

# ES&H Wireframe Guide

10 November 2005 • v1.1

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# Home Page – Wireframe

Go to > [SLAC Home](#) | [Photon Science](#) | [Particle and Particle Astrophysics](#) | [SLAC Today](#) | [For Staff](#) | [For Users](#) | [Detailed Index](#)

Search    
 SLAC WEB  PEOPLE

## ES&H environment, safety and health at SLAC

Search ES&H WEB

[Emergencies & Accidents](#)

[Close Calls & Concerns](#)

**[Procedures & Policies](#)**

[Training](#)

[General Safety](#)

[Hazardous Activities](#)

[Hazardous Substances](#)

[Radiation](#)

[Environment](#)

**[Popular Links](#)**

[ES&H Manual](#)

[Forms](#)

[Job Hazards \(JHAM\)](#)

[Area Hazards \(AHA\)](#)

[Lockout & Tagout \(LOTO\)](#)

**[ES&H](#)**

[About ES&H](#)

[Departments & Groups](#)

[A - Z Index](#)

**Emergency Phone Number 9-911**

**Safety Service Desk x4554**



### Integrated Safety Management System

SLAC uses the integrated safety management system (ISMS) to integrate safety into management and work practices at all levels. Integrated Safety Management is made up of five core principles and seven core functions. [More...](#)

### Welcome, Contractors!

Find out everything you need to know about safety at SLAC:

- [Construction Safety](#)
- [Electrical Safety](#)



### Did You Know...?

**Work Authorizations** ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incididunt et labore et reprehenderit dolore magna aliquam. [More...](#)

### What's New in ESH

[Medical News, June/July edition](#) (new, posted 8/5/05)

[LOTO Tag Template](#) - (more info on the [LOTO webpage](#), new, posted 8/3/05)

[Dosimetry Frequently Asked Questions](#) (new, posted 8/3/05)

[Accident and Incident Statistics and Reports](#) (new, posted 8/1/05)

[ES&H Major Reviews and Audits 2005 Schedule](#) (revised, 7/29/05)

[Electrical Safety Action Plan, Implementation Plan](#) (updated 7/15/05)

[Previous 'What's New' Links](#)

## Home Page – Specifications

SLAC GLOBAL HEADER	DEFINITION
All elements	Defined by main SLAC site
ES&H WEB SITE HEADER	
ES&H	Links to ES&H home page
LEFT COLUMN	
<b>Search ES&amp;H Web</b>	See "Home Page – Rules"
<b>Main Navigation</b>	See "Main Navigation – Specifications"
MIDDLE COLUMN	
All elements	See "Home Page – Rules"
RIGHT COLUMN	
<b>What's New in ES&amp;H</b>	
Items	See "Home Page – Rules"
Previous 'What's New' Links	<a href="http://www-group.slac.stanford.edu/esh/previous.html">www-group.slac.stanford.edu/esh/previous.html</a>
SLAC GLOBAL FOOTER	
All elements	Defined by main SLAC site

## Home Page – Rules

### LEFT COLUMN

#### Search ES&H Web

8. The ES&H search box appears in the same place on every page on the ES&H Web site.
9. The search box searches only the two following subdomains:  
[www-group.slac.stanford.edu/esh](http://www-group.slac.stanford.edu/esh)  
[www-internal.slac.stanford.edu/esh](http://www-internal.slac.stanford.edu/esh)
10. **Visual Design Issue:** Add an explicit "Advanced" link to the advanced search page ([www-search.slac.stanford.edu:8765/index.html](http://www-search.slac.stanford.edu:8765/index.html)). Using "ES&H Web" as the link is confusing to users.

#### Main Navigation

11. The main navigation appears in the same place on every page on the ES&H Web site.
12. The main navigation is the same on every page. It doesn't vary depending on where one is within the ES&H Web site.

