



# SAFE STATION APP USER GUIDE: ADMIN



# SAFE STATION APP

## USER GUIDE: ADMIN

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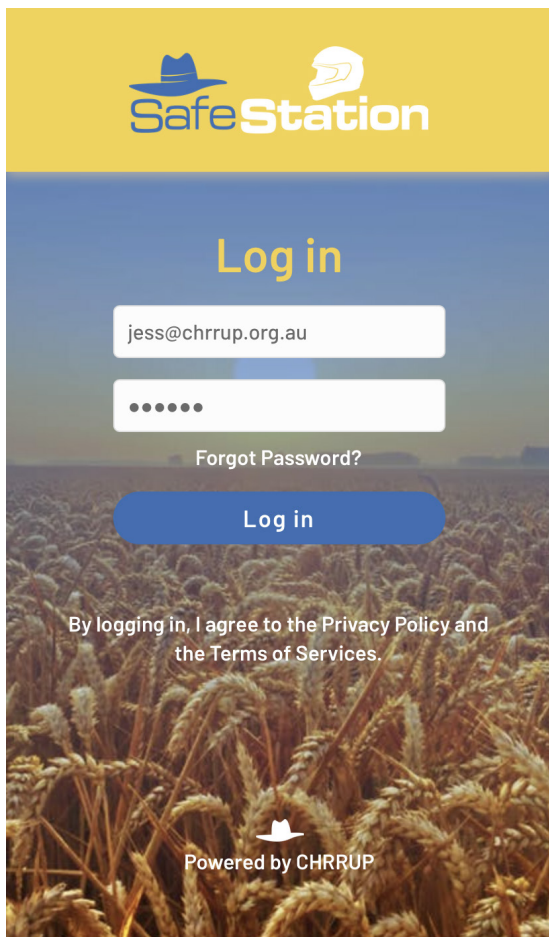
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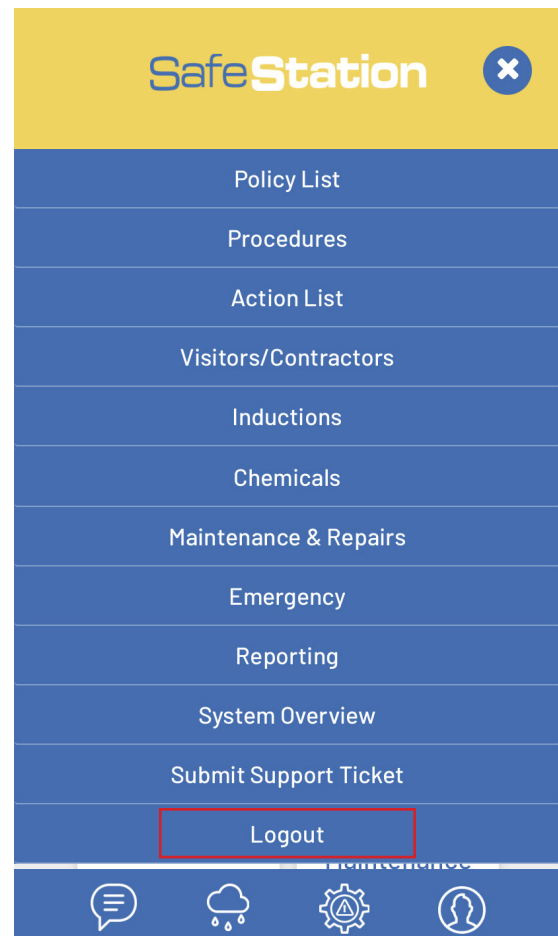
## LOGGING IN & OUT

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.



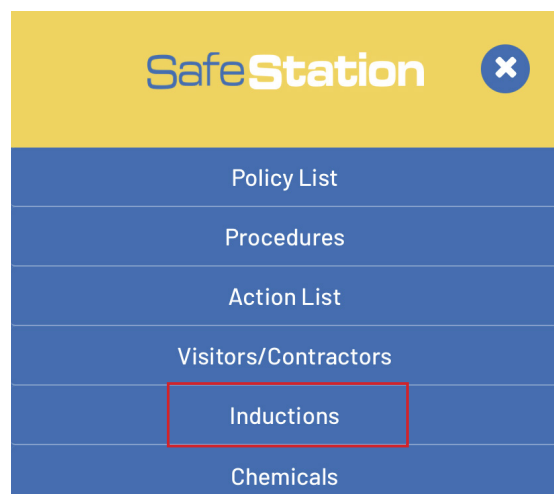
2. To log out of an account, tap the blue hamburger menu on the top right. Select 'Log Out' from the bottom of the provided menu. This will return you to the app's log in screen.



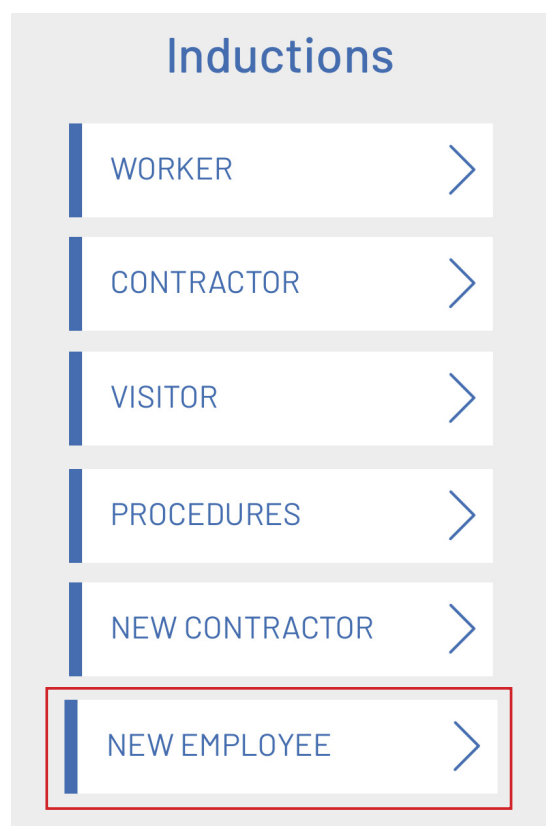
# SAFE STATION APP USER GUIDE: ADMIN

## CREATING A NEW USER ACCOUNT

1. Select 'Inductions' from the hamburger menu.



2. Select 'New Employee' from the list.



3. Enter the name and email address of the new user. The email address you select will be the email that they use to log into the app. You can also choose whether to make them 'Admin' level users or just standard 'Employees'.

Please ensure that you list ALL of the applicable policies and procedures in the relevant fields that the employee must read as part of their induction. The full list of a company's policies will be entered by default – delete those that don't apply.

Once you 'Submit' the form, the employee will receive an automated email instructing them on how to finish setting up their account and complete their induction. Please note that this may go to their spam folder.

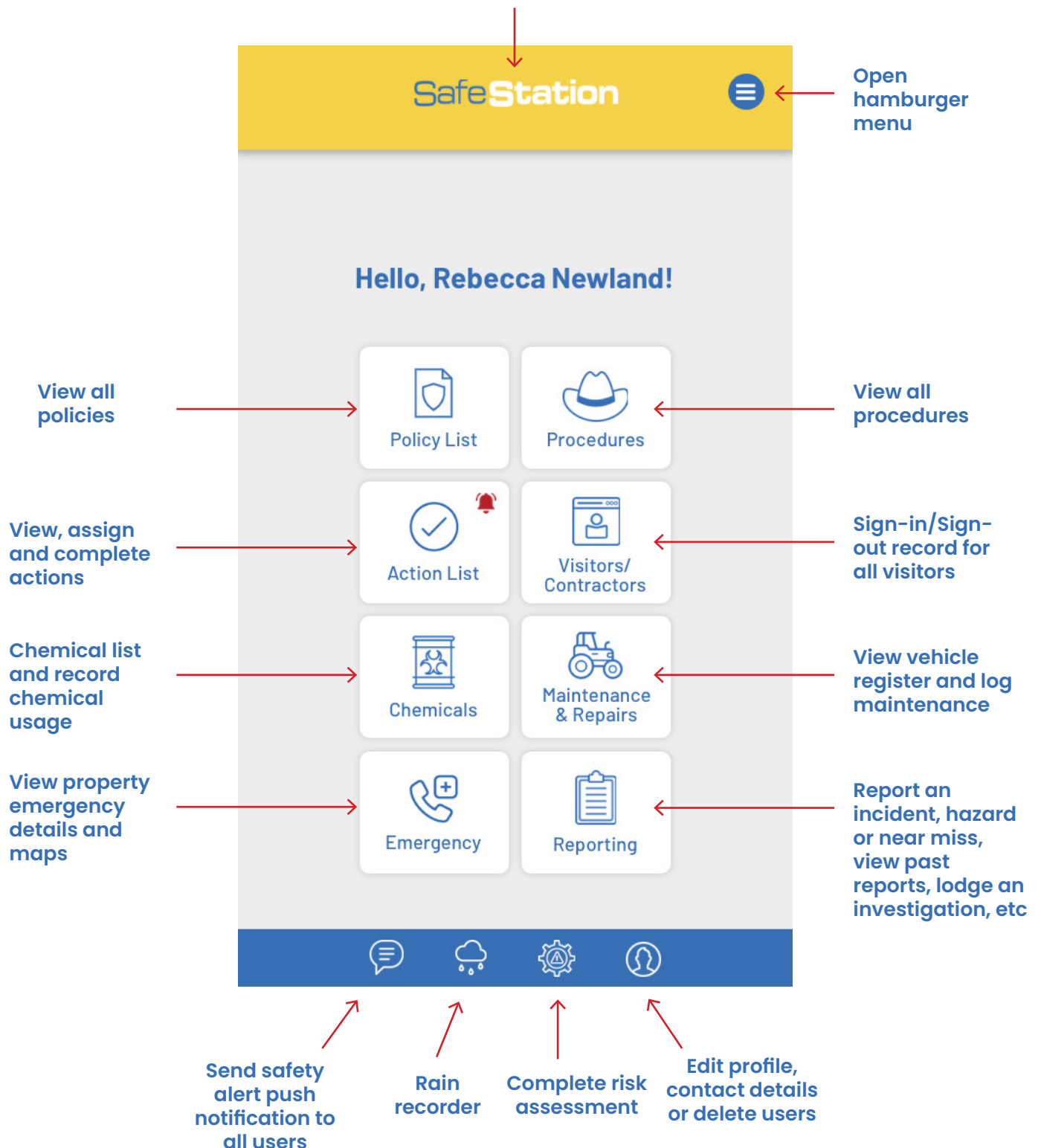
A screenshot of the 'Create New User' form in the SafeStation app. The form is on a light gray background. At the top, there is a paragraph of instructions: 'Use the form below to create a new Safe Station app account for one of your employees. This employee will then receive an automated email with instruction on how to complete their induction.' Below this are several input fields: 'Name' with the value 'Bertie Beef', 'Email' with the value 'bertie.beef@mail.com', and 'Level of App Access Required' with two radio buttons: 'Admin' (unselected) and 'Employee' (selected). There are two sections for 'Policies Required to Review' and 'Procedures Required to Review', each with a text box containing a list of items. At the bottom, there is a blue 'Submit' button highlighted with a red rectangular border.

# SAFE STATION APP

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### NAVIGATION 101

Return to Home Screen (this)

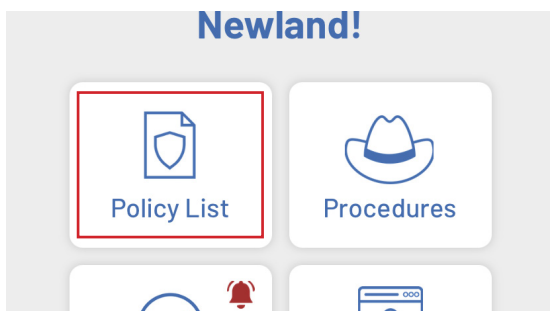


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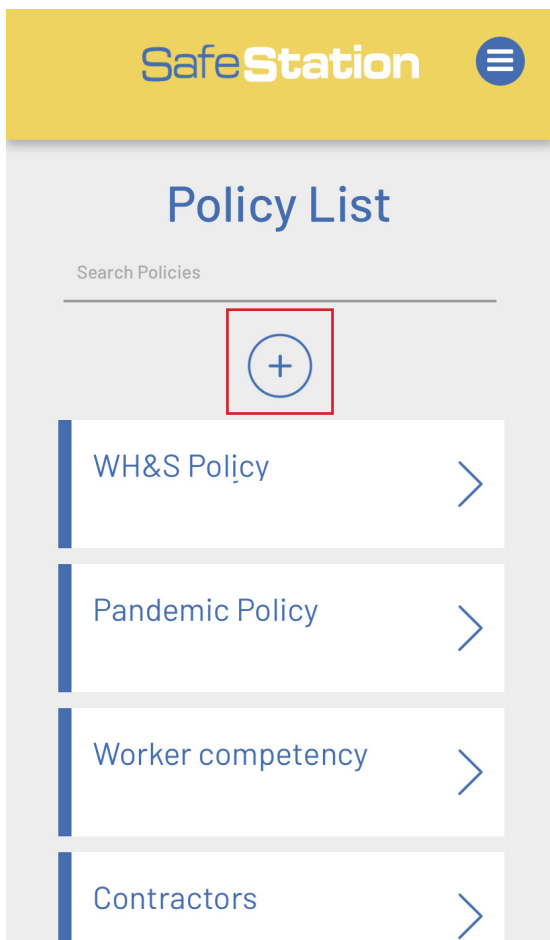
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### POLICY LIST: ADDING NEW POLICIES

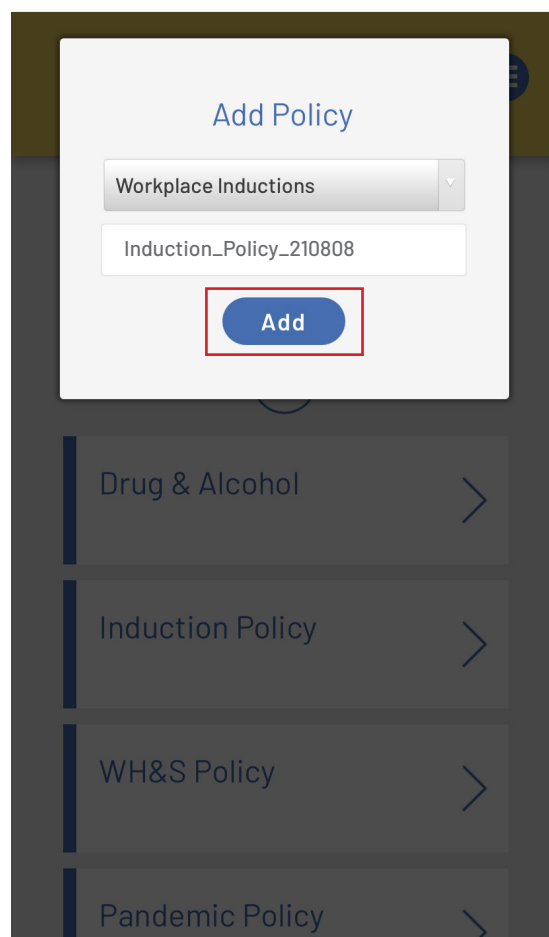
1. From the homepage, tap/click on the 'Policy List' button.



2. Tap the + icon to add a new policy.



3. Select the name of the relevant policy from the dropdown box and upload the policy as a PDF document from your phone or computer (Word documents don't display well on mobile phones and apps). Tap 'Add' to add the policy to the policy list.



4. Repeat for as many policies as required.

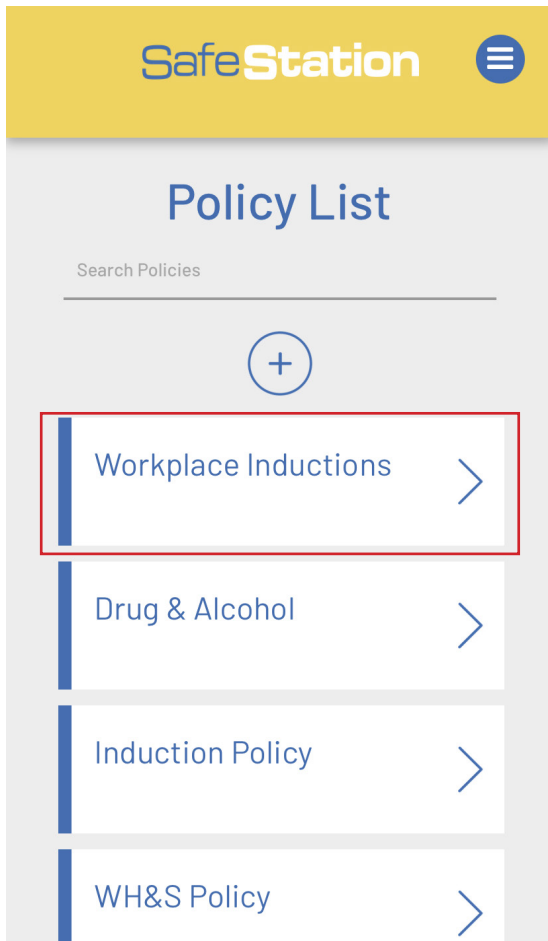
NOTE: If the name of the policy is NOT on the list, select 'OTHER' and then follow the steps on the following page to edit the name.

# SAFE STATION APP

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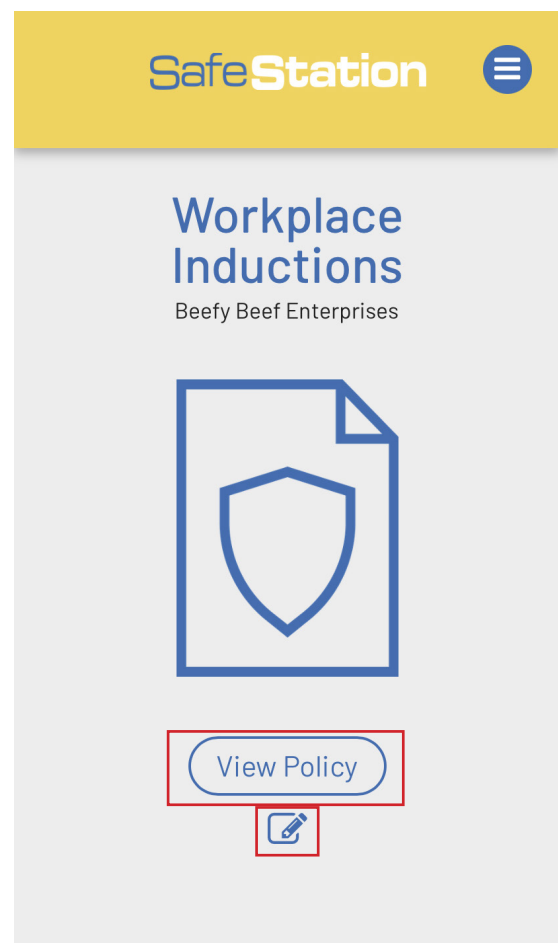
### POLICY LIST: VIEW OR EDIT AN EXISTING POLICY

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



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

Select the pencil icon to open the 'Edit Policy' pop-up window. [This is an option that is only available to admins.](#)



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3. You can edit the name, policy number and file. Remember to only upload PDF documents for optimum viewing.

Workplace Inductions v2

Upload a new policy file below

Induction\_Policy\_210821

Submit/Close

Delete Policy

View Policy

### TOP TIP:

Make sure there is text in every field (especially the policy file field) before you hit 'Submit/Close', otherwise that field will be left blank when the database is updated.

### TOP TIP:

Be sure to provide companies with all policies and procedures as editable Word files so business Admins can edit them outside of the app and upload updated PDFs from their computer as required.

If you need to delete a policy entirely, click the 'Delete Policy' button which will erase it from the app.

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

SafeStation

Policy List

Search Policies

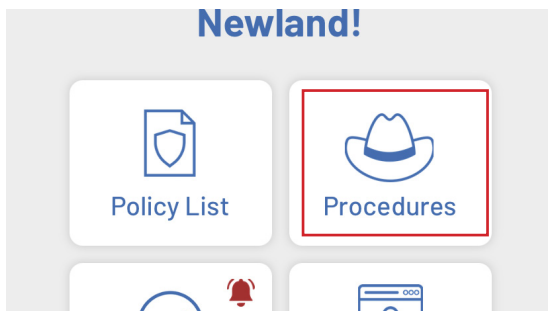
+

# SAFE STATION APP

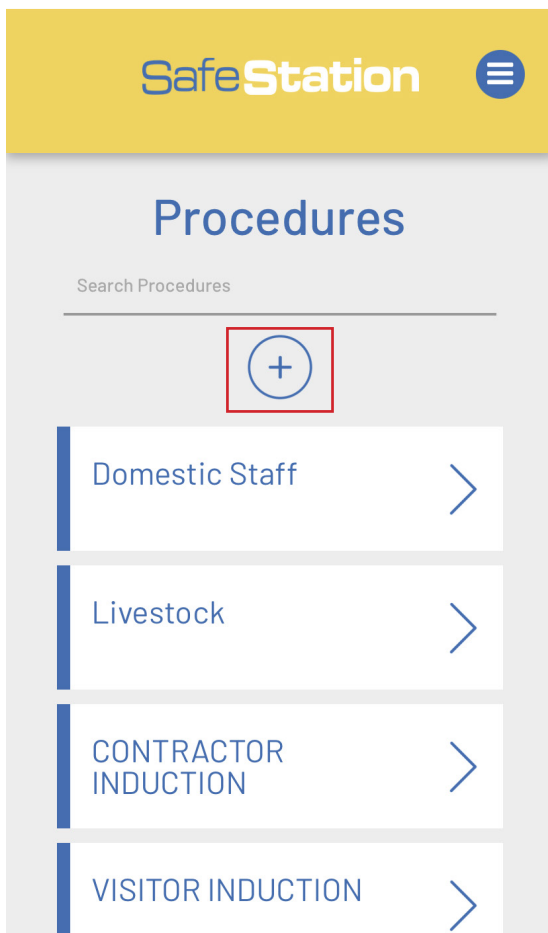
## USER GUIDE: ADMIN

### PROCEDURES: ADDING NEW PROCEDURES

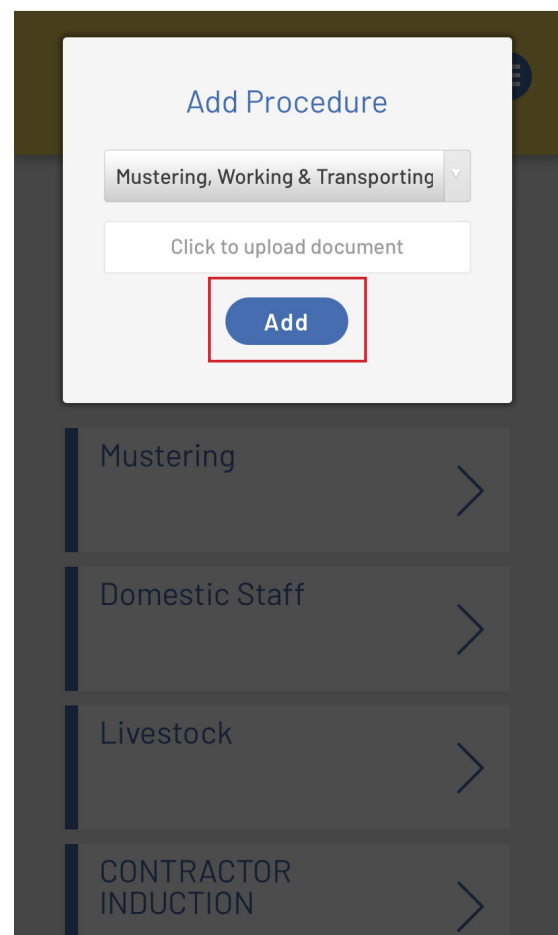
1. From the homepage, tap/click on the 'Procedures' button.



2. Tap the + icon to add a new procedure.



3. Select the name of the relevant procedure from the dropdown before uploading the document as a PDF from your phone or computer (Word documents don't display well on mobile phones and apps). Tap 'Add' to add the procedure to the list.



4. Repeat for all new procedures as required.

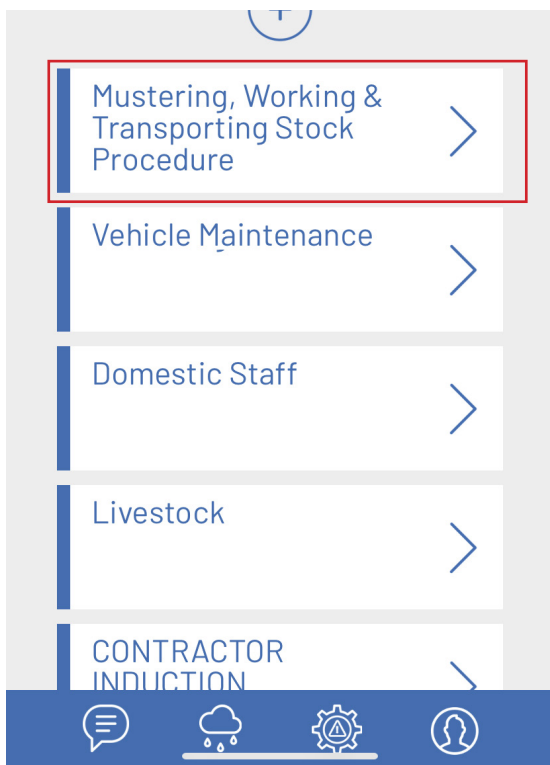
NOTE: If the name of the policy is NOT in the dropdown list, select 'OTHER' and then follow the steps on the following page to edit the name.

# SAFE STATION APP

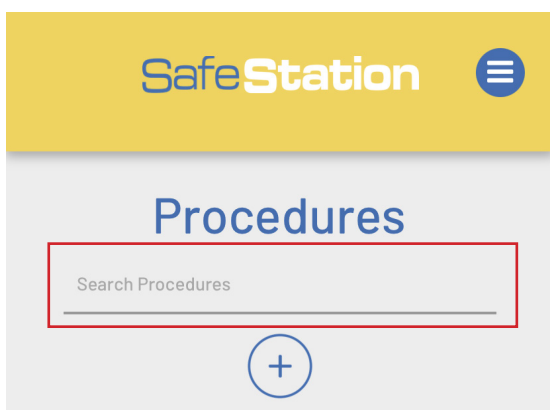
## USER GUIDE: ADMIN

### PROCEDURES: VIEW OR EDIT AN EXISTING PROCEDURE

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



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



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

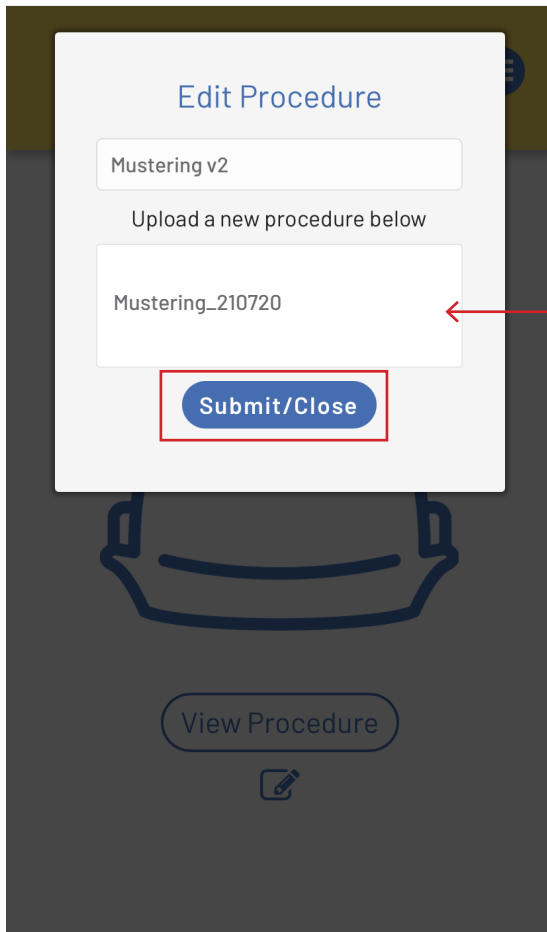
Select the pencil icon to open the 'Edit Procedure' pop-up window. [This is an option that is only available to admins.](#)



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## USER GUIDE: ADMIN

3. You can edit the name, document number and file. Remember to only upload PDF documents for optimum viewing.



Mustering v2

Upload a new procedure below

Mustering\_210720

Submit/Close

View Procedure

### TOP TIP:

Make sure there is text in every field (especially the policy file field) before you hit 'Submit/Close', otherwise that field will be left blank when the database is updated.

### 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.

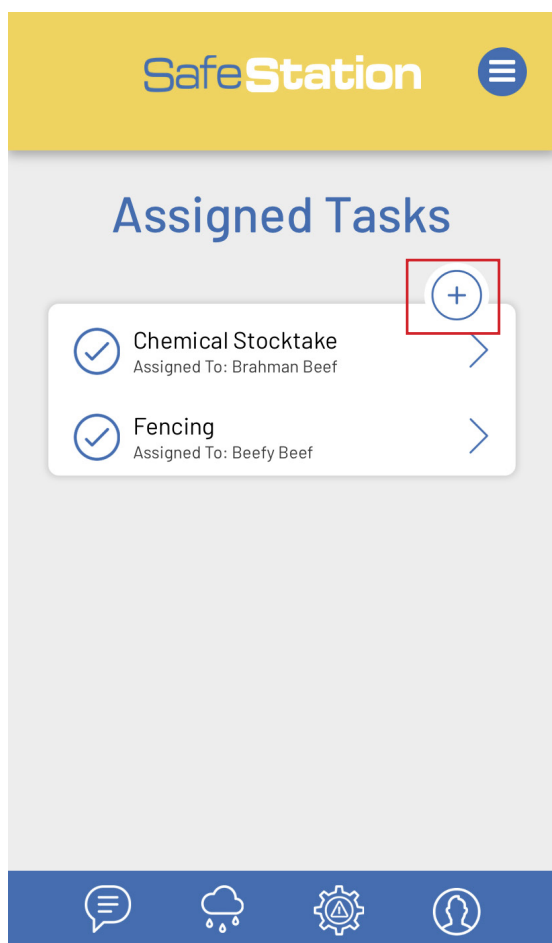
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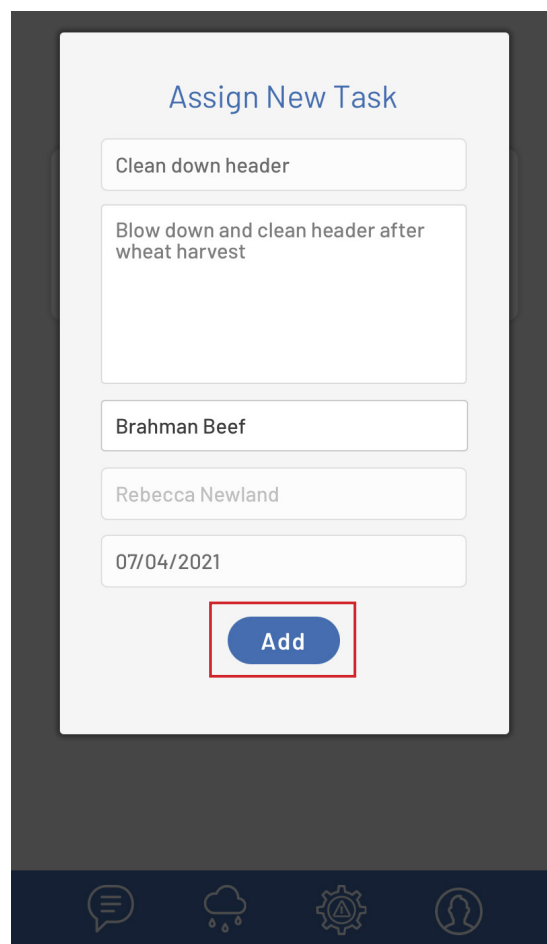
### ACTION LIST: ADD NEW ASSIGNED TASK

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 +.



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'.



