



SAFE-GOV MOBILE APP

USER GUIDE

ABOUT SAFE-GOV

The Government Health and Safety Lead (GHSL), supported by Ministry for Primary Industries (MPI), has developed Safe-Gov - A mobile app to assist public service executive leaders, directors and officers stay informed on health and safety matters and exercise due diligence.

All users can publicly view three tabs; News & Updates, Resources and Events. Users that have been authorised by the GHSL will be able to sign-in opening additional functionality; a site visit form, register for recording learning records, self-assessment exercise, the ability to delegate profile access, and to export selected records to your e-mail inbox for sharing to organisational management systems.

The app functions both online and offline, synchronising data when a connection to the internet is re-established and the app refreshed. Content is optimised for mobile phones, some scaling issues might present on larger or unsupported display types.

INSTALLATION

Available in both the [App Store](#) (for Apple) and [Google Play](#) (for Android) to download on your device account, scan the respective QR code with your reader/camera or search for 'Safe-Gov' directly in the store.

All users are to read the legal disclaimer, [privacy & terms of use](#) located in the menu. 



SIGN-IN

For users with an e-mail address known by the GHSL as from a member agency, click on the profile icon  to start the sign in process.

First time users will need to click 'Forgot password' to create a password 8-14 characters in length including at least one lower case letter, upper case letter, number and symbol. Next click the grey banner 'Email code...' to receive a verification code in your e-mail inbox (may take a couple of minutes to receive).

After signing in consider turning the notifications toggle on to receive News and Updates prompts directly in your notifications feed at the time they are published.



1 Delegated User

DELEGATION

After you have initially signed-in, support personnel such as an Executive or Personal Assistant can be given full access to facilitate documenting on or retrieving entries. To approve others access to your profile e-mail the GHSL with the name and e-mail of people delegated to act on your behalf (or in future if a delegates access needs to be removed).

Note for delegates: In-app prompts are described for primary users as the record owner e.g. exporting records or marking events to attend sends an e-mail to the primary users inbox.

INFORMATION MANAGEMENT

MPI has assessed the mobile app solution and classified information stored within as SENSITIVE reflecting the nature of information entered by users if disclosed having potential reputational or operational risk.

Each user (and any approved delegates) is the only person able to view records created, retained for three years. It is your responsibility to manage that information in a manor compliant with your organisations policies regarding ICT acceptable use, Mobile Device Use, Data & Information, Privacy, Information Security or Human Resources. This extends to the use of the mobile device, sharing the device, reporting the device is lost and returning the device when you leave the organisation.

It is recommended when site visits are conducted and recorded, the export function is used to share findings with your organisation as soon as is reasonable following.

See the complementary Safe-Gov 'Agency Guide' for information regarding assurance activities undertaken over the mobile app and administration web portal.

OFF-BOARDING

Please notify the GHSL if you are leaving your role or moving between agencies. When made aware of we will deactivate your profile, with all records deleted within 6 months.

FOR TROUBLESHOOTING OR ENQUIRIES

Contact: GHSL@mpi.govt.nz