

# ISO 45001 Game Platform

## User Guide and Tips



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## Installing and Opening the Game Platform

### Installation

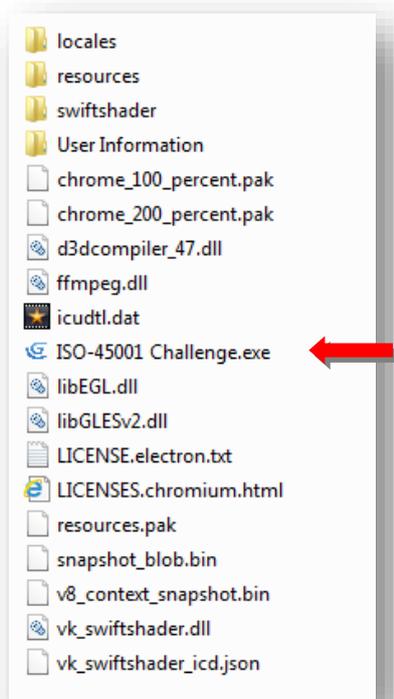
Having downloaded the zip file from [www.iso45001.fun](http://www.iso45001.fun), save the file in an appropriate folder on the respective device or network location. Multiple locations are available for the purchased multi-user version. Unzip the file with the respective unpacking software and choose a location folder for the contents of the zip file. A new folder will be created in the selected location.

 ISO45001-Game-Windows-Multi-User-v1.1.0      Or  
 ISO45001-Game-Windows-Single-User-v1.1.0

### Single or Multi-User Version

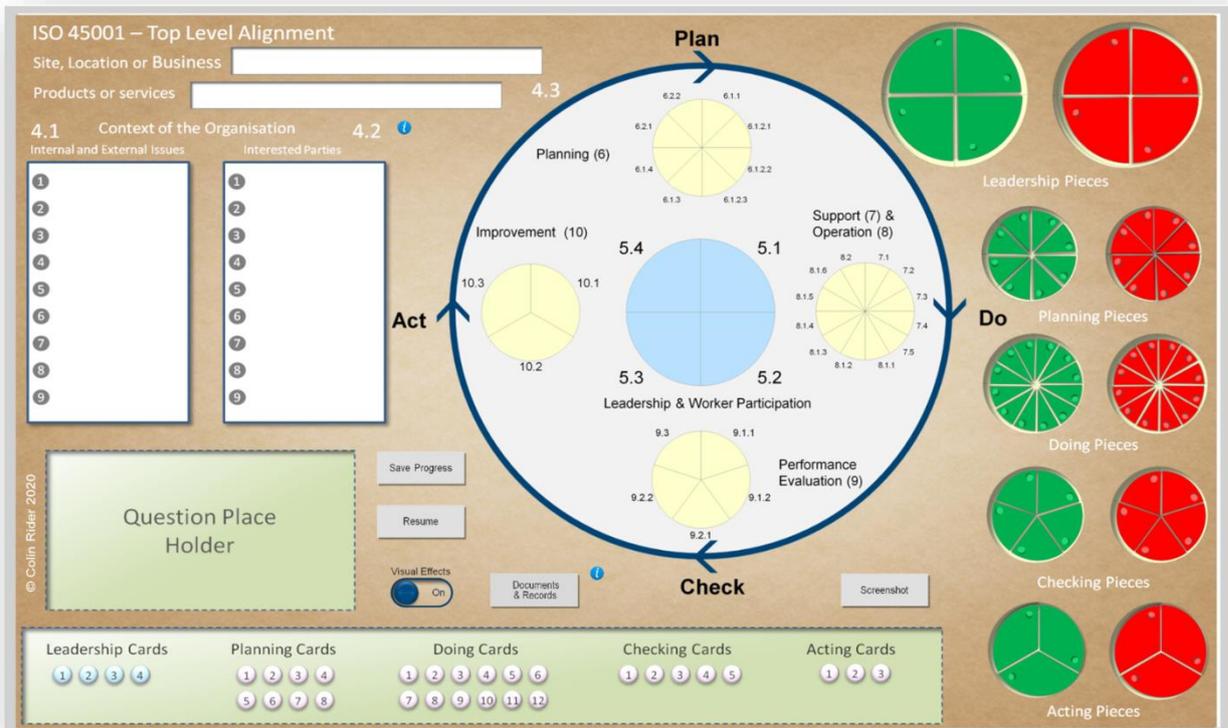
The single-user licensed version is ideal for smaller organisations that will only need to run one version of the game at a time. The single user version is limited to be uploaded only once onto a single device or onto a single network location. However, the single user version can be used multiple times consecutively. The multi-user version can be uploaded onto multiple devices or multiple network locations within the same corporate registered entity in a single country, allowing multiple concurrent game play.

### Opening the Game Platform



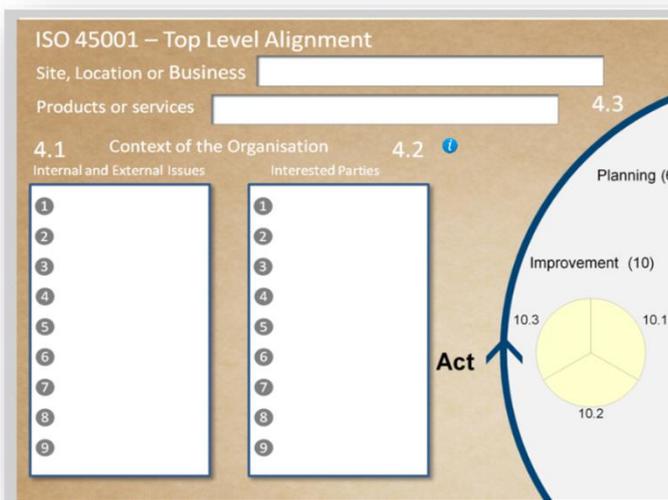
Open the new folder and a number of files and folders are visible. The User Information folder contains this user guide and local software licenses. The 'ISO-45001 Challenge.exe' app, when double clicked will open the game platform. A black screen will be seen first with a percentage counter indicated in the bottom left corners as the game platform is loading. After a short pause, the full game board will then be shown on the screen. You might need to maximise the window.