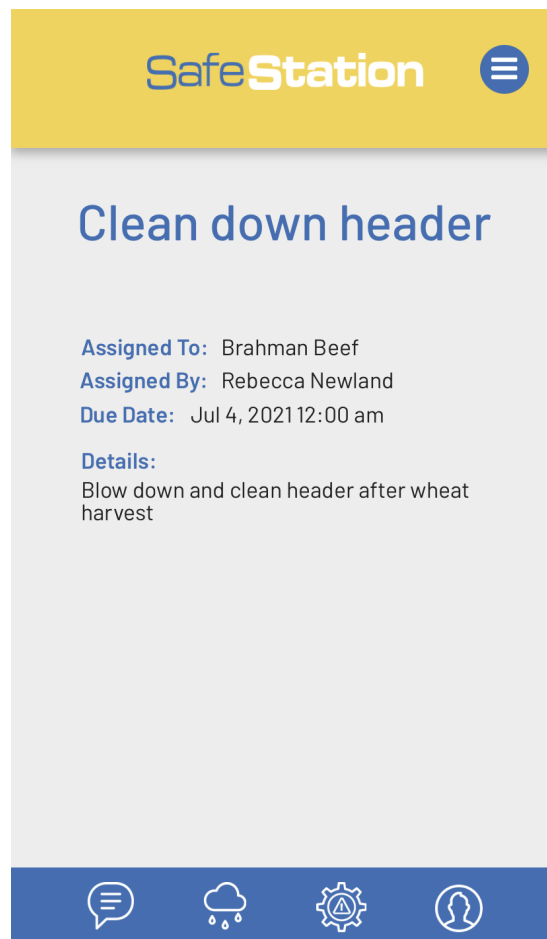
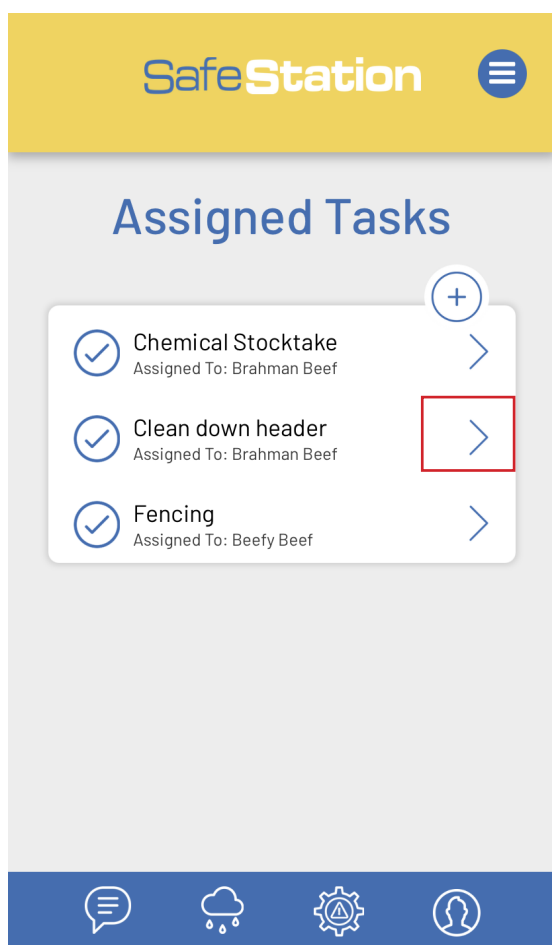
# SAFE STATION APP

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

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

**NOTE:** Assigned tasks can only be marked as complete by the user who they have been assigned to.



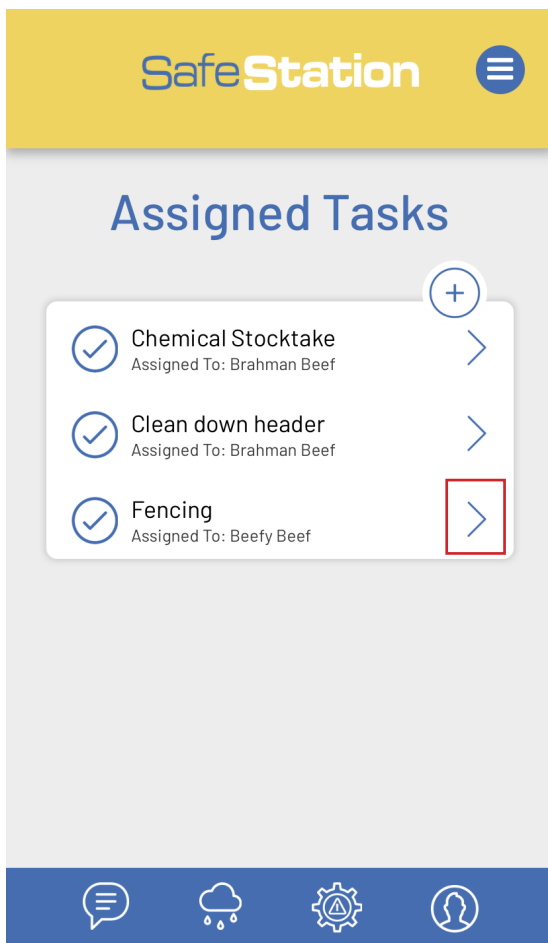
**NOTE:** Only uncompleted tasks are displayed in the above list. Tasks disappear from the list as soon as they are marked complete.

# SAFE STATION APP

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### ACTION LIST: COMPLETING AN ASSIGNED TASK

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

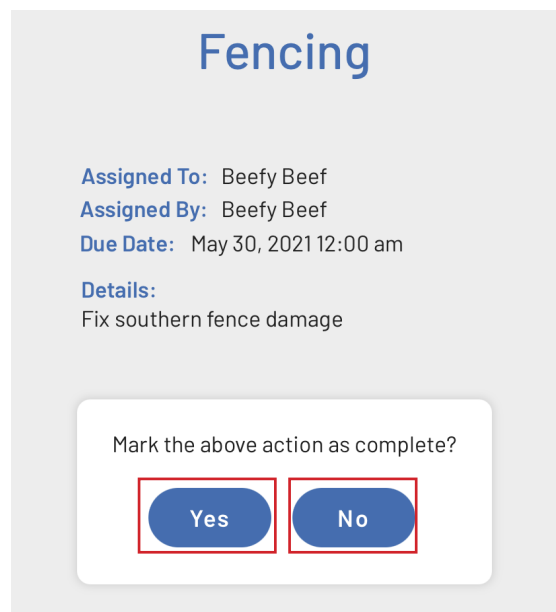


**REMEMBER:** You will only be able to mark a task as being complete if you are the user to whom it has been assigned.

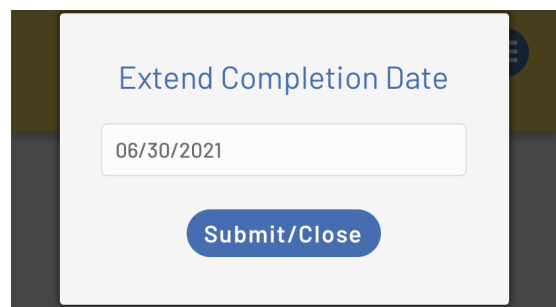
2. On the task details page, you will be given two options;

**YES:** To complete a task, click 'Yes'. A yellow 'COMPLETE' label will then be displayed and you will automatically be 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'.



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



# SAFE STATION APP

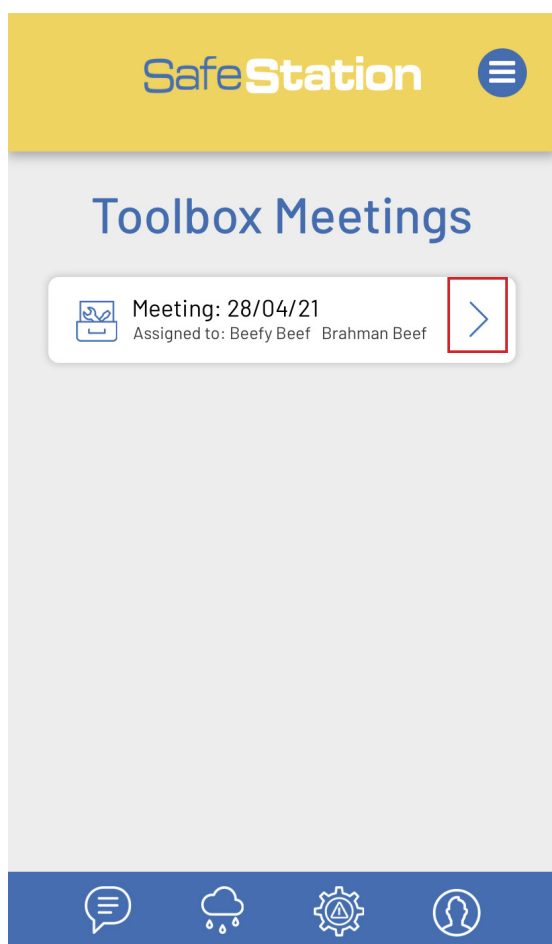
## USER GUIDE: ADMIN

### ACTION LIST: TOOLBOX MEETINGS

Want to add toolbox tasks? See page 69.

The toolbox meeting action list displays a list of all actions that need to be 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.

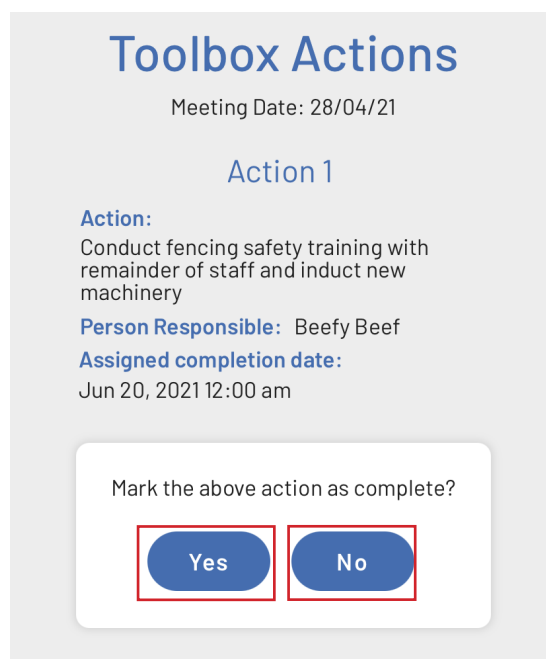


**REMEMBER:** You will only be able to mark a task as being complete if you are the user to whom it has been assigned.

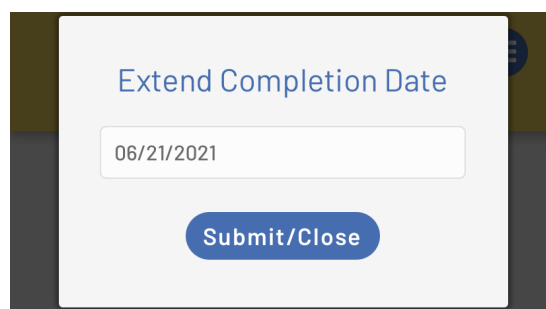
2. On the task actions page, you will be given two options;

**YES:** To complete a task, click 'Yes'. A yellow 'COMPLETE' label will then be displayed and you will automatically be 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'.



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



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### 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

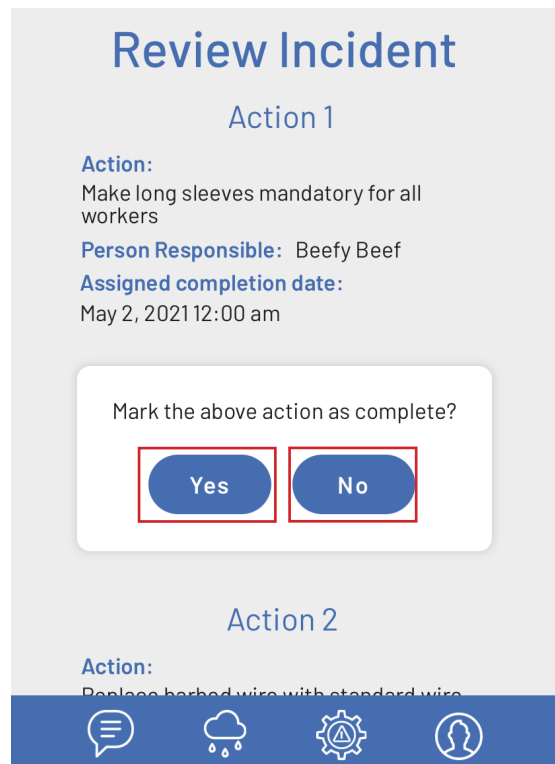
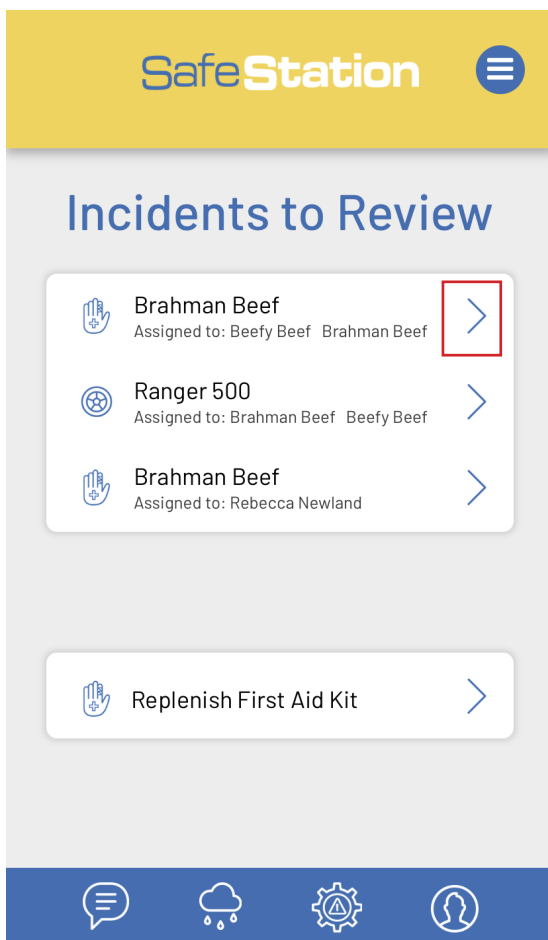
1. To mark an incident action as complete, select an incident to which you have been assigned from the list.

**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'.

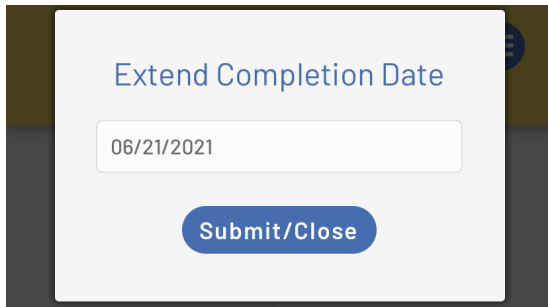


Create an incident report. See page 60.

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



The screenshot shows a dialog box titled "Extend Completion Date". It contains a text input field with the date "06/21/2021" and a blue button labeled "Submit/Close".

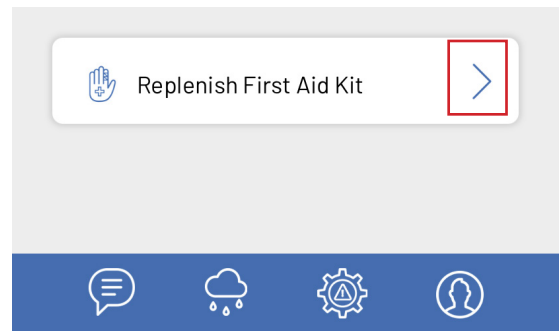
Once all actions have been marked as complete by the relevant users, the incident will be removed from the Action List.

### TOP TIP:

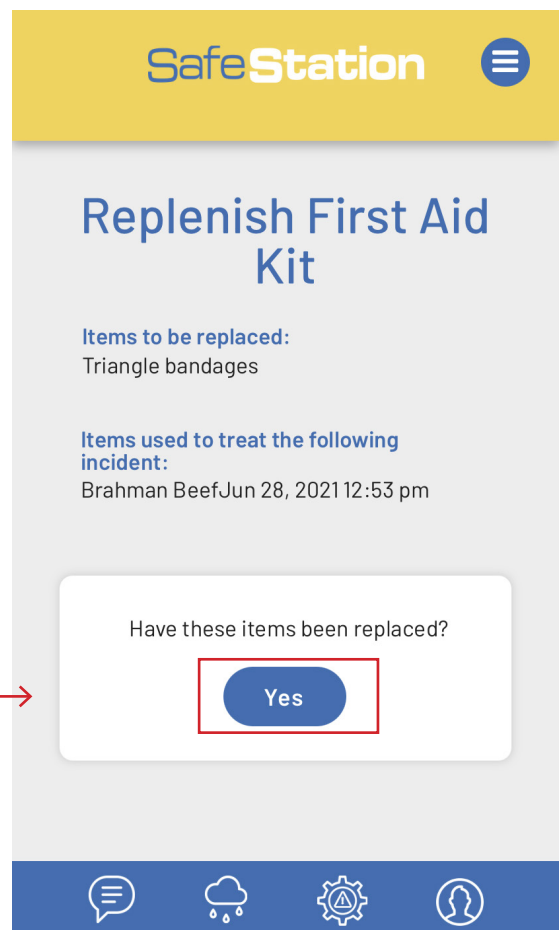
As replenishing the first aid is a vital task that should be completed as soon as possible, it's a task that **ANY** user can complete and mark off. It is not individually assigned.

### 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.



The screenshot shows the "Replenish First Aid Kit" screen. At the top is the "SafeStation" logo and a menu icon. The title "Replenish First Aid Kit" is displayed. Below it, the text "Items to be replaced:" is followed by "Triangle bandages". Then, "Items used to treat the following incident:" is followed by "Brahman Beef Jun 28, 2021 12:53 pm". A white box contains the question "Have these items been replaced?" and a blue "Yes" button, which is highlighted with a red box. A red arrow points from the "TOP TIP" text to this button. At the bottom is a blue navigation bar with four icons: a speech bubble, a cloud with rain, a gear, and a person silhouette.

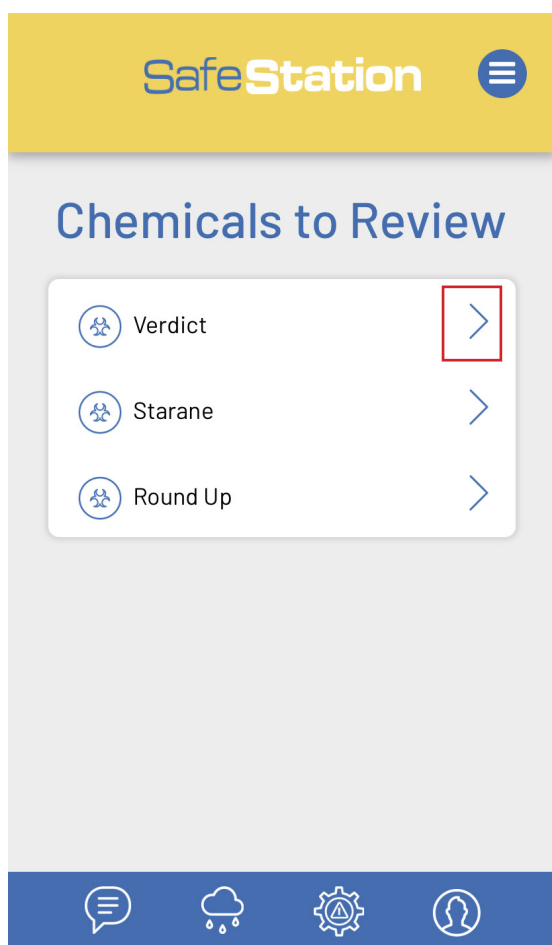
# SAFE STATION APP USER GUIDE: ADMIN

## 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.

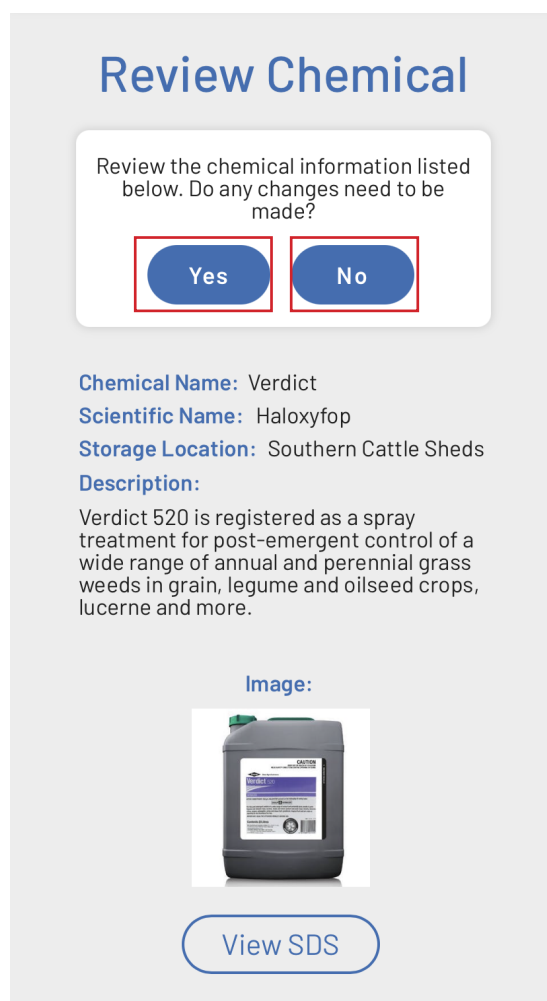


**TOP TIP:** Chemicals can be reviewed by any user – it doesn't just need to be an Admin.

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.



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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 37.


**Edit Chemical**

Verdict

Haloxypop

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 SDS

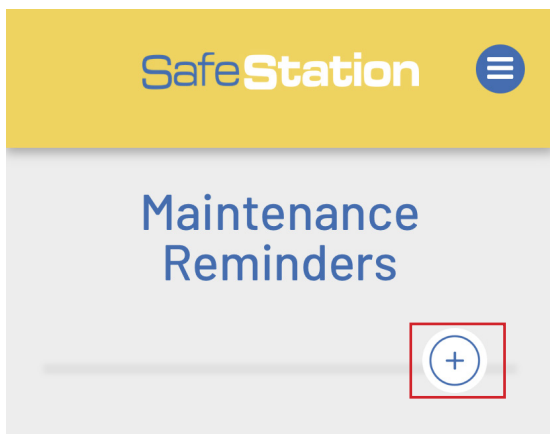
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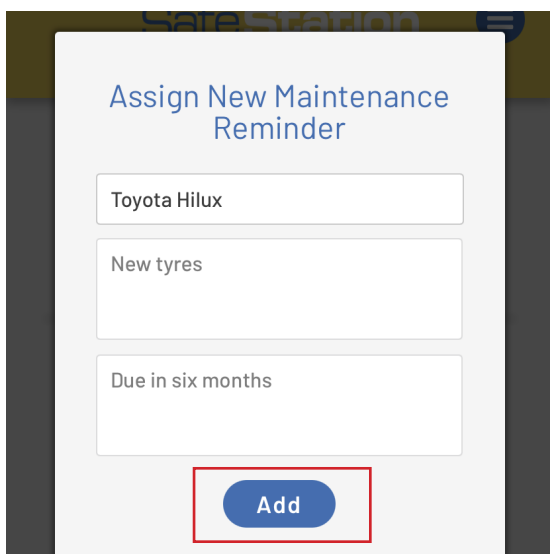
### ACTION LIST: VEHICLE MAINTENANCE REMINDERS

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.

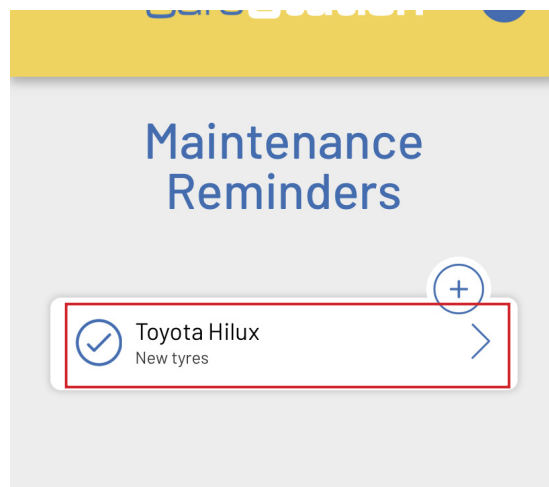


2. Enter the details of the maintenance reminder. You can only create a reminder for a vehicle that has been entered into the app.

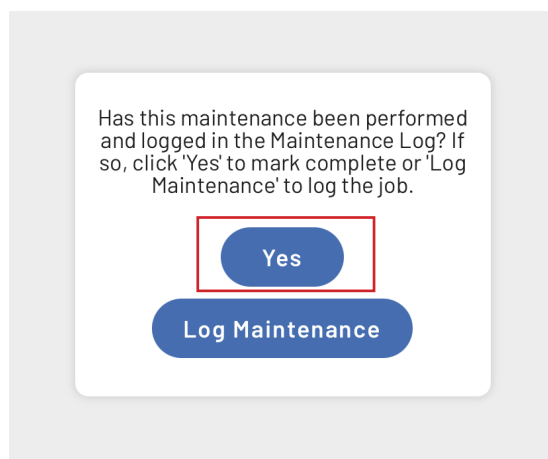


#### COMPLETE A MAINTENANCE REMINDER

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



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.



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### ACTION LIST: INCIDENT INVESTIGATION ACTIONS TO REVIEW (ADMIN)

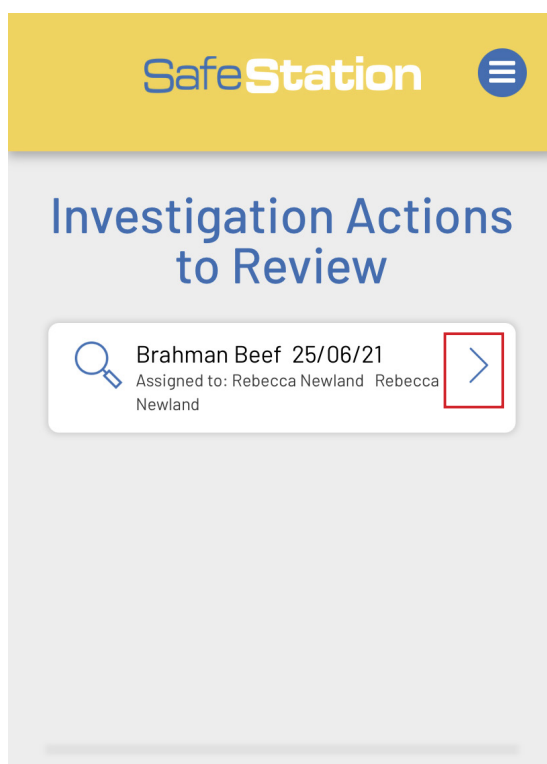
The incidents to review action list displays a list of all actions that need to be completed following an incident investigation. This is a list and function visible to 'Admin' level users only.

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 incident investigation reports that have been fully actioned and require final sign-off by any 'Admin' user.

#### MARK AN ASSIGNED ACTION COMPLETE

1. To mark an investigation action as complete, select an investigation to which you have been assigned from the list.

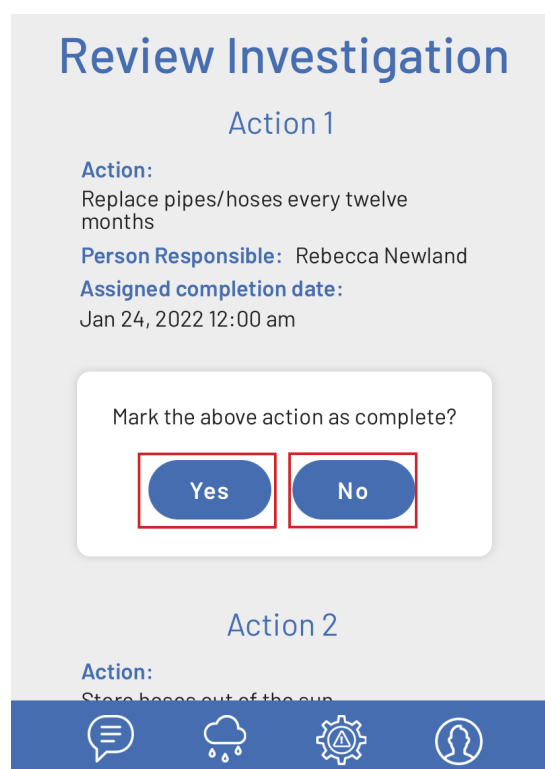


**REMEMBER:** You will only be able to mark tasks complete if you are the Admin user who has been assigned to it.

2. On the review investigation 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 be returned to the main 'Action List' page.

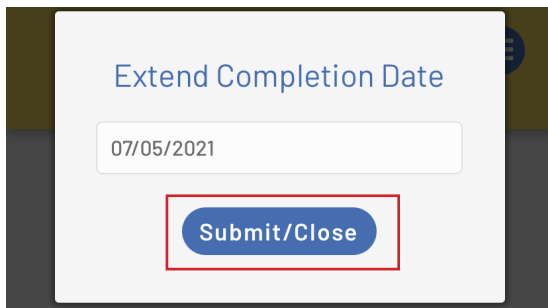
**NO:** If you haven't completed the task by the assigned date and wish to extend the due date, click 'No'.



# SAFE STATION APP

## USER GUIDE: ADMIN

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



Extend Completion Date

07/05/2021

Submit/Close

Once both actions have been marked as complete by the relevant Admin users, the investigation will appear in the 'Sign Off' list.

### SIGN OFF AN INVESTIGATION REPORT

1. To sign off on an investigation, select an investigation from the 'Sign Off' list.

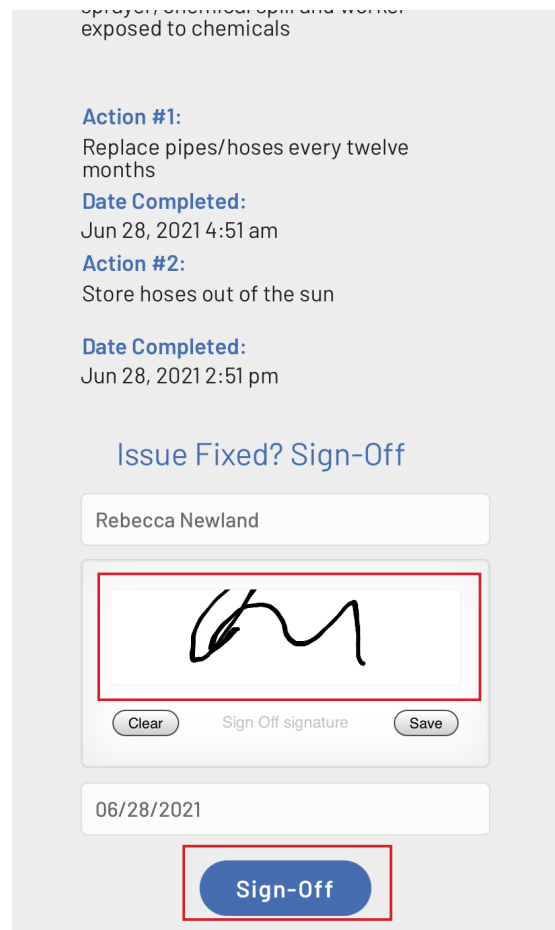


Investigation Sign-Off

Brahman Beef 25/06/21

>

2. Add your signature to the bottom of the page and click 'Sign-Off'. This will remove the investigation from the action list entirely.



Issue Fixed? Sign-Off

Rebecca Newland

Signature

Clear Sign Off signature Save

06/28/2021

Sign-Off

**TOP TIP:** While an investigation can be signed off by any 'Admin' level user, it is recommended that this step is completed by someone who was directly involved in the investigation team.

Learn how to lodge an incident investigation report on page 62.

# SAFE STATION APP

## USER GUIDE: ADMIN

### ACTION LIST: POLICIES TO REVIEW (ADMIN)

To ensure all policies are regularly reviewed and updated, the 'Policies to Review' action list automatically prompts this information to be reviewed every twelve months. Any policies that appear in this action list are therefore due for their annual review. Once the policy has been reviewed and updated accordingly, the app will automatically set a new review date, twelve months in advance.

