

Environment, Safety & Health Website Redesign at SLAC

Project Planning with Limited Resources

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Why Redesign?

- Customer needs changed - web now primary resource (rather than print)
- Information on site tripled in last 3 years
- ES&H last site design 10 years old
- SLAC-main developed new design

Scope of Project

1. Redesign appearance of the site. Reflect value of the web as a central communications tool.
 - Leverage SLAC top-level redesign by incorporating the style into our website. ES&H's look and feel should be clean and crisp to mirror the "science" web presence.
2. Reorganize ES&H information and structure it logically.
 - Involve the users of our site so that it works for them as well as for the content owners.

Available Resources

- In ES&H
 - Website Coordinator
 - Management Support
 - Funding (10k initially approved)
- In SLAC
 - Management Support
 - Use of the Design Firm that did SLAC-main
 - SLAC Web Projects Team (advice)

Initial Project Planning

- In-house resources limited
- Available funding 10k
 - increased to 25k at fiscal year end
- Best use of funding – hire a contract Information Architect

Project Plan: Work Phases

Phase 1	Project Plan, hire IA	June-Sept
Phase 2	Information and Design	Sept 15-Oct 7
Phase 3	Architecture and Design	Oct 10-24
Phase 4	Usability	Oct 25-Nov 2
Phase 5	Rules and Structure	Nov 3-8
Phase 6	Transfer of Information	Nov 10-Jan?
Phase 7	Maintainability, Follow-up	2006

Information Architect Phases

- Site inventory and assessment
- Content requirements and specifications
- Identify scoping and priority issues - risk to project?
- Stakeholder Interviews
- Typical site user Interviews
- Topics and Logic Flows - Card sorting exercise
- Taxonomy development
- Wireframe design with click-through prototype
- Usability testing
- Wireframe revision and guide

Top 10 List

1. Organize the information and structure it logically.
2. Structure information so that users know they've found all the information they need.
3. Define the purpose of each page. Distill the information on the page to what's essential.
4. Organize the information on each page and make it scannable. This is especially true of the ES&H manual page and the Forms page
5. Give users a way to easily search the ES&H manual chapters and the committee meeting minutes.
6. Limit the amount of content on a page to two screen lengths, unless it's a list that's well-organized (e.g., alphabetical) and easily scannable.
7. Improve the visual appeal of the pages.
8. Use terminology that's clear and unambiguous.
9. Make sure the new information design is simple enough for it to be easily maintained by non-specialists.
10. Communicate what's important. Provide a way for management to promote what they want users to know.

Transfer of Information

- Take wireframes to Site Designer for implementation
- While building-out pages, continue to work with designer for specific site needs
- Minimum 1 month for basic build-out of top-level pages and main support (one person 50% devoted)
- Launch with some pages still in old design

Next Phases

- Finish the build-out
- Work with Department Groups to organize their information internally
- Follow-up checks (user surveys and site statistics)
- Develop sustainability plans and more automatic systems.

New Site Highlights

- Identifies with SLAC main site
- Fly-out menus and content resizable internally
 - Javascript and CSS, mostly W3C compliant
- Organization by topic
- ES&H Policy Manual integration into site



[ES&H Mission](#)

[Contact ES&H Representatives](#)

[ES&H Policy](#)

[Safety Values and Expectations](#)

[ES&H Resource List](#)

[ES&H Organization Charts](#)

ES&H Links

Search Links: [All ESH Web](#) [Public ESH Web](#)

ES&H Home
Training
Medical
Forms Documents
JHAM AHAs
Contacts & Committees
Departments & Services
ESH Manual Policies
ISMS EMS
Document Reviews
MSDS

Emergency - call 911

See the [Emergency page](#) for information and instructions.

Safety Concern? Safety Service Desk - x4554

See the [Safety Concern](#) page for your options on concerns and suggestions. Also see our [Services](#) and [Contacts](#) pages, or [email Safety Contact](#)

Prior to doing work in a building, read the [Area Hazard Analysis](#) for specific building information and check with the [Building Manager](#) before going into any area with hazard signs.

<p>SLAC Medical Assistance for minor injuries, physical examinations, counseling, ergonomics, and wellness programs. For services, call x2281.</p>	<p>Safety Engineering Occupational safety services in areas such as injury and illness prevention, electrical support, industrial hygiene, laser safety, and hoisting and rigging.</p>
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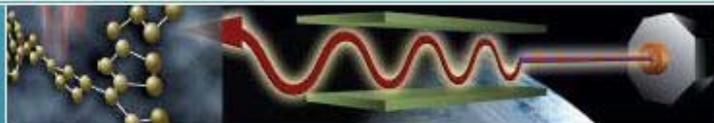
<p>Radiation Protection Radiological operations support with radiation physics, field operations, radioactive waste management, and dosimetry. For services, call x4299.</p>	<p>Environmental Protection We perform both protection and restoration, and provide services for water resources, excavation support, and waste management.</p>
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Safety First Documents

Checking the web from outside SLAC? See [how to get to internal pages](#).