## The Game Board



The game board has four main sections:

- 1) Data entry for the context of the organisation.



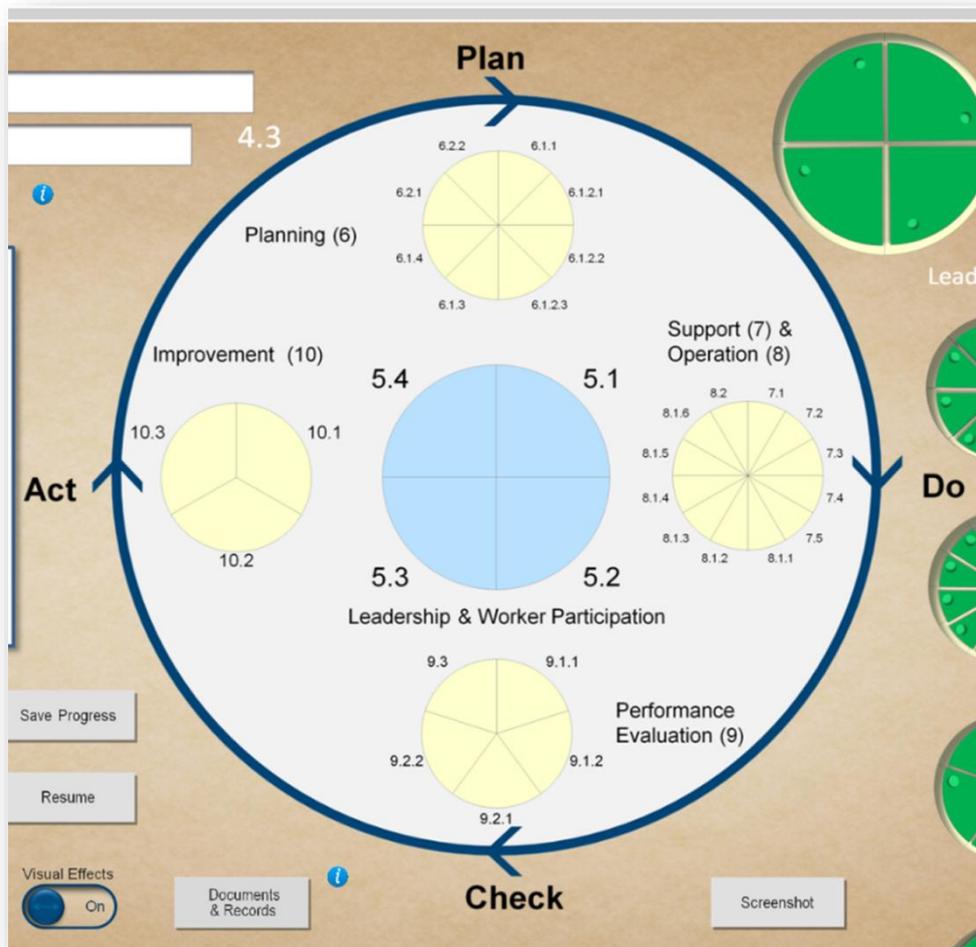
Here, details can be entered for the name or location of the business and its main activities together with issues and interested parties relevant to the occupational health and safety management system.

## 2) Question Cards



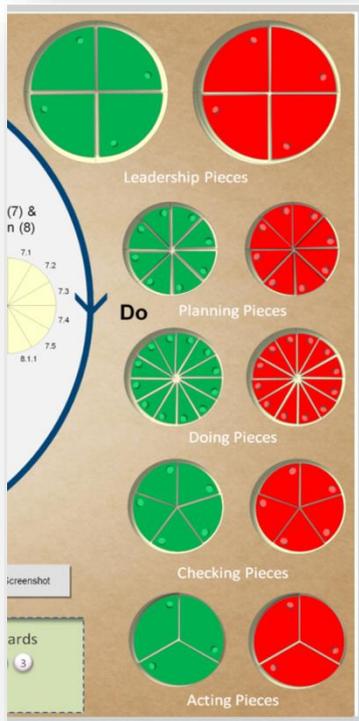
Questions will be displayed in the place holder when the relevant numbered button is pressed.

## 3) Playing Area



Mirroring the structure of ISO 45001, the playing area includes Plan, Do, Check and Act, together with the central element of Leadership and Participation

#### 4) Playing Pieces



These 32 green and 32 red playing pieces correspond to the high level elements of ISO 45001, which will snap into the relevant part of the playing area when dragged. Green for compliant and red for non compliant

#### Game Play Overview

Having established the context of the organisation, players will be presented with a question relating to an element of ISO 45001. Where players have sufficient knowledge of that element of ISO 45001 and where asked, can give examples then a green playing piece can be moved into position in the playing area. Where sufficient knowledge cannot be demonstrated, or where required examples cannot be given, then a red playing piece can be moved into position in the playing area. A visual indication of either knowledge or compliance will emerge.

## Game Play Suggestions

### Pre-play setup

Identifying the context of the management system is critical in demonstrating the purpose and benefits of operating a formal occupational health and safety management system. This exercise helps to determine the breadth and depth of business risk and those parties who are involved, which collectively, constitute the inputs to the occupational health and safety management system.

Choose the appropriate stakeholders and collectively decide the internal and external issues that apply, together with the relevant interested parties. Enter this data into the respective fields, using the guidance on page 7, below.