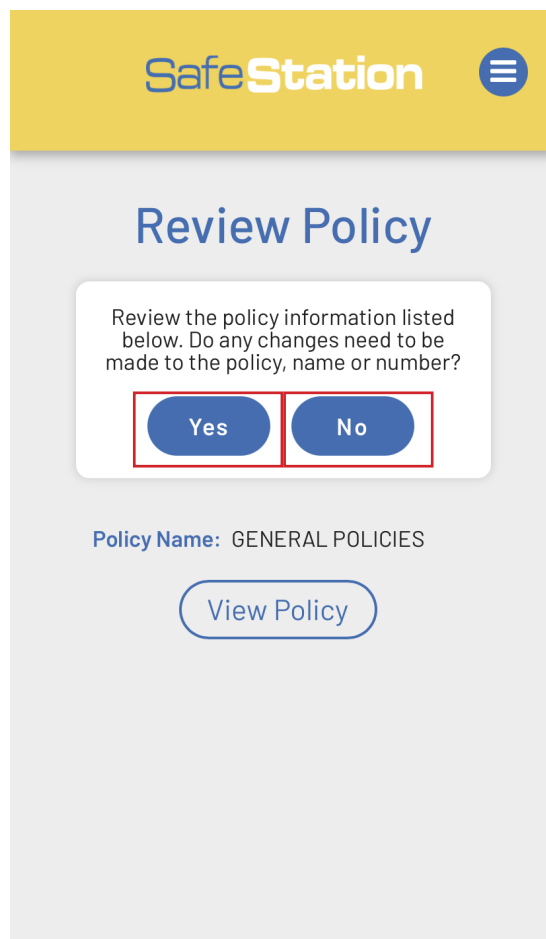
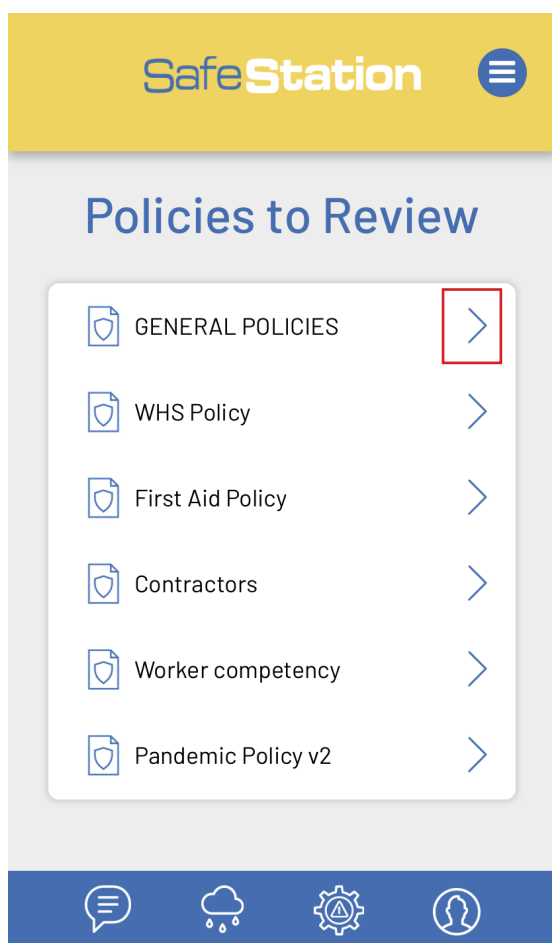
2. Once you have reviewed the policy in full, select one of the following options;

NO: Select if the policy doesn't need updating. A new review date will automatically be set 12 months in advance.

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

#### REVIEW AND UPDATE A POLICY

1. To review a policy, select a policy from the list of those that need to be reviewed;



# SAFE STATION APP

## USER GUIDE: ADMIN

3. After you select 'YES', edit the policy information or upload an updated policy (in PDF form) as required. Click 'Submit/Close' to update the database. As you do so, a new review date will automatically be set 12 months in advance.

Need to add a new policy? See page 8.

Edit Policy

GENERAL POLICIES

Upload a new Policy file below

06.%20Policies.docx

Submit/Close

Policy Name: GENERAL POLICIES

View Policy

# SAFE STATION APP

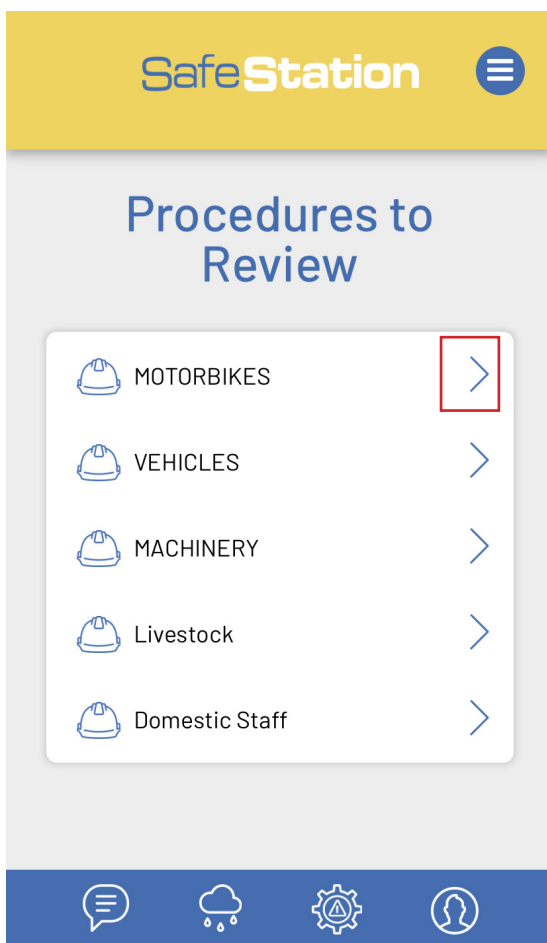
## USER GUIDE: ADMIN

### ACTION LIST: PROCEDURES TO REVIEW (ADMIN)

To ensure all procedures are regularly reviewed and updated, the 'Procedures to Review' action list automatically prompts this information to be reviewed every twelve months. Any procedures that appear in this action list are therefore due for their annual review. Once a procedure has been reviewed and updated accordingly, the app will automatically set a new review date, twelve months in advance.

#### REVIEW AND UPDATE A PROCEDURE

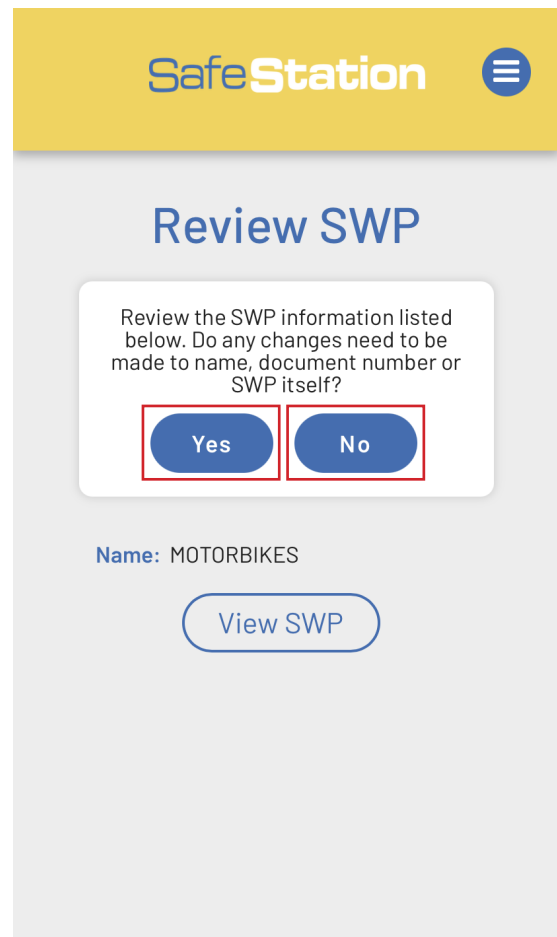
1. To review a procedure, select one from the list of those that need to be reviewed;



2. Once you have reviewed the procedure in full, select one of the following options;

NO: Choose if the procedure doesn't need updating. A new review date will automatically be set 12 months in advance.

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



# SAFE STATION APP

## USER GUIDE: ADMIN

3. After selecting 'YES', edit the procedure's details or upload an updated procedure (in PDF form) as required. Click 'Submit/Close' to update the database. As you do so, a new review date will automatically be set 12 months in advance.

Need to add a new procedure? See page 11.

The screenshot shows the 'Edit Safe Work Procedure' interface. At the top, the title 'Edit Safe Work Procedure' is displayed. Below it is a text input field containing 'MOTORBIKES'. Underneath the input field is the instruction 'Upload a new SWP below'. Below this is a file upload area showing a file named '16. %20SWP01- %20Motorbikes.docx'. A blue button labeled 'Submit/Close' is highlighted with a red rectangle. Below the main form area, the text 'Name: MOTORBIKES' is shown, followed by a 'View SWP' button.

# SAFE STATION APP

## USER GUIDE: ADMIN

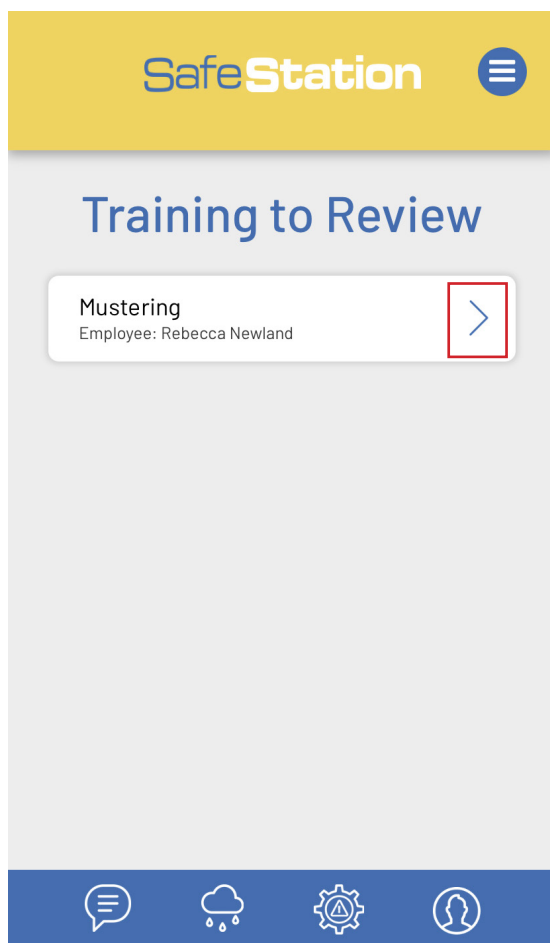
### ACTION LIST: TRAINING TO REVIEW (ADMIN)

The training to review action list displays a list of all training/competencies that employees have recently completed or attained but still need to be signed-off on by their direct supervisor.

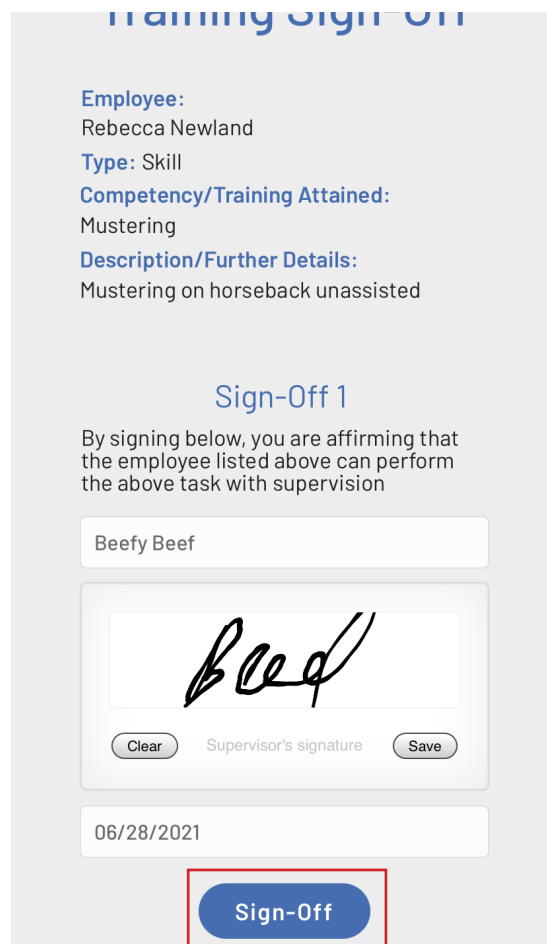
Each new training/competency entered into the app must be signed off twice - once to say that the employee can complete the task with supervision and again, without supervision.

#### SIGN OFF ON TRAINING

1. Select an employee's skill/competency from the list.



2. Add your signature to the 'Sign-Off 1' signature pad and click 'Sign-Off'.



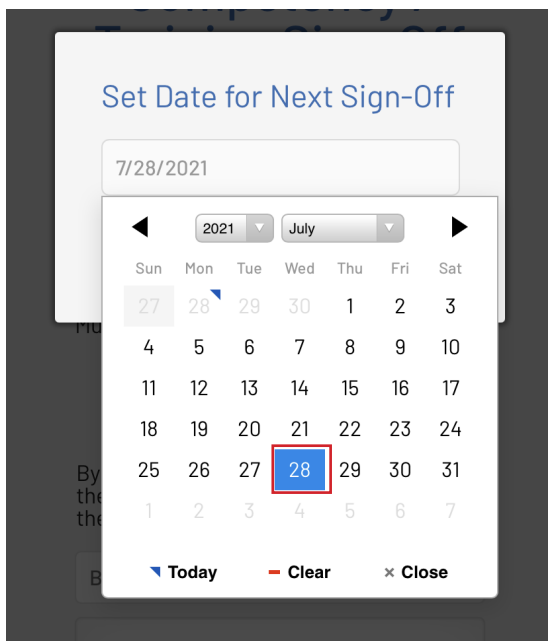
Learn how to record a new competency or training on page 94.

# SAFE STATION APP

## USER GUIDE: ADMIN

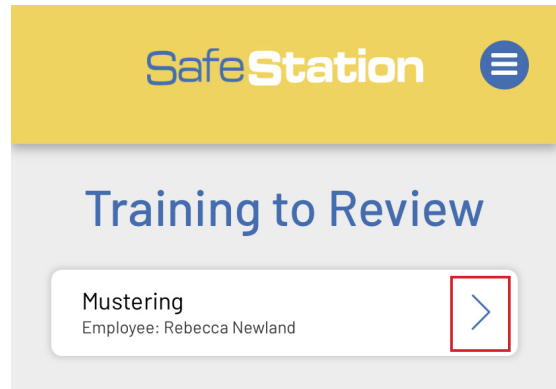
3. You will then be required to set a date when the next sign off (without supervision) is due. By default, this is set to be one month from the initial sign-off date. Select a date from the calendar > 'Submit' to continue.

You will then be returned to the main Action List page, however the training/competency will remain listed in the 'Training to Review' action list if the date you select in this step is less than one month away.

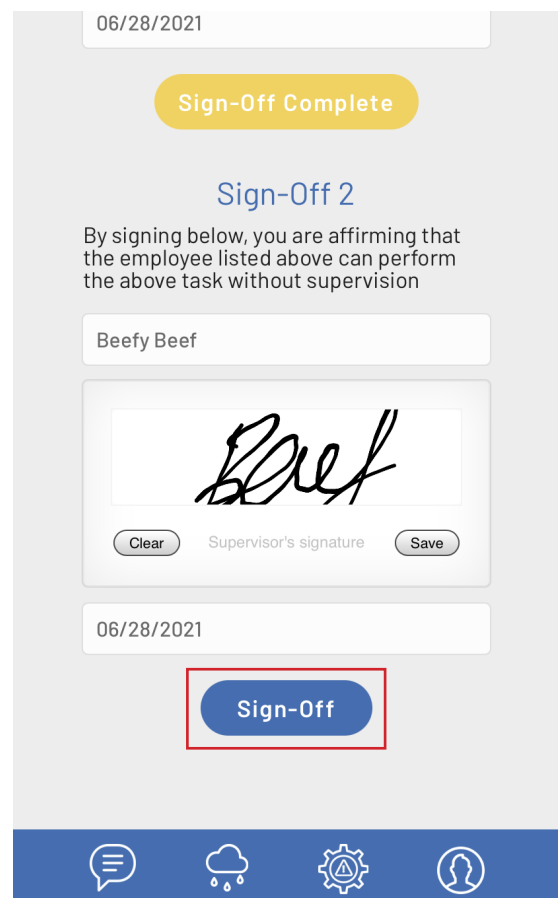


### SIGN OFF ON TRAINING #2

1. Select an employee's skill/competency from the list.



2. Ensure 'Sign-Off 1' has been completed, add your signature to the 'Sign-Off 2' signature pad and click 'Sign-Off'.



# SAFE STATION APP

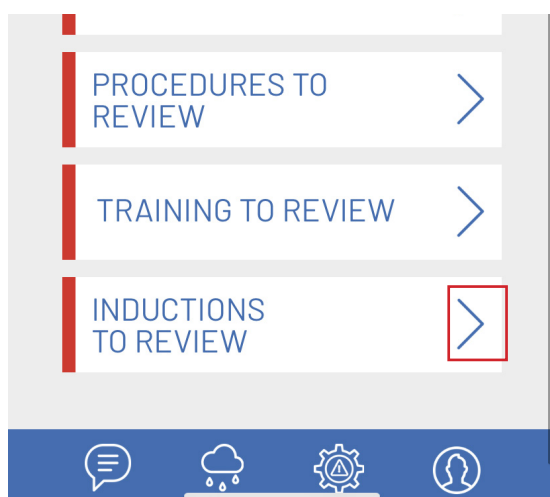
## USER GUIDE: ADMIN

### ACTION LIST: INDUCTIONS TO REVIEW (ADMIN)

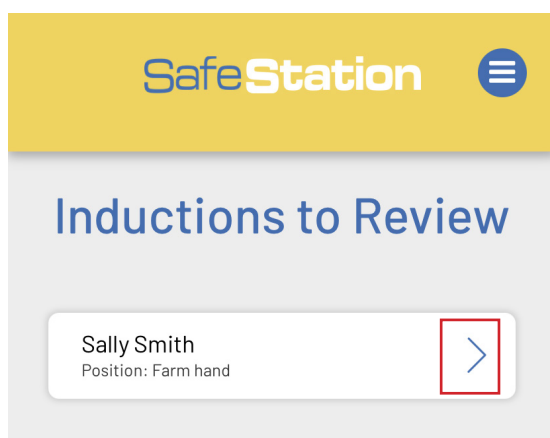
The inductions to review action list displays a list of all initial worker inductions that have been recently completed by a new employee and need to be signed off by a relevant supervisor. Once an induction has been signed off, it will be removed from the list and a copy emailed to the listed Office/Admin email address for your company.

#### SIGN OFF ON AN INDUCTION

1. Select 'Inductions to Review' from the action list categories.



2. Select the employee for who's induction you need to sign-off on.



3. Review the information provided in the induction together with the relevant employee. Once you are satisfied that they have been correctly inducted into the workplace, enter your name and signature to sign-off on the induction.

**Employee:**  
Sally Smith


**Position:** Farm hand

**Date Commenced:**  
01/07/21

**Supervisor Sign-off**

I have conducted this induction as per P8 Worker induction procedure, have taken the worker over the relevant sections of Safe Station and facilitated the completion of a risk assessment example with them and all relevant sections on this form.

Rebecca Newland



Supervisor's signature

07/15/2021

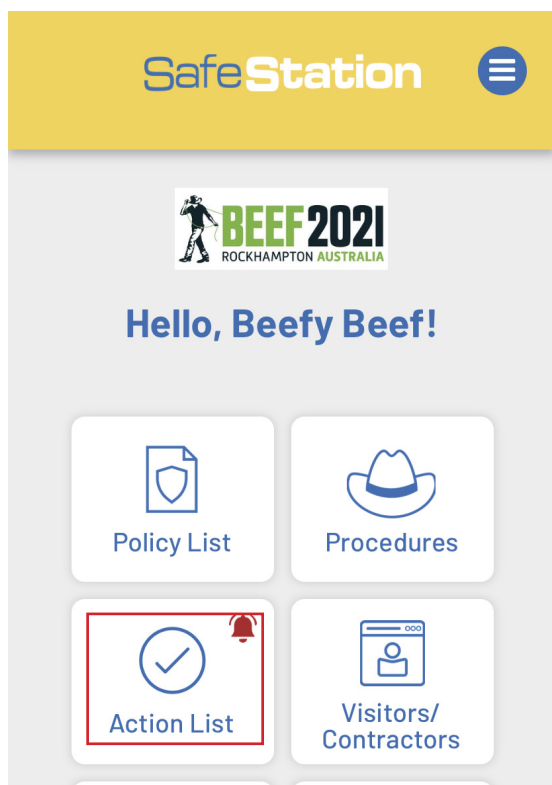
# SAFE STATION APP

## USER GUIDE: ADMIN

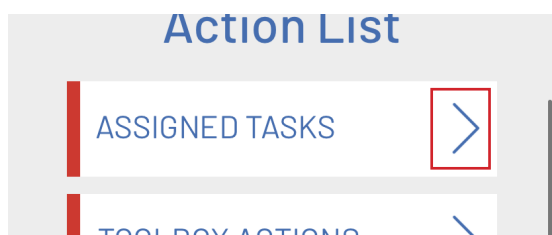
### ACTION LIST: REASSIGN TASKS TO ANOTHER USER

Any of the General Assigned Tasks, Toolbox Actions, Incident Actions or Incident Investigation Action (ADMIN only) can be re-assigned 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.

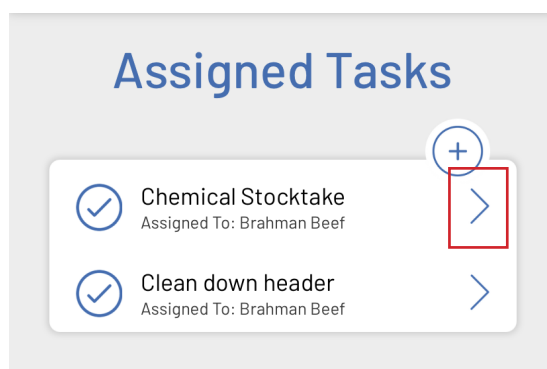
1. To reassign a task, select 'Action List' from the main menu.



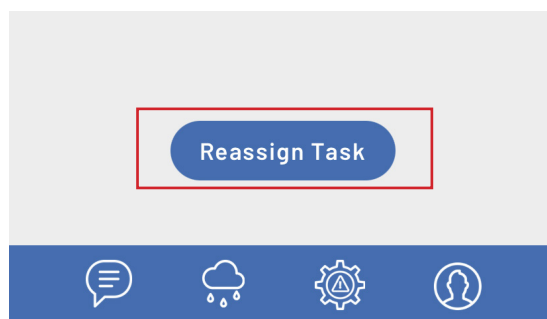
2. Select the category of the task.



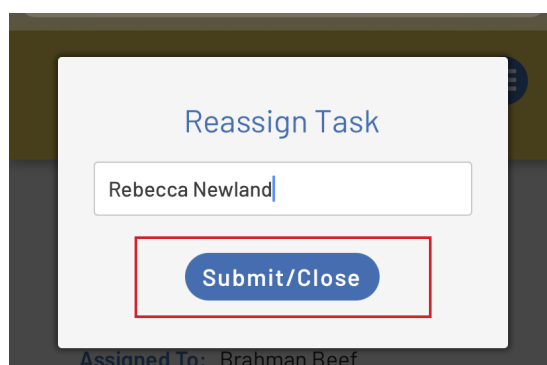
3. Select the task/incident or toolbox meeting containing the task you wish to reassign.



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'.



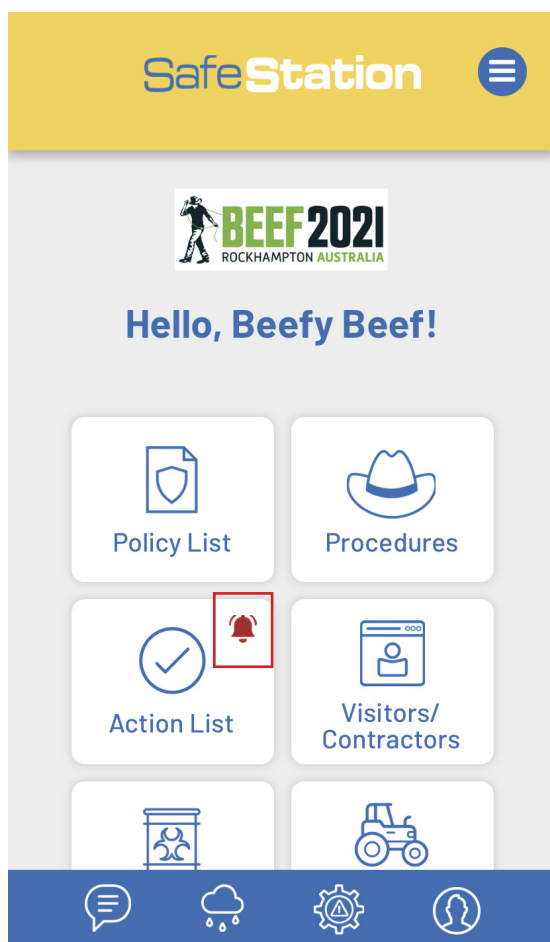
# SAFE STATION APP

## USER GUIDE: ADMIN

### ACTION LIST: ACTION LIST NOTIFICATIONS

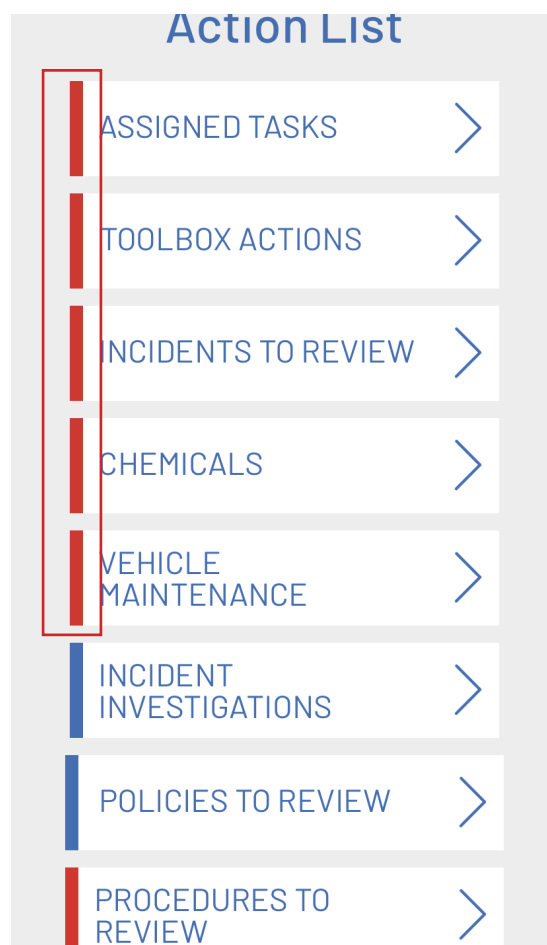
The Safe Station app has a simple, built-in notification system that alerts users when there are action list items that require their attention.

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 the 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. There are no incident investigations or policies that require attention.



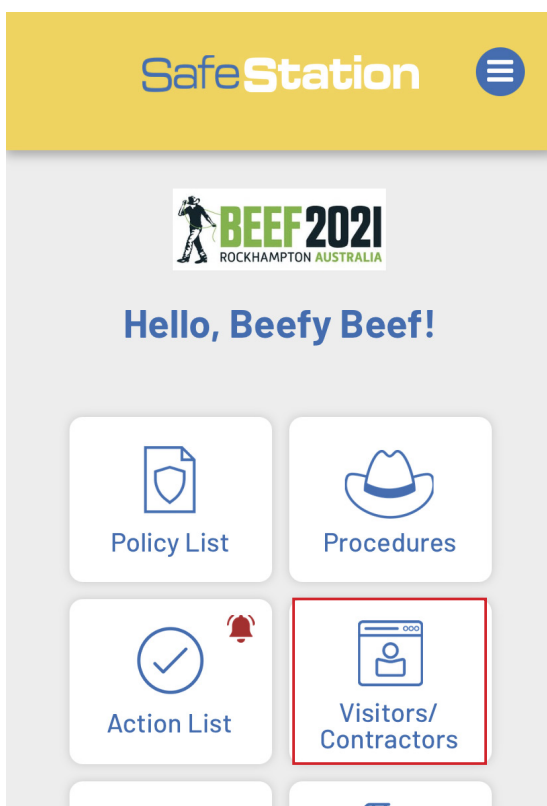
# SAFE STATION APP

## USER GUIDE: ADMIN

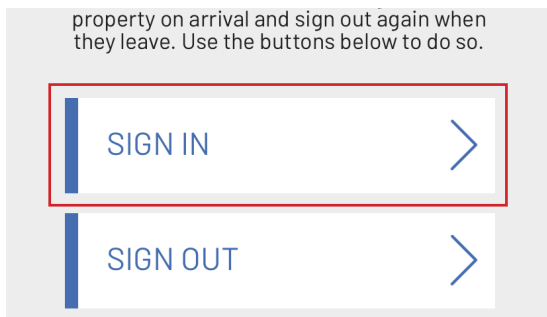
### VISITOR/CONTRACTORS: SIGN-IN A VISITOR/CONTRACTOR

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'.



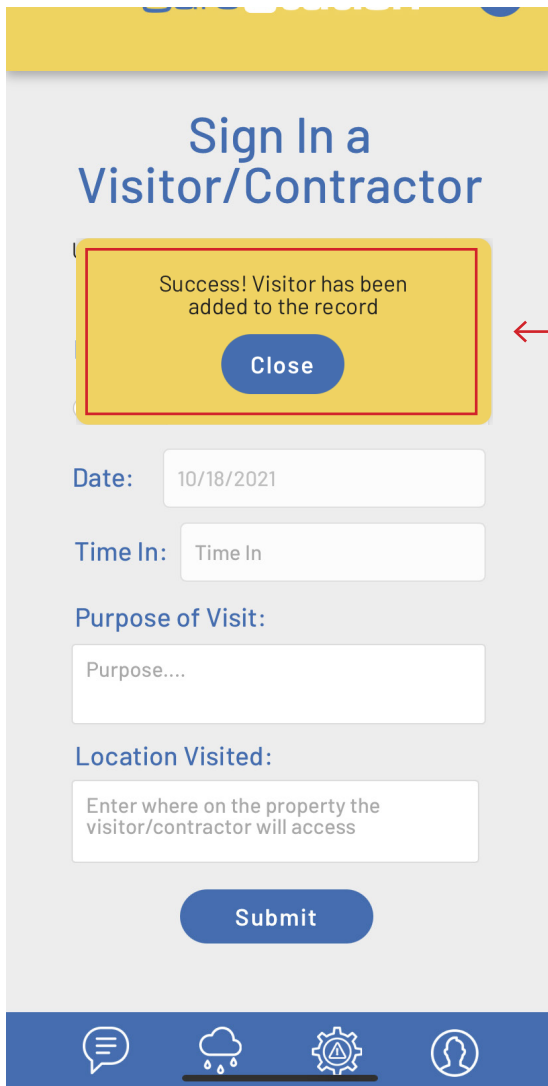
3. Enter the relevant details. Note that the date is pre-filled to the current date, as this sign-in process MUST be completed in real time, when the visitor/contractor first steps foot on the property.

**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 APP

## USER GUIDE: ADMIN

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.



The screenshot shows the 'Sign In a Visitor/Contractor' screen in the SafeStation app. At the top, there is a yellow header. Below it, the title 'Sign In a Visitor/Contractor' is displayed in blue. A yellow success message box with a red border states 'Success! Visitor has been added to the record' and includes a 'Close' button. Below this, there are four input fields: 'Date:' with the value '10/18/2021', 'Time In:' with the value 'Time In', 'Purpose of Visit:' with the placeholder 'Purpose....', and 'Location Visited:' with the placeholder 'Enter where on the property the visitor/contractor will access'. A blue 'Submit' button is at the bottom of the form. The app's bottom navigation bar is visible, featuring icons for messages, weather, settings, and a profile.

