CHRRUP





Safe Station

and the second

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LOGGING IN & OUT

Open the App or visit https://app.safestation. com.au

1. This will automatically take you to the login page. Enter your email and password to log in.

Sa	afeStation
	Log in
jess@	ochrrup.org.au
••••	••
-	Forgot Password?
	Log in
By logging in	n, I agree to the Privacy Policy and the Terms of Services.

2. To log out of an account, tap the blue hamburger menu on the top right. Select 'Log Out' from the bottom of the provided menu. This will return you to the app's log in screen.

Safe Station 🙁		
Policy List		
Procedures		
Action List		
Visitors/Contractors		
Inductions		
Chemicals		
Maintenance & Repairs		
Emergency		
Reporting		
System Overview		
Submit Support Ticket		
Logout		

NAVIGATION 101



POLICY LIST: VIEW A POLICY

1. Select the policy you wish to view from the list.

		U	
	Policy List		
	Search Policies		
ſ	(+)		
	Induction Policy	>	
	WH&S Policy	>	
	Pandemic Policy	>	
	Worker competency	>	

You can also search policies by policy name using the 'Search Policies' box at the top of the Policy List page.

Safe Station	₿
Policy List	
Search Policies	

2. Select 'View Policy' to view/open the PDF document in a new tab.

Safe Station 🛢
Induction Policy Beefy Beef Enterprises
View Policy

PROCEDURES: VIEW A PROCEDURE

1. Select the procedure you wish to view from the list.

Procedures		
Search Procedures		
+		_
Mustering	>	
Domestic Staff	>	-
Livestock	>	
CONTRACTOR INDUCTION	>	

You can also search procedures by name using the 'Search Procedures' box at the top of the page.

Safe Station	₿
Procedures	
Search Procedures	
+	

2. Select 'View Procedure' to view/open the PDF document in a new tab.



ACTION LIST: ADD NEW ASSIGNED TASK

The Action List contains multiple different types of actions that can be assigned to users to complete. The first of these are 'Assigned Tasks' – a function that can be used to assign generic tasks to certain users/employees.

1. Select 'Action List' from the homepage/ hamburger menu > 'Assigned Tasks'. This page will display a list of all tasks assigned users in your company. To add a new task, click +.

Safe Station 🛢
Assigned Tasks
Chemical Stocktake Assigned To: Brahman Beef
Fencing > Assigned To: Beefy Beef >

2. Enter a name and description for the task. When it comes to selecting the user to assign the task to, begin typing the user's name and select from the list of drop downs provided. Tasks can only be assigned to users who have a Safe Station account with your company. Finish by entering a date by which the task needs to be completed and click 'Add'.

	Assign New Task	
ſ	Clean down header	
	Blow down and clean header after wheat harvest	
	Brahman Beef	
	Rebecca Newland	
	07/04/2021	
	Add	
ζ		

You will then be returned to the list of assigned tasks where active, uncompleted tasks are listed alphabetically.

To view a task and it's details, click on the arrow beside the task you wish to view.

Safe Station 🛢
Assigned Tasks
Chemical Stocktake
Clean down header
Fencing Assigned To: Beefy Beef

NOTE: Only uncompleted tasks are displayed in the above list. Tasks disappear from the list as soon as they are marked complete. **NOTE:** Assigned tasks can only be marked as complete by the user who they have been assigned to.



ACTION LIST: COMPLETING AN ASSIGNED TASK

1. To mark an assigned task as complete, select the relevant task from the list of assigned tasks.

SafeStation 🛢
Assigned Tasks
Chemical Stocktake
Clean down header
Fencing Assigned To: Beefy Beef

REMEMBER: You will only be able to mark a task as being complete if you are the user to whom it has been assigned.

2. On the task details page, you will be given two options;

YES: To complete a task, click 'Yes'. A yellow 'COMPLETE' label will then be displayed and you will automatically returned to the main 'Action List' page.

NO: If you haven't completed the task by the assigned date and wish to extend the due date, click 'No'.

Fencing	
Assigned To: Beefy Beef Assigned By: Beefy Beef Due Date: May 30, 2021 12:00 am Details: Fix southern fence damage	
Mark the above action as complete?	

3. If you clicked 'No', enter a new date and click 'Submit/Close' to update the due date.

Extend Completion Date	
06/30/2021	
Submit/Close	

ACTION LIST: TOOLBOX MEETINGS

The toolbox meeting action list displays a list of all actions that need to completed as a result of a toolbox meeting. This list only displays incomplete actions that are due **within the next three months.**

1. To mark a toolbox task as complete, select the relevant task from the list.

Safe Station 🛢
Toolbox Meetings
Meeting: 28/04/21 Assigned to: Beefy Beef Brahman Beef

REMEMBER: You will only be able to mark a task as being complete if you are the user to whom it has been assigned.

Want to add toolbox tasks? See page 45.

2. On the task actions page, you will be given two options;

YES: To complete a task, click 'Yes'. A yellow 'COMPLETE' label will then be displayed and you will automatically returned to the main 'Action List' page.

NO: If you haven't completed the task by the assigned date and wish to extend the due date, click 'No'.

Toolbox Actions
Meeting Date: 28/04/21
Action 1
Action: Conduct fencing safety training with remainder of staff and induct new machinery Person Responsible: Beefy Beef Assigned completion date: Jun 20, 2021 12:00 am
Mark the above action as complete?

3. If 'No', enter a new date and click 'Submit/ Close' to update the due date.



Safe**Station**

ACTION LIST: INCIDENTS TO REVIEW

The incidents to review action list displays a list of all actions that need to be completed as a result of an injury, vehicle damage or near miss incident report.

Two lists are displayed on the page. The first is a list of assigned actions that are due for completion **within the next three months.** The second is a list of first aid items that need to be replaced as a result of an injury.

MARK AN ASSIGNED ACTION COMPLETE 1. To mark an incident action as complete, select an incident to which you have been assigned from the list.



REMEMBER: You will only be able mark tasks complete if you are the user who has been assigned to it.

2. On the review incident page, you will be given two options;

YES: To complete a task, click 'Yes'. A yellow 'COMPLETE' label will then be displayed and you will automatically returned to the main 'Action List' page.

NO: If you haven't completed the task by the assigned date and wish to extend the due date, click 'No'.



Create an incident report. See page 42.

Safe Station

3. If 'No', enter a new date and click 'Submit/ Close' to update the due date.

Extend Completion Date	•
06/21/2021	
Submit/Close	

Once all actions have been marked as complete by the relevant users, the incident will be removed from the Action List.

REPLENISH FIRST AID KIT

1. To mark that the specified items have been replenished in the first aid kit, select a 'Replenish First Aid Kit' task from the list.



