



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 executive leaders, directors and board members (officers) stay informed on health and safety matters and exercise due diligence.

The app provides public access to three sections; News & Updates, Resources and Events.

A separate members area is available to people authorised by the GHSL. In here they can; complete a site visit form, self-assessment exercise, store learning records, delegate profile access and export selected records to their e-mail inbox for storing or sharing.

The app functions both online and offline, synchronising data when a connection to the internet is restored and the app refreshed. Please note content is optimised for mobile phones, so 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 to be 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).

When signed in, consider turning on the notifications toggle in the menu to receive 'News & Update' notification prompts directly in your feed when published.



1 Delegated User

The following people have access to view, create, update and delete records in Safe-Gov on your behalf.

DELEGATION

After you have initially signed-in, support personnel such as an Executive or Personal Assistant can be given full access to facilitate documenting or retrieving entries. To approve access to your profile, e-mail the GHSL with the name and e-mail of the person delegated to act on your behalf (or if 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 delegate) is the only person able to view records created. Records are retained for three years. It is your responsibility to manage that information in a manner compliant with your organisations policies regarding Information and Communication Technology 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 the visit.

See complementary Safe-Gov Agency Guide which includes additional information regarding design and assurance activities completed to support organisations using.

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

If generating an e-mail from Safe-Gov on work devices you may need to make Outlook the default e-mail app in settings.