### MIDDLE COLUMN

#### Emergency Info

13. Emergency information to be included TBD. Suggestions by usability test subjects included the 24-hour emergency conditions number (in case SLAC closes down), the SLAC Security number, the "hotline", the number to report spills, and an email link to Safety Desk.

### **Featured Items**

14. TBD. Usability test subjects suggested that the more often the featured items changed, the more likely they would be to notice them.

### **RIGHT COLUMN**

#### **What's New Items**

15. Post the following in the What's New section:
  - New Web pages
  - Significant revisions to existing Web pages
  - New documents
  - Significant revisions to existing documents
  - Draft documents up for review
  - Occasional announcements (such as the fall sign-up for wellness courses from Medical)
16. Don't post:
  - Committee meeting minutes
  - AHA or FEP postings (anything that's just an addition to a list of standard documents)
  - Minor revisions
17. In addition to a link to the new item, list:
  - The status of the item (for example, "new" or "updated") and the date posted—both in parentheses following the link to the item
  - The path to the item—in square brackets on the line following the item

#### **Example:**

[FY06 Major Reviews and Audits schedule](#) (updated, posted 10/21/05)  
[in [references](#) - [Reviews and Audits](#)]

## Main Navigation – Specifications

- [Emergencies & Accidents](#)
- [Close Calls & Concerns](#)
- [Procedures & Policies](#)**
- [Training](#)
- [General Safety](#)
- [Hazardous Activities](#)
- [Hazardous Substances](#)
- [Radiation](#)
- [Environment](#)
- [Popular Links](#)**
- [ES&H Manual](#)
- [Forms](#)
- [Job Hazards \(JHAM\)](#)
- [Area Hazards \(AHA\)](#)
- [Lockout & Tagout \(LOTO\)](#)
- [ES&H](#)**
- [About ES&H](#)
- [Departments & Groups](#)
- [A - Z Index](#)

MENU ITEM	DESTINATION
<b>Emergencies &amp; Accidents Menu</b>	
<i>Menu TBD</i>	
Emergencies & Accidents	Emergencies & Accidents landing page (TBD)
TBD	<i>Lower level information architecture needs to be completed.</i>
<b>Close Calls &amp; Concerns Menu</b>	
<a href="#">Emergencies &amp; Accidents</a>	
<a href="#">Close Calls &amp; Concerns</a>	Close Calls
	Safety Concerns
	Lessons Learned
Close Calls & Concerns	Close Calls & Concerns landing page
Close Calls	<a href="http://www-internal.slac.stanford.edu/esh/committees/osc/closecall.htm">www-internal.slac.stanford.edu/esh/committees/osc/closecall.htm</a>
Safety Concerns	<a href="http://www-group.slac.stanford.edu/esh/concern.html">www-group.slac.stanford.edu/esh/concern.html</a>
- - - - -	<i>Divider</i>
Lessons Learned	<a href="http://www-group.slac.stanford.edu/esh/safety/lessonslearned.htm">/www-group.slac.stanford.edu/esh/safety/lessonslearned.htm</a>

## Training Menu

### Procedures & Policies

<a href="#">Training</a>	ES&H Training Database
<a href="#">General Safety</a>	Course Catalog
<a href="#">Hazardous Activities</a>	Register
<a href="#">Hazardous Substances</a>	FAQ
<a href="#">Radiation</a>	Report a Problem
<a href="#">Environment</a>	Non-employee Safety Training Program

Training	Training landing page
ES&H Training Database	TBD
Course Catalog	<a href="http://www-internal.slac.stanford.edu/esh-db/training/slaonly/bin/catalog_index.asp">www-internal.slac.stanford.edu/esh-db/training/slaonly/bin/catalog_index.asp</a>
Register	<a href="http://www-group.slac.stanford.edu/esh/training/registration.html">www-group.slac.stanford.edu/esh/training/registration.html</a>
FAQ	<a href="http://www-group.slac.stanford.edu/esh/training/faq/index.html">www-group.slac.stanford.edu/esh/training/faq/index.html</a>
Report a Problem	<a href="http://remedy.slac.stanford.edu">remedy.slac.stanford.edu</a>
Non-employee Safety Training Program	<a href="http://www-group.slac.stanford.edu/esh/training/nestp/index.html">www-group.slac.stanford.edu/esh/training/nestp/index.html</a>