2. Click 'Yes' to confirm that the items have been replaced.



TOP TIP:

As replenishing the first aid is a vital task that should be completed as soon as possible, it's a task that **ANY** user can complete and mark off. It is not individually assigned.

ACTION LIST: CHEMICALS TO REVIEW

It's important to ensure that your chemical register and SDS information is kept up to date. The 'Chemicals to Review' action list automatically prompts this information to be reviewed annually for each chemical, meaning that any chemicals that appear on this list haven't been reviewed within the past 12 months. Once the information has been reviewed and updated accordingly, the app will automatically set a new review date 12 months later.

COMPLETE A CHEMICAL REVIEW

1. To complete a chemical review, select a chemical from the list.

Ξ	afeSt	tatior	
Chem	nicals	to Re	view
🛞 Ver	dict		
😣 Sta	rane		>
🛞 Rou	ınd Up		>
	<u> </u>	- 18k	<u> </u>
 ↔ Ver ↔ Sta ↔ Rot 	dict rane Ind Up		> >

TOP TIP: Chemicals can be reviewed by any user - it doesn't just need to be an Admin.

2. Once you have reviewed all information, including the SDS sheet, select one of two options;

NO: Select if none of the information needs updating. A new review date will automatically be set 12 months in advance.

YES: Will open the 'Edit Chemical' dialogue box for you to make changes.

Review Chemical
Review the chemical information listed below. Do any changes need to be made?
Yes No
Chemical Name: Verdict Scientific Name: Haloxyfop Storage Location: Southern Cattle Sheds Description: Verdict 520 is registered as a spray treatment for post-emergent control of a wide range of annual and perennial grass weeds in grain, legume and oilseed crops, lucerne and more.
Image:
View SDS

3. If you clicked 'YES', edit the fields as required to update the chemical database. Ensure that all fields are completed, otherwise they will remain blank upon submission.

Need to add a new chemical to the	
register? See page 23.	

Edit Chemical	
Verdict	
Haloxyfop	
Southern Cattle Sheds	
Verdict 520 is registered as a spray treatment for post-emergent control of a wide range of annual and perennial grass weeds in grain, legume and oilseed crops, lucerne and more.	
Upload a new SDS below	
← Verdict-520-Herbicide-SDS.pdf	
Submit/Close	
VIEW SDO	

– TOP TIP:

Make sure you wait until the text has been replaced in the 'Upload new procedure' box before editing another field or submitting the form as this way, you know the new PDF has been successfully uploaded. This may take a few seconds depending on the size of the document and applies to any document or image being uploaded into the app.

ACTION LIST: VEHICLE MAINTENANCE REMINDERS

Regular vehicle maintenance is vital when it comes to workplace health and safety, particularly on agricultural properties. You can use the 'Vehicle Maintenance' Action List to log maintenance reminders for specific vehicles.

1. Select the + button to add a new maintenance reminder.

Safe Station 🛢
Maintenance Reminders
+

2. Enter the details of the maintenance reminder. You can only create a reminder for a vehicle that has been entered into the app.

Assign New Maintenance Reminder	7
Toyota Hilux	
New tyres	
Due in six months	
Add	

COMPLETE A MAINTENANCE REMINDER

1. All outstanding maintenance reminders will be listed in the Action List until marked complete. Select a maintenance reminder from the list.

Maintenar Reminde	nce rs
Toyota Hilux New tyres	+

2. If the maintenance has been performed and logged in the 'Maintenance' section of the app, select 'Yes' to mark the reminder as 'Complete'. This will remove the reminder from the action list and return you to the main Action List page.



Safe**Station**

ACTION LIST: REASSIGN TASKS TO ANOTHER USER

Any of the General Assigned Tasks, Toolbox Actions or Incident Actions can be reassigned to another user. This is particularly useful if an employee leaves your company as their tasks can be assigned to another user and still be completed.

1. To reassign a task, select 'Action List' from the main menu.

Safes	tation 🛢
Hello, Bed	F202I PTON AUSTRALIA efy Beef!
Policy List	Procedures
Action List	Visitors/ Contractors

2. Select the category of the task.



3. Select the task/incident or toolbox meeting containing the task you wish to reassign.



4. Click on the 'Reassign Task' button underneath the relevant action.



5. Start entering the name of the user you wish to reassign the task too and select their name from the list of dropdowns provided. Click 'Submit'.



ACTION LIST: ACTION LIST NOTIFICATIONS

The Safe Station app has a simple, built-in notification system that alerts users when there are action list items that require their attention.

A little red notification bell icon appears on the app homepage when there are action list items due in ANY category.



On the action list page itself, the coloured bar next to each category will turn red when there are items that need the user's attention in that particular category. This is unique to each user and they tasks they have been assigned to.

In the example below, the user has assigned tasks, toolbox actions, incidents, chemicals, vehicle maintenance reminders and procedures to review.



VISITOR/CONTRACTORS: SIGN-IN A VISITOR/CONTRACTOR

All visitors and contractors MUST be signed in and out of a property in order to comply with both WH&S and COVID-19 regulations.

1. Select 'Visitors/Contractors' from the homepage or hamburger menu.



2. Select 'Sign-in'.



3. Enter the relevant details. Note that the date is pre-filled to the current date, as this sign-in process MUST be completed in real time, when the visitor/contractor first steps foot on the property.

Visi	Sign In a Visitor/Contractor		
Use the fo or	orm below to sign-in a new visitor contractor to the property		
Name:	Full Name		
O Visito	r O Contractor		
Date:	10/18/2021		
Time In:	Time In		
Purpose	e of Visit:		
Purpose			
Locatio	n Visited:		
Enter wh visitor/c	nere on the property the ontractor will access		
	Submit		

TOP TIP: Make it customary for all visitors/contractors to report to a designated location and sign in. This will need to be done using an employee's account (i.e. displayed on a iPad).

Safe**Station**

4. You will receive confirmation that the visitor/contractor has been added to the record. This will prompt an automatic email to be sent to the user's office/admin email as a record of their presence on site.

Visit	Sign In a or/Contract	or
S	Success! Visitor has been added to the record	
Date:	10/18/2021	
Time In:	Time In	
Purpose	of Visit:	
Purpose.		
Locatio	n Visited:	
Enter wh visitor/co	ere on the property the ontractor will access	
	Submit	

TOP TIP: Set-up an automatic email rule that places all visitor/contractor sign-in emails in the one folder when received. This will enable to you to easily supply or sort through a record of visits to the property if required.

VISITOR/CONTRACTORS: SIGN-OUT A VISITOR/CONTRACTOR

Visitors/Contractors must also sign out of a property, using a more simplified form.