**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.

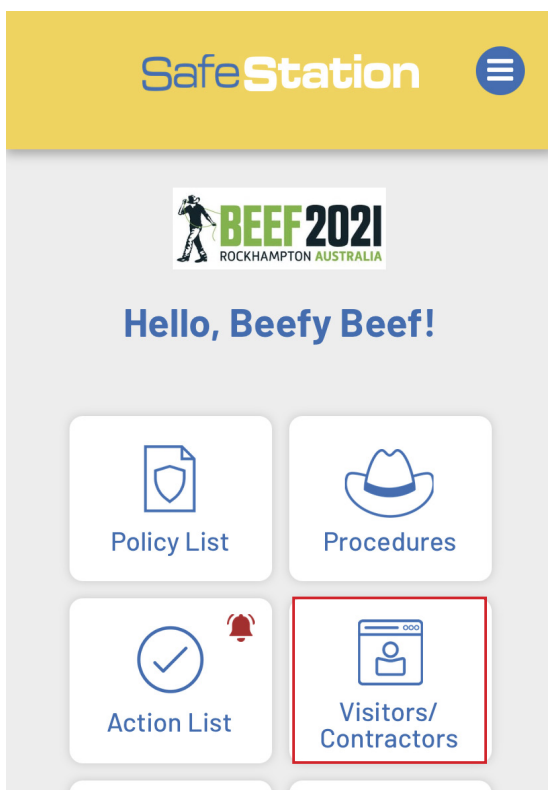
# SAFE STATION APP

## USER GUIDE: ADMIN

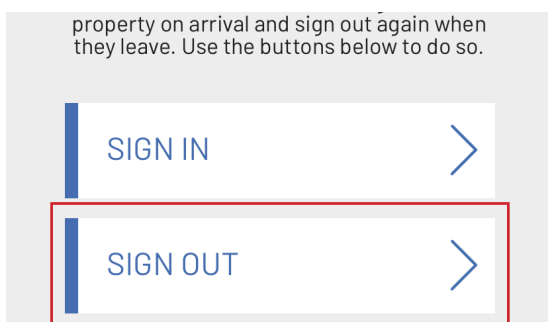
### VISITOR/CONTRACTORS: SIGN-OUT A VISITOR/CONTRACTOR

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

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



2. Select 'Sign-out'.



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

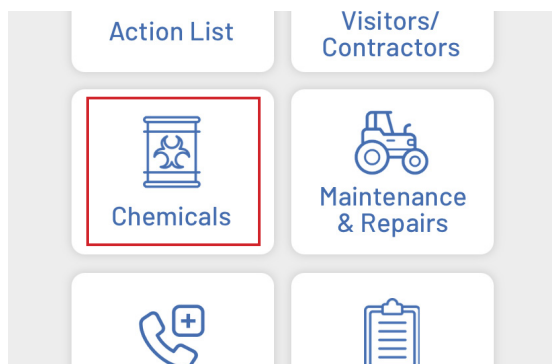
4. As with the sign-in form, you will receive confirmation that the form was submitted successfully.

# SAFE STATION APP

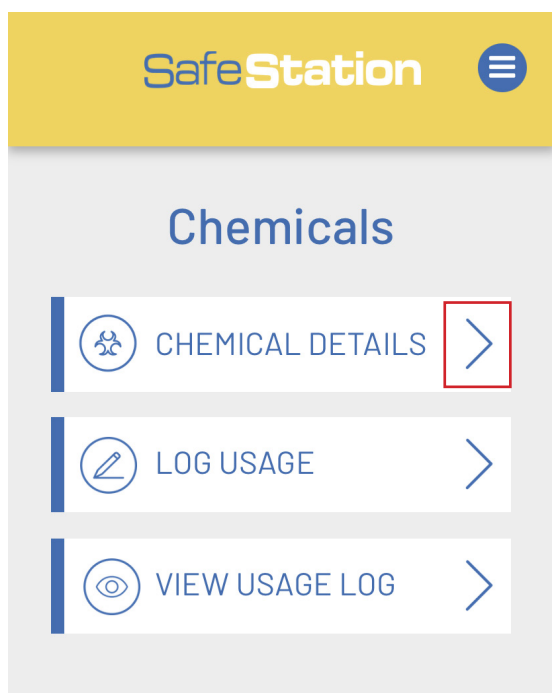
## USER GUIDE: ADMIN

### 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.



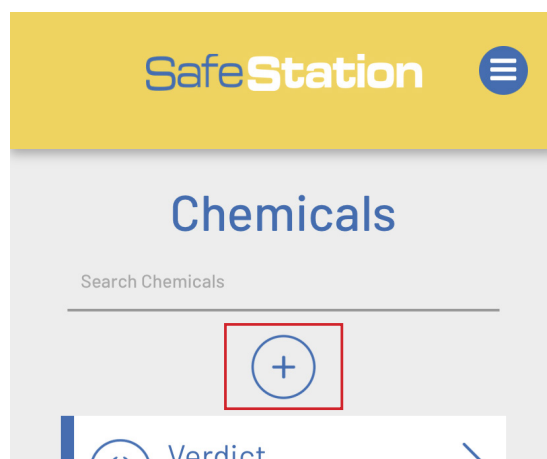
2. Select 'Chemical Details' from the sub-menu.



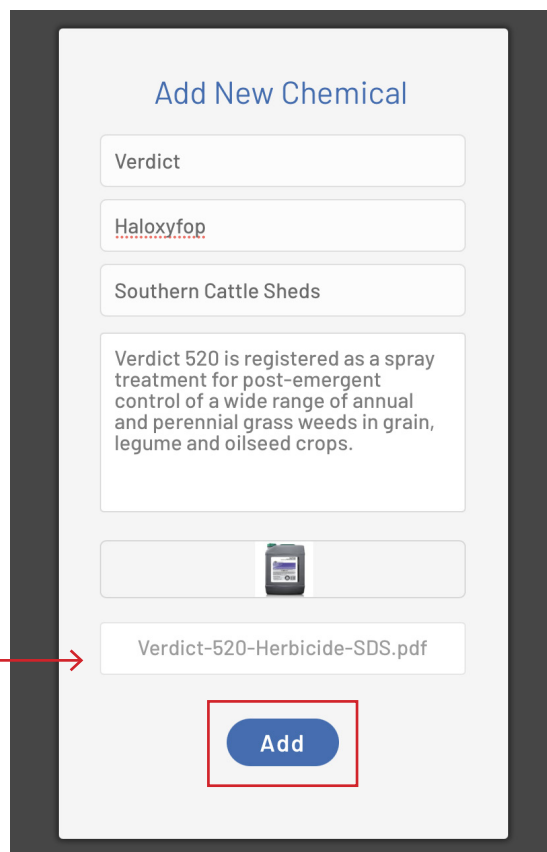
#### TOP TIP:

Uploading files may take a few seconds. Wait until you see the file name text appear before clicking 'Add' to ensure the SDS is uploaded properly.

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



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.

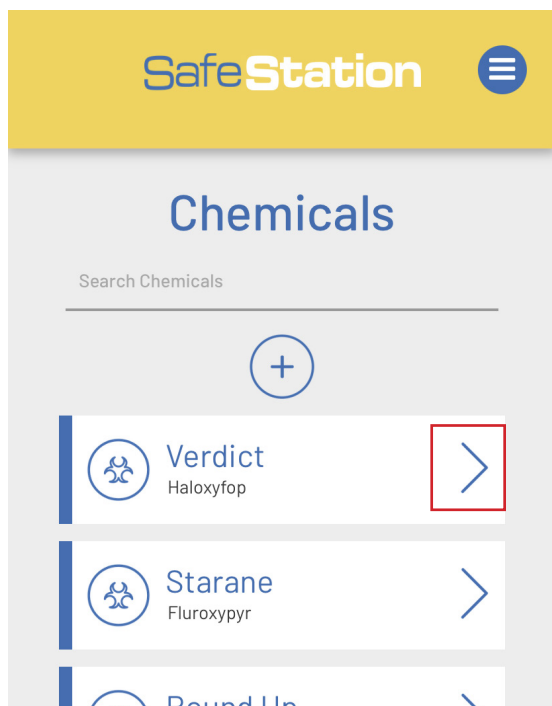


# SAFE STATION APP

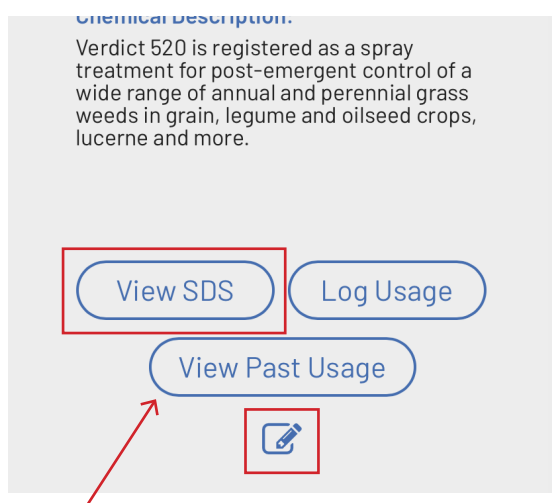
## USER GUIDE: ADMIN

### CHEMICALS: VIEW/EDIT EXISTING CHEMICAL

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



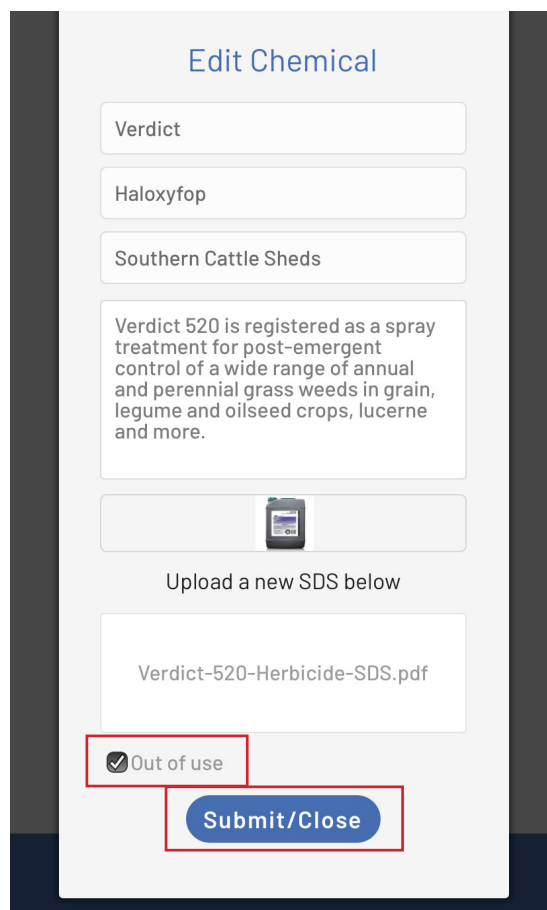
2. Click 'View SDS' to open the SDS in a new tab/window or the pencil icon to edit.



#### 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'.



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

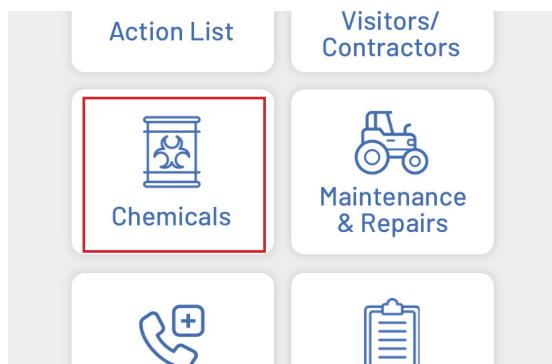


# SAFE STATION APP

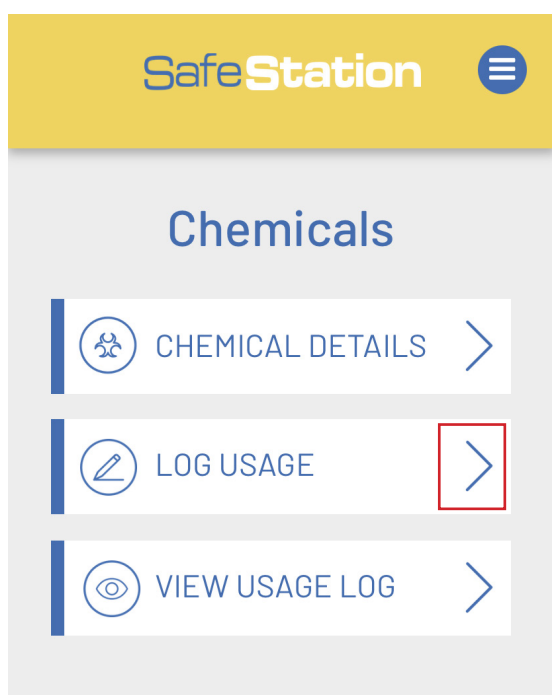
## USER GUIDE: ADMIN

### 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.



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'.

A screenshot of the 'Log Chemical Usage' form. It contains several input fields: 'Starane', '12345B', 'Windmill Paddock', '100', '2500', '10/12/2021', and a text area with 'Spray weeds'. A blue 'Submit' button is at the bottom, highlighted with a red box. A red arrow points from the bottom of the page up to the 'Submit' button.

#### TOP TIP:

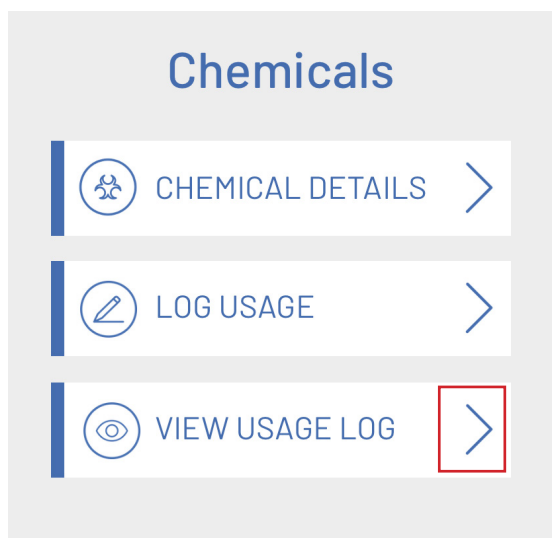
Once you select what chemical you are logging an entry for, the 'amount remaining' box will automatically display the LAST ENTERED 'amount remaining' figure, making it easy to manually calculate how much you have left based on what you've used. Simply replace this figure with the new amount remaining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

# SAFE STATION APP

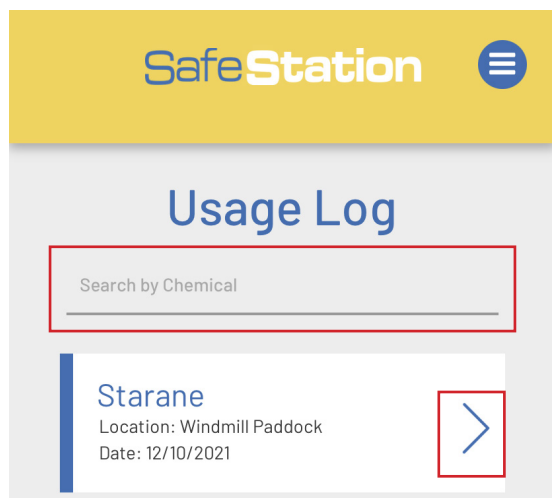
## USER GUIDE: ADMIN

### CHEMICALS: EDIT ENTRY IN CHEMICAL USAGE LOG

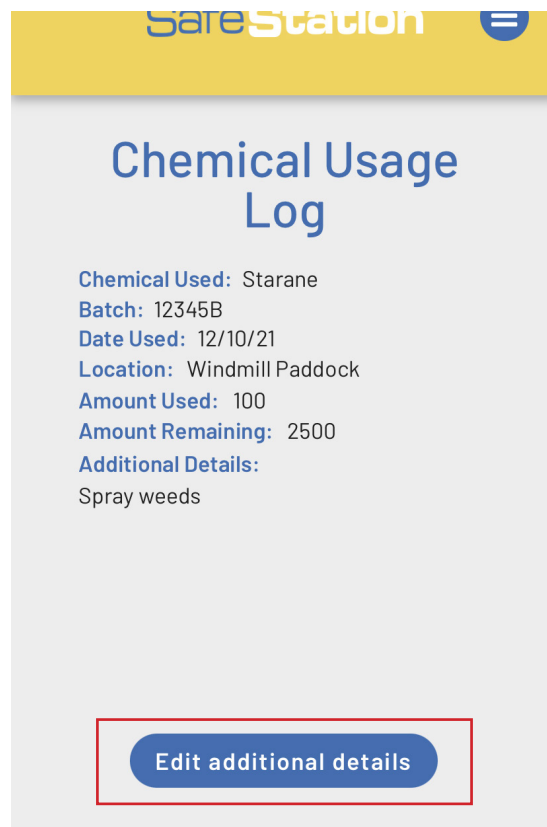
1. In the instance that you need to edit an existing chemical usage entry (i.e. you entered the wrong amount of chemical used), you can edit an existing entry. Select 'View Usage log' from the Chemical menu.



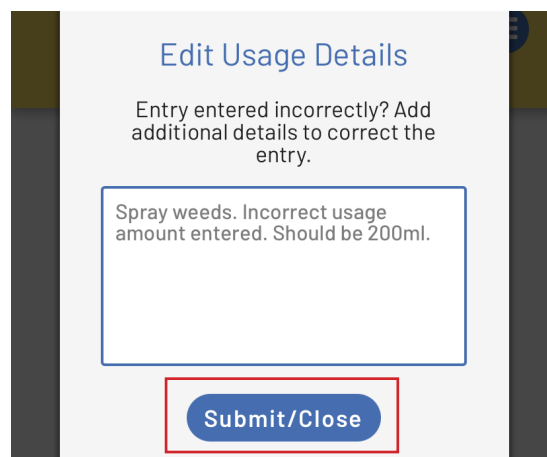
2. Scroll through previous entries to find to the record you wish to edit, or use the search box to filter all past usage by chemical name.



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.

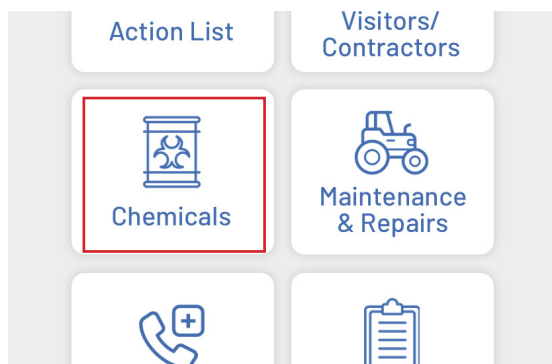


# SAFE STATION APP

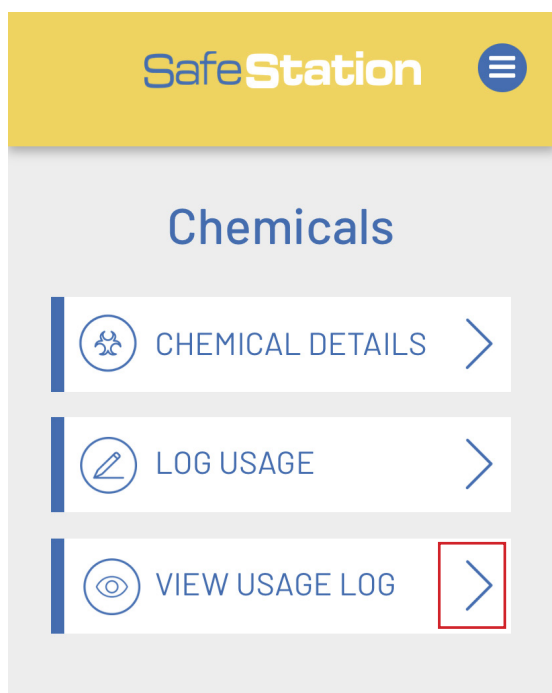
## USER GUIDE: ADMIN

### CHEMICALS: VIEW/EXPORT PAST CHEMICAL USAGE

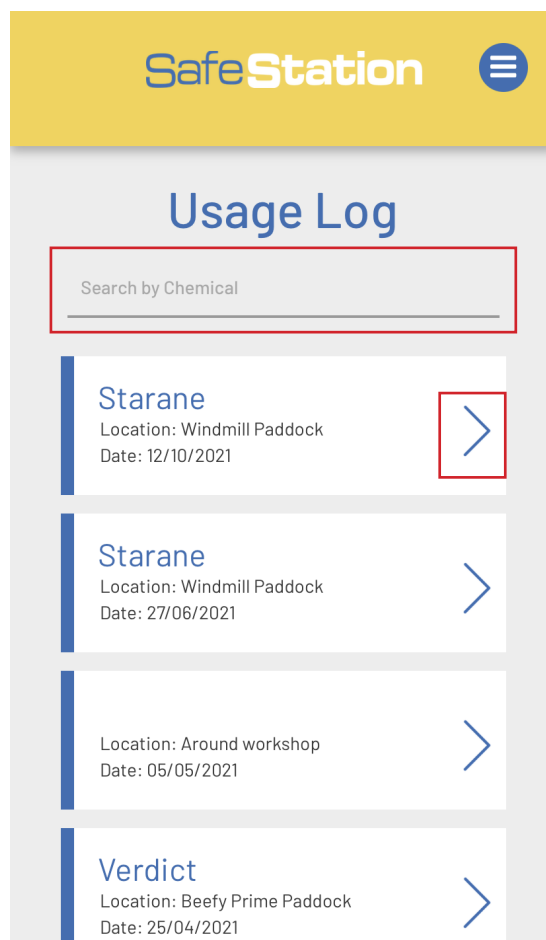
1. To view all previous chemical usage, first select 'Chemicals' from the homepage or hamburger menu.



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



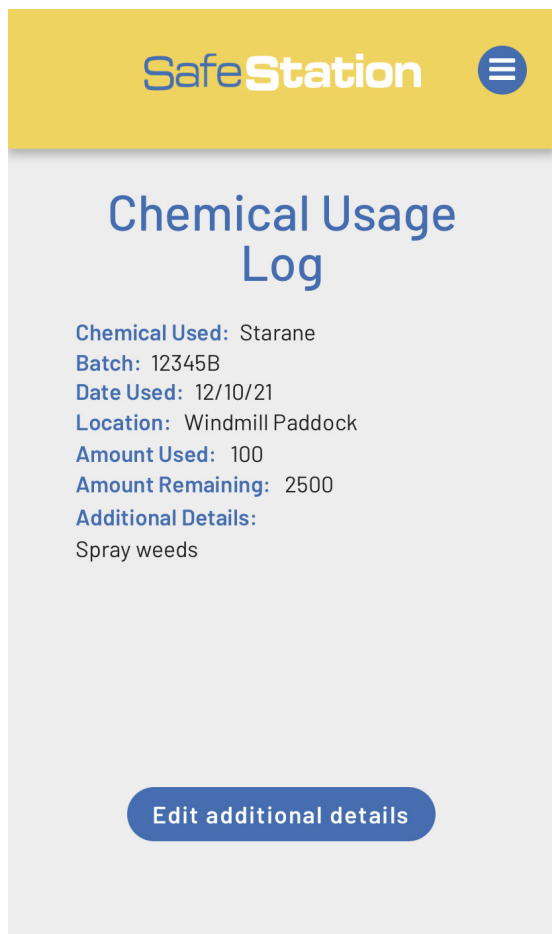
3. Scroll through previous entries to navigate to your chosen record, or use the search box to filter all past usage by chemical name (i.e. display only 'Starane' records). The most recent usage is listed first.



# SAFE STATION APP

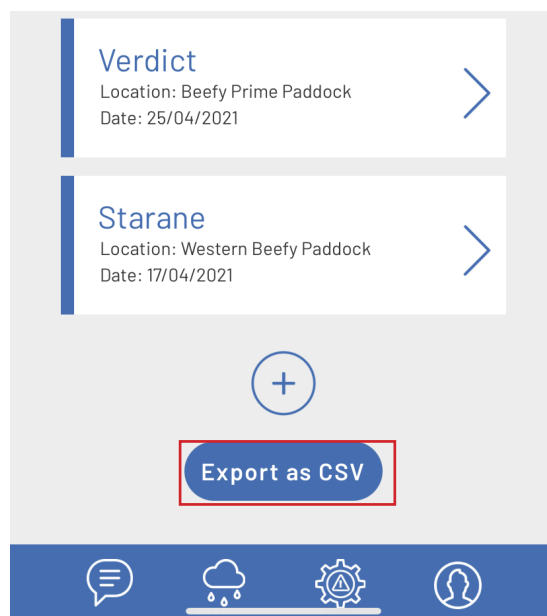
## USER GUIDE: ADMIN

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

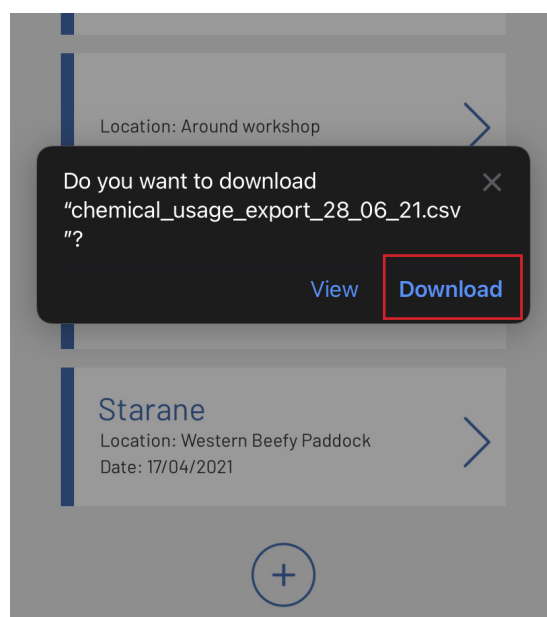


### EXPORT PAST USAGE AS CSV

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.

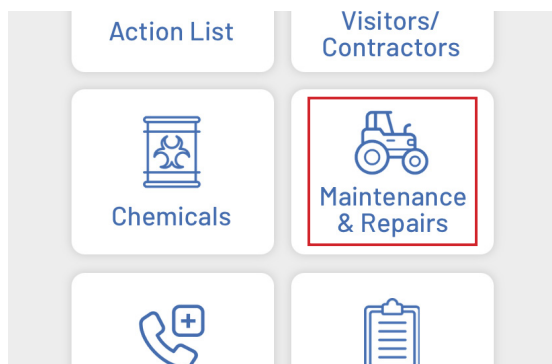


# SAFE STATION APP

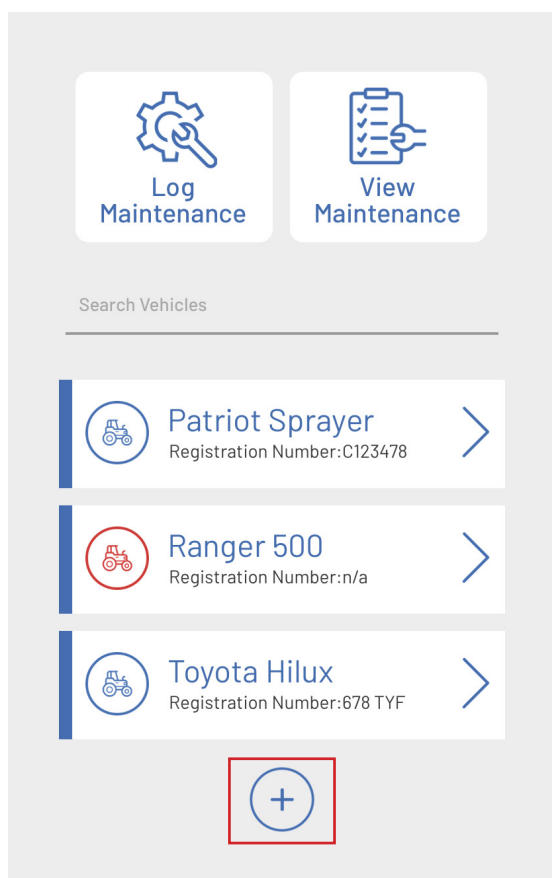
## USER GUIDE: ADMIN

### MAINTENANCE & REPAIRS: ADD A NEW VEHICLE

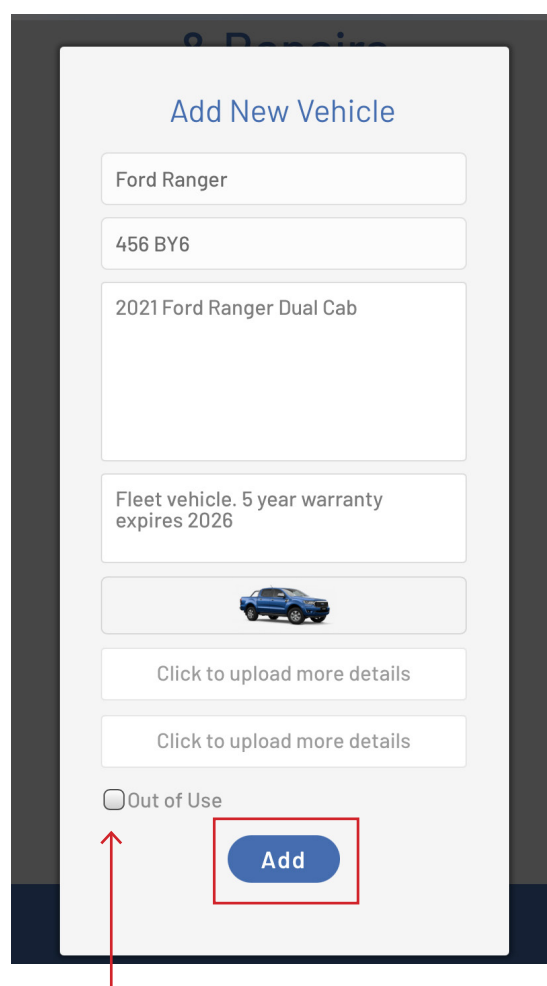
1. To add a new vehicle to the app, select 'Maintenance & Repairs' from the homepage or hamburger menu.



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.



#### TOP TIP:

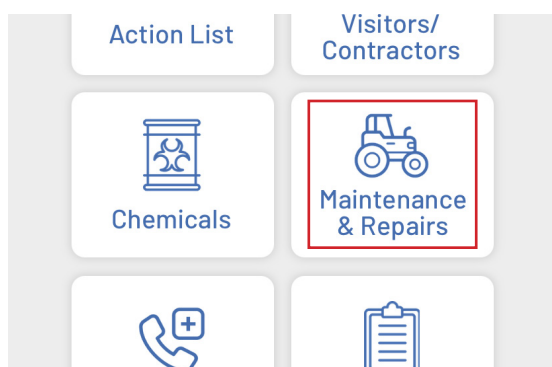
Is the vehicle available and ready to use? Leave this box blank. If the vehicle is currently getting repaired or is unavailable for workers to use for some other reason, check this box.