## General Safety Menu

### Procedures & Policies

<a href="#">Training</a>	
<a href="#">General Safety</a>	Integrated Safety Management System
<a href="#">Hazardous Activities</a>	General Policy & Responsibilities
<a href="#">Hazardous Substances</a>	Self Assessment
<a href="#">Radiation</a>	Work Authorization
<a href="#">Environment</a>	Evacuation & Emergency Lighting
	Personal Protective Equipment
	Traffic & Vehicular Safety
	Warning Signs & Devices

General Safety	General Safety landing page
Integrated Safety Management System	<a href="http://www-group.slac.stanford.edu/esh/isms/">www-group.slac.stanford.edu/esh/isms/</a>
General Policy & Responsibilities	TBD
Self Assessment	Self Assessment > Procedures & Forms
Work Authorization	Work Authorization > Procedures & Forms
-----	<i>Divider</i>
Evacuation & Emergency Lighting	Evacuation & Emergency Lighting > Procedures & Forms
Personal Protective Equipment	Personal Protective Equipment > Procedures & Forms
Traffic & Vehicular Safety	Traffic & Vehicular Safety > Procedures & Forms
Warning Signs & Devices	Warning Signs & Devices > Procedures & Forms

**Hazardous Activities Menu**

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**Procedures & Policies**

Training

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General Safety

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<a href="#">Hazardous Activities</a>	Hazard Analysis Program
<a href="#">Hazardous Substances</a>	Confined Space
<a href="#">Radiation</a>	Electrical Safety
<a href="#">Environment</a>	Excavations
	Fall Protection
	Hoisting & Rigging
	Ladders, Scaffolds, & Platforms
	Laser Safety
	Noise
	Penetration Safety
	Power & Hand Tools

Hazardous Activities	Hazardous Activities landing page
Hazard Analysis Program	<a href="http://www-internal.slac.stanford.edu/esh/SLACsafety/jham/">www-internal.slac.stanford.edu/esh/SLACsafety/jham/</a>
- - - - -	<i>Divider</i>
Confined Space	Confined Space > Procedures & Forms
Electrical Safety	Electrical Safety > Procedures & Forms
Excavations	Excavations > Procedures & Forms
Fall Protection	Fall Protection > Procedures & Forms
Hoisting & Rigging	Hoisting & Rigging > Procedures & Forms
Ladders, Scaffolds, & Platforms	Ladders, Scaffolds, & Platforms > Procedures & Forms
Laser Safety	Laser Safety > Procedures & Forms
Noise	Noise > Procedures & Forms
Penetration Safety	Penetration Safety > Procedures & Forms
Power & Hand Tools	Power & Hand Tools > Procedures & Forms

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**Hazardous Substances Menu**

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**Procedures & Policies**[Training](#)[General Safety](#)[Hazardous Activities](#)[Hazardous Substances](#)[Asbestos](#)[Radiation](#)[Biohazards](#)[Environment](#)[Chemical Carcinogen Control](#)[Cryogenic Safety](#)[Hazard Communication](#)[Hazardous Materials](#)[Industrial Hygiene Program](#)[Lead](#)[PCB & Oil-filled Equipment](#)[Respirator Program](#)

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Hazardous Substances	Hazardous Substances landing page
Asbestos	Asbestos > Procedures & Forms
Biohazards	Biohazards > Procedures & Forms
Chemical Carcinogen Control	Chemical Carcinogen Control > Procedures & Forms
Cryogenic Safety	Cryogenic Safety > Procedures & Forms
Hazard Communication	Hazard Communication > Procedures & Forms
Hazardous Materials	Hazardous Materials > Procedures & Forms
Industrial Hygiene Program	Industrial Hygiene Program > Procedures & Forms
Lead	Lead > Procedures & Forms
PCB & Oil-filled Equipment	PCB & Oil-filled Equipment > Procedures & Forms
Respirator Program	Respirator Program > Procedures & Forms