1. Select 'Visitors/Contractors' from the homepage or hamburger menu.

Safes	tation 🛢
Hello, Bed	F202I PTON AUSTRALIA efy Beef!
Policy List	Procedures
Action List	Visitors/ Contractors

2. Select 'Sign-out'.



3. Enter the relevant details and click 'Submit'.

SafeStation 🛢			
Sign Out a Visitor/Contractor			
Use the form below to sign-out a visitor or contractor			
Name: Full Name			
O Visitor O Contractor			
Date: 10/18/2021			
Time Out: Time Out			
Submit			

4. As with the sign-in form, you will receive confirmation that the form was submitted successfully.

CHEMICALS: ADD A CHEMICAL TO THE DATABASE

1. To add a new chemical to your chemical database, select 'Chemicals' from the homepage or hamburger menu.

Action List	Visitors/ Contractors
Chemicals	Maintenance & Repairs
€ +	

2. Select 'Chemical Details' from the submenu.

SafeStation

Safe Station 😑	Click 'Add' to add the chemical to t
	Add New Chemical
Chemicals	Verdict
	Haloxyfop
CHEMICAL DETAILS	Southern Cattle Sheds
LOG USAGE	Verdict 520 is registered as a spray treatment for post-emergent control of a wide range of annual and perennial grass weeds in grain,
	legume and oilseed crops.
I VIEW USAGE LOG	
	Verdict-520-Herbicide-SDS.pdf
TOP TIP: —— Uploading files may take a few seconds. Wait until you see the file name text appear before clicking 'Add' to ensure the	Add
SDS is uploaded properly.	

3. Click the + button to add a new chemical.

Safe Station	8
Chemicals	
Search Chemicals	
+	
Verdict	\mathbf{X}

4. Enter all details for the new chemical, including a photo and PDF copy of the SDS. Click 'Add' to add the chemical to the list.

CHEMICALS: VIEW/EDIT EXISTING CHEMICAL

1. To view/edit an existing chemical in your database, select a chemical from the list.

Safe Statio r	
Chemicals	
Search Chemicals	
+	
Verdict Haloxyfop	\geq
Starane Fluroxypyr	\geq
Round Un	

2. Click 'View SDS' to open the SDS in a new tab/window or the pencil icon to edit.





TOP TIP:

You can also log chemical usage or view past usage directly from the Chemical Details page.

3. Edit details as required > 'Submit/Close'. If the chemical is no longer stored or in-use on the property, check 'Out of use'.

	Edit Chemical	
	Verdict	
	Haloxyfop	
	Southern Cattle Sheds	
l	Verdict 520 is registered as a spray treatment for post-emergent control of a wide range of annual and perennial grass weeds in grain, legume and oilseed crops, lucerne and more.	
	Upload a new SDS below	
	Verdict-520-Herbicide-SDS.pdf	
	Out of use	
	Submit/Close	

4. The chemical details will be updated accordingly. If you marked the chemical 'Out of Use', this will be displayed in red.



Safe Station

CHEMICALS: LOG CHEMICAL USAGE

1. To log chemical usage, first select 'Chemicals' from the homepage or hamburger menu.



2. Select 'Log Usage' from the sub-menu.

SafeStation	₿
Chemicals	
CHEMICAL DETAILS	>
LOG USAGE	>
S VIEW USAGE LOG	>

3. Enter chemical usage details. As you start typing the name of the chemical in the top field, you will be able to select a chemical from database using the dropdown options provided. NOTE: You will only be able to select chemicals that are marked 'in use'.

SafeStation 🛢
Log Chemical Usage
Starane
12345B
Windmill Paddock
100
2500
10/12/2021
Spray weeds
Submit

TOP TIP:

Once you select what chemical you are logging an entry for, the 'amount remaining' box will automatically display the LAST ENTERED 'amount remaining' figure, making it easy to manually calculate how much you have left based on what you've used. Simply replace this figure with the new amount remaining before you hit 'Submit'.



CHEMICALS: EDIT ENTRY IN CHEMICAL USAGE LOG

1. In the instance that you need to edit an existing chemical usage entry (i.e. you entered the wrong amount of chemical used), you can edit an existing entry. Select 'View Usage log' from the Chemical menu.

Chemicals	
CHEMICAL DETAILS	\geq
LOG USAGE	>
S VIEW USAGE LOG	\geq

2. Scroll through previous entries to find to the record you wish to edit, or use the search box to filter all past usage by chemical name.

SafeStation 🛢)
Usage Log	
Search by Chemical	
Starane Location: Windmill Paddock Date: 12/10/2021	

3. Click 'Edit additional details'.



4. Use the additional details box to make note of any ammendments. For legal reasons, you are unable to edit the other boxes directly but can note any changes.

CHEMICALS: VIEW/EXPORT PAST CHEMICAL USAGE

1. To view all previous chemical usage, first select 'Chemicals' from the homepage or hamburger menu.



2. Select 'View Log Usage' from the submenu.

Safe Station	⊜
Chemicals	
CHEMICAL DETAILS	\geq
LOG USAGE	\geq
S VIEW USAGE LOG	>

3. Scroll through previous entries to navigate to your chosen record, or use the search box to filter all past usage by chemical name (i.e. display only 'Starane' records). The most recent usage is listed first.

SafeStation	
Usage Log	
Search by Chemical	
Starane Location: Windmill Paddock Date: 12/10/2021	
Starane Location: Windmill Paddock Date: 27/06/2021	
Location: Around workshop Date: 05/05/2021	
Verdict Location: Beefy Prime Paddock Date: 25/04/2021	

4. After clicking on your chosen record, you will be able to view all related details.

SafeStation 🛢
Chemical Usage Log
Chemical Used: Starane Batch: 12345B Date Used: 12/10/21 Location: Windmill Paddock Amount Used: 100 Amount Remaining: 2500 Additional Details: Spray weeds
Edit additional details

EXPORT PAST USAGE AS CSV

1. To export all chemical usage over the past two years as a CSV file, scroll to the very bottom of the past chemical usage log > click 'Export as CSV'.



2. Select whether you wish to view or download and view the data.



MAINTENANCE & REPAIRS: ADD A NEW VEHICLE

1. To add a new vehicle to the app, select 'Maintenance & Repairs' from the homepage or hamburger menu.



2. Scroll to the bottom of the vehicle register list and select the + button.



3. Add vehicle details as required. Use the 'Click to upload more details' boxes to upload important documents such as manuals, previous maintenance logs, etc. These boxes are 'optional' and not required to successfully add the vehicle to the register.

9 Deneire	1
Add New Vehicle	
Ford Ranger	
456 BY6	
2021 Ford Ranger Dual Cab	
Fleet vehicle. 5 year warranty expires 2026	
Click to upload more details	
Click to upload more details	
Out of Use	
Add	

TOP TIP:

Is the vehicle available and ready to use? Leave this box blank. If the vehicle is currently getting repaired or is unavailable for workers to use for some other reason, check this box.