# SAFE STATION APP

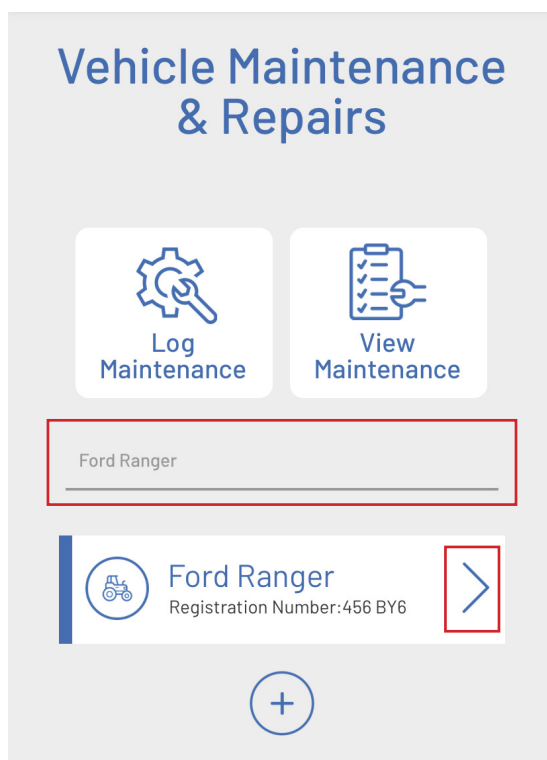
## USER GUIDE: ADMIN

### 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).

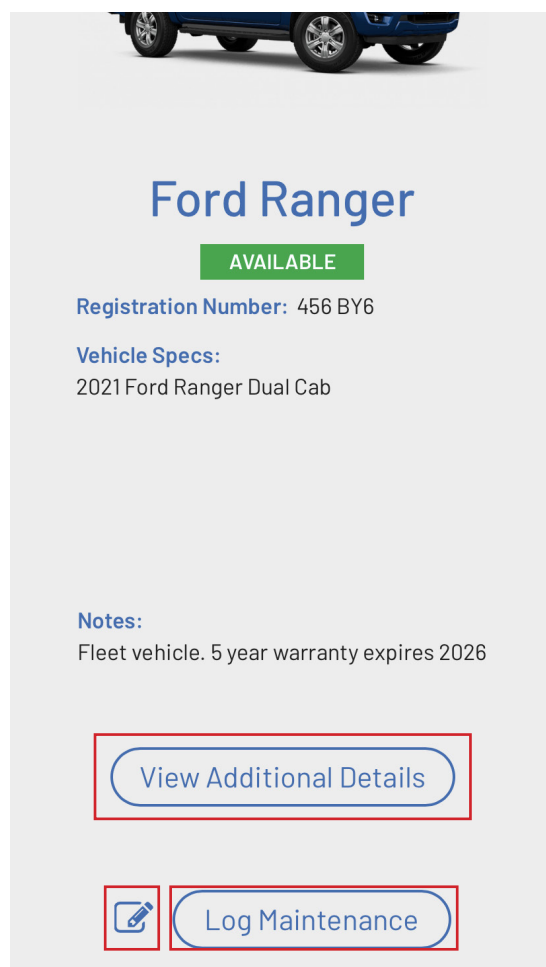


3. Multiple actions can then be performed from the Vehicle Details page;

**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.



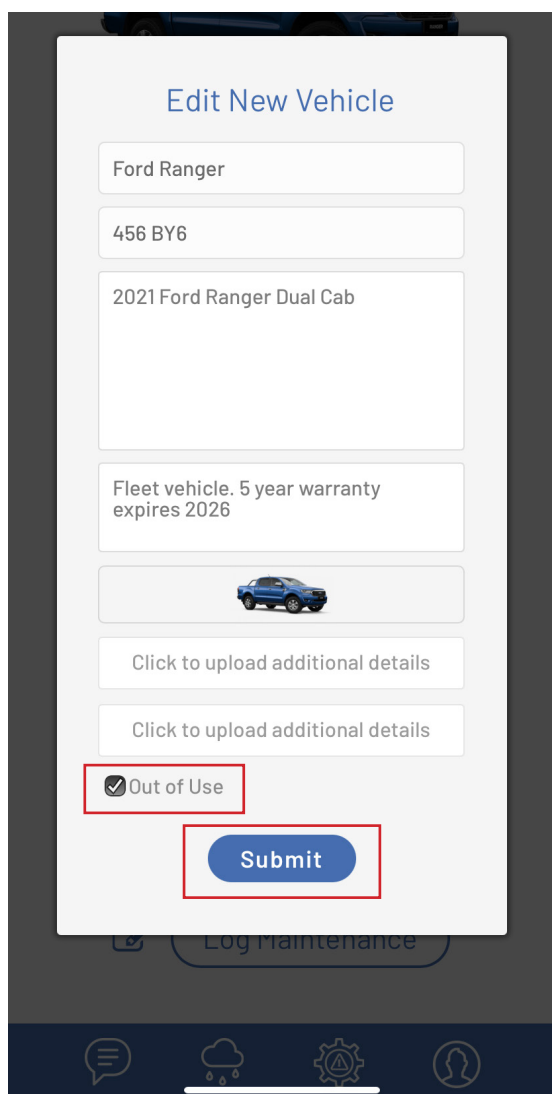
# SAFE STATION APP

## USER GUIDE: ADMIN

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



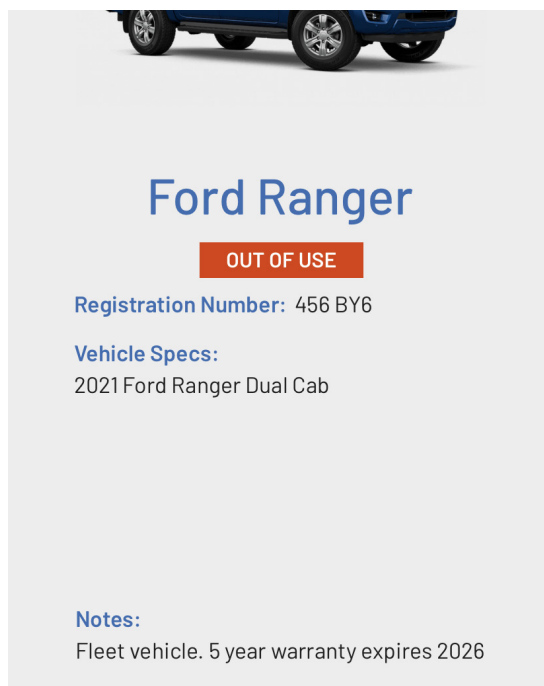
Click to upload additional details


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**

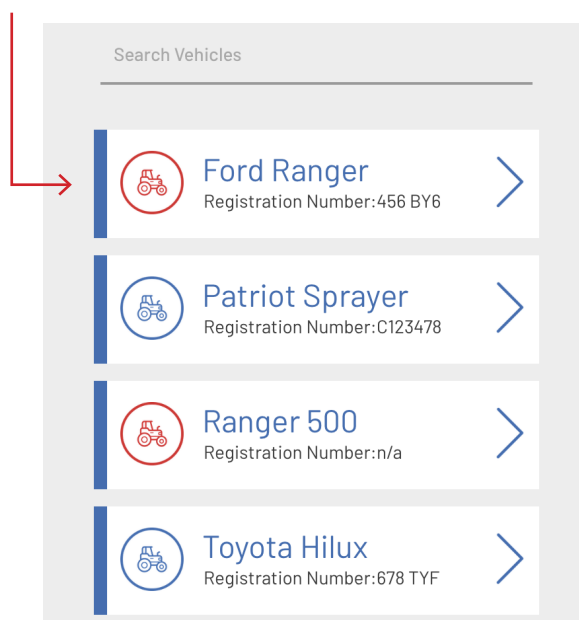
**Registration Number:** 456 BY6

**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.



Search Vehicles

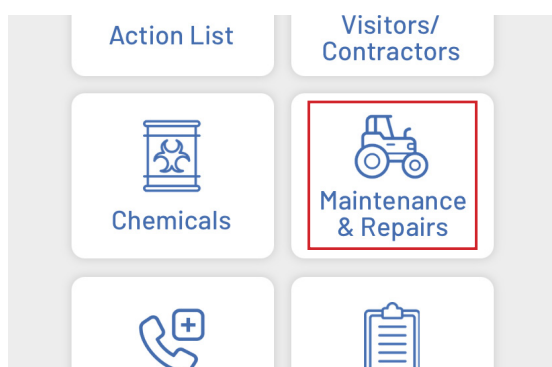
	<b>Ford Ranger</b> Registration Number:456 BY6	>
	<b>Patriot Sprayer</b> Registration Number:C123478	>
	<b>Ranger 500</b> Registration Number:n/a	>
	<b>Toyota Hilux</b> Registration Number:678 TYF	>

# SAFE STATION APP

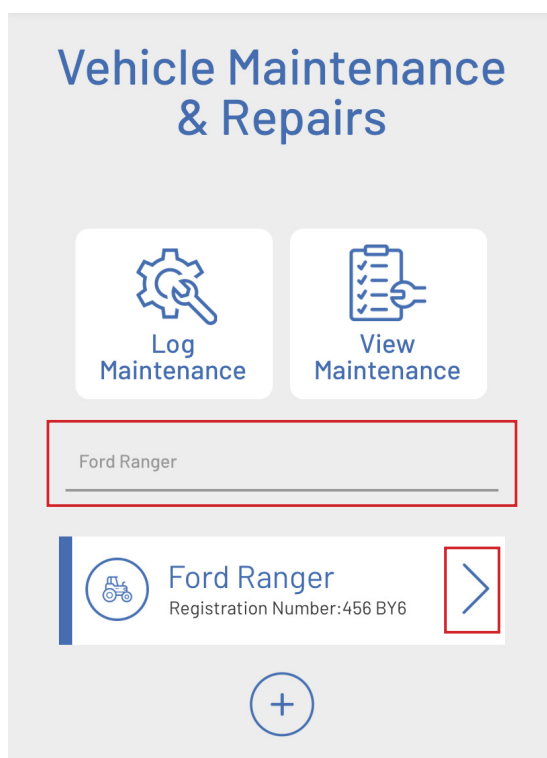
## USER GUIDE: ADMIN

### MAINTENANCE & REPAIRS: CHECK EMPLOYEE COMPETENCY

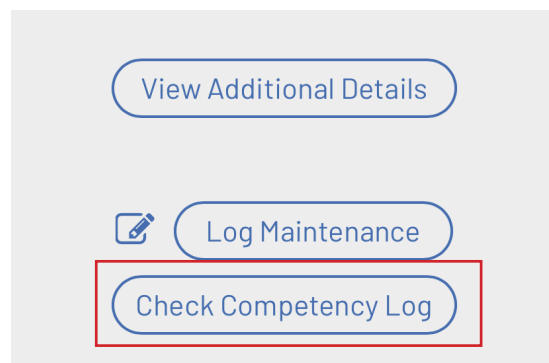
1. To check with employees are listed as competent to operate a certain piece of machiner, first select 'Maintenance & Repairs' from the main menu.



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).

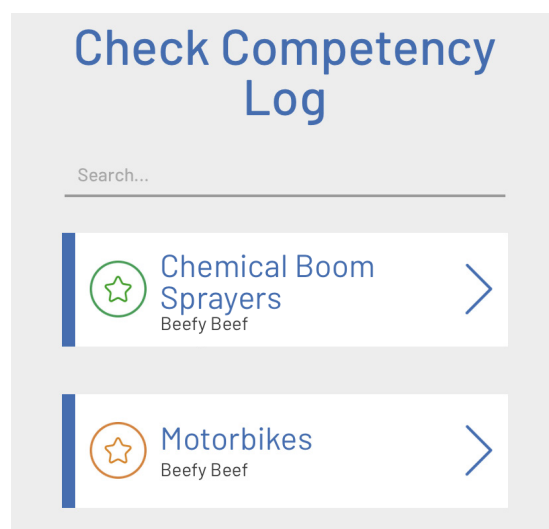


3. Scroll to the bottom of the vehicle details page and select the 'check competency button'.



4. This will bring up a list of all machinery-type 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.

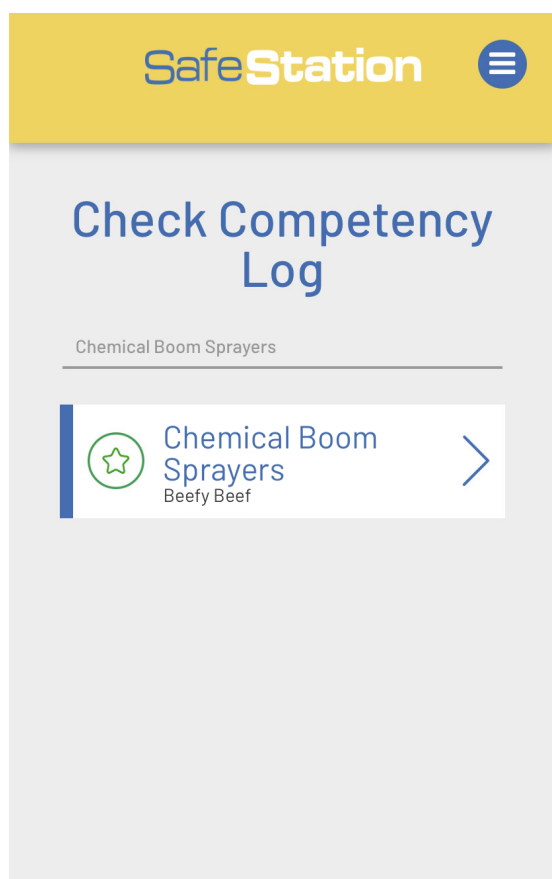


# SAFE STATION APP

## USER GUIDE: ADMIN

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.



### 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;

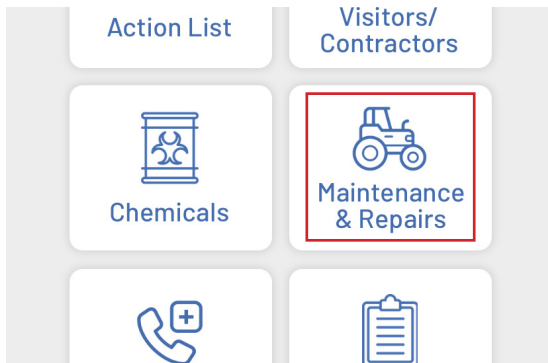
- 1) Your company must have some 'machinery' type competencies logged for anything to show
- 2) When employees are logging the competency under 'inductions', the competency type must be selected as 'machinery' in order for it to display in this list
- 3) The search box works based on the title of the 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.

# SAFE STATION APP

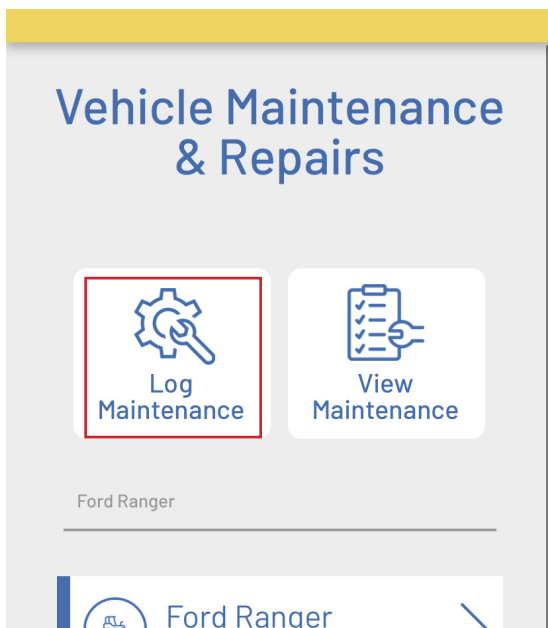
## USER GUIDE: ADMIN

### MAINTENANCE & REPAIRS: LOG VEHICLE MAINTENANCE

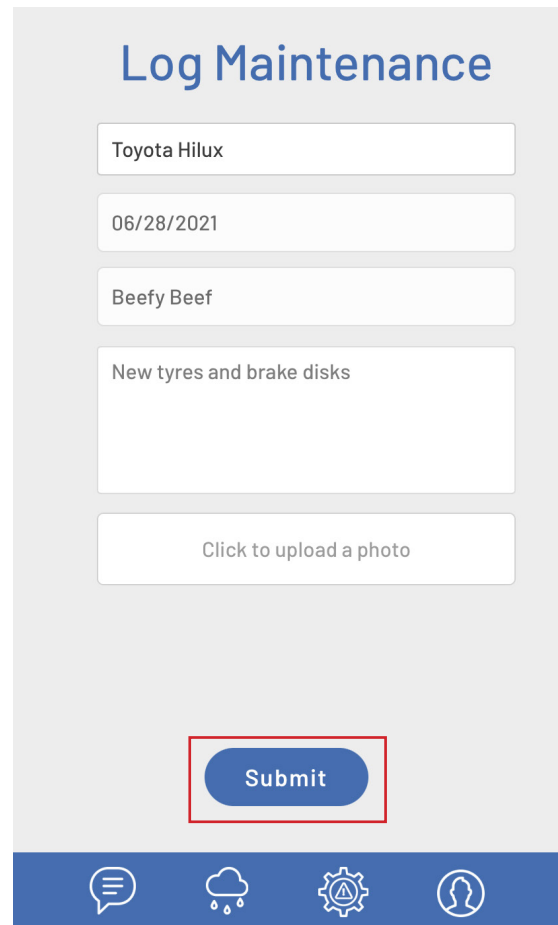
1. Select 'Maintenance & Repairs' from the homepage or hamburger menu.



2. Select the 'Log Maintenance' button.



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

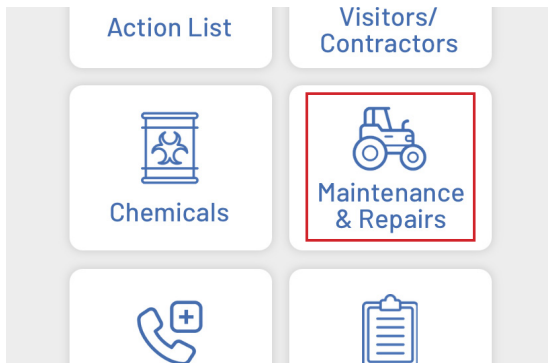


# SAFE STATION APP

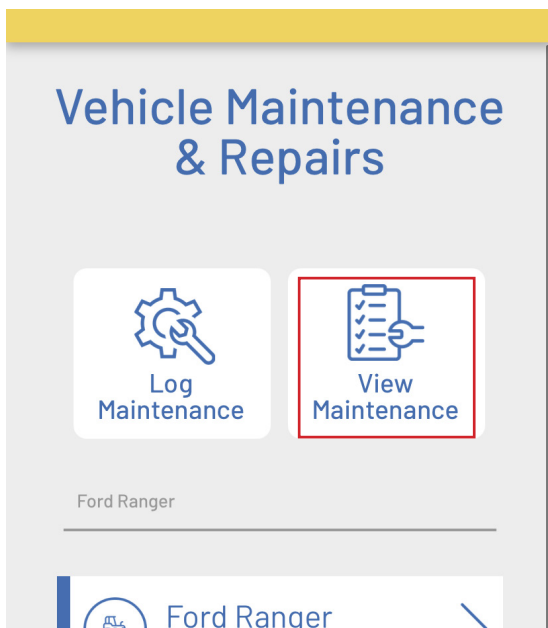
## USER GUIDE: ADMIN

### MAINTENANCE & REPAIRS: VIEW VEHICLE MAINTENANCE

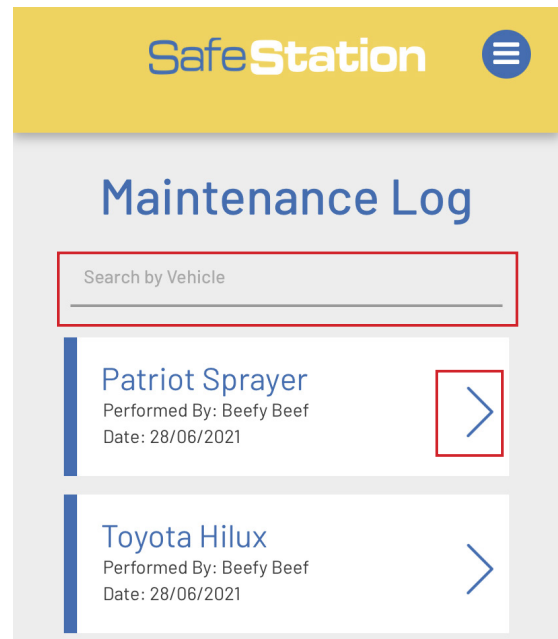
1. Select 'Maintenance & Repairs' from the homepage or hamburger menu.



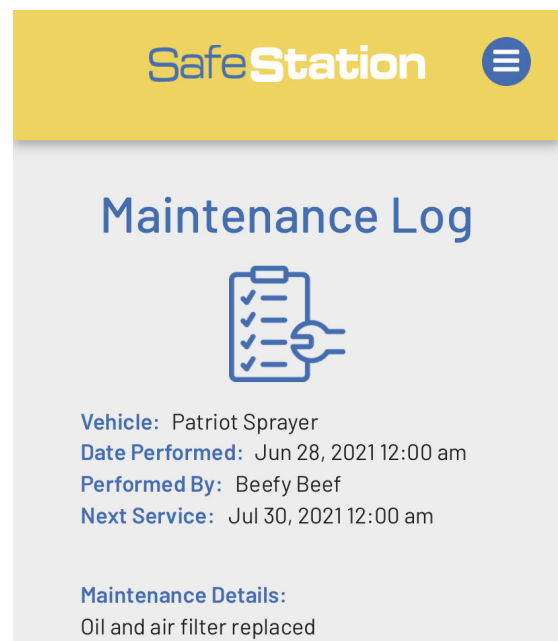
2. Select the 'View Maintenance' button.



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



4. View all maintenance details.

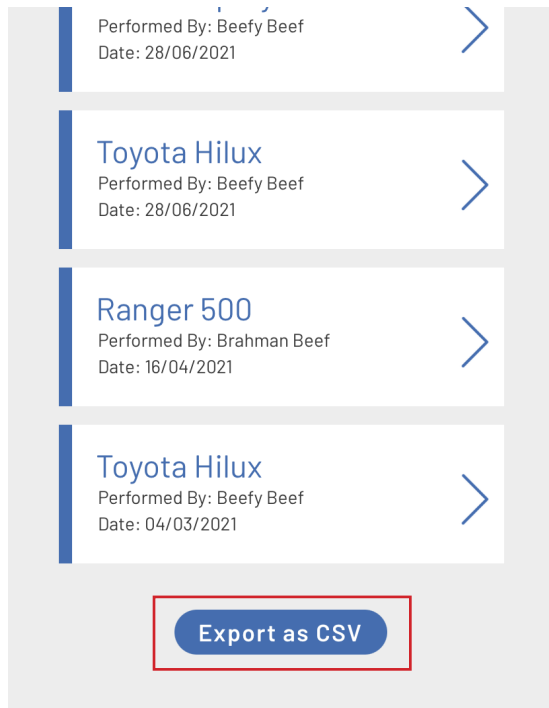


# SAFE STATION APP

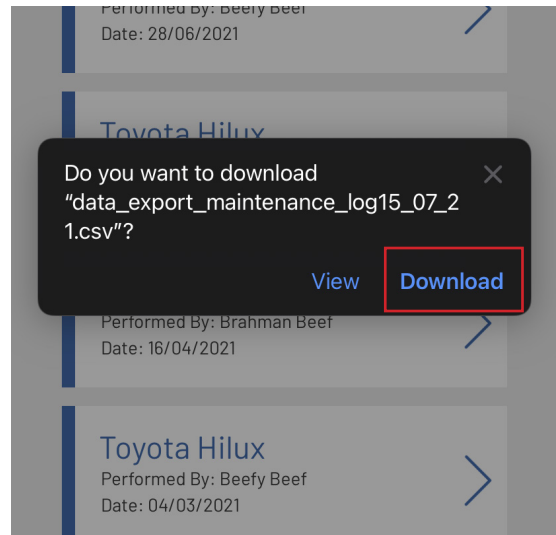
## USER GUIDE: ADMIN

### 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.

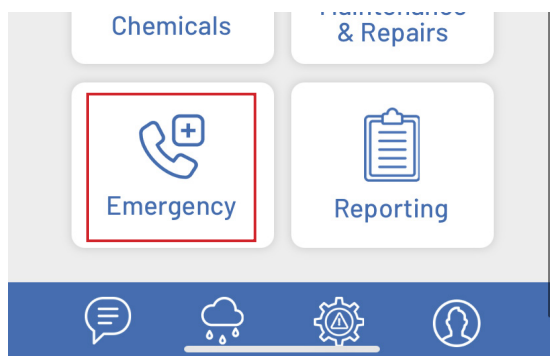


# SAFE STATION APP

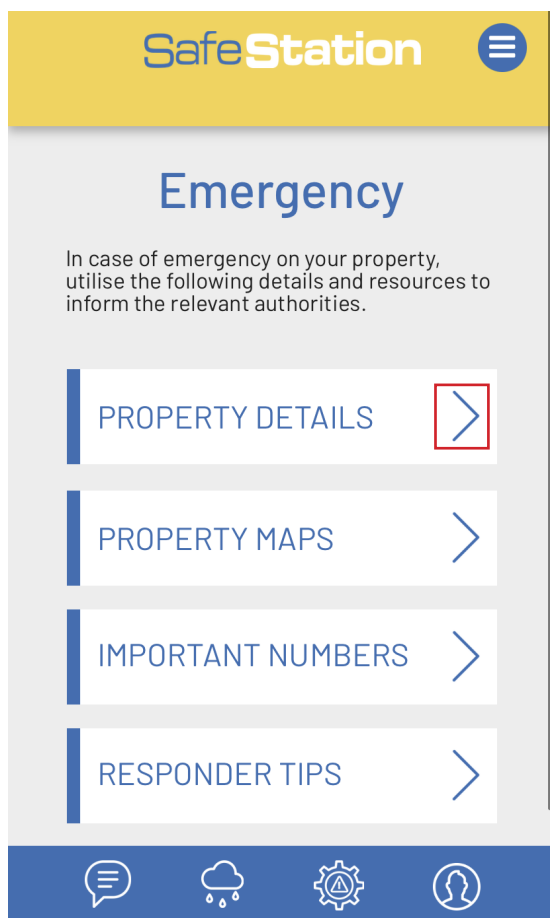
## USER GUIDE: ADMIN

### EMERGENCY: ADD PROPERTY EMERGENCY DETAILS (ADMIN)

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

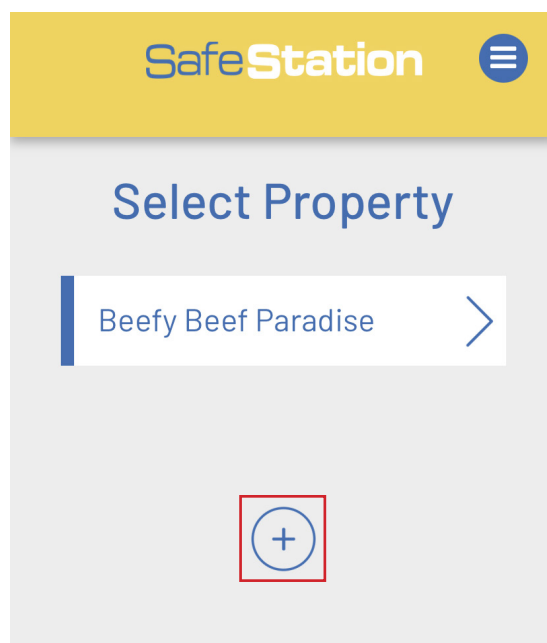


2. Select the 'Property Details' button.



3. Click the + button.

**NOTE:** The property list above the + button will be empty if this is the first property to be added to a company's database



# SAFE STATION APP

## USER GUIDE: ADMIN

4. Enter the property's emergency details, upload a PDF property map and click 'Add' to submit.

No airstrip nearby

50 west of Rockhampton

Marked by large Australian flag out front

Beefy Beef - 0412345678

Beefy Beef - 0412345678

Brahman Beef - 0487654321

07 0000 0000

Upload a new Property Map below  
(include houses, water, fencing,  
powerlines, etc)

Upload PDF Property Map

www.avenza.com.au

Add

### WHAT IS AN AVENZA MAP?

Avenza Maps is a separate app that allows you to view maps offline using your GPS location. Companies who already have an Avenza maps account and their property map/s uploaded to it, can include a link to their Avenza map/s when creating a new property in the Safe Station App. This integration allows employees to access the offline, digital map with a single click\*.

\*\*Separate Avenza login and app required.

Leave this field blank if the company does not use Avenza maps.

5. The property will be added to the database and the details viewable to all employees.

Select Property

Cattle Country >

Beefy Beef Paradise >

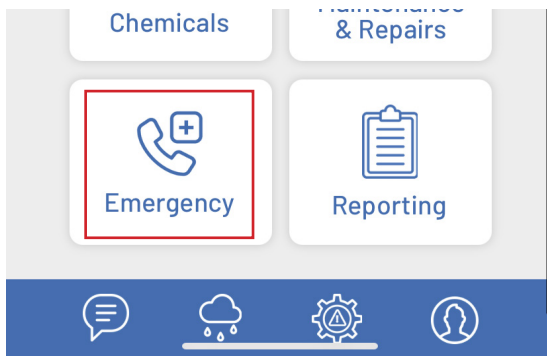
+

# SAFE STATION APP

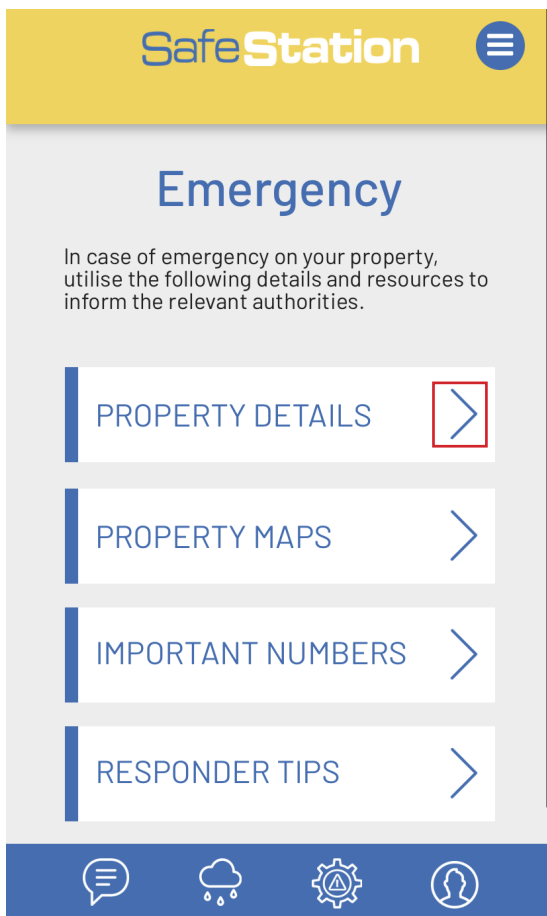
## USER GUIDE: ADMIN

### EMERGENCY: VIEW/EDIT PROPERTY EMERGENCY DETAILS

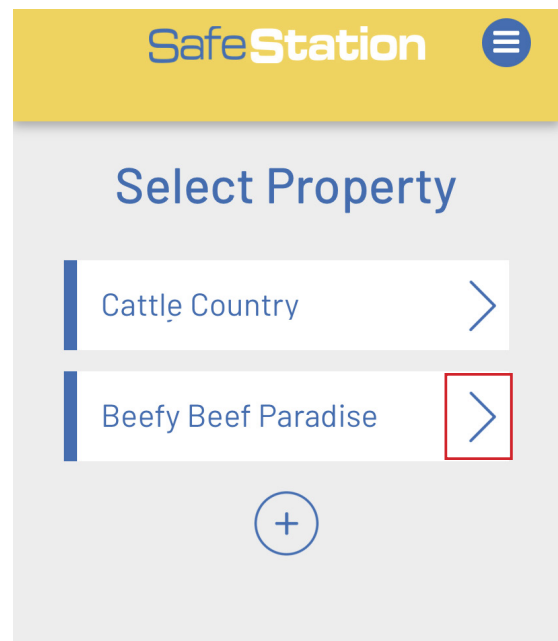
1. Select 'Emergency' from the homepage or hamburger menu.



2. Select the 'Property Details' button.



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.



# SAFE STATION APP

## USER GUIDE: ADMIN

4. The property's details will be listed below along with options to view the property's Avenza Map or PDF property map.

Click the pencil icon to edit or update any of the listed details (ADMIN FUNCTION ONLY).