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**Radiation Menu**

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*Menu TBD*[Radiation](#)[Radiation landing page \(TDB\)](#)[TBD](#)*Lower level information architecture needs to be completed.*

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**Environment Menu**

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**Procedures & Policies**[Training](#)[General Safety](#)[Hazardous Activities](#)[Hazardous Substances](#)[Radiation](#)[Environment](#)[Air Quality](#)[Hazardous Waste](#)[Industrial Wastewater](#)[Secondary Containment](#)[Spills](#)[Stormwater](#)[Waste Minimization](#)

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Environment	Environment landing page
Air Quality	Air Quality > Procedures & Forms
Hazardous Waste	Hazardous Waste > Procedures & Forms
Industrial Wastewater	Industrial Wastewater > Procedures & Forms
Secondary Containment	Secondary Containment > Procedures & Forms
Spills	Spills > Procedures & Forms
Stormwater	Stormwater > Procedures & Forms
Waste Minimization	Waste Minimization > Procedures & Forms

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**ES&H Manual Menu**

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**Popular Links**[ES&H Manual](#)[Document Review](#)[Forms](#)[Job Hazards \(JHAM\)](#)[Area Hazards \(AHA\)](#)[Lockout & Tagout \(LOTO\)](#)

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ES&H Manual	ES&H Manual landing page
Document Review	www-internal.slac.stanford.edu/esh/ docreview/

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**Forms Menu Item**

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**Popular Links**[ES&H Manual](#)[Forms](#)[Job Hazards \(JHAM\)](#)[Area Hazards \(AHA\)](#)[Lockout & Tagout \(LOTO\)](#)

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Forms[Forms landing page](#)

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**Job Hazards (JHAM) Item**

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**Popular Links**[ES&H Manual](#)[Forms](#)[Job Hazards \(JHAM\)](#)[Area Hazards \(AHA\)](#)[Lockout & Tagout \(LOTO\)](#)

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Job Hazards (JHAM)[www-internal.slac.stanford.edu/esh/SLACsafety/jham/jham\\_instruction.htm](http://www-internal.slac.stanford.edu/esh/SLACsafety/jham/jham_instruction.htm)

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**Area Hazards (AHA) Item**

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**Popular Links**[ES&H Manual](#)[Forms](#)[Job Hazards \(JHAM\)](#)[Area Hazards \(AHA\)](#)[Lockout & Tagout \(LOTO\)](#)

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Area Hazards (AHA)[www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha\\_instruction.htm](http://www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha_instruction.htm)

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**Lockout & Tagout (LOTO) Item**

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**Popular Links**[ES&H Manual](#)[Forms](#)[Job Hazards \(JHAM\)](#)[Area Hazards \(AHA\)](#)[Lockout & Tagout \(LOTO\)](#)

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Lockout & Tagout (LOTO)[www-group.slac.stanford.edu/esh/loto/](http://www-group.slac.stanford.edu/esh/loto/)

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**About ES&H Menu**

<b>ES&amp;H</b>	
<a href="#">About ES&amp;H</a>	<a href="#">Contacts</a>
<a href="#">Departments &amp; Groups</a>	<a href="#">Organization Chart</a>
<a href="#">A - Z Index</a>	<a href="#">How to Find Us</a>
	<a href="#">Mission</a>
	<a href="#">Safety Values &amp; Expectations</a>
	<a href="#">SLAC Policy on ES&amp;H</a>
	<a href="#">Feedback</a>