Safe Station

MAINTENANCE & REPAIRS: VIEW/EDIT VEHICLES OR TAG IN/ OUT OF USE

1. To edit the details of a vehicle that has already been entered into the app, first select 'Maintenance & Repairs' from the main menu.



2. Select the vehicle you wish to edit from the list or, alternatively, search by vehicle name using the search box (as shown in the example below).



3. Multiple actions can then be performed from the Vehicle Details page;

View Additional Details: Click this button to view any additional documents that were uploaded when the vehicle was added (i.e. manuals) in a new window.

Pencil icon: Click to edit vehicle details. This will bring up the 'Edit vehicle' dialogue box.

Log Maintenance: Click this button to log maintenance for the selected vehicle.



4. Edit the vehicle's details as required, remembering that any fields that aren't completed will be left blank in the database upon submission.

If the vehicle is undergoing maintenance/ repairs or is unavailable for workers to utilise for any reason, mark the 'Out of use' checkbox to tag the vehicle 'Out of use'. Alternatively, if the vehicle was previously marked 'Out of use' and has since come back into service, uncheck this box to update the database.

Submit once all changes have been made.

Edit New Vehicle
Ford Ranger
456 BY6
2021 Ford Ranger Dual Cab
Fleet vehicle. 5 year warranty expires 2026
Click to upload additional details
Click to upload additional details
Out of Use
Submit

5. The vehicle's details will refresh to include any changes made.

Ford Ranger
OUT OF USE
Registration Number: 456 BY6
Vehicle Specs: 2021 Ford Ranger Dual Cab
Notes:
Fleet vehicle. 5 year warranty expires 2026

TOP TIP:

The red icons on the main 'Vehicle Maintenance and Repairs' page make it easy to see what vehicles have been tagged out of use at a glance.



MAINTENANCE & REPAIRS: CHECK EMPLOYEE COMPETENCY

1. To check with employees are listed as competent to operate a certain piece of machiner, first select 'Maintenance & Repairs' from the main menu.



2. Select the vehicle you wish to check competency for from the list, alternatively, search by vehicle name using the search box (as shown in the example below).



3. Scroll to the bottom of the vehicle details page and select the 'check competency button'.



4. This will bring up a list of all machinerytype competencies that have been entered into the app across your company. As shown below, the list includes the name of the competency, the employee who has attained it and a coloured icon;

- Red = competency has been logged by the individual employee but hasn't been signed off on/affirmed by an admin supervisor

- Orange = competent to operate under supervision

- Green = competent to operate without supervision.

Check Competency Log



5. To filter the list by a specific type of machine (i.e. see who is competent to operate boom sprayers), enter the name of the machine into the search box. This will then display a list of all competencies recorded for that particular search function.

If an employee's name isn't listed at all, they are unable to operate that particular machine.

SafeStation 😑
Check Competency Log
Chemical Boom Sprayers
Chemical Boom Sprayers Beefy Beef

NOTE:

As competencies will likely be entered by blanked machine category (i.e. motorbikes), you may need to search for the category rather than the individual machine when filtering the competency log.

Likewise, when entering competencies, employees should be given some guidance in terms of how they name competencies to ensure they are kept generic.

MY COMPETENCY LOG IS BLANK?!?

This function relies on the following in order to work as intended;

1) Your company must have some 'machinery' type competencies logged for anything to show

2) When employees are loggin the competency under 'inductions', the competency type must be selected as 'machinery' in order for it to display in this list

3) The search box works based on the title of the competency (written in blue). So if you want to see who can drive an excavator, the word 'Excavator' must be listed somewhere in this title for it to appear on this search. This means all businesses should have a consistent way of their employees naming/entering their competencies.

MAINTENANCE & REPAIRS: LOG VEHICLE MAINTENANCE

1. Select 'Maintenance & Repairs' from the homepage or hamburger menu.



2. Select the 'Log Maintenance' button.

Vehicle Maintenance & Repairs				
Log Maintenance	View Maintenance			
Ford Ranger				
👝 Ford Rai	nger 📏			

3. Enter maintenance details and upload a photo if relevant.

Log Maintenance				
Toyota Hilux				
06/28/2021				
Beefy Beef				
New tyres and brake disks				
Click to upload a photo				
Submit				

TOP TIP:

You can also set vehicle maintenance reminders via the Action List. See page 17 for more details.

MAINTENANCE & REPAIRS: VIEW VEHICLE MAINTENANCE

1. Select 'Maintenance & Repairs' from the homepage or hamburger menu.



2. Select the 'View Maintenance' button.

Vehicle Maintenance & Repairs				
Log Maintenance	View Maintenance			
Ford Ranger				
🔊 Ford Ranger				

3. Select the log you wish to view or search past logs by vehicle using the search box.

	Safe Statio	n 🖨		
Maintenance Log				
	Search by Vehicle			
	Patriot Sprayer Performed By: Beefy Beef Date: 28/06/2021			
	Toyota Hilux Performed By: Beefy Beef Date: 28/06/2021	>		

4. View all maintenance details.



Oil and air filter replaced

EXPORT MAINTENANCE LOG AS CSV

1. To export all maintenance logged over the past two years as a CSV file, scroll to the very bottom of the maintenance log > click 'Export as CSV'.



2. Select whether you wish to view or download and view the data.

	Date: 28/06/2021	
	Tovota Hilux	
D "(1.	o you want to download lata_export_maintenance_log csv"?	× 15_07_2
	View	Download
Ι	Performed By: Brahman Beef Date: 16/04/2021	$\overline{}$
	Toyota Hilux Performed By: Beefy Beef	>
EMERGENCY: VIEW PROPERTY EMERGENCY DETAILS

1. Select 'Emergency' from the homepage or hamburger menu.



2. Select the 'Property Details' button.

SafeStation 🛢
Emergency In case of emergency on your property, utilise the following details and resources to inform the relevant authorities.
PROPERTY DETAILS
PROPERTY MAPS
IMPORTANT NUMBERS >
RESPONDER TIPS

3. Select the property you wish to view the details of from the list. Note that not all all companies have more than one property, in which case only one will be listed.



4. The property's details will be listed below.



REMEMBER: The 'View Avenza Map' button will only be visible for properties that have an Avenza Map link and will require each user to have the Avenza Map app and login permissions to access.

EMERGENCY: VIEW PROPERTY MAPS

1. Select 'Emergency' from the homepage or hamburger menu.



2. Select the 'Property Maps' button.

SafeStation 🛢
Emergency In case of emergency on your property, utilise the following details and resources to inform the relevant authorities.
PROPERTY DETAILS
PROPERTY MAPS
IMPORTANT NUMBERS
RESPONDER TIPS

3. All properties listed entered into your company's database will be displayed, with the option to view the PDF property map or Avenza Map (if applicable) for each. You can also search maps by property name using the search box provided.