### Running the Game – Some Suggestions:

- 1) Reserve an hour or so in a senior management meeting. Mentored by the person responsible for health and safety and see how much the management team individually know about the company health and safety management system. Will it be green or will it be red? A great way to demonstrate management involvement, commitment and leadership whatever the colour of the playing area. Repeat on a monthly basis to see the improvement. A rapid way to management engagement and ownership. Great evidence for accreditation purposes.
- 2) Try the same but this time in teams to get a collective view. Competition goes a long way.
- 3) Add a time limit and play a speed round.
- 4) Try awarding points for correct answers. Bonus point available whether a document, record or both is required.
- 5) Arrange workshops with a mix of workers and worker representatives. Form teams and allow access to the management system and get them to work through the questions. Fastest to a green board wins. Fabulous learning tool to get the appreciation of the role of a safety management system. Also ticks the box for worker participation.
- 6) Individual study is also an opportunity. See what workers know (or don't know) and where additional education may be required.

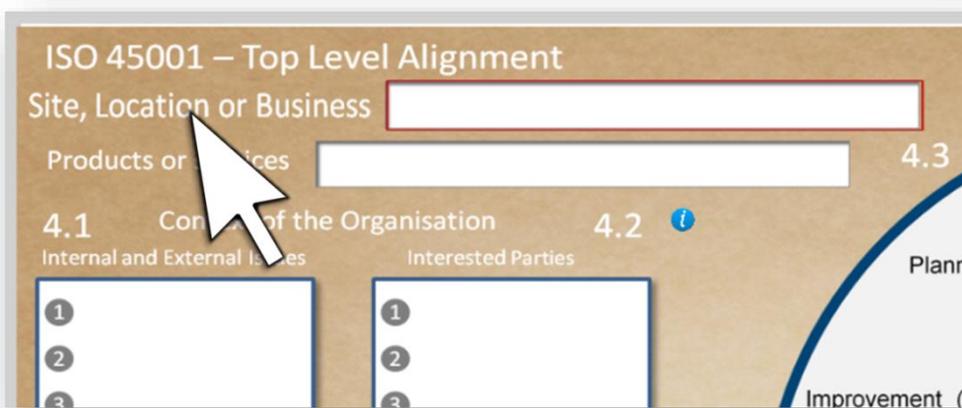
7) Get off on the right foot. Use the game on apprentice training, new starter inductions, and health and safety refreshers.

If you have any other applications or suggestions, email [admin@iso45001.fun](mailto:admin@iso45001.fun) and we'll pop them on the website.

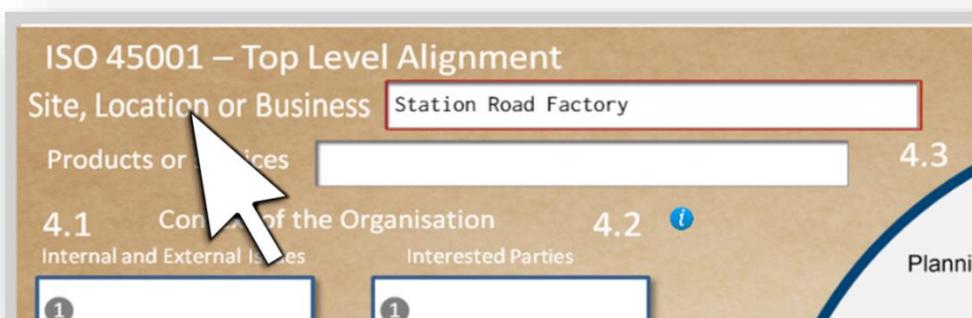
## Detailed Game Play Guidance

### Context of the Organisation

ISO 45001 requires that the context of the organisation to which the scope of the occupational health and safety management system applies is established. To enter the required text in these fields, place the cursor over the name field. The field name will grow in size and a faint red box will appear inside the field box.



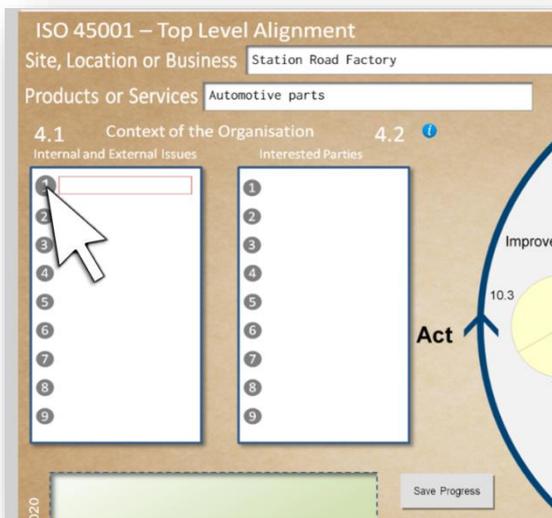
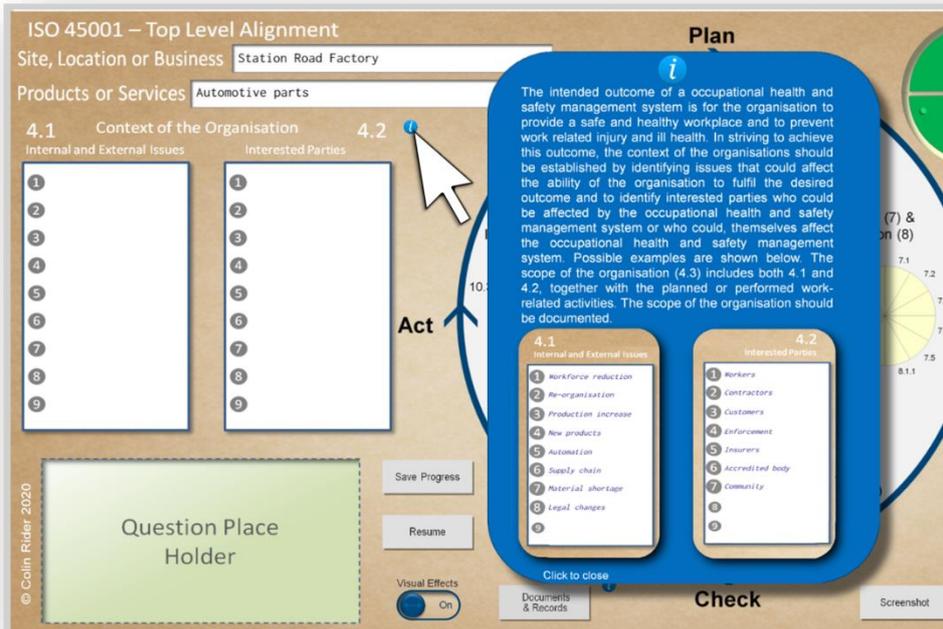
Without moving the cursor, type the required text and the text will appear in the field.



