and you fill in the facts only you know. Anything still open stays highlighted until you answer it.

1 What Written Programs does

The program text is written and checked once. Your site's programs are assembled from it, so the same operation always gets the same verified wording.

Each program covers one topic OSHA expects in writing, such as Hazard Communication, Lockout/Tagout or Emergency Action. Every program follows the same layout: Purpose, Scope, Responsibilities, the topic sections, Training, Recordkeeping and Program Review, Definitions, References, and appendices with forms and checklists.

Your answers decide what goes in. A site with forklifts gets the forklift content; a site without them does not, and the remaining sections and appendices are renumbered so nothing is skipped. Facts the library cannot know, such as your assembly area or the clinic you use, are blanks you answer once and that fill every program.

WHO CAN CHANGE PROGRAMS

Owners, admins and members can set up and build programs for the sites they can access. Plan settings such as your logo, uploaded format and the annual review are in the companion **Written Programs Administrator Guide**.

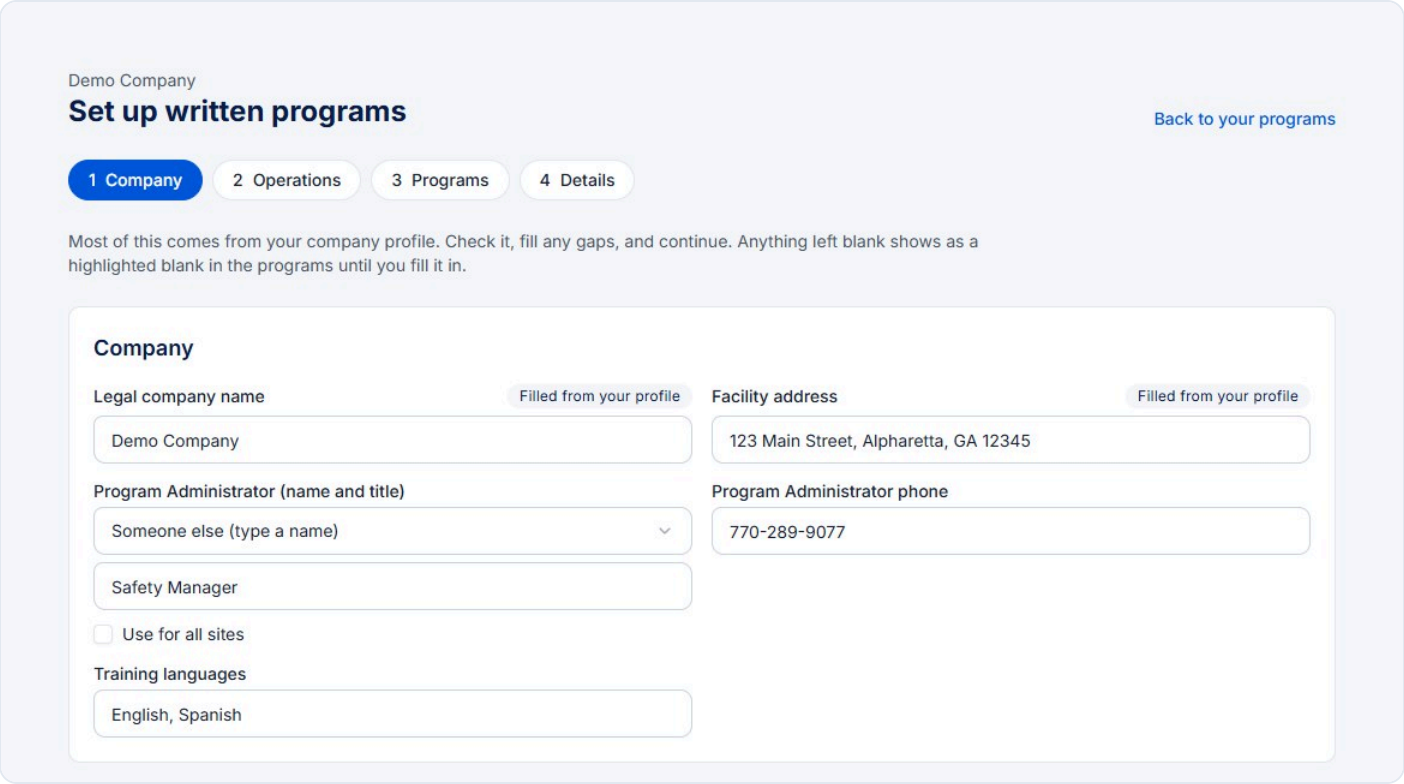
2 Words you'll see

TERM	WHAT IT MEANS
Program	One written safety program, for example Respiratory Protection. Built programs appear on your Written Programs page.
Operations	The things your site does or has: forklifts, confined spaces, hot work, outdoor heat and so on. They decide which content goes into each program.
Blank	A fact only you know, highlighted in yellow in the program until you answer it.
Shared questions	Blanks that appear in many programs, such as the Program Administrator. You answer them once.
State add-on	Extra requirements for a state you operate in, added to the program they belong to.
Revision	The program's revision number, shown as Rev 0 for a new program and raised by each annual review.
Citation	The OSHA standard a program answers to, for example 29 CFR 1910.38.

3 Set up your site

Setup is four steps, done once per site. Your answers save as you go, and you can come back to any step later.

```
Written Programs → Edit setup (the first visit opens setup for you)
```



Company. Most of this comes from your company profile. Check it and fill any gaps.

1 Company

Check the legal company name and facility address, which come from your company profile. Choose the **Program Administrator** from your employee list, or pick **Someone else (type a name)** for a person outside it. Add the administrator's phone, the training languages, and the emergency information: outdoor assembly area, nearest hospital and occupational clinic. Then **Continue to operations**.

2 Operations

Choose your industry and **Apply industry preset** to check what sites like yours usually have, then change anything that does not fit. Items marked **Suggested** were matched from information already in ShieldSphere. Under states, add each state where you operate. States with their own OSHA plan add their requirements to each program automatically. If a state plan covers only state and local government employers, check **State or local government employer** if that is you.

3 Programs

Select the programs to build. **Add suggested programs** picks the ones your operations call for; **Add general industry baseline** and **Add construction baseline** add the usual core set. Search to find any other program in the library. The side panel shows how many programs you selected and which state add-ons come with them.