**Property Details**

**Emergency Address:**  
1 Beefy Beef Way, Beefland, QLD

**Emergency Phone No:** 07 1234 5678

**Mobile No:** 0412345678

**UHF Channel:** 32

**GPS Location at Homestead:**  
-23.430210, 150.296106


**GPS Location of Airstrip:**  
-24.430210, 150.296106

**Directions from nearest town:**  
31kms west of Rockhampton

**Gate Description:**  
Marked by a large bottle tree

[View Avenza Map](#)

[View Property Map](#)



**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.

5. Edit any property details as required and click 'Submit/Close' to save your changes.

**Edit Property Details**

1 Beefy Beef Way, Beefland, QLD

07 1234 5678

0412345678

32

-23.430210, 150.296106

-24.430210, 150.296106

31kms west of Rockhampton

Marked by a large bottle tree

Upload a new Property Map below  
(include houses, water, fencing, powerlines, etc)

Screen%20Shot%202021-04-28%20at%204.07.40%20pm.png

Avenza Map Link

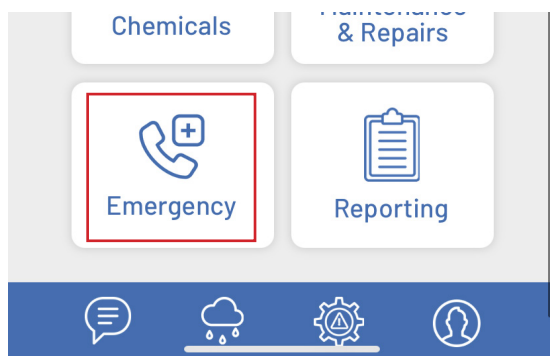
[Submit/Close](#)

# SAFE STATION APP

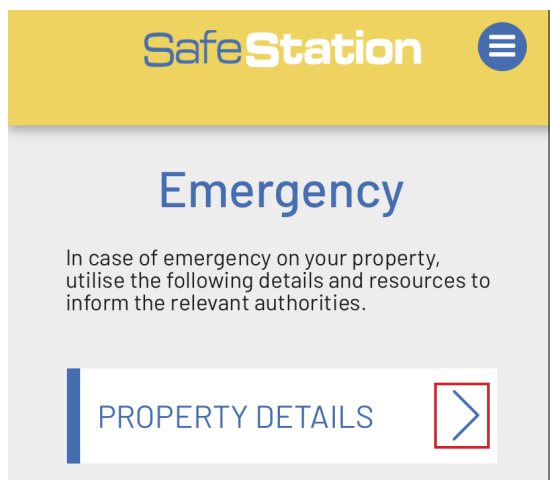
## USER GUIDE: ADMIN

### EMERGENCY: DELETE A PROPERTY (ADMIN)

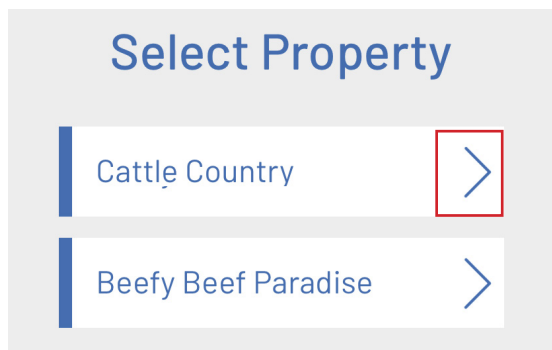
1. Select 'Emergency' from the homepage or hamburger menu.



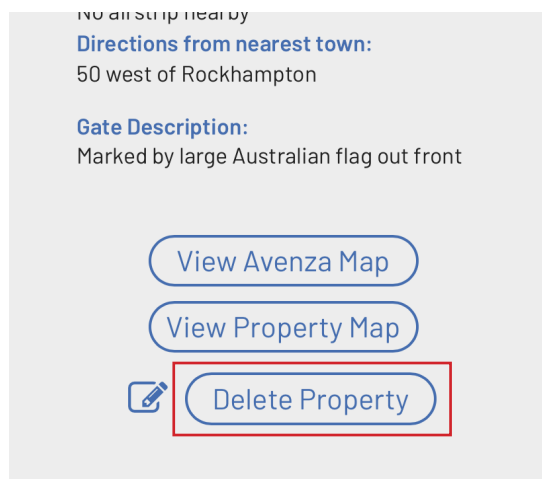
2. Select the 'Property Details' button.



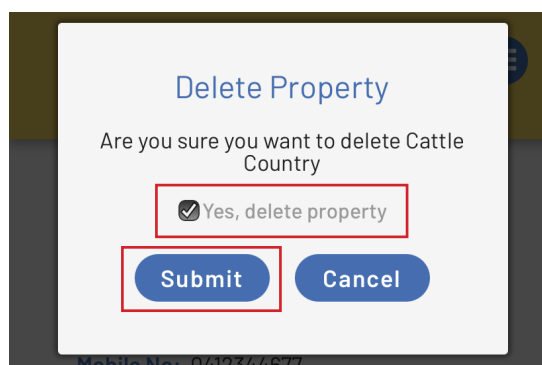
3. Select the property you wish to delete.



4. Scroll to the bottom of the property details > click 'Delete Property'.



5. To confirm that you want to delete the property, tick the 'Yes, delete property' checklist > 'Submit'. This will completely remove the property from the app and is irrevocable. If you don't want to do this, select 'Cancel'.

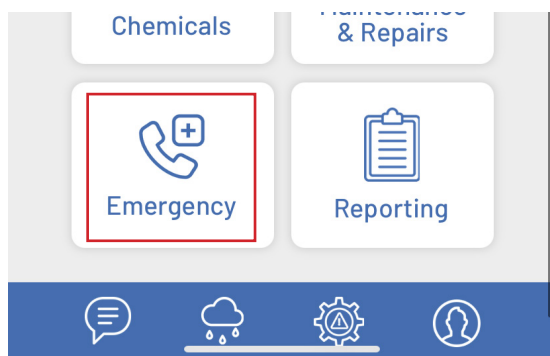


# SAFE STATION APP

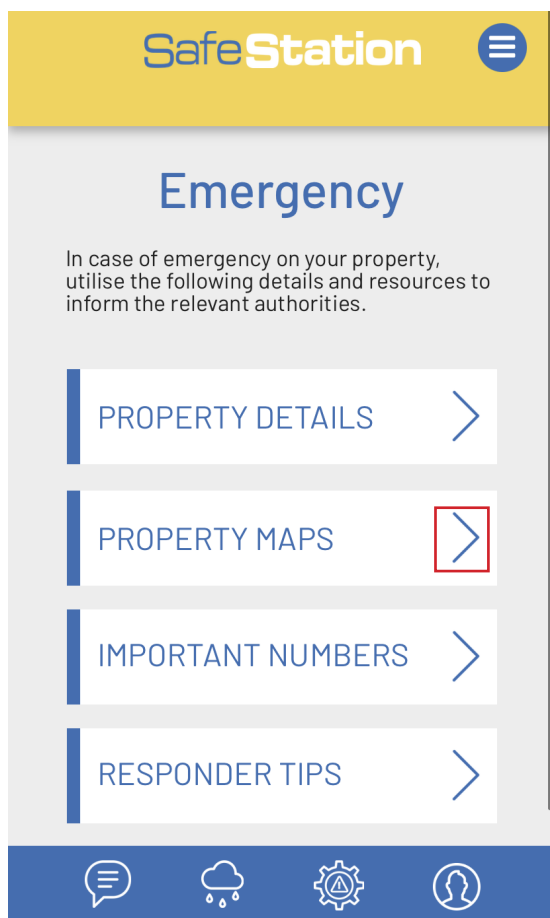
## USER GUIDE: ADMIN

### EMERGENCY: VIEW PROPERTY MAPS

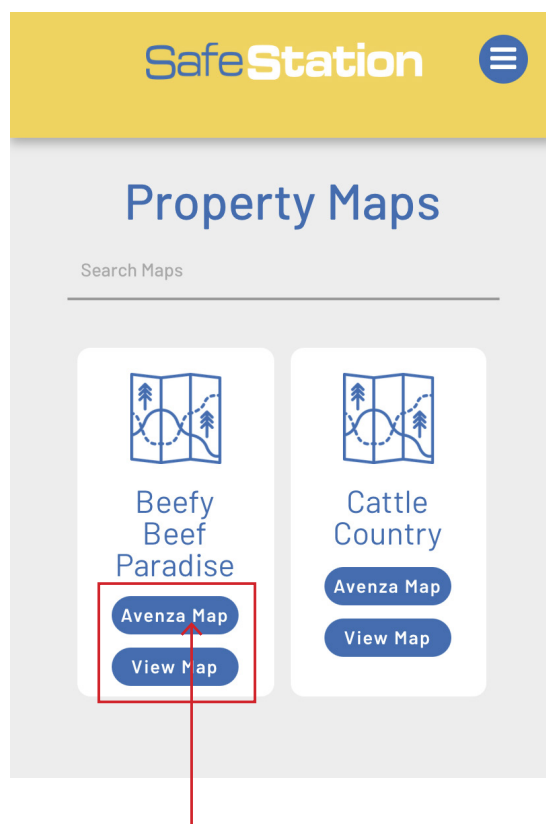
1. Select 'Emergency' from the homepage or hamburger menu.



2. Select the 'Property Maps' button.



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.

**TOP TIP:** As property maps are linked directly to a property's emergency details, you must return to Step 2 and go to the 'Property Details' section to add a new property/property map or edit an existing property's maps. See page 51 or 53 for more details.

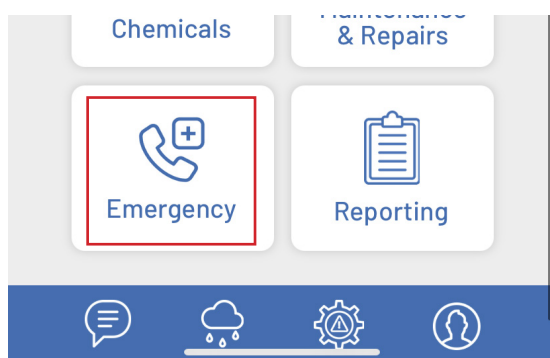
# SAFE STATION APP

## USER GUIDE: ADMIN

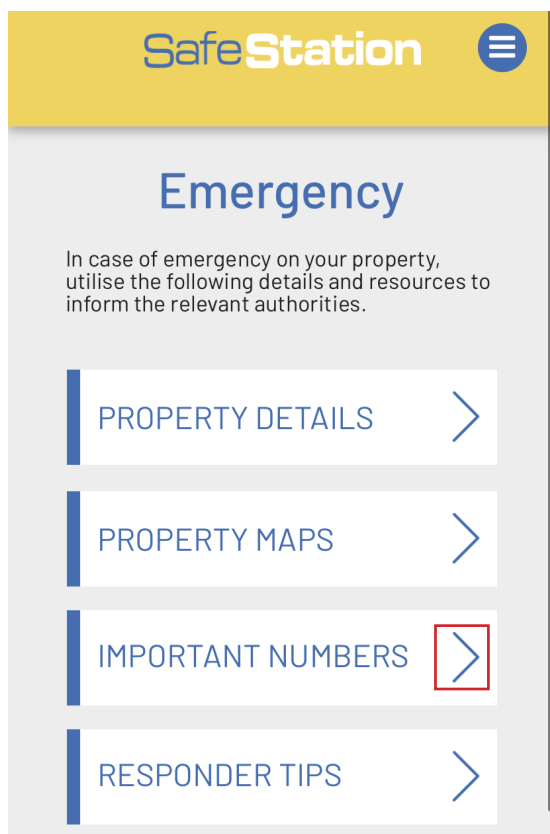
### EMERGENCY: VIEW/EDIT IMPORTANT CONTACT NUMBERS

This function enables you to quickly find important contact numbers such as emergency services, property managers, etc.

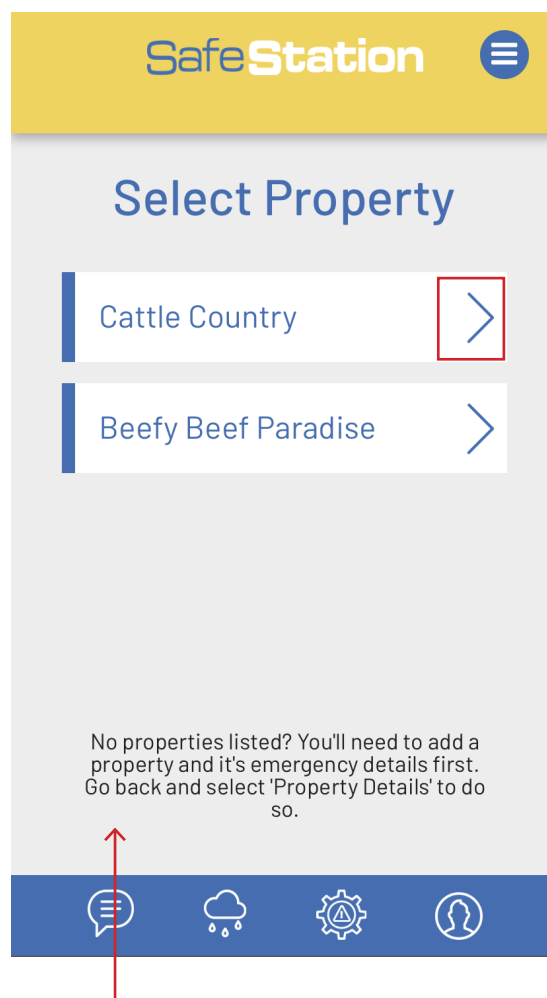
1. Select 'Emergency' from the homepage or hamburger menu.



2. Select 'Important Numbers'.



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



#### TOP TIP:

If there are no properties listed or the property you wish to view isn't listed, an Admin will need to create a new property and enter its emergency details. This must be done in the 'Property Details' page. Return to Step 2, select 'Property Details' and follow the instructions on Page 53.

# SAFE STATION APP

## USER GUIDE: ADMIN

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

To edit these numbers, click the pencil icon (ADMIN ONLY FUNCTION).

5. Edit the numbers as required and click 'Submit/Close' to save. Note that you can only edit the numbers for staff, managers, neighbours and the local vet as the other numbers are standard emergency contacts.

**SafeStation**

### Important Numbers


**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



### Edit Important Numbers

**Managers Number/s:**  
Beefy Beef - 0412345678

**Staff Number/s:**  
Beefy Beef - 0412345678

**Neighbours Number/s:**  
Brahman Beef - 0487654321

**Local vet:**  
07 0000 0000

**Submit/Close**

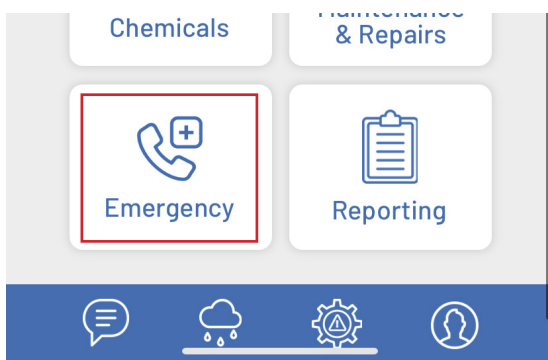
# SAFE STATION APP

## USER GUIDE: ADMIN

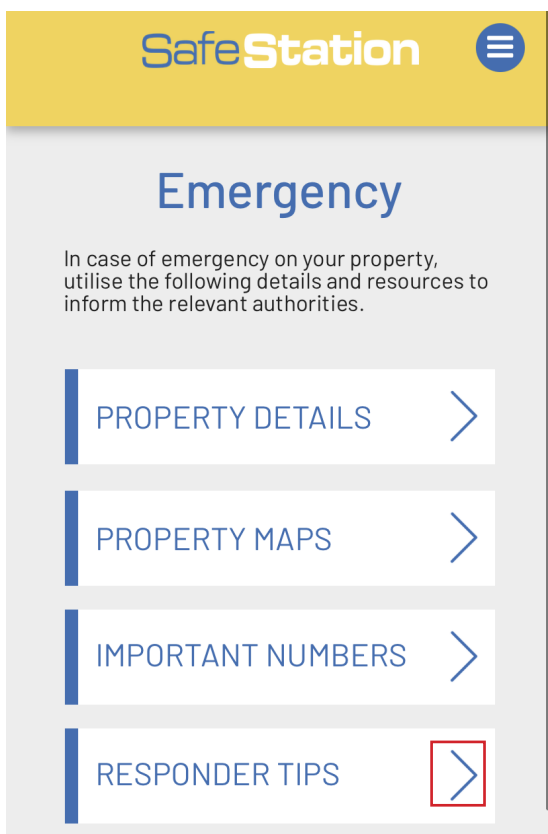
### EMERGENCY: RESPONDER TIPS

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.

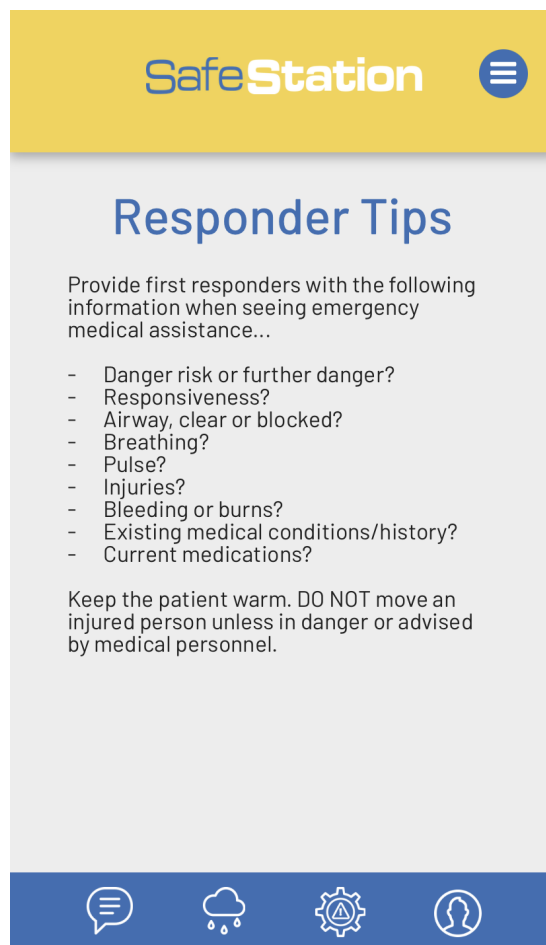
1. Select 'Emergency' from the menu.



2. Select 'Responder Tips'.



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

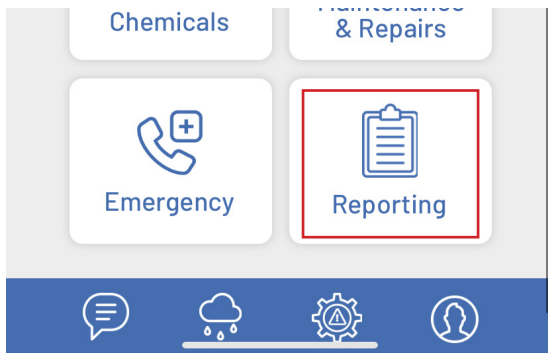


# SAFE STATION APP

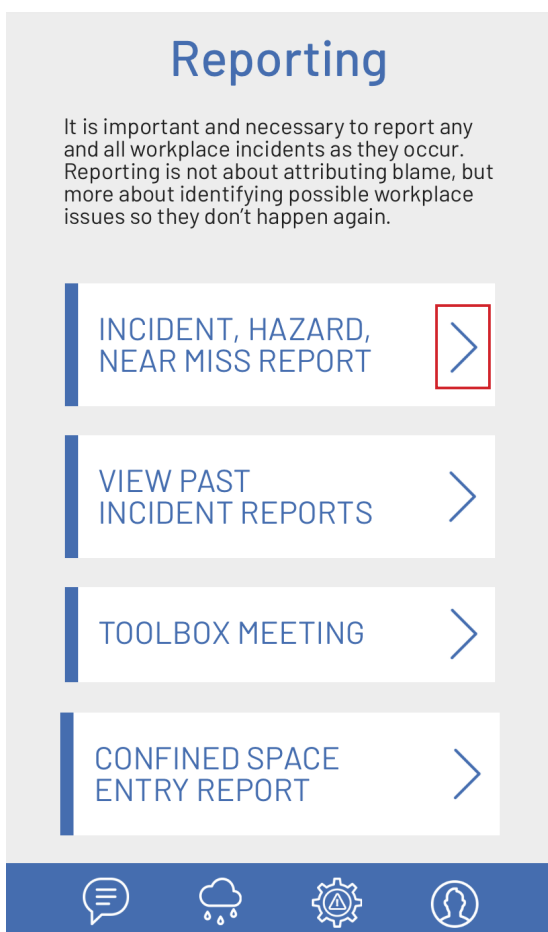
## USER GUIDE: ADMIN

### REPORTING: REPORT AN INJURY, VEHICLE DAMAGE OR NEAR MISS

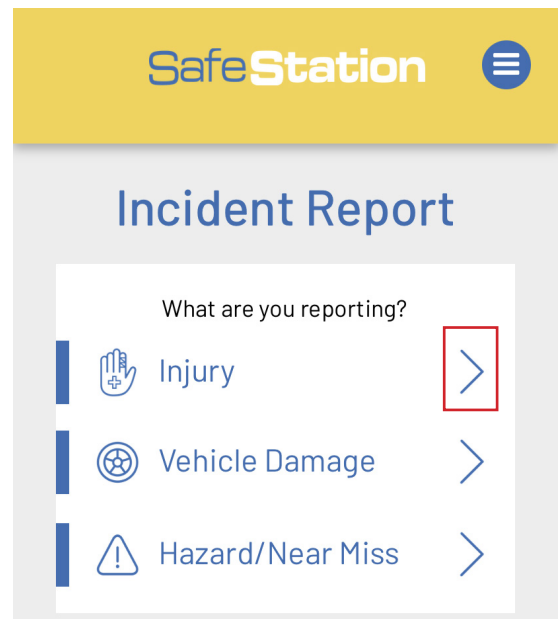
1. Select 'Reporting' from the homepage or hamburger menu.



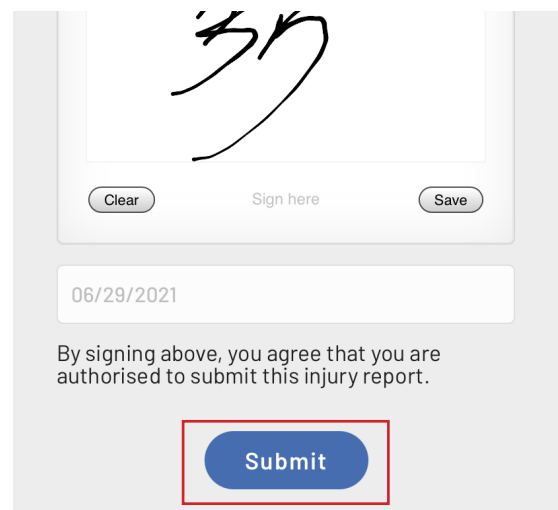
2. Select 'Incident, Hazard or Near Miss Report' from the sub menu.



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



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.

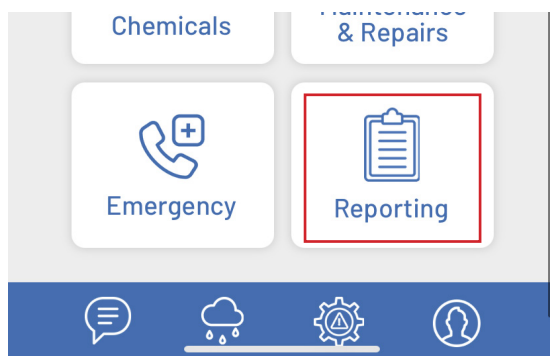


# SAFE STATION APP

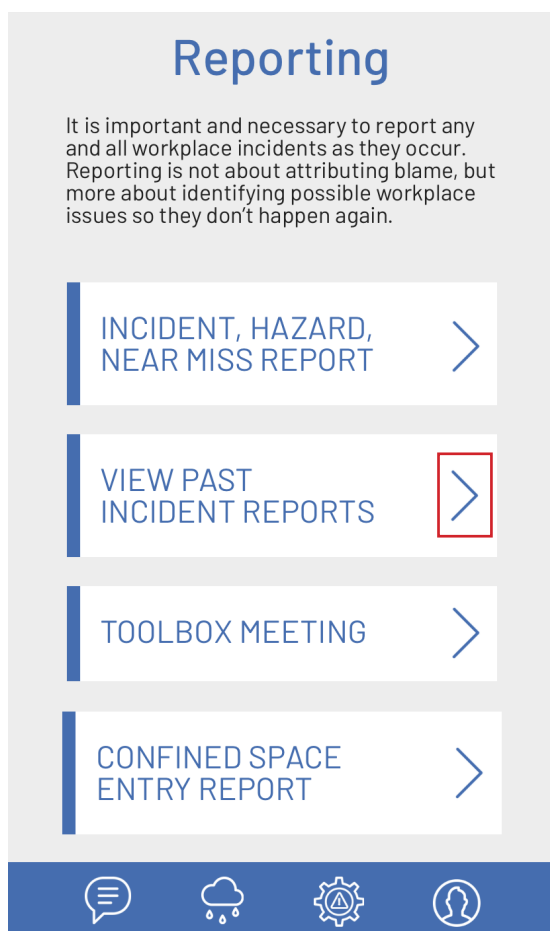
## USER GUIDE: ADMIN

### REPORTING: VIEW PAST INCIDENT REPORTS

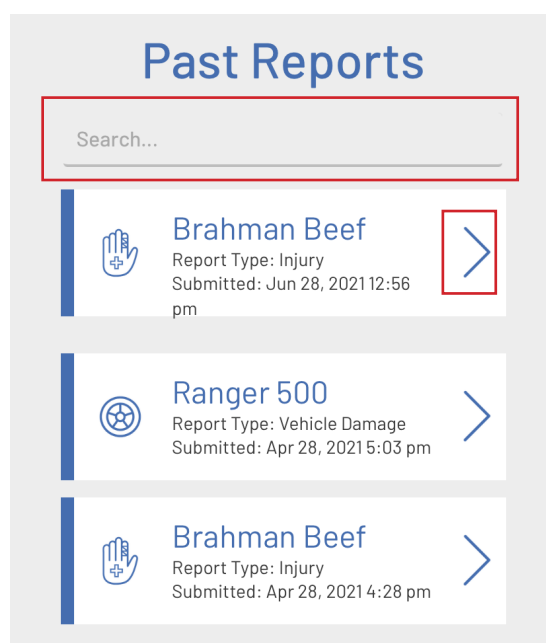
1. Select 'Reporting' from the homepage or hamburger menu.



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.



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.

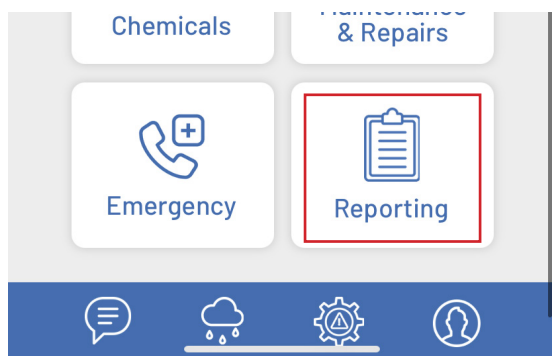
A screenshot of the 'Accident/Incident/Injury/Illness report form' displayed in a PDF viewer. The form is titled 'SafeStation Accident/Incident/Injury/Illness report form'. It contains several sections for data entry. The 'Person reporting' section shows 'Beefy Beef' and the 'Date Reported' as '2021-06-28T02:53:52.778+00:00'. The 'Type of Report' is 'Injury'. Section A contains details about the incident: 'Name of injured person/damaged vehicle or hazard' is 'Brahman Beef', 'Employment Type' is 'Employee', 'If Employee - Position' is 'Director', and 'Contact Address' is '1 Beefy Lane'. The 'Ph' is '0412345678'. The 'Result of Accident/Injury/Illness' is 'Wrist', and the 'Describe the injury/illness' is 'Broken Wrist'.

# SAFE STATION APP

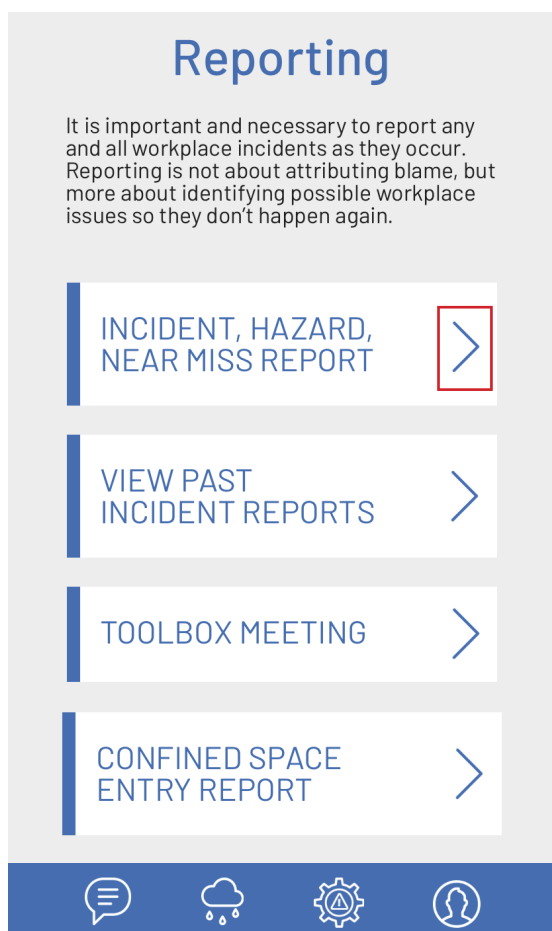
## USER GUIDE: ADMIN

### REPORTING: LODGE INCIDENT INVESTIGATION FROM (ADMIN)

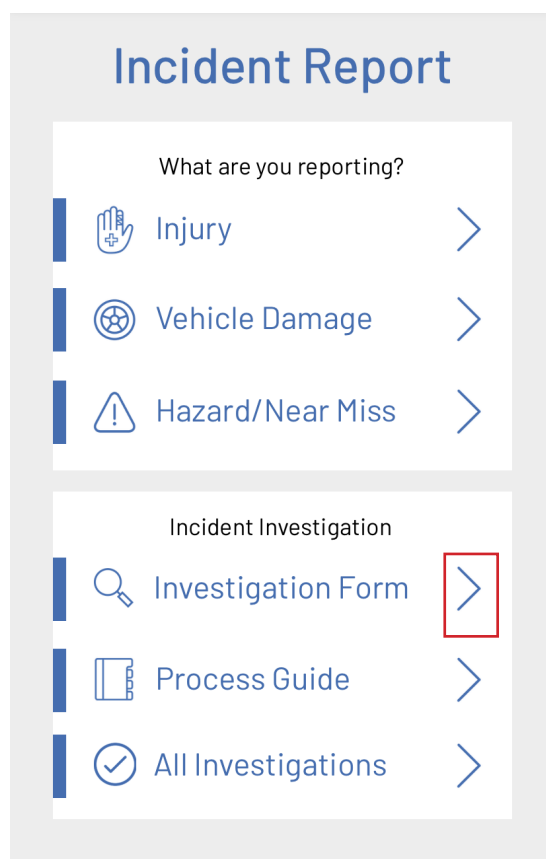
1. Select 'Reporting' from the homepage or hamburger menu.



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



3. Select 'Investigation Form' from the 'Incident Investigation' list options. Note: These options are only visible to Admin level users as this is an Admin only function.



# SAFE STATION APP

## USER GUIDE: ADMIN

4. Complete the form using the prompts provided and click 'Submit' to lodge.

Any assigned corrective actions will automatically be added to the 'Investigations to Review' action list for the relevant Admin user to complete and sign off on.

Once all actions have been completed, an Admin level user will also need to sign off that all issues have been resolved. This step is also completed as part of the Action List, as detailed on Page 24.

The screenshot shows a mobile app interface for logging corrective actions. It features a list of input fields for details like 'Equipment failure', 'Beefy Beef', and dates. A red arrow points to the 'Beefy Beef' field. Below the form is a 'Submit' button and a footer with navigation icons.

Equipment failure

Beefy Beef

11/29/2021

Store hoses out of the sun

Equipment failure

Beefy Beef

6/30/2021

Once the corrective actions have been completed, you will need to sign off on the fact that the issue has been resolved

Submit

Navigation icons: Messages, Weather, Settings, Profile

**TOP TIP:**

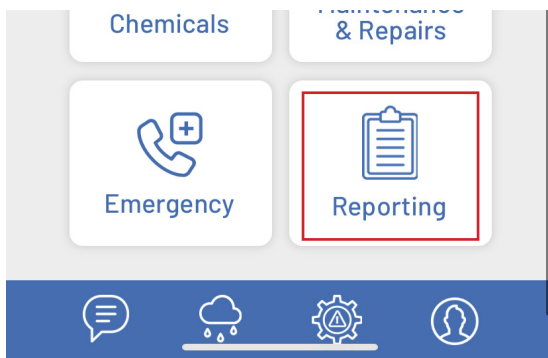
Corrective actions can only be assigned to Admin level users and the resultant action list is only visible to Admins for confidentiality purposes. To complete this field, type the name of the relevant Admin user and select from the drop down list provided.

