ES&H Wireframe Guide

10 November 2005 • v1.1

Contents

Contents 1

..... 3

..... 5

Home Page — Wireframe 6

Home Page — Specifications 7

Home Page — Rules 7

Main Navigation — Specifications 9

Main Navigation — Rules 17

1st-level Landing Page — Common Elements 18

1st-level Landing Page — Body — Rules and Options 19

Emergencies & Accidents — Landing Page — Wireframe 23

Close Calls & Concerns — Landing Page — Wireframe 24

Close Calls & Concerns — Landing Page — Specifications 25

Close Calls & Concerns — Landing Page — Rules 25

Training — Landing Page — Wireframe 26

Training — Landing Page — Specifications 27

Training — Landing Page — Rules 28

General Safety — Landing Page — Wireframe 29

General Safety — Landing Page — Specifications 30

General Safety — Landing Page — Rules 31

Hazardous Activities — Landing Page — Wireframe 32

Hazardous Activities — Landing Page — Specifications 33

Hazardous Activities — Landing Page — Rules 34

Hazardous Substances — Landing Page — Wireframe 35

Hazardous Substances — Landing Page — Specifications 36

Hazardous Substances — Landing Page — Rules 37

Radiation — Landing Page — Wireframe 38

Environment — Landing Page — Wireframe 39

Environment — Landing Page — Specifications 40

Environment — Landing Page — Rules 41

ES&H Manual — Landing Page — Wireframe 42

ES&H Manual — Landing Page — Specifications 43

ES&H Manual — Landing Page — Rules 44

Forms — Landing Page — Wireframe 45

Forms — Landing Page — Specifications 46

Forms — Landing Page — Rules 46

About ES&H — Landing Page — Wireframe 47

About ES&H — Landing Page — Specifications 48

Pages included in this sample.

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About ES&H — Landing Page — Rules 48
Departments & Groups — Landing Page — Wireframe 49
Departments & Groups — Landing Page — Specifications 50
Departments & Groups — Landing Page — Rules 50
A - Z Index — Landing Page — Wireframe 51
A - Z Index — Landing Page — Specifications 52
A - Z Index — Landing Page — Rules 52
Appendix A: Procedures & Forms Page — Wireframe 53
Procedures & Forms Page — Rules 54
Appendix B: Policies & Programs Page — Wireframe 56
Policies & Programs Page — Rules 57
Appendix C: Committees Page — Wireframe 58
Committees Page — Rules 59
Appendix D: Committee Minutes Page — Wireframe 60
Committee Minutes Page — Rules 61
Appendix E: Radiation Protection Dept Page — Wireframe 62
Radiation Protection Dept Page — Rules 62

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Home Page — Wireframe

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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	
Search ES&H Web	See "Home Page — Rules"
Main Navigation	See "Main Navigation — Specifications"
Middle Column	
All elements	See "Home Page — Rules"
Right Column	
What's New in ES&H	
Items	See "Home Page — Rules"
Previous 'What's New' Links	www-group.slac.stanford.edu/esh/previous.html
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

   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). 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.

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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]

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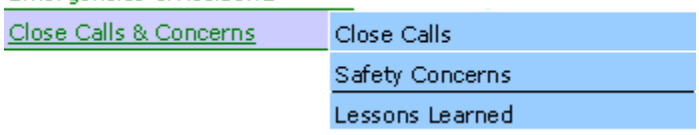
Main Navigation — Specifications

MENU ITEM	DESTINATION
Emergencies & Accidents Menu	
Menu TBD	
Emergencies & Accidents	Emergencies & Accidents landing page (TBD)
TBD	*Lower level information architecture needs to be completed.*
Close Calls & Concerns Menu	



Close Calls & Concerns	Close Calls & Concerns landing page
Close Calls	www-internal.slac.stanford.edu/esh/committees/osc/closecall.htm
Safety Concerns	www-group.slac.stanford.edu/esh/concern.html
- - - - -	*Divider*
Lessons Learned	/www-group.slac.stanford.edu/esh/safety/lessonslearned.htm

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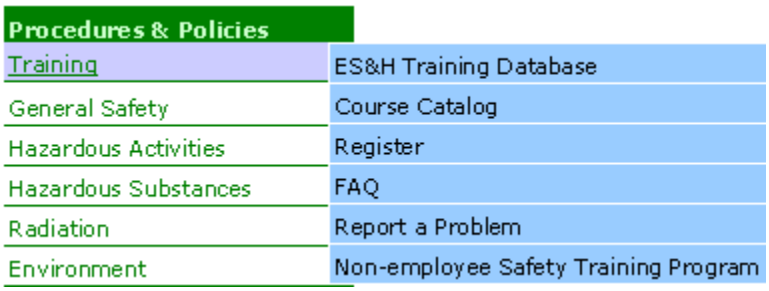
Training Menu