What's New in ES&H

- [ES&H Manual Chapter "Laser Safety" \(10\)](#) [pdf] (updated, posted 12/02/05)
 [in [policies & programs](#) - [ES&H Manual](#)]
- [Document Review: ES&H Manual Chapters - Training \(24\) and Radiological Safety \(9\)](#)
 [in [departments](#) - [KM](#) - [writing and publications](#)]
- [ES&H Division FY05 Fourth Quarter Report](#) [pdf] (new, posted 12/01/05)
 [in [departments](#) - [Divisional](#) - [Divisional Reports](#)]
- Lead Safety References: Required Controls [pdf], Personal Protective Equipment [pdf], Housekeeping [pdf], Sign Posting [pdf] (new, posted 11/20/05)
- Blood-borne Pathogens References: Personal Protective Equipment [pdf], Sharps Disposal



See Slideshow

Photon Science

[LCLS](#) | [LUSI](#) | [SSRL](#) | [Ultrafast Center](#) | [more](#)

Particle & Particle Astrophysics

[BaBar](#) | [GLAST](#) | [ILC](#) | [KIPAC](#) | [PEP-II](#) | [more](#)

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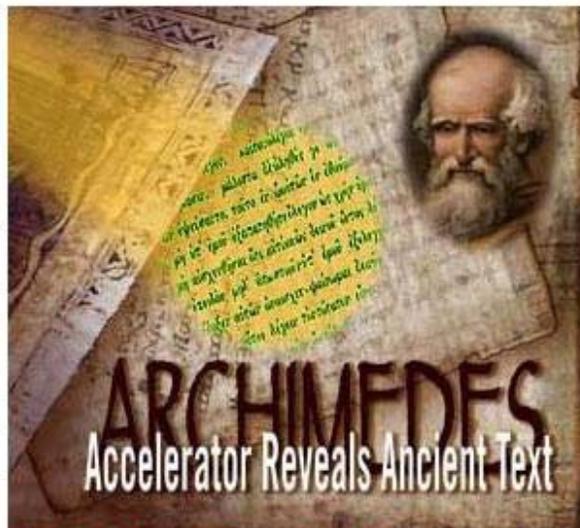
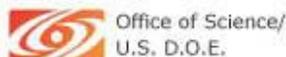
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SLAC Public Lecture: Archimedes: Accelerator Reveals Ancient Text

Archimedes (287-212 BC), who is famous for shouting 'Eureka' (I found it) is considered one of the most brilliant thinkers of all times. The 10th-century parchment document known as the "Archimedes Palimpsest" is the unique source for two of the great Greek's treatises. Some of the writings, hidden under gold forgeries, have recently been revealed at the Stanford Synchrotron Radiation Laboratory at SLAC. [Read more...](#)

News

[Watch the SLAC Contribution to the Beyond Einstein Webcast](#)

[High Energy Physics Team Captures Network Prize at SC105](#)

[Bringing the Internet to China](#)

[GLAST Celebrates Completion of Tracker and Calorimeter Installation](#)

[First Director Appointed for New Stanford Ultrafast Science Center](#)

[New Deputy Directors Appointed at the Stanford Synchrotron Radiation Laboratory](#)

News Sources

[SLAC Today](#) | [SSRL Headlines](#) | [symmetry](#) | [Interaction Point](#) | [Lightsources.org](#) | [Interactions.org](#) | [ILC NewsLine](#) | [SPIRES](#)

SLAC Celebrates [2005 World Year of Physics](#) with [Quantum Diaries](#)



ES&H

environment, safety and health at SLAC

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[Forms](#)

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

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[A - Z Index](#)

Emergency Phone Number 9-911
Safety Service Desk x4554



Integrated Safety and Environmental Management System

SLAC uses the integrated safety and environmental management system (ISEMS) 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...](#)

New Website Design!

Find out how to navigate and use the new ES&H website.

- [Website Overview](#)
- [Style page](#)



Did You Know...?

SubContractor Construction Safety is one of the new chapters published this year. Find out roles and responsibilities, forms, references, and contact information on the new chapter webpage. [More...](#)

What's New in ESH

[Lead Safety](#) (ES&H Manual Chapter 20), and References
[in [Hazardous Substances - Lead](#)]
(new, posted 11/20/05)

[Blood-borne Pathogens](#) (ES&H Manual Chapter 46), and References
[in [Hazardous Substances - Blood-borne Pathogens](#)]
(new, posted 11/20/05)

[Ladder Safety](#) (ES&H Manual Chapter 15), and References
[in [Hazardous Activities - Ladders](#)]
(new, posted 11/20/05)

[ES&H Training Survey](#)
[in [Training](#)]
(new, posted 11/15/05)

[Document Review](#): ES&H Manual, Chapter 6, "Confined Space", and Chapter 27, "Asbestos"
[in [departments - KM - writing and publications](#)]

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[Radiation](#)

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[Environment](#)

[Fall Protection](#)

[Popular Links](#)

[Hoisting and Rigging](#)

[ES&H Manual](#)

[Ladders](#)

[Forms](#)

[Laser Safety](#)

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[A - Z Index](#)

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Ladders

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Chapter 15: Ladder Safety

This section contains the same information that's in [the PDF](#).

The proper maintenance and use of ladders can prevent serious falls and accidents. For this reason, personnel at SLAC must follow proper safety practices when using ladders, and the ladders must meet the adopted safety standards.

Hazards/Impacts

The most common hazards associated with ladders are

- Falls
- Pinching or crushing injuries
- Over-exertion

Scope

The ladder safety program and its requirements apply to all ladders at SLAC (see [Definitions](#)) and everyone using them.

Problems Encountered

- Hiring was slower than expected
 - Initial lack of IA resumes
 - Government processes take time.
- Transfer from wireframe to actual design slower than expected
 - Went back many times with new checklists
- Build-out also needed information reformatting on most pages
 - Old information not always compatible with new format

Lessons Learned

- Project Planning saves time
 - Takes time initially, but a good plan is not only useful for management presentations but is also the best check on how you are doing.
- When working with Government, allow processes time in planning
 - All other departments have steps they have to follow, particularly HR and Purchasing. Know their schedules and then add time for it.
- Build-out takes time
 - It's not just basic transfer, but also reorganizing information and cleaning out the code internally

Successes

- Strong project planning
- Continuous management support
- Regular communication with key users
- User testing
 - Validated information structure and design
 - Kept the customers involved
- Top 10 list integrated successfully

Website Demonstration

- Website demo if time

Questions?