# SAFE STATION APP

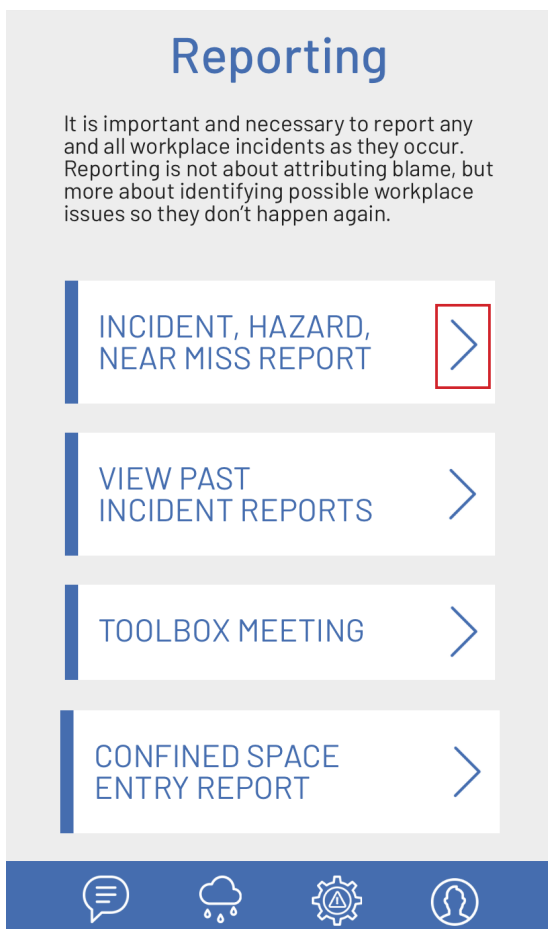
## USER GUIDE: ADMIN

### REPORTING: VIEW INCIDENT INVESTIGATION PROCESS GUIDE (ADMIN)

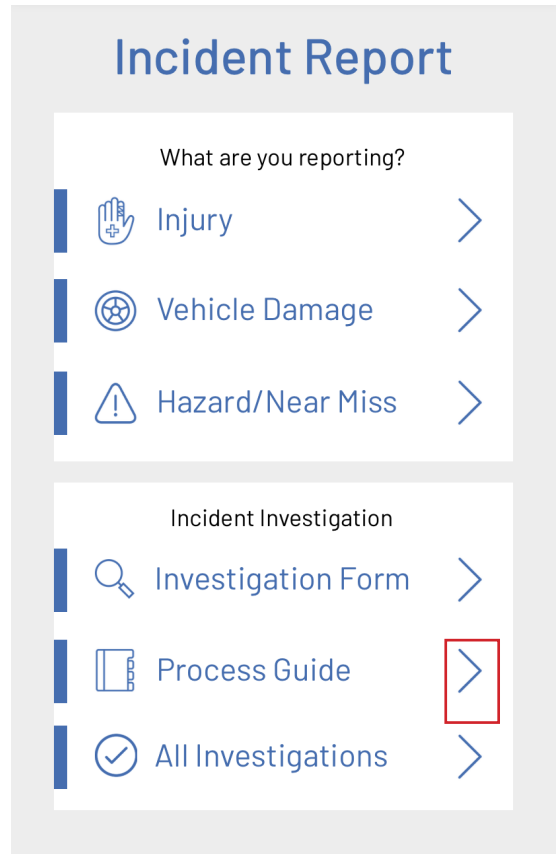
1. Select 'Reporting' from the homepage or hamburger menu.



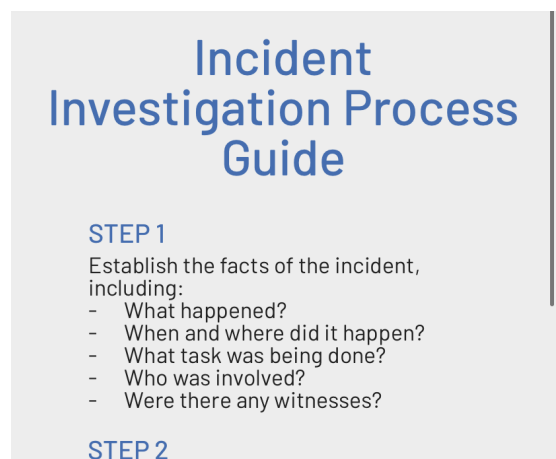
2. Select 'Incident, Hazard, Near Miss Report' from the sub menu.



3. Select 'Process Guide' from the 'Incident Investigation' list options.



4. Follow the steps provided for assistance in completing an incident investigation.

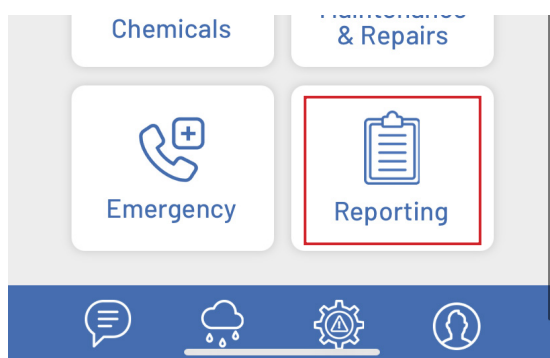


# SAFE STATION APP

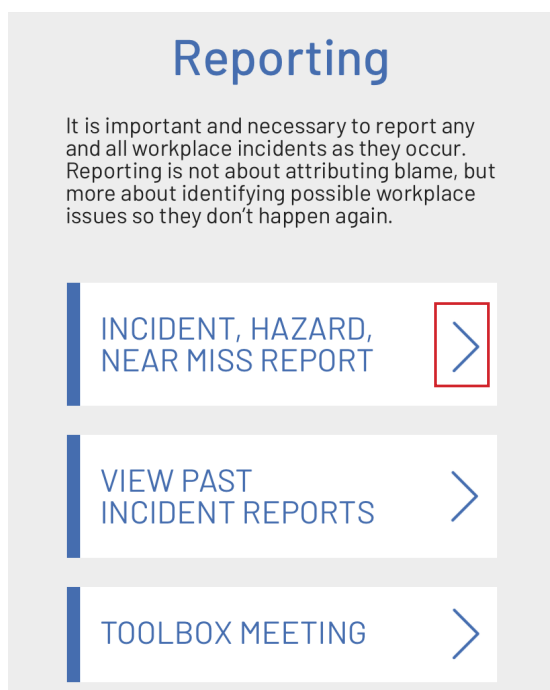
## USER GUIDE: ADMIN

### REPORTING: VIEW PAST INCIDENT INVESTIGATION REPORTS (ADMIN)

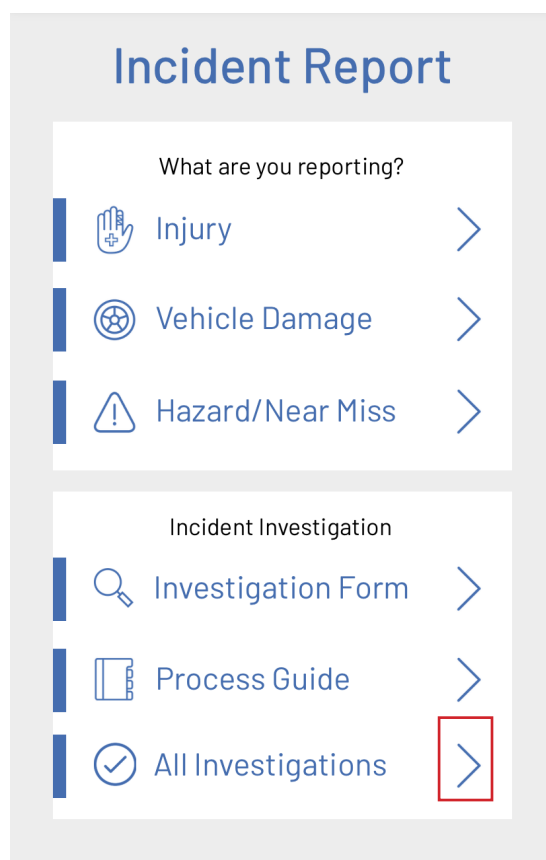
1. Select 'Reporting' from the homepage or hamburger menu.



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



3. Select 'All Investigations' from the 'Incident Investigation' list options.



# SAFE STATION APP USER GUIDE: ADMIN

3. The app will display a list of ALL incident investigation 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.

The screenshot shows the 'All Investigations' screen in the SafeStation app. At the top is the 'SafeStation' logo and a menu icon. Below is a search bar labeled 'Search...'. A list of investigations is shown, with the first entry for 'Brahman Beef' marked as 'RESOLVED' in a green box. A red arrow points to this status. A red box also highlights a chevron icon to the right of the entry.

## TOP TIP:

If all corrective actions linking to the investigation have been completed and the report has been signed off as complete, the report will be marked as 'Resolved'. If there are still corrective actions outstanding or the final sign off hasn't happened in the Action List, the report will be marked as 'Awaiting Action'.

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.

The top screenshot shows the 'Incident Investigation Form' PDF, page 1 of 2. It includes the 'Incident Details' section with fields for 'Person involved in incident' (Brahman Beef), 'Date of Incident' (2021-06-24T14:00:00.000+00:00), 'Location of Incident' (Chemical Mixing Yard), 'Incident Investigation Team' (Rebecca, Beely), 'What task was being performed at the time of the incident?' (Mixing new batch of chemicals for spraying), and 'What happened?' (Burst pipe connecting liquids tank to the sprayer, chemical spill and worker exposed to chemicals).

The bottom screenshot shows the 'What Factors Contributed to the Incident?' section of the PDF. It includes a table for 'Environment?' and 'Equipment/Materials?' with various factors like Noise, Lighting, Vibration, and Damaged Floor. It also includes a table for 'Work Systems' and 'People' with factors like Hazard not identified, Fatigue, and Time / production pressures.

## DID YOU KNOW?

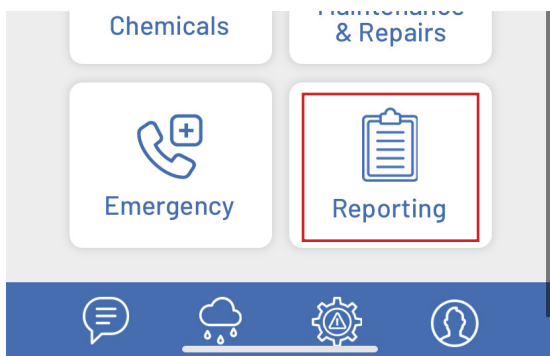
The PDF report will be automatically updated as corrective actions are completed and signed off on.

# SAFE STATION APP

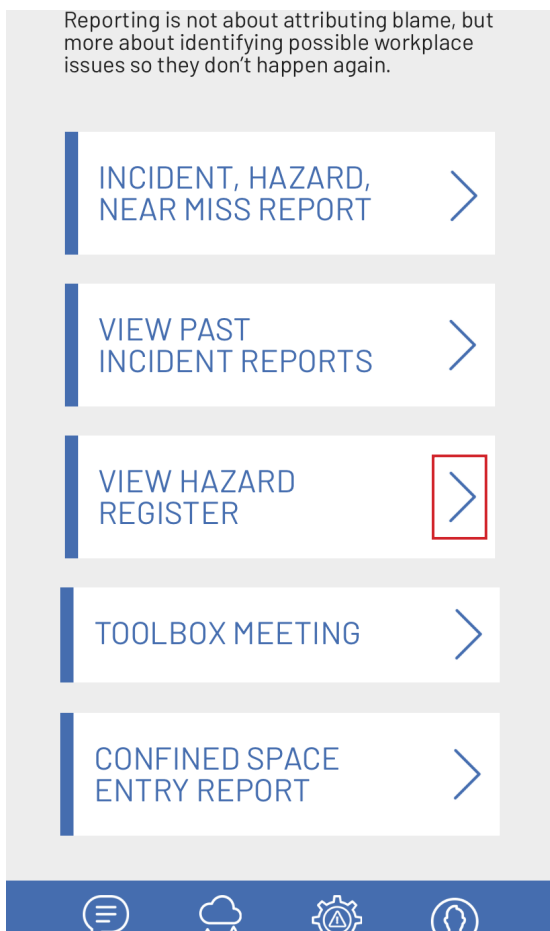
## USER GUIDE: ADMIN

### REPORTING: EDIT/UPDATE HAZARD REGISTER (ADMIN)

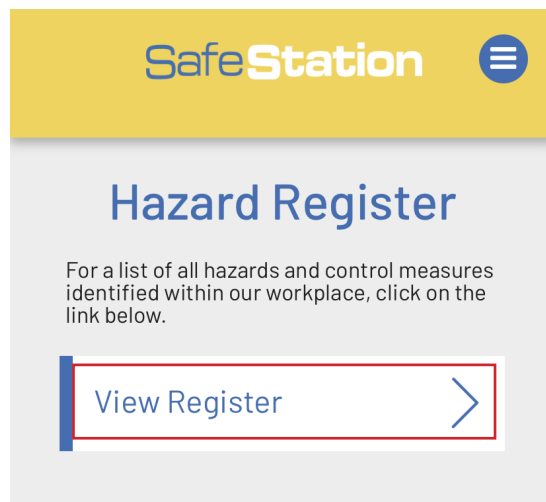
1. Select 'Reporting' from the homepage or hamburger menu.



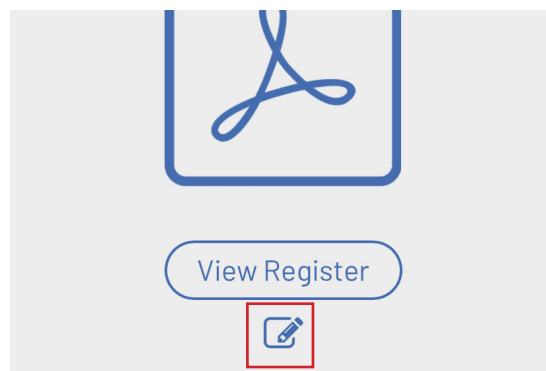
2. Select 'View Hazard Register' from the sub menu.



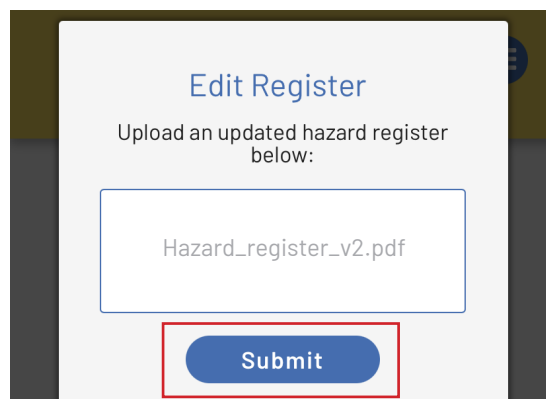
3. Select 'View Register'



4. Select the edit pencil icon.



5. Select a new PDF to replace the old register and click 'Submit'

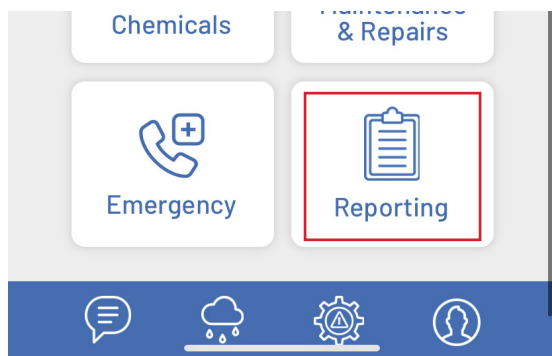


# SAFE STATION APP

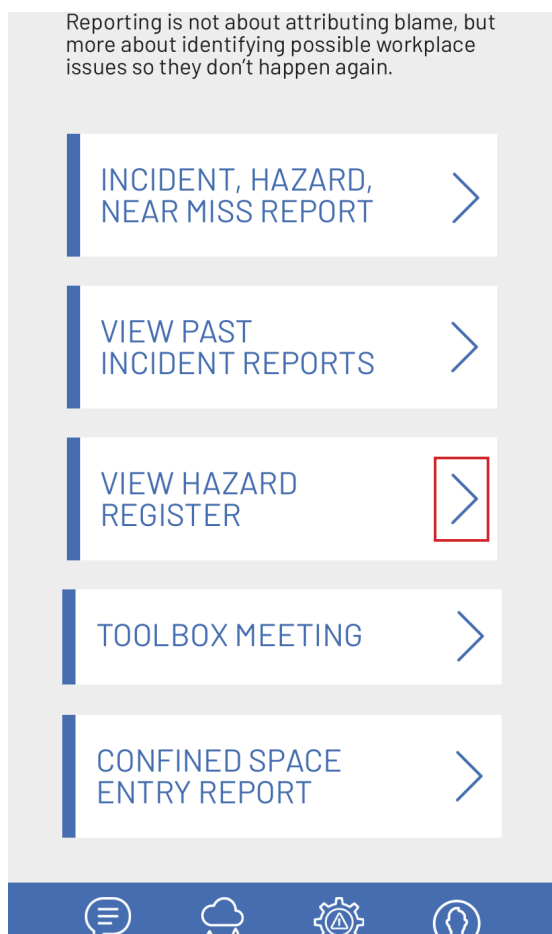
## USER GUIDE: ADMIN

### REPORTING: VIEW HAZARD REGISTER

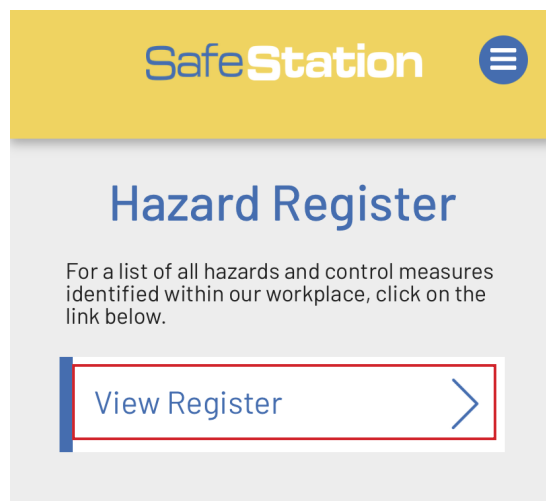
1. Select 'Reporting' from the homepage or hamburger menu.



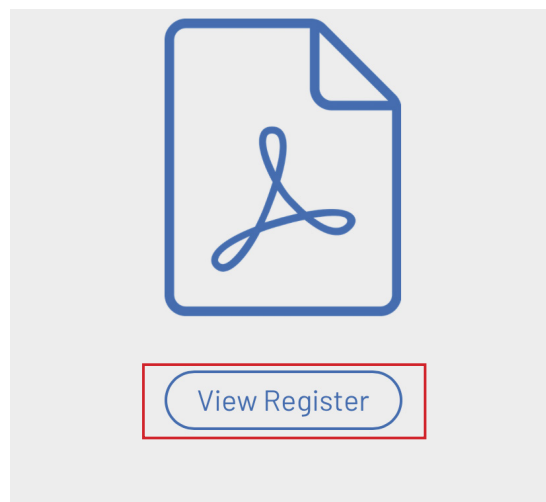
2. Select 'View Hazard Register' from the sub menu.



3. Select 'View Register'



4. Select 'View Register'



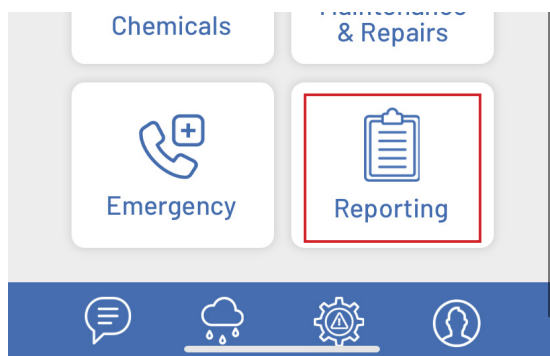
5. You will then be given the option to either view or download the PDF

# SAFE STATION APP

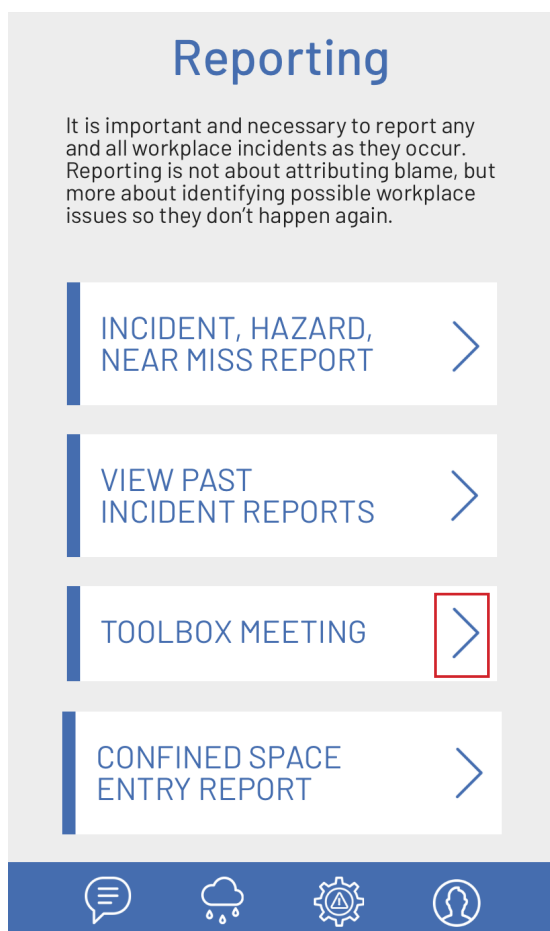
## USER GUIDE: ADMIN

### REPORTING: CREATE TOOLBOX MEETING RECORD

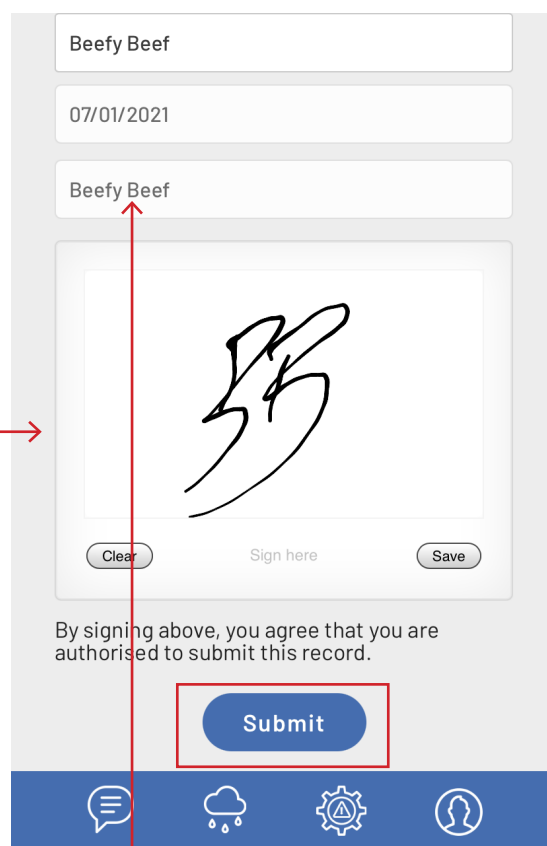
1. Select 'Reporting' from the homepage or hamburger menu.



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 18.



#### 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.

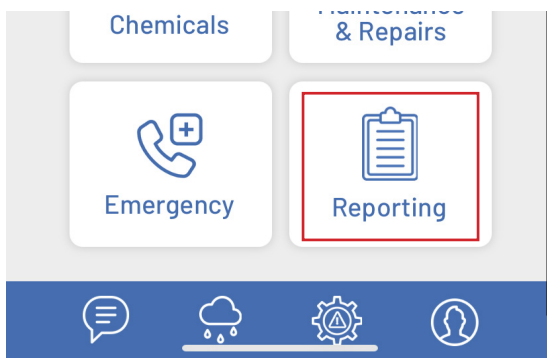
# SAFE STATION APP

## USER GUIDE: ADMIN

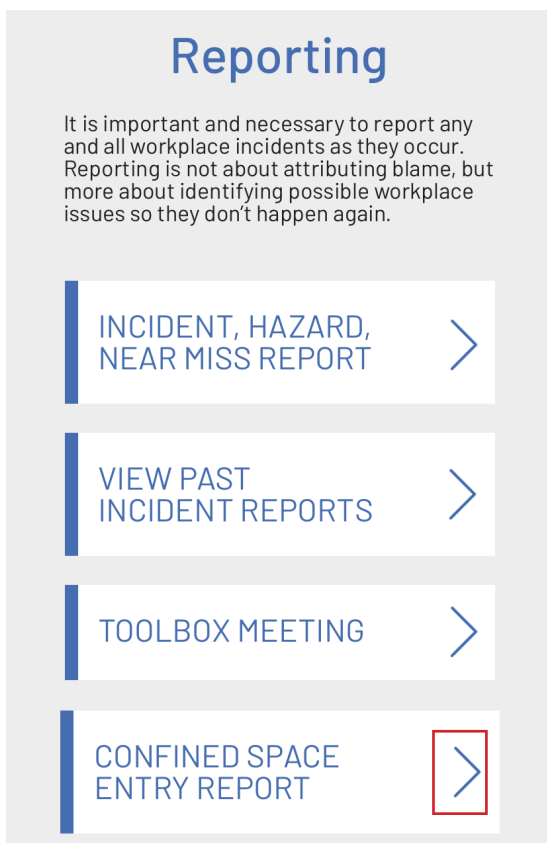
### REPORTING: COMPLETE A CONFINED SPACE ENTRY PERMIT

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.

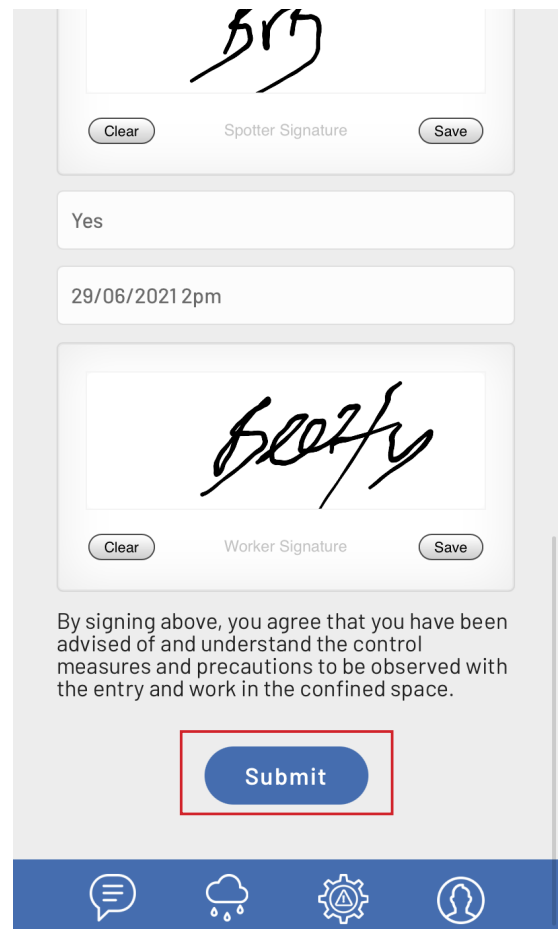
1. Select 'Reporting' from the main menu.



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.



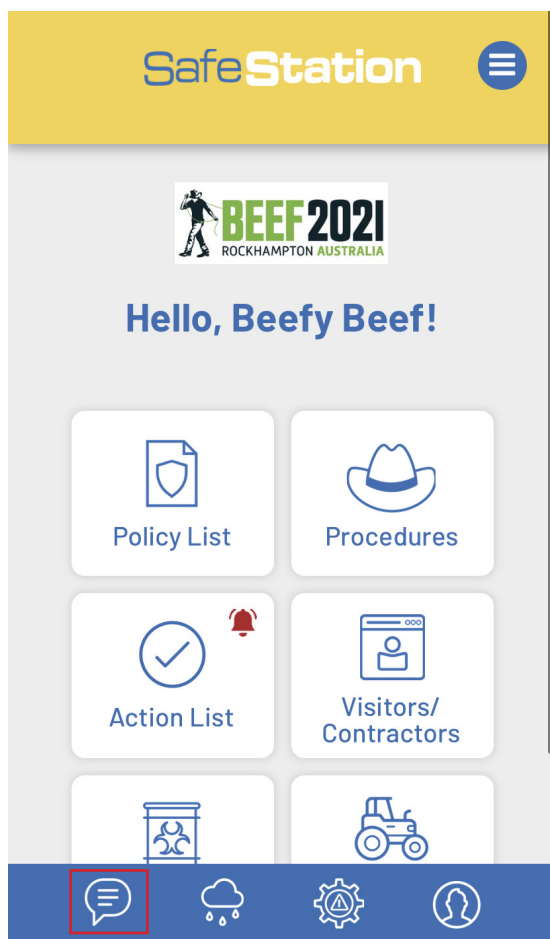
# SAFE STATION APP

## USER GUIDE: ADMIN

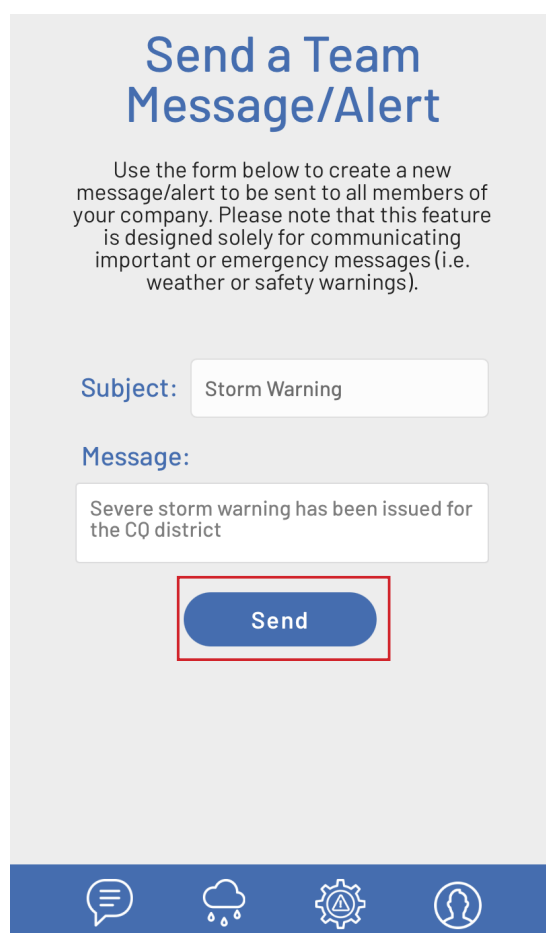
### SEND ALERTS: SEND A TEAM MESSAGE/ALERT

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.



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.

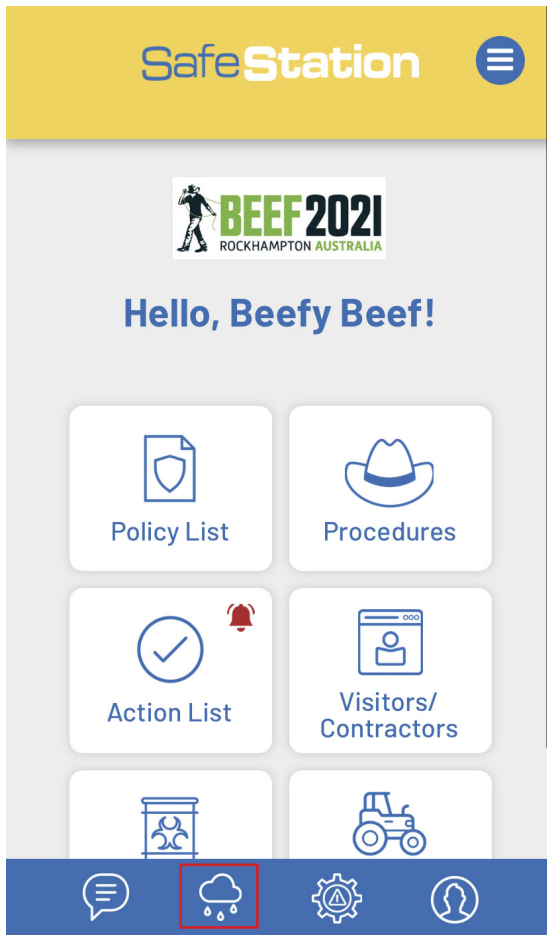
The screenshot shows the 'Send a Team Message/Alert' screen. It has a grey background. At the top is the title 'Send a Team Message/Alert' in blue. Below the title is a paragraph of instructions: 'Use the form below to create a new message/alert to be sent to all members of your company. Please note that this feature is designed solely for communicating important or emergency messages (i.e. weather or safety warnings).' There are two input fields: 'Subject:' with the text 'Storm Warning' and 'Message:' with the text 'Severe storm warning has been issued for the CQ district'. Below the message field is a blue 'Send' button, which is highlighted with a red box. At the bottom is a blue navigation bar with four white icons: a messages icon, a weather icon, a settings icon, and a profile icon.