REMEMBER: The 'View Avenza Map' button will only be visible for properties that have an Avenza Map link and will require users to have the Avenza Map app and login permissions to access.

EMERGENCY: VIEW IMPORTANT CONTACT NUMBERS

This function enables you to quickly find important contact numbers such as emergency services, property managers, etc. 1. Select 'Emergency' from the homepage or hamburger menu.



2. Select 'Important Numbers'.



3. Select the property you wish to view the Emergency Numbers for from the list.

SafeStation 🛢
Select Property
Cattle Country
Beefy Beef Paradise
No properties listed? You'll need to add a property and it's emergency details first. Go back and select 'Property Details' to do so.

TOP TIP:

If there are no properties listed or the property you wish to view isn't listed, an Admin user will need to create a new property and enter it's emergency details.

4. The property's contact numbers will be listed below.

Safe Stat	ion 🗐
Importar	nt
Number	s
Emergency Services:	000
RFDS:	1300 69 7337
SES:	132 500
Poisons Information Centre:	13 11 26
Lifeline:	13 11 14
Animal Disease Hotline:	1800 675 888
Dial Before You Dig:	1100
Ergon Energy:	13 16 70
Managers: Beefy Beef - 0412345678 Staff:	

Beefy Beef - 0412345678

Neighbours: Brahman Beef - 0487654321

Local Vet: 07 0000 0000

EMERGENCY: RESPONDER TIPS

The app also includes a few first aid responder tips to assist you in the event that you need to act as a first responder in an emergency situation.

1. Select 'Emergency' from the menu.



2. Select 'Responder Tips'.



3. The tips will be displayed on the following page.



REPORTING: REPORT AN INJURY, VEHICLE DAMAGE OR

NEAR MISS

1. Select 'Reporting' from the homepage or hamburger menu.



2. Select 'Incident, Hazard or Near Miss Report' from the sub menu.

Reporting	
It is important and necessary to repo and all workplace incidents as they o Reporting is not about attributing bla more about identifying possible worl issues so they don't happen again.	ort any occur. ame, but kplace
INCIDENT, HAZARD, NEAR MISS REPORT	\geq
VIEW PAST INCIDENT REPORTS	>
TOOLBOX MEETING	>
CONFINED SPACE ENTRY REPORT	>

3. Select what type of report you wish to complete;

S	afe Statio	n 🖨
Inci	ident Repo	ort
Wł t	hat are you reporting jury	?
🛞 Ve	ehicle Damage	>
🕂 Ha	azard/Near Miss	>

4. Follow the prompts and instructions to complete the relevant incident report form > click 'Submit' to lodge. Note that some fields are compulsory and must be completed in order to submit the form. Actions must be assigned to an active app user.

, , 	50	
Clear	Sign here	Save
06/29/2021		
By signing above authorised to su	e, you agree that bmit this injury	t you are report.
	Submit	

REPORTING: VIEW PAST INCIDENT REPORTS

1. Select 'Reporting' from the homepage or hamburger menu.



2. Select 'View Past Incident Reports' from the sub menu.



3. The app will display a list of ALL incident reports submitted across your company, with the most recent displayed first. Select the report you wish to view from the list or use the search box to filter by the name of the person injured, vehicle damaged or hazard.

	Past Reports				
_	Search				
	The second secon	Brahman Beef Report Type: Injury Submitted: Jun 28, 2021 12:56 pm	>		
		Ranger 500			
		Report Type: Vehicle Damage Submitted: Apr 28, 2021 5:03 pm	\geq		
	Ţ. ₽	Brahman Beef Report Type: Injury Submitted: Apr 28, 2021 4:28 pm	>		

4. The relevant report will then open in PDF format in a new tab or window. This can then be saved or exported as required.

Accident/Incident/Injury/Illness report form					
 For Injury, Illness OR Accident complete section A, B and C. Incident Only complete section B.					
Person reporting:	Beefy Beef		Date Reported:	2021-06-28T02:53 52.779+00:00	
Type of Report	Injury				
	Se	ction A			
Name of injured person/ damaged vehicle or hazard	Brahman Beef		Employment Type:	Employee	
If Employee – Position:	Director				
Contact Address:	1 Beefy Lane Ph		Ph:	0412345678	
Result of Accident/Injury:		Descr	be the injury/illness:		
Wrist		Broke	n Wrist		

REPORTING: VIEW HAZARD REGISTER

1. Select 'Reporting' from the homepage or hamburger menu.

Chen	nicals	& Rep	bairs
C+ Emergency		Report	rting
(=)	\bigcirc	<u>لې</u>	

2. Select 'View Hazard Register' from the sub menu.



Safe Station 🛢
Hazard Register
For a list of all hazards and control measures identified within our workplace, click on the link below.
View Register

3. Select 'View Register'

REPORTING: CREATE TOOLBOX MEETING RECORD

1. Select 'Reporting' from the homepage or hamburger menu.



2. Select 'Toolbox Meeting' from the sub menu.



3. Record all key meeting details and assign any actions to relevant employees. Click 'Submit' when done. This will automatically email a copy of the record to your company's specified Office/Admin email address and add any assigned tasks to the 'Toolbox Action List'. To find out more about this action list, refer to page 12.

Beefy B	leef					
07/01/2	021					
Beefy B	leef					
		C	V)		
		L	H			
Clear		Si	gn here		Save	
By signi	ng ab	ove, you	agree th	nat you a	are	
authoris	ed to	o submit t	his reco	ord.		
		Su	ıbmit			
Ē		\bigcirc	Ę).	(\mathfrak{d})	

TOP TIP:

Actions can only be assigned to active app users. Begin typing the relevant employee's name in the box and select from the list of drop down options provided.

TOP TIP:

When signing any signature box be sure to click 'Save' before you click 'Submit/Close' in order to ensure the app saves a copy of your signature and submits it with the form.

REPORTING: COMPLETE A CONFINED SPACE ENTRY PERMIT

Any employee who is entering a confined space that poses a risk to their health and safety must first complete a confined space entry permit.

1. Select 'Reporting' from the main menu.



2. Select 'Confined Space Entry Report' from the sub menu.



3. Complete all fields accordingly and click 'Submit' to save and lodge the permit. A copy will automatically be emailed to your specified Office/Admin Email address.

517
Clear Spotter Signature Save
Yes
29/06/20212pm
Gradient Gradient Clear Worker Signature Save Save By signing above, you agree that you have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space. Submit

SEND ALERTS: SEND A TEAM MESSAGE/ALERT

This function allows any employee to send a push notification message/alert to all company members in the event of an emergency (i.e. incoming weather event, critical safety warning).

1. Select the 'Send Alert' message icon from the bottom navigation bar.

SafeS	tation 🛢
Hello, Bed	F202I PTON AUSTRALIA efy Beef!
Policy List	Procedures
Action List	Visitors/ Contractors

2. Enter a subject of the message and the message itself. Keep the message to a simple sentence or two. Click 'Send' to send the message immediately to all team members.