Once the required text is entered, without moving the cursor, left click the mouse and the red box will disappear and the text is now fixed in that field and the field names remains enlarged. Move on and repeat for the next field.

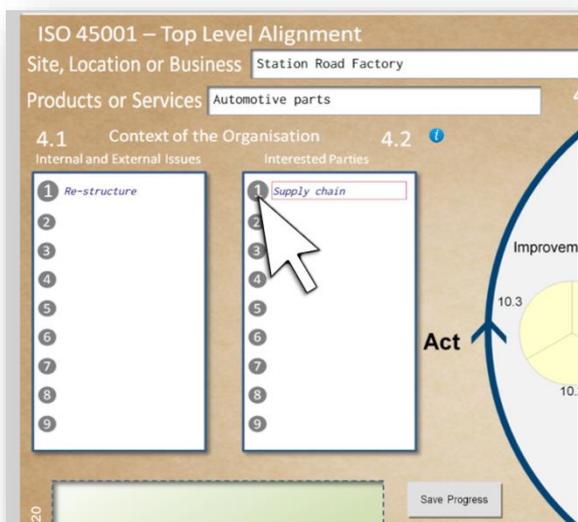


Click on the **i** to see further help on this element of ISO 45001.



Continue the same process to enter text into the Internal and External Issues and Interested Parties fields. For this text entry, place the cursor over the sequential numbered circle. The circle will enlarge and a red box will appear adjacent to it.

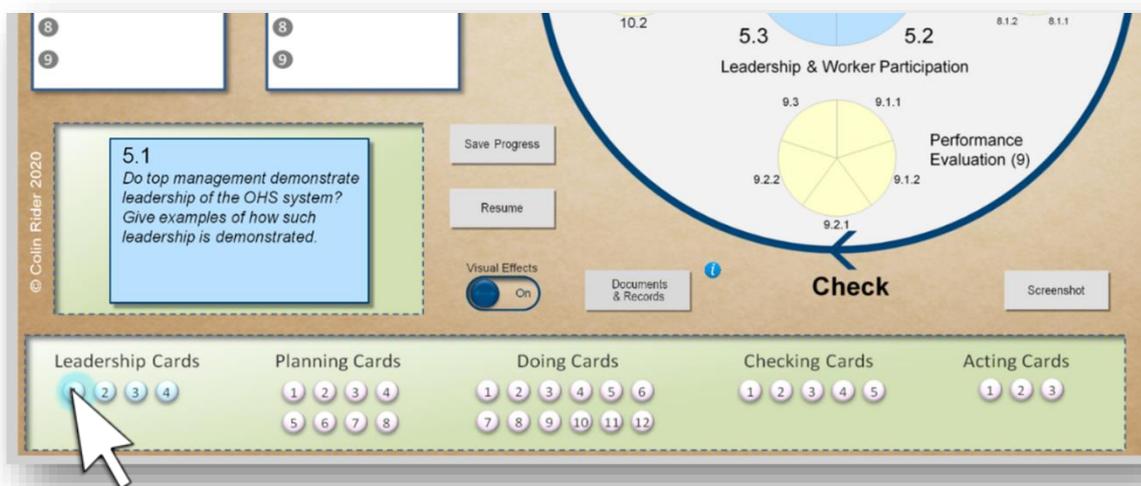
Again, without moving the cursor, type your required text and the text will appear in the field. Left click the mouse and the red box will disappear and the text is now fixed in that field and the numbered circle will remain enlarged.



Continue for all required fields. To delete the entered text, right click on the enlarged field name or numbered circle.

### Game Question Cards

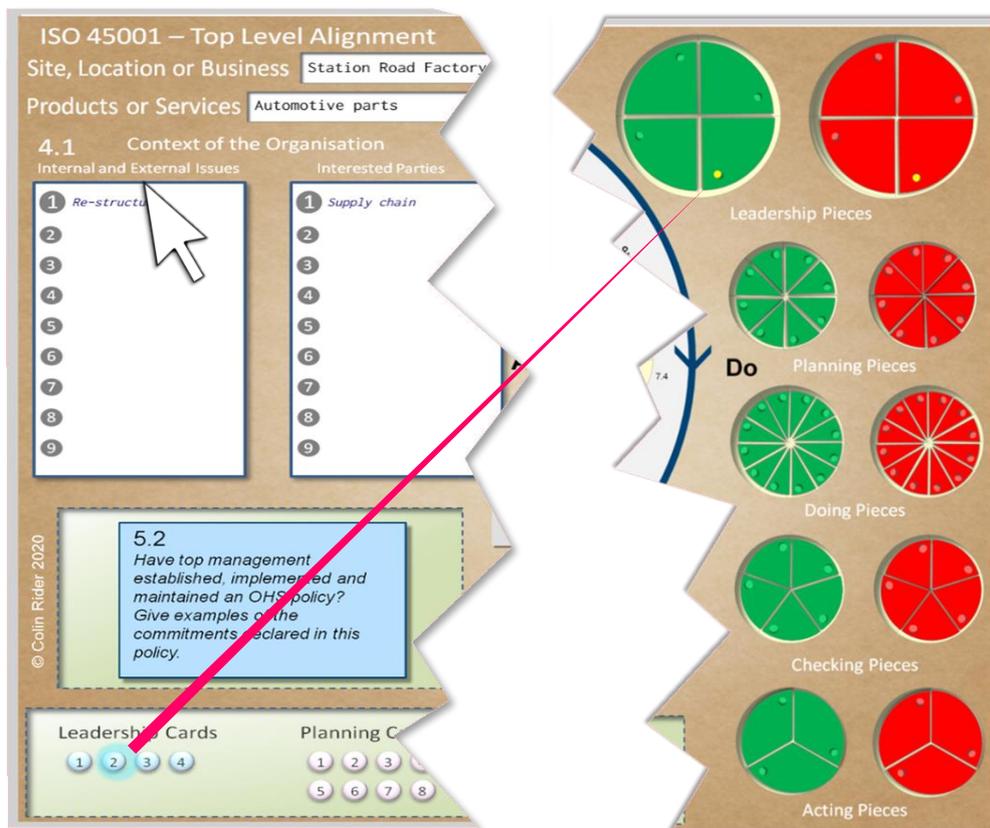
A question card will be displayed in the question place holder when any one of the numbered buttons is clicked. The clicked button will glow while the card