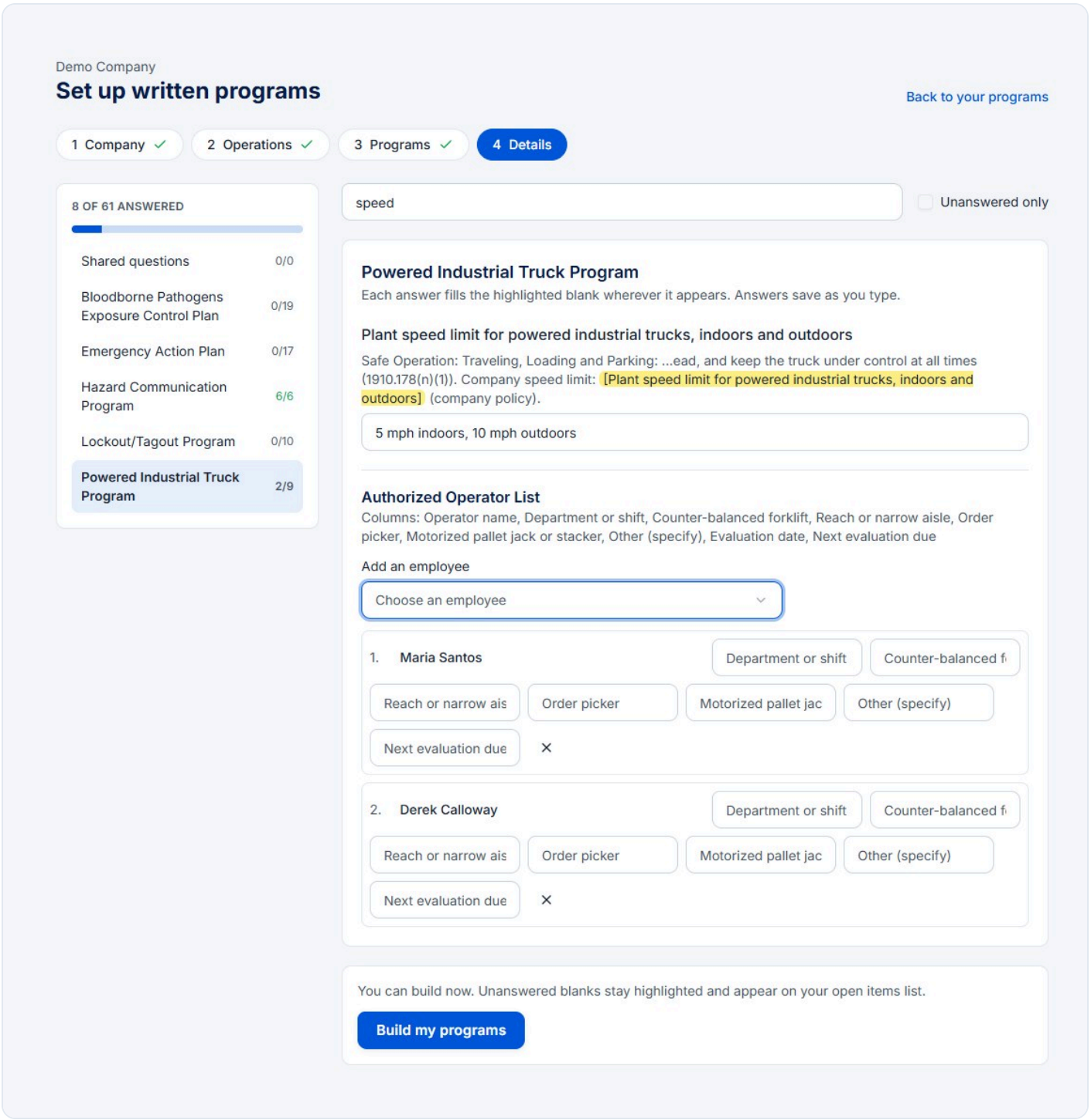
4 Details

Answer the blanks, covered in the next section, then **Build my programs**.

> **ANSWER OPERATIONS CAREFULLY**
>
> Operations decide what each program contains. If a program is missing a section you expected, the matching operation is probably unchecked.

4 Answer the blanks and build

The Details step lists **Shared questions** first, then each selected