Se Mes	end a Team ssage/Alert			
Use the form below to create a new message/alert to be sent to all members of your company. Please note that this feature is designed solely for communicating important or emergency messages (i.e. weather or safety warnings).				
Subject:	Storm Warning			
Message:				
Severe stor the CQ distr	m warning has been issued for rict			
Send				
Ţ				

RAINFALL: RECORD RAINFALL

1. Select the 'Rain' icon from the bottom navigation bar.



2. Select which gauge you'd like to make a recording for.



3. Select 'Record Rainfall'.



4. Enter the relevant date and amount of rain that fell. When entering figures that aren't in whole millimetres, such as 1.2 mm, enter '1', 'decimal point', '2'. Click 'Add'.

Record Rainfall	
06/02/2021	
1.2	
Add	

TOP TIP:

Only one rain recording can be entered for each date. If rainfall has already be entered for your chosen date, the database won't be updated.

RAINFALL: VIEW RAINFALL RECORDS

1. Select which gauge you'd like to view.



2. To view rainfall records within the past month, scroll down to the 'Monthly Rainfall' graph.



3. To compare total rainfall figures over the past six months, scroll down to the yellow 'Last Six Months' graph.

The year to date rainfall data is then shown in the 'Yearly Rainfall' data.



RAINFALL: EXPORT RAINFALL DATA

1. To export all rainfall data entered for the past twelve months (from date of export), click the 'Rain' icon in the bottom navigation bar.



2. Scroll down to the very bottom of the page and click 'Export as CSV'



3. You can then select to view or download the file as required.



RISK ASSESSMENTS: VIEW RESOURCES

There are multiple resources available to assist you in accurately completing risk assessments and identifying hazards. These can all be accessed via the 'Risk Assessments' page.

1. Select the 'Risk Assessments' icon from the bottom navigation bar.



2. Select a resource to view. These will open as a PDF document in a new tab/window.



RISK TABLE: Assists in determining the likelihood, potential consequences and score.

			Safe <mark>s</mark>	9 tation	Risk manag	gement pro	ocess
				Poten	tial Conseq	uences	
			L6	LS	L4	13	L2
			Minor injuries or discomfort. No medical treatment or measureable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality
			Not Significant	Minor	Moderate	Major	Severe
	Expected to occur regularly under normal circumstances	Almost Certain	Medium	High	Very High	Very High	Very High
Likelihood	Expected to occur at some time	Likely	Medium	High	High	Very High	Very High
	May occur at some time	Possible	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium	High
					1		

CONTROL RISKS: The hierarchy of control
which lists the most effective to the least effective control measures.



RISK MANAGEMENT PROCESS: Outlines the full risk management process.



RISK ASSESSMENTS: SUBMIT RISK ASSESSMENT

1. Select the 'Risk Assessments' icon from the bottom navigation bar.



2. Select 'Assess a Risk' from the sub menu.

Risk Assessmer	nts
Assessing and managing risks is a vit of keeping you and your work colleag safe. Use the tools and resources belo manage the risks in your workplace.	al part ues ow to
RISK TABLE	>
CONTROL RISKS	>
THE PROCESS	>
ASSESS A RISK	\geq
COMPLETED RA's	\geq

3. Complete the Risk Assessment form and click 'Submit' to lodge. An email will automatically be sent to your company's Office/Admin Email as a record of the Risk Assessment being completed.



RISK ASSESSMENTS: VIEW COMPLETED RISK ASSESSMENTS

1. Select the 'Risk Assessments' icon from the bottom navigation bar.



2. Select 'Completed RA's' from the sub menu.

Risk Assessmer	nts
Assessing and managing risks is a vita of keeping you and your work colleagu safe. Use the tools and resources belo manage the risks in your workplace.	al part ues ow to
RISK TABLE	>
CONTROL RISKS	>
THE PROCESS	>
ASSESS A RISK	>
COMPLETED RA's	>

3. Select the Risk Assessment you wish to view from the list or search by the Risk Name using the search box provided.

Safe Static	in 🖨
Completed R Assessmen	lisk ts
Search by Risk Assessment Descriptio	n
Chemical Spill Date Assessed: 29/06/21 Assessed by: Beefy Beef	\geq

4. The full details of the risk assessment will then be listed and available to view.



RISK ASSESSMENTS: FATIGUE MANAGEMENT CHECKLIST

The app's Risk Assessment section also features a handy fatigue management checklist that can assist in helping to decide if you are too fatigued to work safely.

1. To access it, select the 'Risk Assessments' icon from the bottom navigation bar.



2. Select 'Fatigue Self Assessment'.



3. This will display a short, yet simple fatigue management checklist.



PROFILE: ADD/EDIT COMPANY LOGO

1. Select the 'Profile' icon from the bottom navigation bar



2. Select 'My Login Details' from the sub menu.

Safe Station	₿
Profile	
MY LOGIN DETAILS	\geq
MY CONTACT DETAILS	>
VIEW ALL USERS	>
	\mathfrak{D}

3. Click on the 'Click to upload your logo' box and upload an image of your logo from your computer or phone.



4. Once you have selected your image, confirm that it is the image you wish to upload.

Cancel Actual Size (18 KB)

5. Click 'Update' to set the image as your company logo

Edit Login Profile

	Edit Profile Info				
Name:	Rebecca Newland				
Compan	y Logo:				
BEEF 2021 ROCKHAMPTON AUSTRALIA					
Office/Admin Email:					
jess@chrrup.org.au					
	Update				

PROFILE: EDIT OFFICE/ADMIN EMAIL ADDRESS

1. Select the 'Profile' icon from the bottom navigation bar.



2. Select 'My Login Details' from the sub menu.

Safe Station	₿
Profile	
MY LOGIN DETAILS	>
MY CONTACT DETAILS	\geq
VIEW ALL USERS	\geq
	\mathfrak{D}

3. Enter a replacement email address in the 'Office/Admin Email' box and click 'Update' to save.

S	Safe Station 🛢
Edi	t Login Profile
	Edit Profile Info
Name:	Rebecca Newland
Compar	ny Logo:
	Click to upload your logo
Office//	Admin Email:
jess@ch	nrup.org.au
	Update
	Update Email
Enter n	ew email address:

IMPORTANT!

This is the email address which all records of visitor sign ins, risk assessments, inductions, etc are sent and is designed to be standard across your company. ONLY change this email address in the event that the original email is no longer accessible.

PROFILE: CHANGE USER EMAIL ADDRESS

Need to update the email address attached to your account? Follow these steps...