About ES&H	About ES&H landing page
Contacts	<a href="http://www-group.slac.stanford.edu/esh/contact.html">www-group.slac.stanford.edu/esh/contact.html</a>
Organization Chart	<a href="http://www-group.slac.stanford.edu/esh/eshorg.html">www-group.slac.stanford.edu/esh/eshorg.html</a>
How to Find Us	TBD
Mission	<a href="http://www-group.slac.stanford.edu/esh/eshmission.html">www-group.slac.stanford.edu/esh/eshmission.html</a>
Safety Values & Expectations	<a href="http://www-group.slac.stanford.edu/esh/eshvalues.html">www-group.slac.stanford.edu/esh/eshvalues.html</a>
SLAC Policy on ES&H	<a href="http://www-group.slac.stanford.edu/esh/isms/eshpolicy.html">www-group.slac.stanford.edu/esh/isms/eshpolicy.html</a>
Feedback	<a href="http://www-group.slac.stanford.edu/esh/formsonline/feedback.html">www-group.slac.stanford.edu/esh/formsonline/feedback.html</a>

**Departments & Groups Menu**

<b>ES&amp;H</b>	
<a href="#">About ES&amp;H</a>	
<a href="#">Departments &amp; Groups</a>	<a href="#">Committees</a>
<a href="#">A - Z Index</a>	<a href="#">Chemical Safety Management</a>
	<a href="#">Knowledge Management</a>
	<a href="#">Medical</a>
	<a href="#">Radiation Protection</a>
	<a href="#">Waste Management</a>
	<a href="#">Water Resources</a>

Departments & Groups	Departments & Groups landing page
Committees	Departments & Groups > Committees
-----	<i>Divider</i>
Chemical Safety Management	<a href="http://www-group.slac.stanford.edu/esh/cms/">www-group.slac.stanford.edu/esh/cms/</a>
Knowledge Management	<a href="http://www-internal.slac.stanford.edu/esh/km/">www-internal.slac.stanford.edu/esh/km/</a>
Medical	<a href="http://www-group.slac.stanford.edu/esh/medical/">www-group.slac.stanford.edu/esh/medical/</a>
Radiation Protection	Departments & Groups > Radiation Protection
Waste Management	<a href="http://www-internal.slac.stanford.edu/esh/wm/">www-internal.slac.stanford.edu/esh/wm/</a>
Water Resources	<a href="http://www-group.slac.stanford.edu/esh/water/">www-group.slac.stanford.edu/esh/water/</a>

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**A - Z Index Menu Item**

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**ES&H**

About ES&H

Departments & Groups

**A - Z Index**

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A - Z Index

A - Z Index landing page

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## Main Navigation — Rules

18. Don't change the main navigation unless there's clear evidence that a user need requires it.
19. Validate any change with users.

### MAIN MENU

20. Both highlight and underline main menu items on rollover. When main menu items were only highlighted, half the usability test subjects weren't aware that the main menu items were clickable.  
**Note to visual design:** You may want to experiment with some mechanism other than underlining main menu items to make it clear they're clickable. Merely highlighting them isn't enough. Also, repeating each main menu item at the top of the fly-out menu doesn't seem workable. It clutters the fly-outs and makes them less effective.
21. **Visual Design Issue:** The headers in the main menu— "Procedures & Policies", "Popular Links", and "ES&H" —need a design treatment.

### FLY-OUT MENU

#### Items That Belong on Fly-out Menus

22. Every fly-out menu item corresponds to a major link on a 1st-level landing page (see the landing page wireframes for examples). Don't make exceptions. If an item warrants being included on the fly-out menu, then it warrants being a major link on a landing page. If an item doesn't warrant being a major link on a 1st-level landing page, then it doesn't warrant inclusion on a fly-out menu.

#### Organizing Items

There are three approaches to organizing the items on a fly-out menu:

23. Typically, organize them alphabetically.
24. If one or two items are used far more than the rest, put them at the top and use a divider to separate them from the other items. Arrange the other items in alphabetical order
25. If the items fall naturally into two or more groups, organize them by group, and separate each group with a divider.
26. **Visual Design Issue:** The divider needs a design treatment.