displayed. Each numbered button corresponds to an element of ISO 45001. The chosen card will display the element reference of ISO 45001. The card will contain a question relating the organisations health and safety management system. Question cards may also include the requirement to provide examples of evidence.

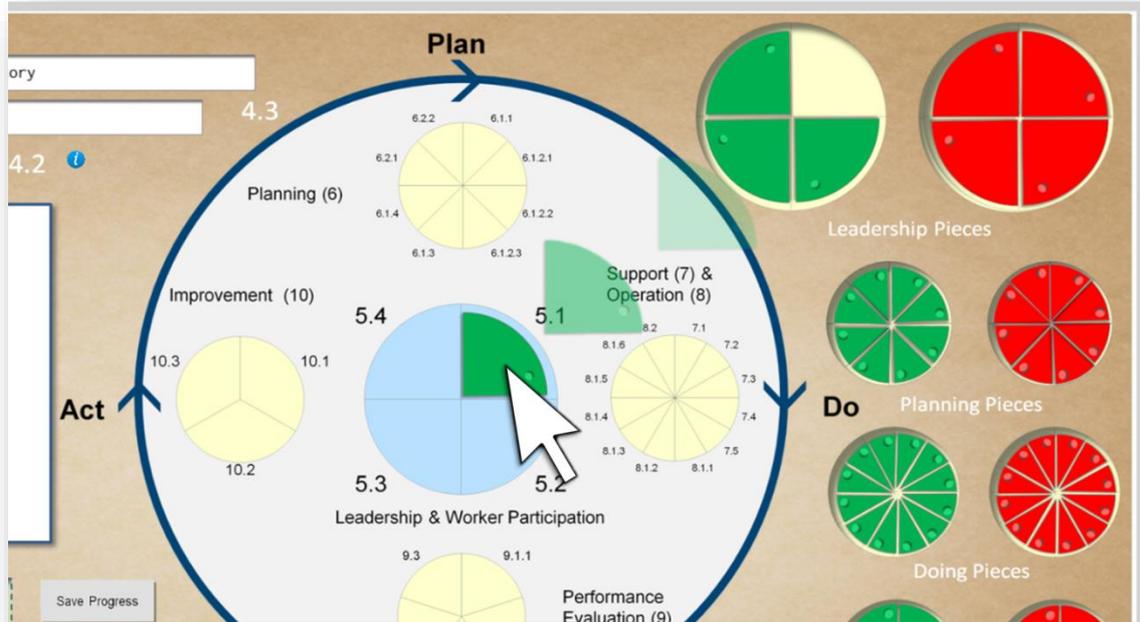
### Playing Pieces

When a playing card is displayed, the corresponding playing pieces are indicated with a yellow marble appearing in the dimple of the playing piece.