1. Select the 'Profile' icon from the bottom navigation bar.



2. Select 'My Login Details' from the sub menu.

Safe Station	₿
Profile	
MY LOGIN DETAILS	
MY CONTACT DETAILS	\rightarrow
VIEW ALL USERS	>

3. Scroll down to the 'Update Email' section of the profile page. Enter the new email address you wish to associate with the account and the current password. Click 'Update Email' to save your changes. This will then become the email address that you enter when logging into the app.

Update Email			
Enter new email address:			
rebecca@chrrup.org.au			
Confirm Password:			
•••••			
Update Email			
Update Password			
Old Password			
Enter new password:			
New Password			
Confirm Password:			
Confirm New Password			

PROFILE: CHANGE USER PASSWORD

1. Select the 'Profile' icon from the bottom navigation bar.



2. Select 'My Login Details' from the sub menu.

Safe Station	₿
Profile	
MY LOGIN DETAILS	>
MY CONTACT DETAILS	>
VIEW ALL USERS	>

3. Scroll down to the 'Update Password' section of the profile page. Enter the current password in the 'Old Password' box, the new password and the new password a second time to confirm it. Click 'Update Password' to save your changes.

New email			
Confirm Password:			
Current Password			
Update Email			
Update Password			
Enter old password:			
•••••			
Enter new password:			
•••••			
Confirm Password:			
•••••			
Change Password			

FORGOTTEN A PASSWORD AND CAN'T LOG IN? Click the 'Forgot Password' link on the home page. This will then prompt you to enter the email address associated with the account so you can be emailed a link to reset your password.

PROFILE: ADD/EDIT YOUR CONTACT DETAILS

Storing user contact details as part of the Safe Station app is important so that emergency services and managers are able to make contact with the necessary people in the event of an emegency.

1. Select the 'Profile' icon from the bottom navigation bar.



2. Select 'My Contact Details' from the sub menu.

Safe Statio r	
Profile	
MY LOGIN DETAILS	>
MY CONTACT DETAILS	>
VIEW ALL USERS	>

3. If your profile is new, and no contact details have been previously added, the 'Edit Contact Details' pop-up will appear automatically to prompt entry. Complete all boxes and click 'Submit/Close' to save.

Emergency Contact Two	
John Smith	
0412121212	
0412121212	
1 Smith St, Emerald	
Friend	
08/21/2021	
Allergic to bees	
✓I give consent for any life threatening health information to be shared with relevant colleagues and environment of the shared with relevant colleagues and	
emergency services	
Subilit/Close	

Your contact details will then be added to your profile.

Contact Details Driver's Licence: N 123 456 Vehicle Rego: 123 ABC Personal Phone: 0412341234 Personal Email: personalemail@mail.com Home Address: 1 Safe St Position: Administration

4. If your contact details have been entered previously and you wish to change or update them, scroll to the bottom of the 'Contact Details' page and click on the 'Edit Details' button.

1 Smith Way, Emerald		
Relationship: 0488888888		
Emergency Contact Two		
Contact Name: John Smith Phone: 0412121212		
Address: 1 Smith St, Emerald		
Relationship: Friend		
First Aid Expiry: Aug 27, 2021 12:00 am Relevant Health Information: Allergic to bees Consent to disclose life-threatening medical information in case of emergency: yes		
Edit Details		

5. Edit the contact details as required and click 'Submit/Close' to update.

Emergency Contact Two	
John Smith	
0412121212	
0412121212	
1 Smith St, Emerald	
Friend	
08/27/2021	
Allergic to bees and wasps	
✓I give consent for any life threatening health information to be shared with relevant colleagues and emergency services	
Submit/Close	

INDUCTIONS: COMPLETE INITIAL WORKER INDUCTION

All new workers and app users must complete their Initial Worker Induction. Ideally, this should be one of the first things you do after receiving access to the app.

The induction certifies that you have been briefed on all relevant policies and procedures and will then be signed off by you relevant supervisor once submitted.

1. To complete an initial induction, select 'Inductions' from the hamburger menu.

Safe Station 🙁		
Policy List		
Procedures		
Action List		
Visitors/Contractors		
Inductions		
Chemicals		
Maintenance & Repairs		
Emergency		
Reporting		
System Overview		
Submit Support Ticket		
Logout		

2. Select 'Worker'.



3. Select 'Initial Induction'.



4. Complete the induction form in full and click 'Submit/Close' once complete. A copy of the submission will then be emailed to your company's specified Office/Admin Email address for record keeping and an action prompting a relevant supervisor to sign-off on this induction will automatically created in their Action List.

Confirm tha each of the marking the	t you have fully read and understood following policies and procedures by following;
Emerge	ncy Procedure
🖉 First Aid	Policy
Safety C	ulture
Incident	Reporting Procedure
I have re relevant po	ad and understood all other licies and procedures
Rebecca	Newland
	Rh
Clear	Worker's signature Save
07/15/202	21
	Submit/Close
(=)	

TOP TIP:

When signing any signature box be sure to click 'Save' before you click 'Submit/Close' in order to ensure the app saves a copy of your signature and submits it with the form. The signature component will otherwise be left blank if not saved.

INDUCTIONS: ADD NEW COMPETENCY/TRAINING

All employees are required to keep an up-todate log of any new training, competencies or skills attained during your time with the company. A supervisor is then required to sign off on these new entries to certify that you are capable of performing the task.

1. To add to your personal training log, select 'Inductions' from the hamburger menu.

Safe Station 🙁		
Policy List		
Procedures		
Action List		
Visitors/Contractors		
Inductions		
Chemicals		
Maintenance & Repairs		
Emergency		
Reporting		
System Overview		
Submit Support Ticket		
Logout		

2. Select 'Worker'.

SafeStation			
Inductions			
WORKER	\geq		
CONTRACTOR	\geq		
VISITOR	\geq		
PROCEDURES	\geq		
NEW INDUCTEE	\geq		

3. Select 'Competencies and Training'.

Worker Induction		
INITIAL INDUCTION	>	
COMPETENCIES & TRAINING	\geq	

4. You will then see a list of all skills and training that you have previously attained. Click 'Add New' to create a new entry.



5. Select a category, enter all details and click 'Add'.

WHAT TO ADD?

The skills and competencies log is designed to keep an up-to-date record of workplace skills and formal training. These can be split and logged in the following categories;

PROCEDURE

Affirms that you have read and understood a certain workplace policy or procedure (i.e. First Aid policy if you are a nominated First Aider). The majority of these should be added together with you supervisor as part of your initial workplace induction. You will need to enter each relevant procedure into the log.

MACHINERY

Enter each **generic type** of vehicle/ machinery you are capable of or are licenced to operate (i.e. motorbikes, forklifts, HR trucks). When entering these, be sure to use generic titles as this will assist your supervisors and colleagues to recognise your skills/abilities.