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

General Safety Menu

General Safety		General Safety landing page
	Integrated Safety Management System	www-group.slac.stanford.edu/esh/isms/
	General Policy & Responsibilities	TBD
	Self Assessment	Self Assessment > Procedures & Forms
	Work Authorization	Work Authorization > Procedures & Forms
	- - - - -	*Divider*
	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

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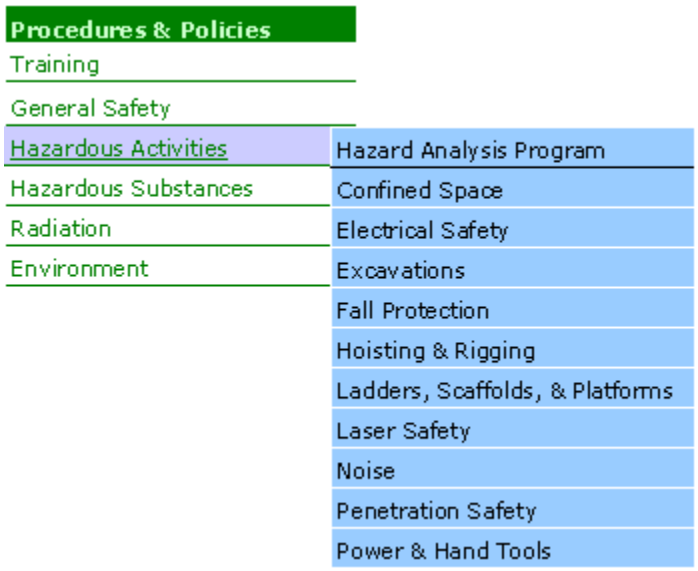
Hazardous Activities Menu



Hazardous Activities	Hazardous Activities landing page
Hazard Analysis Program	www-internal.slac.stanford.edu/esh/SLACsafety/jham/
- - - - -	*Divider*
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

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

Radiation Menu

Menu TBD

Radiation		Radiation landing page (TDB)
	TBD	*Lower level information architecture needs to be completed.*

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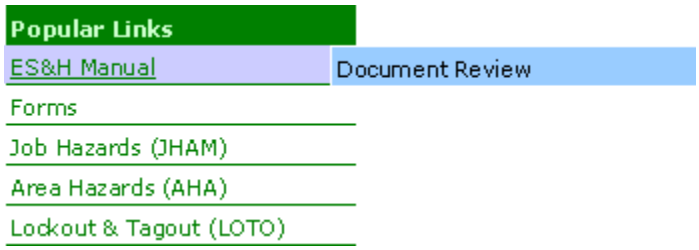
Environment Menu

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

ES&H Manual Menu



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

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Forms Menu Item	
Forms	Forms landing page

Job Hazards (JHAM) Item	
Job Hazards (JHAM)	www-internal.slac.stanford.edu/esh/SLACsafety/jham/jham_instruction.htm

Area Hazards (AHA) Item	
Area Hazards (AHA)	www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha_instruction.htm

Lockout & Tagout (LOTO) Item	
Lockout & Tagout (LOTO)	www-group.slac.stanford.edu/esh/loto/

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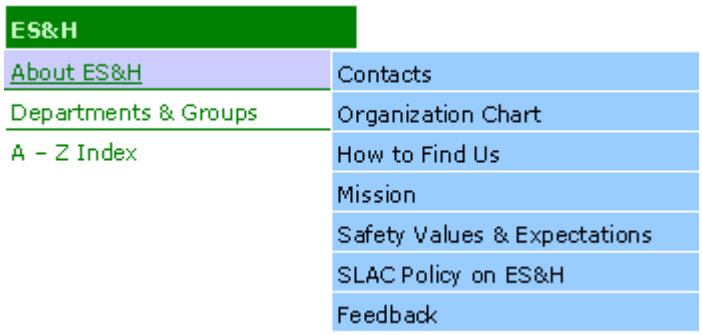
About ES&H Menu



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

Departments & Groups Menu

Departments & Groups		Departments & Groups landing page
	Committees	Departments & Groups > Committees
	- - - - -	*Divider*
	Chemical Safety Management	www-group.slac.stanford.edu/esh/cms/
	Knowledge Management	www-internal.slac.stanford.edu/esh/km/
	Medical	www-group.slac.stanford.edu/esh/medical/
	Radiation Protection	Departments & Groups > Radiation Protection
	Waste Management	www-internal.slac.stanford.edu/esh/wm/
	Water Resources	www-group.slac.stanford.edu/esh/water/

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A – Z Index Menu Item	
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.

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