program with how many of its questions are answered. Each question shows the sentence it fills, with the blank highlighted, so you can see where your answer will appear. Answers save as you type. Use **Unanswered only** to see what is left.



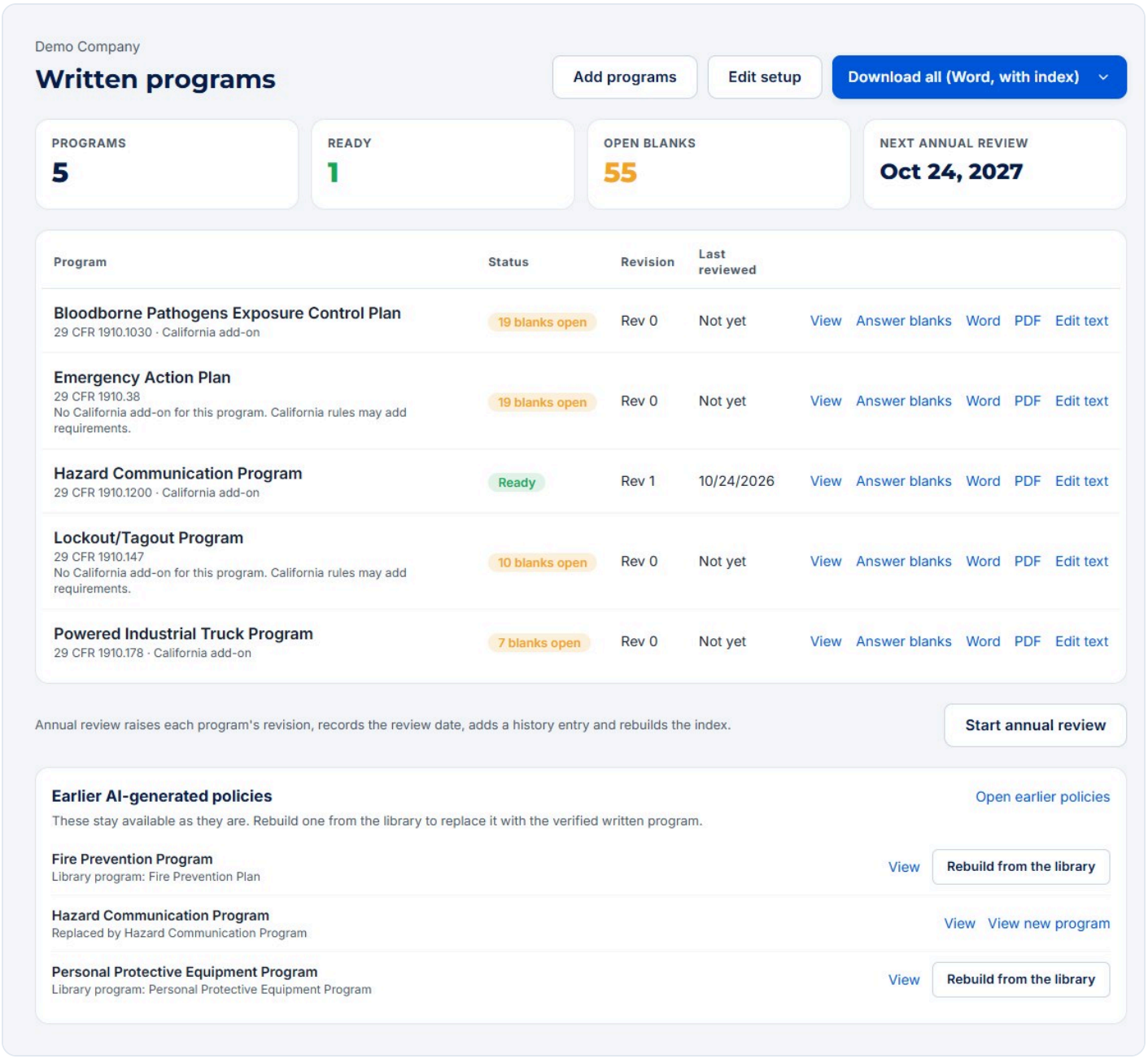
> **Details.** Each answer fills the highlighted blank wherever it appears. People tables take employees from your employee list.

