

Site Board

who is on site today, and what they owe

How to read the daily board: who has signed in, which contractors have filed their JHA and held their toolbox talk, what training happened here today, and which sign-ins came with a compliance problem attached.

USER GUIDE – FOR EVERYDAY USERS

VERSION 1.0

SCREENS CAPTURED SEPTEMBER 2026

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ShieldSphere's Site Board is the one screen that answers "who is on my site right now, and is everything they owe in order". It rolls up each contractor's day - did they sign in, file a JHA, hold a toolbox talk - lists every individual sign-in with any compliance flags attached, and shows the training delivered at that location today.

1 What the Site Board does

Everything on this board exists somewhere else in ShieldSphere. The board's job is to put today's slice of all of it on one screen, in the order a site manager actually needs it.

It answers three questions, in this order:

1. **Per contractor** - did they sign in, file a JHA and hold a toolbox talk today?
2. **Per person** - who signed in, when, on which project, and did anything flag?
3. **Per location** - what training was actually delivered here today?

Daily Work → **Site Board**

TSG Safety

Organization Overview

CURRENT PROFILE
5.18.26

Site Overview

AI TOOLS

- Hazard Scanner
- Job Hazard Analysis
- Ergonomic Evaluation
- ZeroState

DAILY WORK

- Compliance
- Training
- Policies
- Inspect
- Incidents / OSHA 300
- Assets
- SDS
- Risk Assessments
- Resources

CONTRACTORS

Site board

Who is on site for Sep 8, 2026, with compliance exceptions flagged at sign-in.

Refresh

6 On site now

6 Sign-ins today

3 Contractors today

4 Exceptions

All sign-ins On site now Exceptions only

Daily compliance roll-up

Per contractor: signed in, JHA filed, toolbox talk held. Gaps are listed first.

Contractor	Project	Signed in	JHA	Toolbox talk
Acme Electrical Services 2 sign-ins with exceptions	Line 3 Conveyor Replacement	2 sign-ins	No JHA	No talk
Hosin Electrical 2 sign-ins with exceptions	Warehouse Roof Recoat	2 sign-ins	No JHA	No talk
Thompson Solutions Group, LLC	Line 3 Conveyor Replacement	2 sign-ins	No JHA	No talk

Site Board. Every cell carries a written status as well as a colour, so the board is readable without relying on red and green. Contractors with exceptions are named under their own row.

COLOUR IS NEVER THE ONLY SIGNAL

Every cell shows a written status next to its colour. Around one in twelve men has a colour vision deficiency, and a board that only says "green" is unreadable to them - which on a safety board is not a cosmetic problem.

2 Words you'll see

WORD	WHAT IT MEANS
Roll-up	One row per contractor per project per day, summarising what they owe.
Signed in	Somebody from that contractor recorded a site sign-in today.
JHA	A Job Hazard Analysis filed for the work being done.
Toolbox talk	A talk held for that crew today.
Exception	A sign-in that carried a compliance flag - expired insurance, lapsed training, a contractor not in good standing.
On site now	Signed in and not yet signed out.
Not expected	Nothing is owed. A contractor with nobody on site owes no JHA and no talk.
Headcount	How many people from that contractor signed in.

3 The daily compliance roll-up

The roll-up is one row per contractor, per project, per day, with three cells: **signed in**, **JHA** and **toolbox talk**. Each cell reads as complete, partial, missing, or not expected.

"NOT EXPECTED" IS NOT A GAP

A contractor with nobody on site today owes no JHA and no toolbox talk, so those cells read **not expected** rather than missing. Counting them as gaps would manufacture a problem that does not exist and train people to ignore the board.

Each row also carries a **headcount** and an **exception count**, and the row's overall status is the worst of its three cells - so a contractor who signed in but held no talk sorts alongside the genuinely incomplete ones rather than hiding behind two greens.

4 The sign-in list

Below the roll-up, every individual sign-in for the day: the **worker**, their **contractor**, the **project**, the time, and the current **status** - signed in, or closed.

Two filters sit above it:

All sign-ins

Everything recorded today. The list to scan when you want the full picture.

Exceptions only

Just the sign-ins that flagged something. This is the working list - usually a handful of rows out of a hundred.

A sign-in flags when the worker's contractor is suspended, archived, inactive, pending approval or expired; when one of their documents has expired or is close to it; or when a worker's training has lapsed. Whether a flag *refused* the sign-in or merely recorded it is decided by the project's hard gate - see the **Projects User Guide**.

AN EXCEPTION ON THE BOARD MEANS THEY GOT IN ANYWAY

If the hard gate is off, a blocking problem is recorded and the person still walks on site. That is a legitimate setup - many organizations prefer to know rather than to refuse - but it means the exceptions list is a list of things to act on today, not a log of things that were already prevented.

5 Training held here today

The board also shows the training sessions delivered at this location today - toolbox talks and training classes alike, with what was covered and who presented it.

This is a different question from the roll-up's toolbox talk cell. The roll-up asks whether a *contractor's crew* had a talk. This asks what actually happened at this *location*, including sessions your own people ran. It is shown even when nobody signed in, because a crew can hold a talk on a day with no contractor activity at all.

THE QR SIGN-IN FEEDS THIS

Sessions appear here as they are run. If you use the QR sign-in for toolbox talks, the board fills in over the morning without anyone typing anything - see the **Training Sessions User Guide**.

6 Working the board

A sensible routine, in the order the board is laid out:

1 Mid-morning: switch to Exceptions only

By then most of the day's sign-ins are in. The exceptions list is short and every row is something you can still fix today.

2

Scan the roll-up for missing talks and JHAs

A contractor on site with no toolbox talk recorded is the most common gap, and the easiest to close while they are still here.

3

Before you leave: check who is still on site

On site now counts people signed in and not signed out. A number that never drops to zero usually means people are not signing out rather than that they are still working.

7 Troubleshooting

WHAT YOU SEE

WHAT TO DO

"Site sign-in is not set up yet"

Nothing has recorded a sign-in at this location. Sign-in comes through the contractor portal - see the Contractor Management guide.

The board is empty on a busy day

Check the location selected in the sidebar, and the date. The board is per site, per day.

A contractor shows "not expected" but they are here

Nobody from that contractor has signed in, so nothing is owed yet. If they are on site without signing in, that is the problem to fix.

Exception counts look too high

Most flags are warnings, not blocks - an expiring document counts. Work the blocking ones first: suspended or archived contractors and expired insurance.

"On site now" never reaches zero

People are signing in and not signing out. The count is honest about what was recorded, not about who went home.

A toolbox talk was held but the cell says missing

The talk has to be recorded against a session for the board to see it. Running it as a session is what makes it count.

ShieldSphere Site Board – User Guide. Published at shieldspheresafety.com/guides/site-board-user. Screens are illustrative; the written steps are what to follow if the two ever disagree.