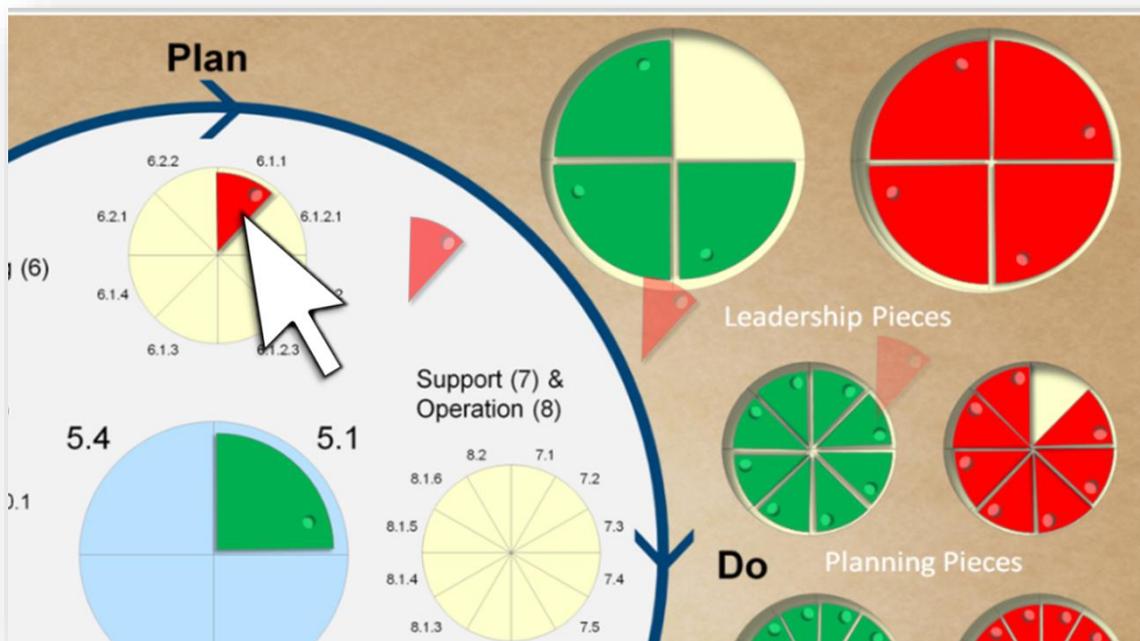


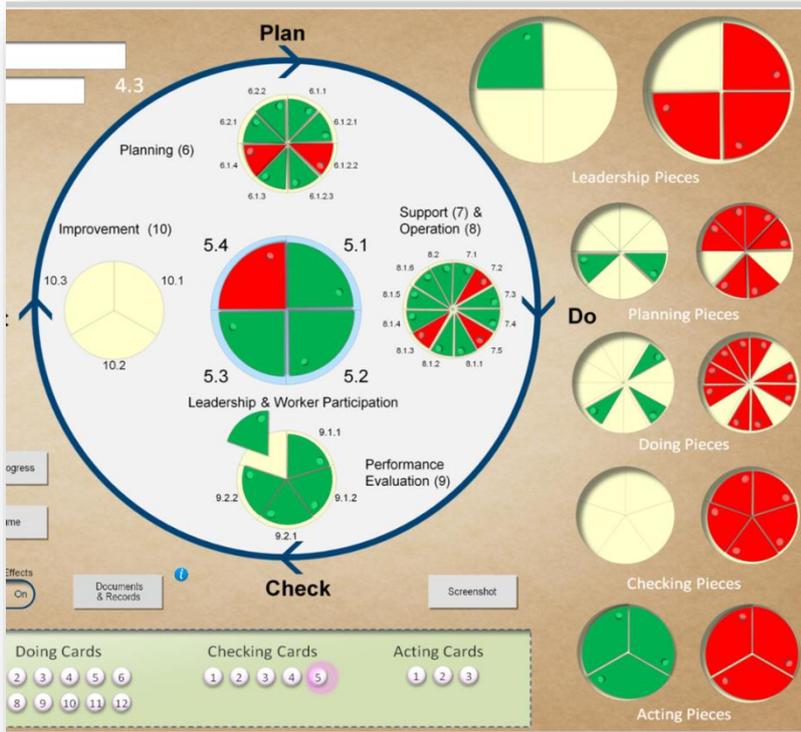
Depending on the answer to the question and the evidence provided where required, either the indicated green playing piece or the indicated red playing piece can now be moved into the corresponding location on the playing area by dragging with your mouse. An open hand cursor will appear when the cursor is over a playing piece and therefore indicating that it can be moved. Holding the left mouse button down will change to a grabbed hand cursor which will allow the playing piece to be dragged when moving the mouse while holding the left mouse button down. When the playing piece arrives

approximately in the correct location on the playing board, the piece will snap into its position.



The yellow marble will disappear when the piece is in play. Continue to move the relevant playing pieces as questions are answered.

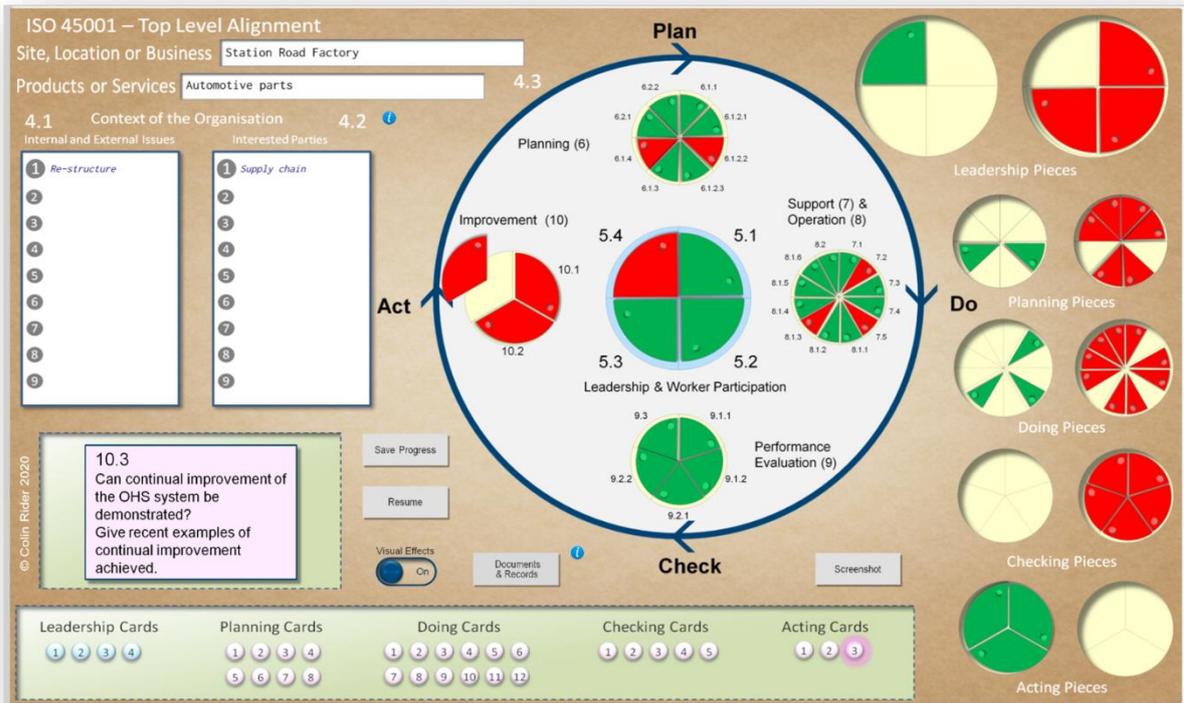




The picture of compliance with the elements of ISO 45001 will start to emerge as questions are answered and playing pieces are moved into position.