Some programs list people, for example authorized forklift operators or trained first aid responders. For those, choose employees with **Add an employee**. Names, job titles and departments are read from your employee list each time a program is downloaded, so a change there updates every program. A person who has left is flagged as a former employee. Signature columns stay blank for signing by hand.

When you are ready, click **Build my programs**. You do not have to answer everything first: unanswered blanks stay highlighted and appear on your open items list.

5 Your programs

The Written Programs page shows every program built for the site, how many blanks are still open, and when the next annual review is due.



Your programs. Each row shows the program's status, revision and last review, with its actions. Earlier AI-generated policies are listed below.

STATUS	WHAT IT MEANS
Ready	Every blank is answered.
2 blanks open	The program can be downloaded, with the open blanks highlighted. Choose **Answer blanks** to finish it.
Not ready: state requirement being confirmed	The program includes a state requirement that is still being confirmed. It cannot be downloaded until it is.

Under each program title you may see its state add-ons, or a note such as "No Tennessee add-on for this program. Tennessee rules may add requirements." That note means the library has no add-on for that state yet, so check the state's rules yourself.

Each row has **View**, **Answer blanks** and **PDF**. On the Growth plan you also get **Word** and **Edit text**, and **Download all** at the top downloads the whole set as Word, or Word and PDF, with a Written Safety Program Index. **Add programs** returns to setup to choose more.

> **EDITING TEXT**
>
> On the Growth plan, **Edit text** changes the wording of one program. Edited items are marked **Customized**, and **Restore library text** puts the library wording back. Blanks look like [[Label]] in the editor; keep them in the text to keep them filled.

6 Earlier AI-generated policies

Policies made with ShieldSphere's earlier AI policy generator stay in your account. They are listed under **Earlier AI-generated policies** on the Written Programs page, and **Open earlier policies** shows the full list, where you can view and download them. New policies can no longer be generated with AI.

To replace an earlier policy with a verified program, choose **Rebuild from the library** next to it. ShieldSphere builds the matching library program and offers your earlier answers as suggestions; answer its blanks to finish it. The earlier policy is kept and shows which program replaced it. If the list says **No library program yet**, the library does not cover that policy yet and it stays as it is.

7 Troubleshooting

SYMPTOM	CAUSE AND FIX
A program is missing a section I expected	The matching operation is unchecked. Open **Edit setup**, check it under Operations, and build again.
A program shows blanks open	Choose **Answer blanks** on that row. Open blanks print highlighted until you answer them.
A program says Not ready: state requirement being confirmed	A state requirement in it is still being confirmed. It becomes available to download once it is; nothing is needed from you.
Word, Edit text or Download all shows a Growth label	Those are part of the Growth plan. On AI Hazard Scanner, download each program as a PDF.
A former employee appears in a people table	That person has left. Remove them in the Details step and add whoever now holds the role.
Written Programs shows a message for a Canadian site	Programs for Canadian federal and provincial rules are not in the library yet. Earlier policies for the site stay available.