EQUIPMENT

Key pieces of equipment such as a welders, tools, and augers, etc fall under the equipment category. Enter these as you are shown how to use each.

SKILLS

Specific skill such as fencing or mustering classify within this category.

TRAINING

Use for any formal training or certificates attained (i.e. First Aid Training, TAFE certificates).

6. The entry will then be included in your 'My Competencies & Training' list.

It will have be automatically added to the 'Training to Review' Action List for supervisors (Admin type users) to sign off on.

Safe Station 🛢		
My Competencies & Training		
Search		
MACHINERY Motorbikes		
SKILL >		

NOTE:

Competencies and training must be entered by individual users. They can not be entered by supervisors on behalf on an employee. 7. The red icon beside the competency shows that a supervisor is yet to sign-off on the competency. Once they have affirmed that you are able to complete the task with supervision, the icon will change to orange. Once they have affirmed that you can complete the task without supervision, the icon will change to green.

Safe Station	₿
My Competencie Training	es &
Add New +	
Search	
Machinery Motorbikes	>
SKILL mustering	>

INDUCTIONS: VIEW COMPETENCY/TRAINING LOG

1. To view a skill, training qualification or procedure in your Competency/Training log, first select 'Inductions' from the hamburger menu.

Safe Station 🙁	
Policy List	
Procedures	
Action List	
Visitors/Contractors	
Inductions	
Chemicals	
Maintenance & Repairs	
Emergency	
Reporting	
System Overview	
Submit Support Ticket	
Logout	

2. Select 'Worker'.

WORKER	\geq
CONTRACTOR	>
VISITOR	>

3. Select 'Competencies and Training'.

Worker Induction		
	INITIAL INDUCTION	\geq
	COMPETENCIES & TRAINING	\geq

4. Select an entry from the list or search by skill name using the search box.

My Competencies & Training



4. View entry details.

Employee Name: Beefy Beef Date Attained: Oct 18, 2021 11:22 am Type: Machinery

Procedure, Skill or Training Undertaken: Chemical Boom Sprayers

Description/Further Details: Able to drive and safely operate chemical Boom sprayers

Worker Sign-Off

Supervisor Signature: Affirms that worker can perform task/s under supervision

Name: Beefy Beef Date: Oct 18, 2021 11:24 am

Supervisor Signature: Affirms that worker can perform task/s independently without supervision

Name: Beefy Beef Date: Oct 18, 2021 11:24 am



TOP TIP:

If a skill/training/procedure entry contains a Supervisor's signature, name and date, it has been successfully signed off on by a relevant Admin user.

TOP TIP:

If a skill/training/procedure entry does not contains a Supervisor's signature, name and date, it is yet to be signed off. You may need to remind your supervisor to complete this task.

INDUCTIONS: ADD FIREARM TO FIREARMS REGISTER

1. All users who own a firearm and require it to be stored at the property/workplace must enter it into the firearms register. ALL firearms stored on the property must be included in this register. To do so, select 'Inductions' from the hamburger menu.

SafeStation 🙁	
Policy List	
Procedures	
Action List	
Visitors/Contractors	
Inductions	
Chemicals	
Maintenance & Repairs	
Emergency	
Reporting	
System Overview	

2. Select 'Worker'.



3. Select 'Firearms Register'.



4. Enter all gun details and click 'Submit'.

property		
Export Register as CSV		
Huglu		
103DE		
30		
103DE30CH		
Admin gun safe		
The Outpost		
05/20/2021		
Notes		
Beefy Beef		
Submit		

INDUCTIONS: COMPLETE CONTRACTOR INDUCTION

(CONTRACTORS)

Head contractors must complete an induction prior to commencing employment on a Safe Station property. This induction covers their entire team for the duration of the contract. Contractors must review any relevant policies or procedures using the 'Policies' and 'Procedures' pages prior to completing their induction and the induction must be completed prior to stepping foot on-site at the beginning of their contract.

1. To complete a Contractor Induction, you must log in to your OWN Safe Station app account as per the instructions emailed to you by youer supervisor. Contractors have a much more limited view of the app that only provides you with access to the features you need.

Select 'Inductions' from the homepage.



2. Select 'Contractor' from the sub-menu.

WORKER	>
CONTRACTOR	\geq
VISITOR	>
PROCEDURES	>

3. Complete the induction form and click 'Submit' when finished.

Supervisor nas explained and answered questions. I will induct my workers into the workspace and all will follow the agreed Workplace Health and Safety System whilst operating on the property/properties.



INDUCTIONS: COMPLETE VISITOR INDUCTION (VISITORS)

Visitors required to complete an induction must do so upon arrival at the property. They must review any relevant policies or procedures using the 'Policies' and 'Procedures' pages prior to commencing the steps below.

1. To complete a Visitor Induction, visitors must log in to their OWN Safe Station app account as per the instructions emailed to them by their supervisor. Like contractors, visitors have a limited view of the app that only provides them with access the features they need.

Select 'Inductions' from the homepage.

2. Select 'Visitor' from the sub-menu.

WORKER	>
CONTRACTOR	>
VISITOR	\geq
PROCEDURES	>

3. Complete the induction form and click 'Submit' to lodge.

First aid equipment located?Understand emergency plan?	
Other notes	
Sign Off	
10	
Clear Visitor's signature Save	
Submit	

SYSTEM OVERVIEW: VIEW SYSTEM OVERVIEW

1. To view your company's System Overview document, click the hamburger menu and select 'System Overview'.

Safe Station 🙁
Policy List
Procedures
Action List
Visitors/Contractors
Inductions
Chemicals
Maintenance & Repairs
Emergency
Reporting
System Overview
Submit Support Ticket
Logout

2. Click on the arrow beside 'View Overview'.



3. Click the 'View Overview ' button. You will then be prompted to view or download the document.


SAFE STATION APP USER GUIDE: EMPLOYEE

SUBMIT SUPPORT TICKET

If you experience ongoing technical difficulties when using the Safe Station app and have tried various troubleshooting methods, you can submit a support ticket to CHRRUP requesting assistance.

1. Choose the 'Submit Support Ticket' from the app's hamburger menu.

SafeStation 🙁			
Policy List			
Procedures			
Action List			
Visitors/Contractors			
Inductions			
Chemicals			
Maintenance & Repairs			
Emergency			
Reporting			
System Overview			
Submit Support Ticket			
Logout			

2. Complete the form, remembering to provide as many details about your issue as possible in order to give CHRRUP the best possible chance of helping you rectify it. CHRRUP will then contact you via email.

Submit Support Ticket				
Someth support t	ing not working right? Submit a ticket to CHRRUP using the form below:			
Name:	Beefy Beef			
Email:	rebecca@chrrup.org.au			
Describ	Describe your Issue:			
l am having difficulty setting up a contractor profile				
Attach	Attach Screenshot:			
Submit				