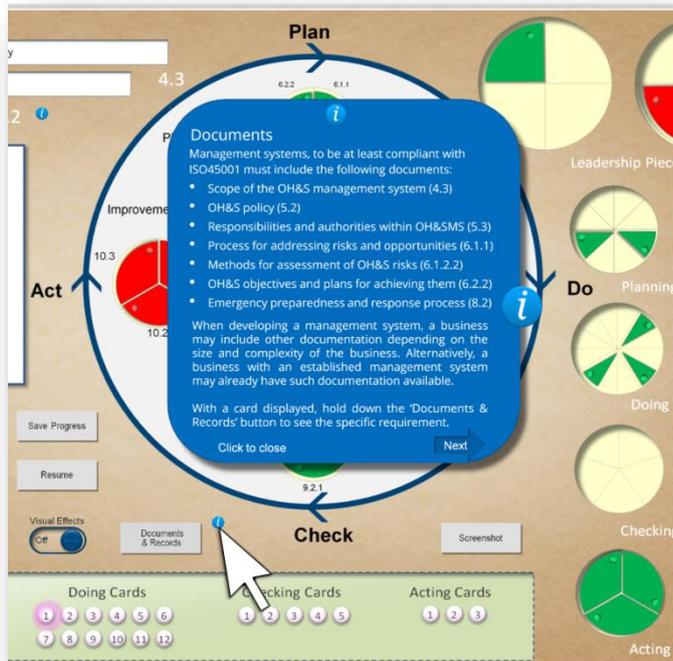
Where an element of the playing area is filled completely with green playing pieces, therefore indicating full compliance with that element, there are celebratory fireworks.





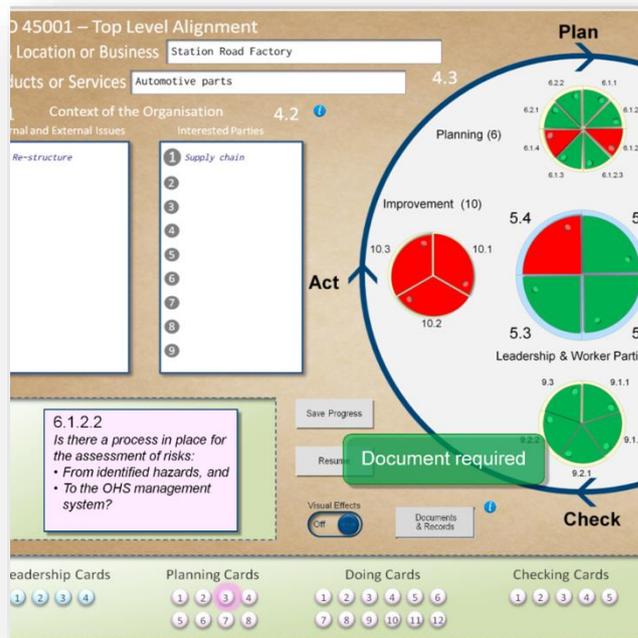
Where all playing pieces are red within an element on the playing area, indicating total non-compliance with that element, there is a disappointing downpour.

## Documents and Records



A requirement of ISO 45001 is that certain elements of the occupational management system are documented and that relevant records are maintained. By clicking on the a help screen will indicate what documents are required and which records need to be maintained.

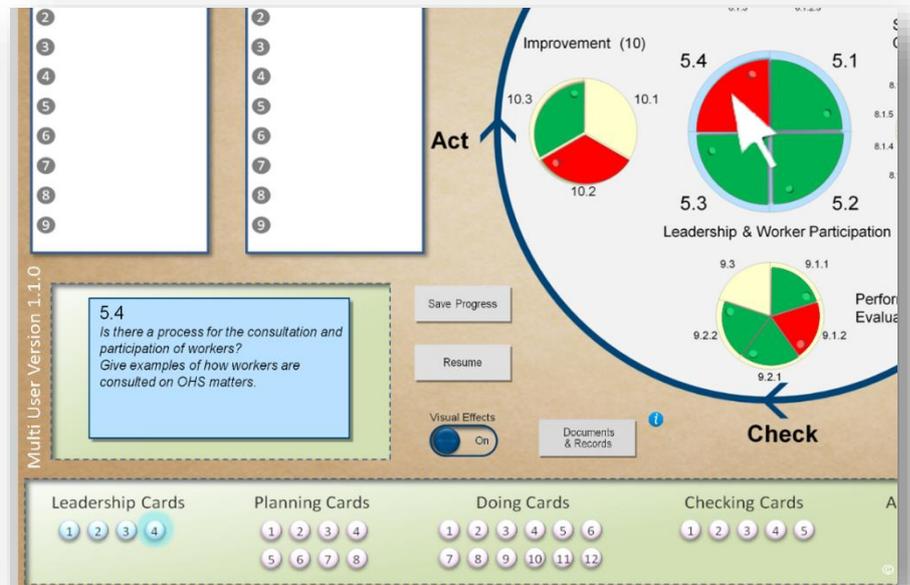
When a question card is displayed, by clicking the documents and records button, the requirement for documents and records for that element of ISO 45001 is indicated. This could be that a document is required (as shown), a record is required, both a document and a record are required or neither a document nor a record is required.



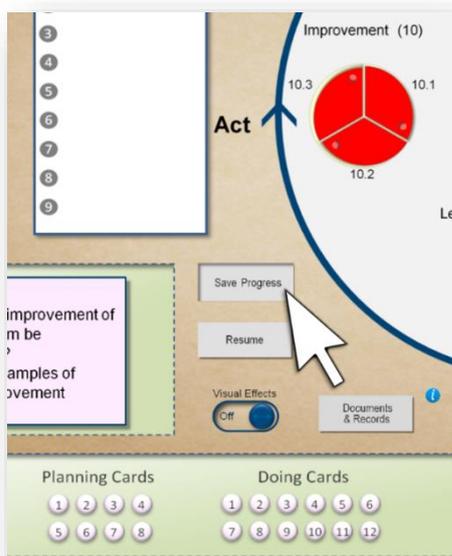
## Other Features

### Card Reminder

At any time, whether playing pieces have been moved or are in the home position, the card associated with that piece can be viewed. Just right click the piece and the card will be displayed in the question card place holder while the right mouse button is being held down. The mouse pointer will change from the open hand to the cursor arrow. The associated card button will also glow during this time. The card will no longer show when the right mouse button is released. To display the card permanently, select the associated card button that was displayed.



### Save Status

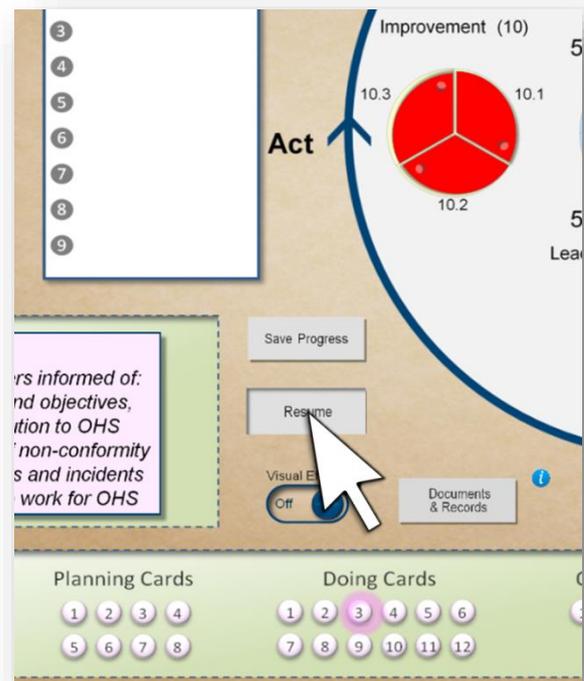


Where a session has to be interrupted or where the platform is used to monitor compliance over a longer period, then the status of the session can be saved by clicking on the save progress button. The session can then be closed down. All data is saved even where the computer is turned off or powered down

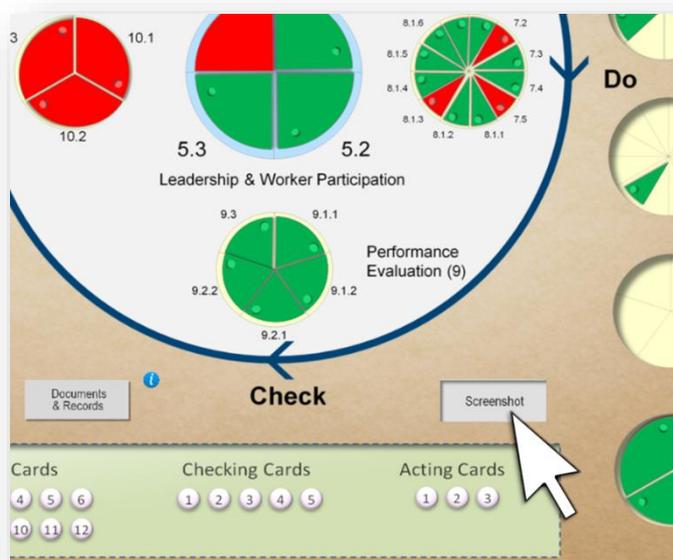
## Resume Status

When ready, re-open the game platform and a new game board is displayed. Of course, a new game can be started, but the previous session can be continued by clicking on the resume button. All playing pieces will return to their previous position and all typed text will be inserted in their respective fields.

Please note, if a single user version is shared by a number of consecutive users, then the game board will resume to the status of the previous user. To permit multiple interrupted sessions, the multi-user platform will be required.



## Screen Capture



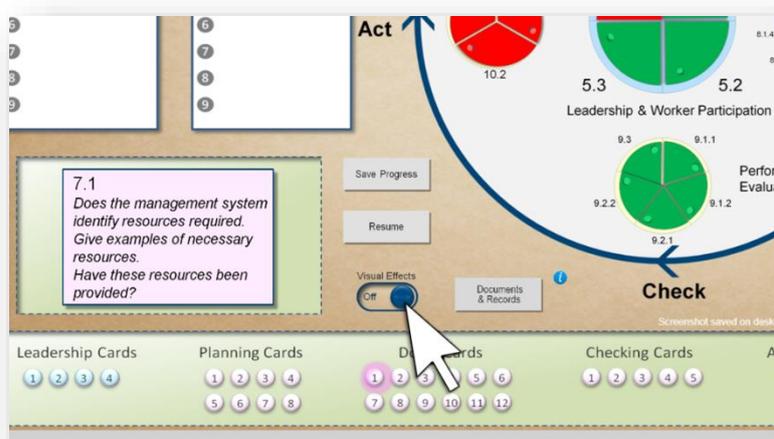
At any point during game play the current screen can be captured, by clicking on the screenshot button and the image of the game board will be saved in PNG format to the desktop of the computer being used.

## Multiple Locations

Where compliance is being monitored over multiple locations or multiple divisions of an organisation, then the screenshot function will provide HQ or central health and safety functions with a visual indication of the state of compliance of each unit across the organisation and therefore provide overall compliance status. Local units can create a screenshot, email the image or upload the image to a company network and a complete compliance map can be developed.

## Visual Effects

Where the visual fireworks effects and rainfall effects are not required then these can be disabled by the slider button.



## Next Steps

The game platform looks at high level alignment with ISO45001. Where the gameboard indicates compliance with an element or compliance with the complete management system, further internal audit will be required to check the detailed evidence.

## Support

[www.iso45001.fun](http://www.iso45001.fun)

Help, support and feedback

[admin@iso45001.fun](mailto:admin@iso45001.fun)