# SAFE STATION APP

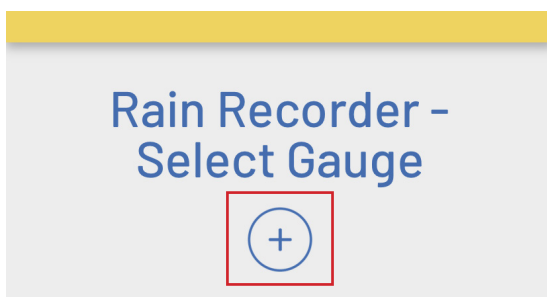
## USER GUIDE: ADMIN

### RAINFALL: ADD A RAIN GAUGE (ADMIN)

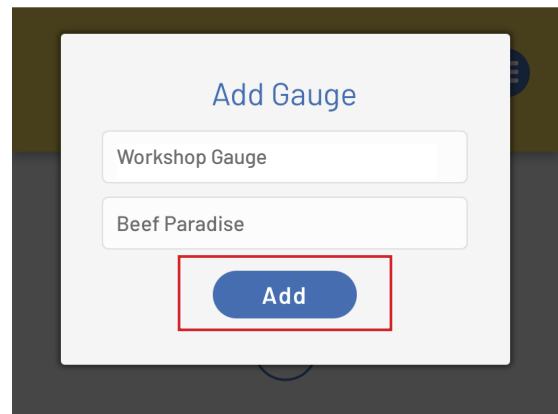
1. Select the 'Rain' icon from the bottom navigation bar.



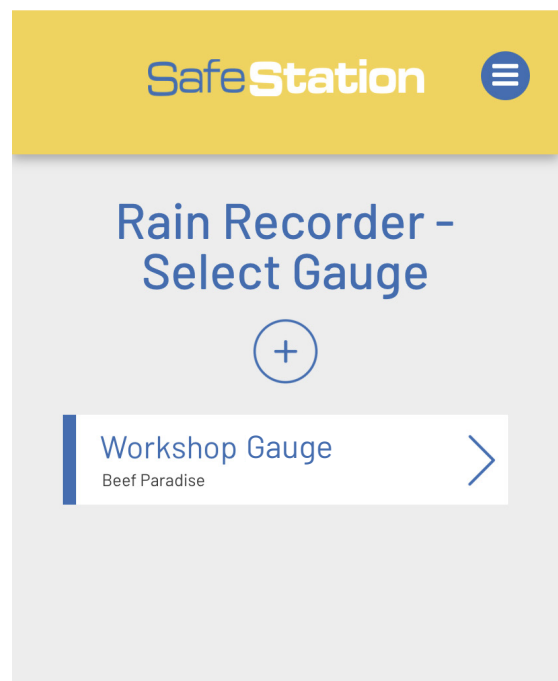
2. As there are often multiple rain gauges on a property, the app allows you to track the rainfall for each. Click the '+' button to add a new gauge.



3. Enter the name of the gauge and the name of the property it is located on.



4. The gauge will be added to the list of gauges that you are able to record rain for

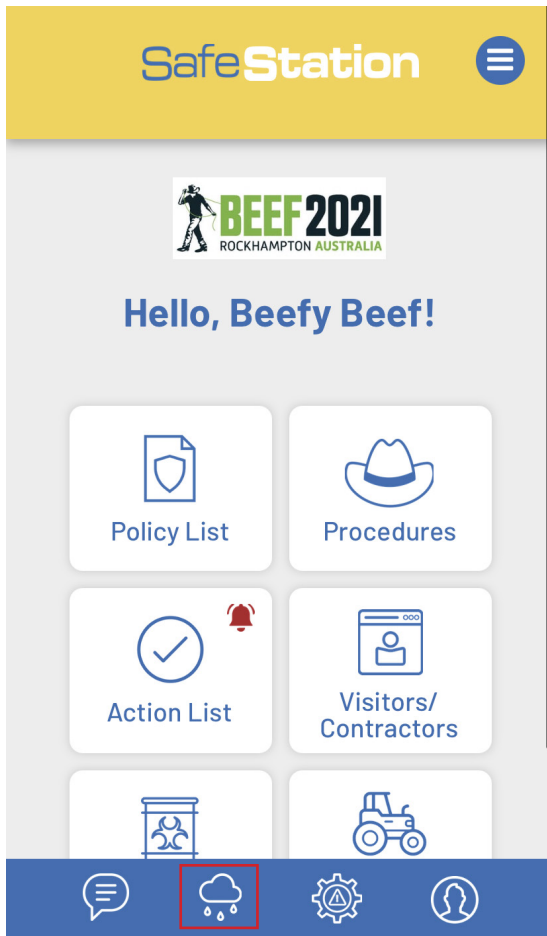


# SAFE STATION APP

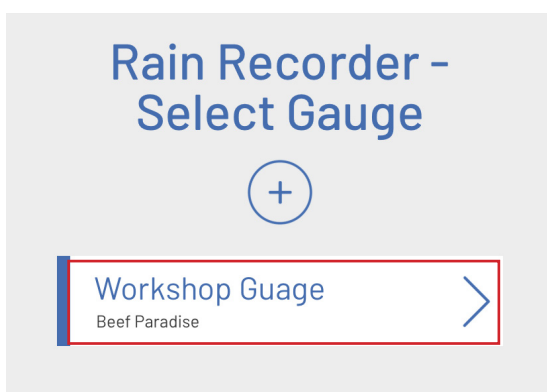
## USER GUIDE: ADMIN

### 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'.



#### TOP TIP:

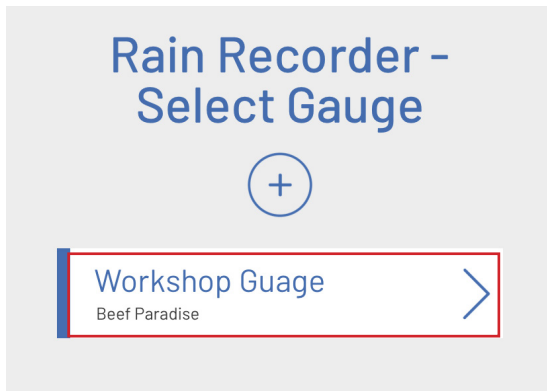
Only one rain recording can be entered for each date. If rainfall has already been entered for your chosen date, the database won't be updated.

# SAFE STATION APP

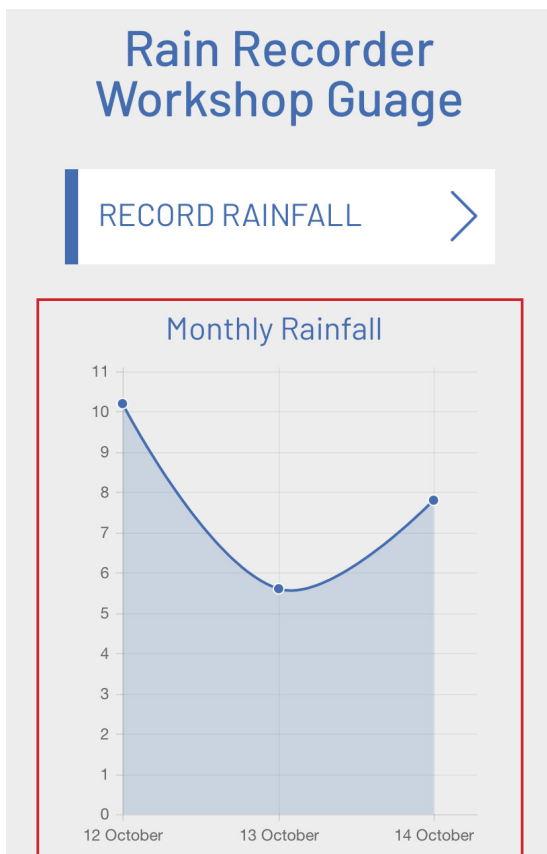
## USER GUIDE: ADMIN

### RAINFALL: VIEW RAINFALL RECORDS

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

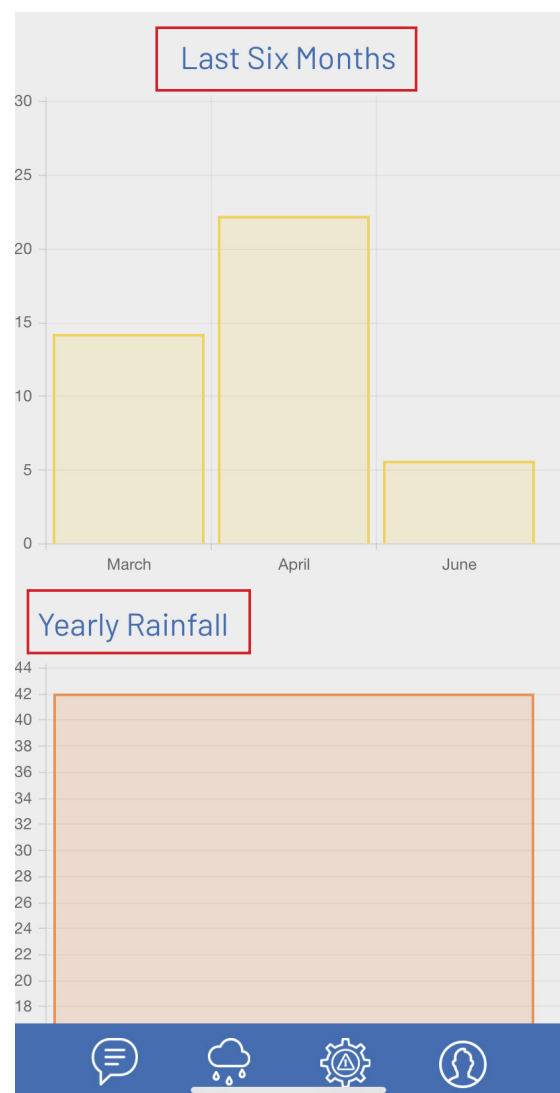


2. To view rainfall records within the past month, scroll down to the 'Monthly Rainfall' graph.



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.

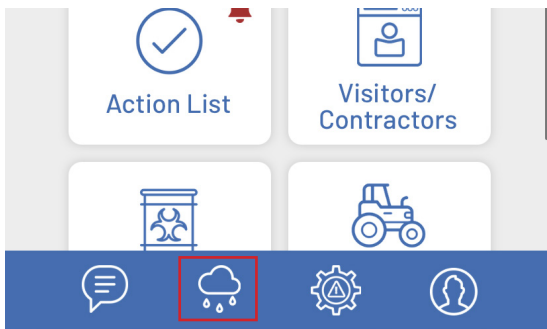


# SAFE STATION APP

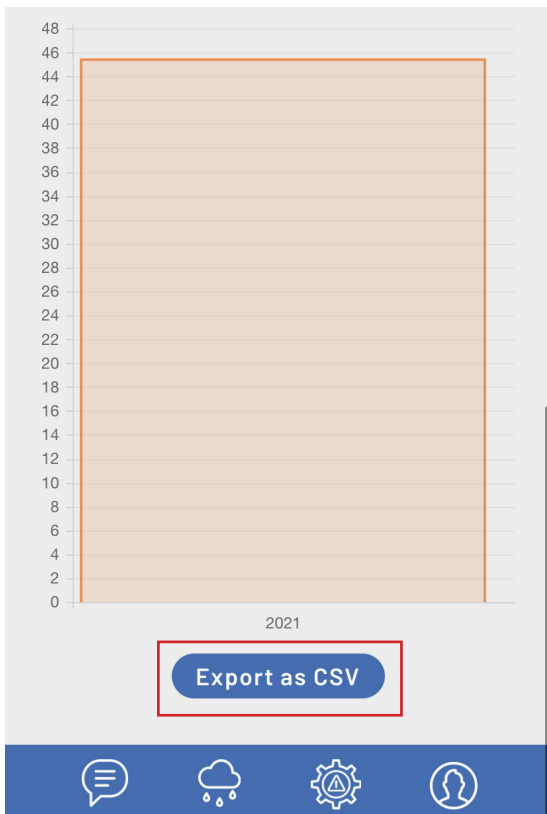
## USER GUIDE: ADMIN

### RAINFALL: EXPORT RAINFALL DATA

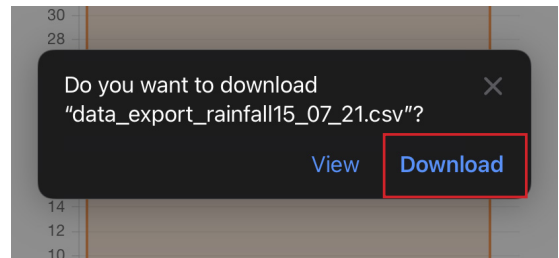
1. To export all rainfall data entered for the past twelve months (from date of export), click the 'Rain' icon in the bottom navigation bar.



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.

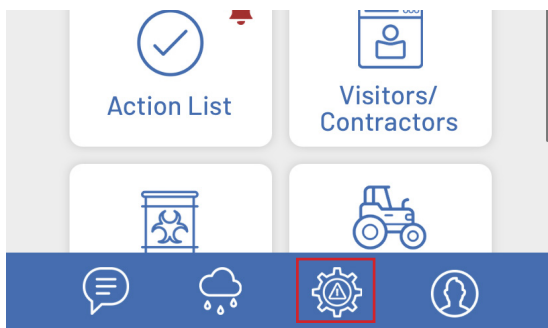


# SAFE STATION APP USER GUIDE: ADMIN

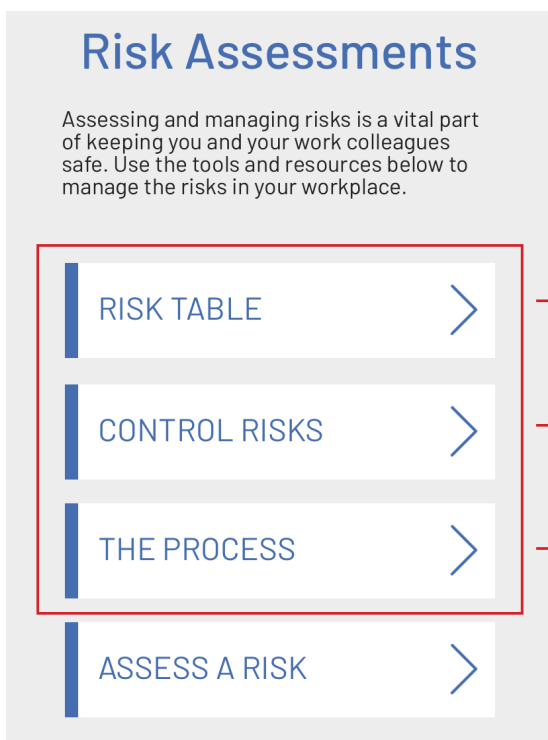
## RISK ASSESSMENTS: VIEW RESOURCES

There are multiple resources available to assist employees 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.



## Risk management process

		Potential Consequences				
		L6	L5	L4	L3	L2
Likelihood	Expected to occur regularly under normal circumstances	Almost Certain  Minor injuries or discomfort. No medical treatment or measurable physical effects.	High  Injuries or illness requiring medical treatment. Temporary impairment.	Very High  Injuries or illness requiring hospital admission.	Very High  Injury or illness resulting in permanent impairment.	Very High  Fatality
	Expected to occur at some time	Likely  Medium	High  High	High  High	Very High  Very High	Very High  Very High
	May occur at some time	Possible  Low	Medium  Medium	High  High	High  High	Very High  Very High
	Not likely to occur in normal circumstances	Unlikely  Low	Low  Low	Medium  Medium	Medium  Medium	High  High

**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.

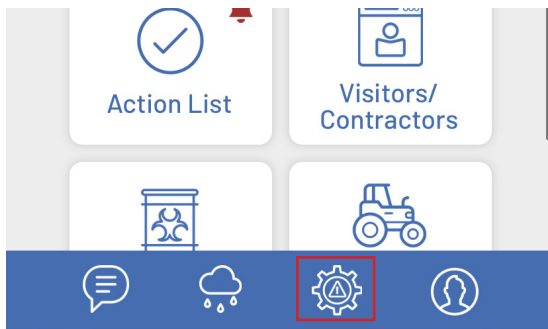


# SAFE STATION APP

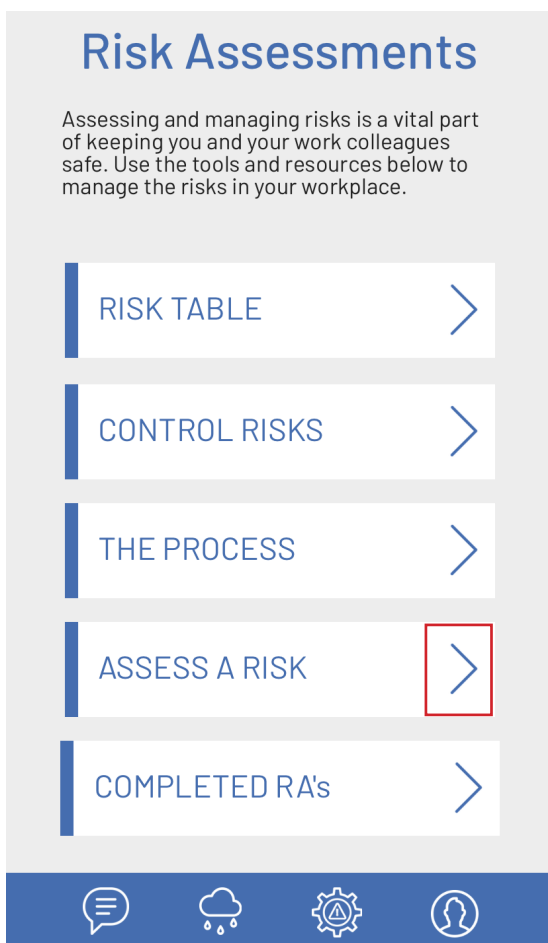
## USER GUIDE: ADMIN

### 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.



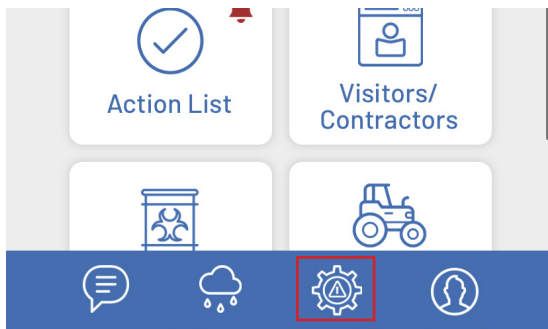
3. Complete the Risk Assessment form and click 'Submit' to lodge. An email will automatically be sent to your company's Office/Admin Email as a record of the Risk Assessment being completed.

# SAFE STATION APP

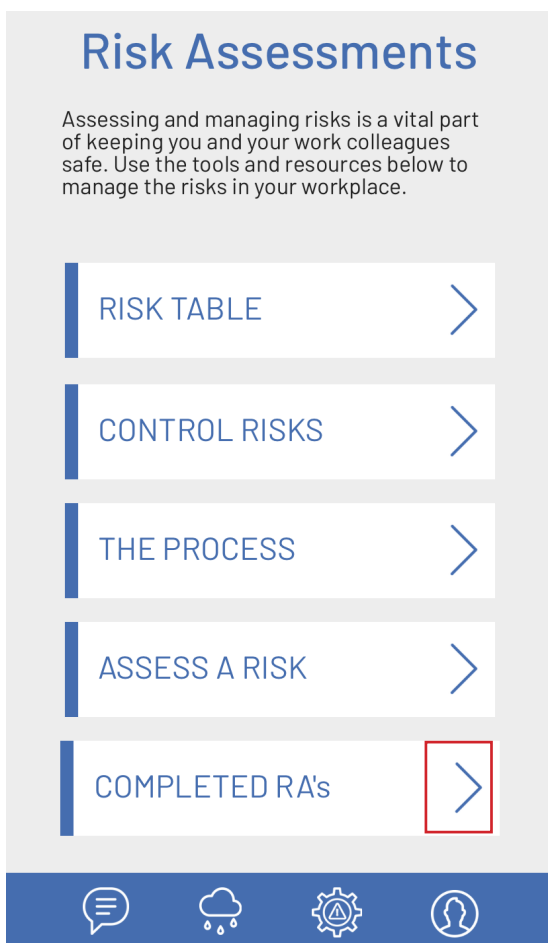
## USER GUIDE: ADMIN

### RISK ASSESSMENTS: VIEW COMPLETED RISK ASSESSMENTS

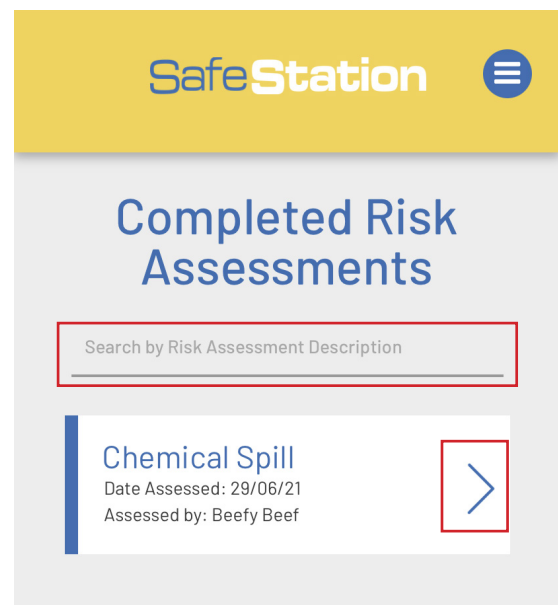
1. Select the 'Risk Assessments' icon from the bottom navigation bar.



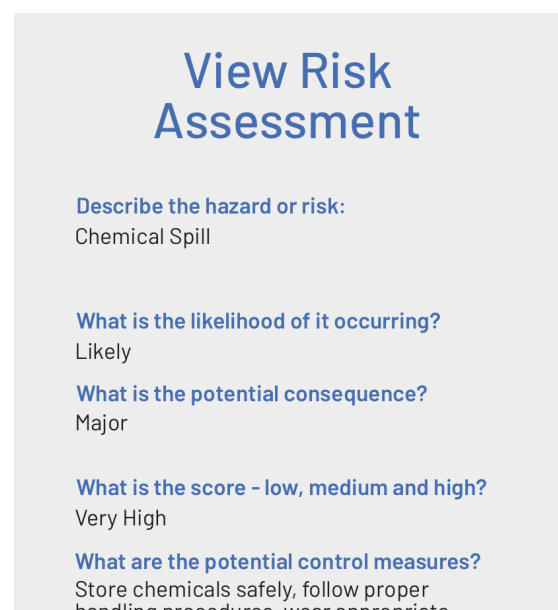
2. Select 'Completed RA's' from the sub menu.



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



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



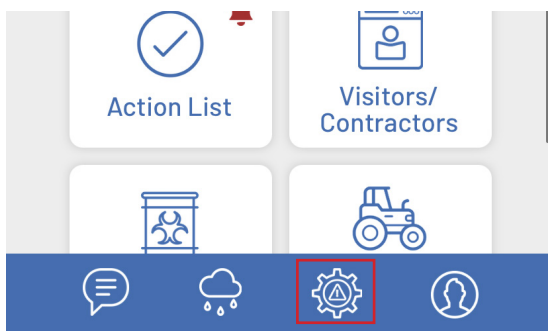
# SAFE STATION APP

## USER GUIDE: ADMIN

### 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.

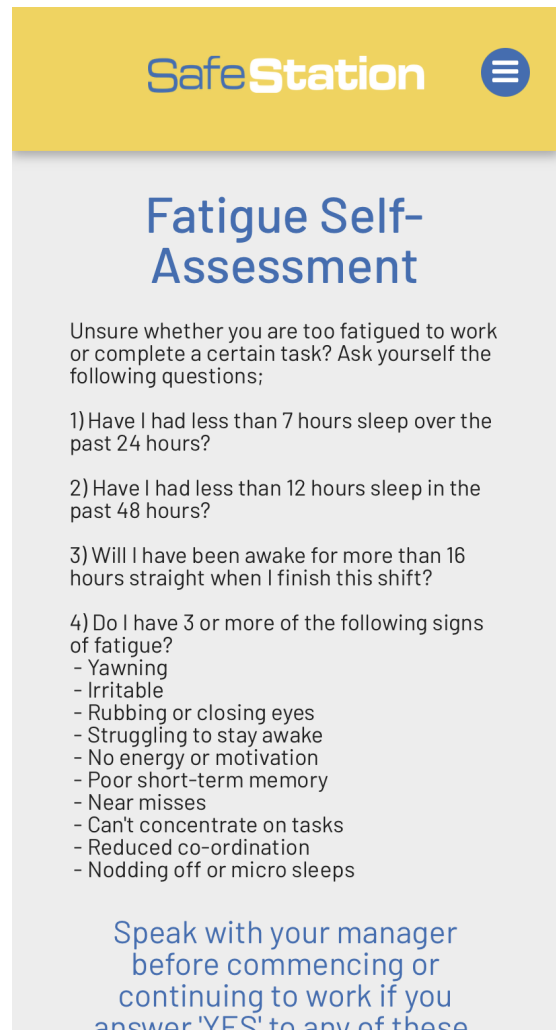
1. To access it, select the 'Risk Assessments' icon from the bottom navigation bar.



2. Select 'Fatigue Self Assessment'.



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

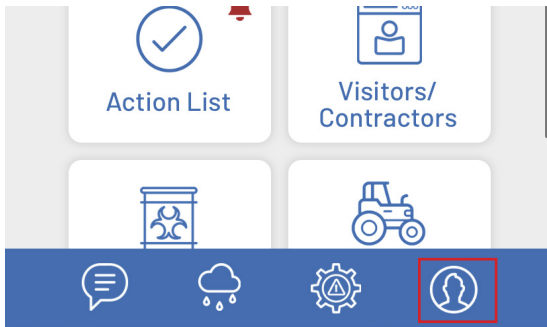


# SAFE STATION APP

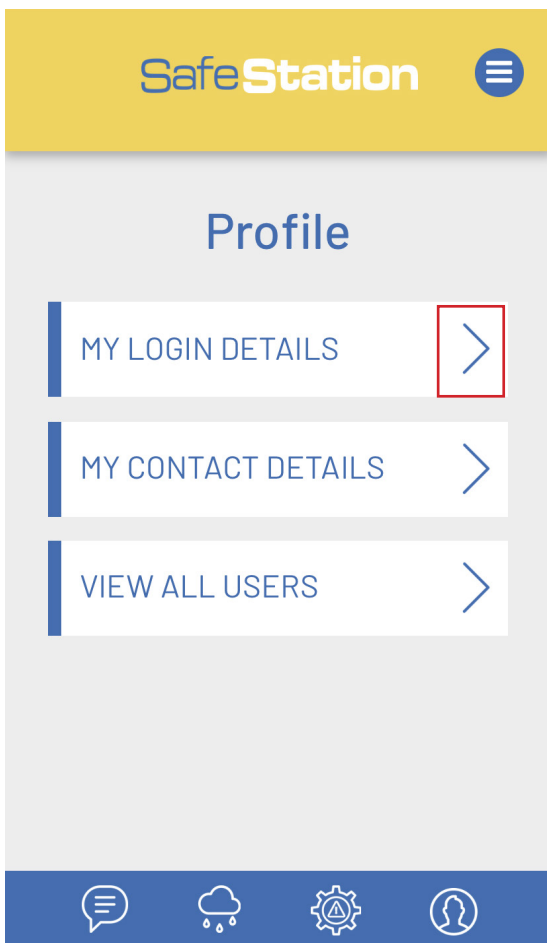
## USER GUIDE: ADMIN

### PROFILE: ADD/EDIT COMPANY LOGO

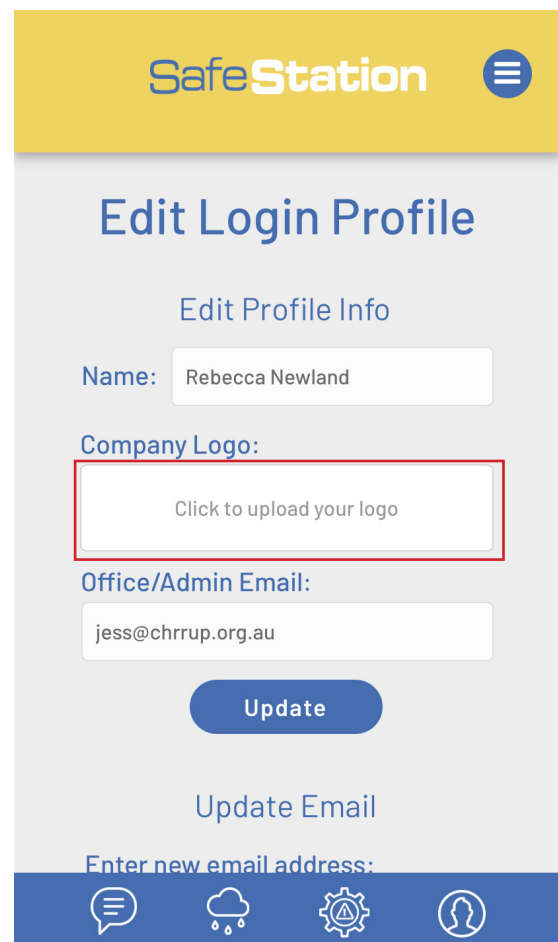
1. Select the 'Profile' icon from the bottom navigation bar



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



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



# SAFE STATION APP

## USER GUIDE: ADMIN

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



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

### Edit Login Profile

Edit Profile Info

Name:

Company Logo:

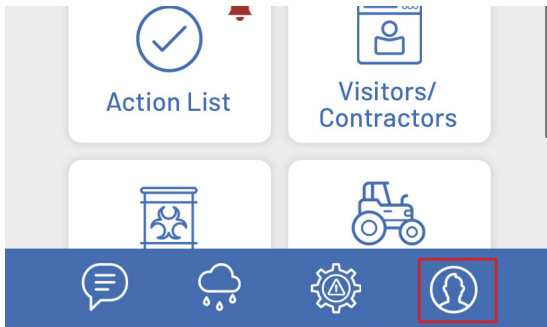
Office/Admin Email:

# SAFE STATION APP

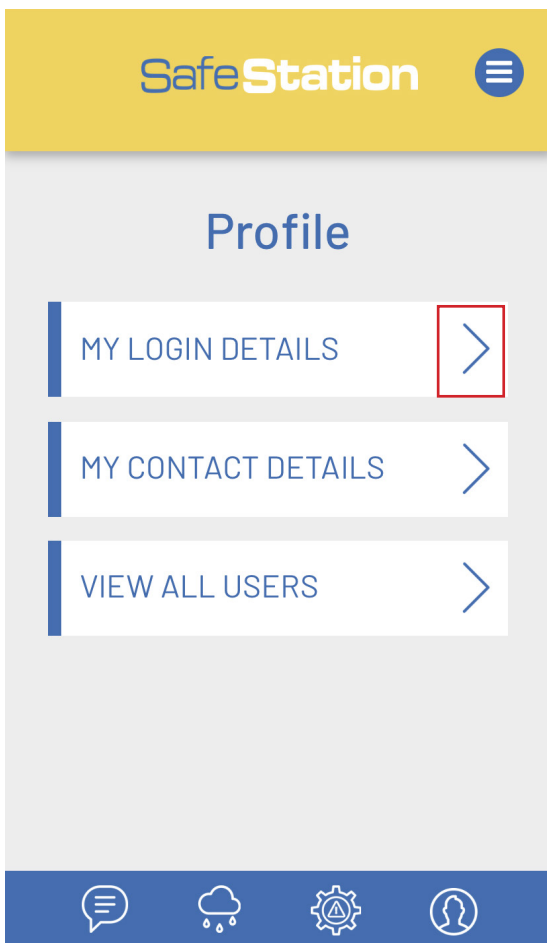
## USER GUIDE: ADMIN

### PROFILE: EDIT OFFICE/ADMIN EMAIL ADDRESS

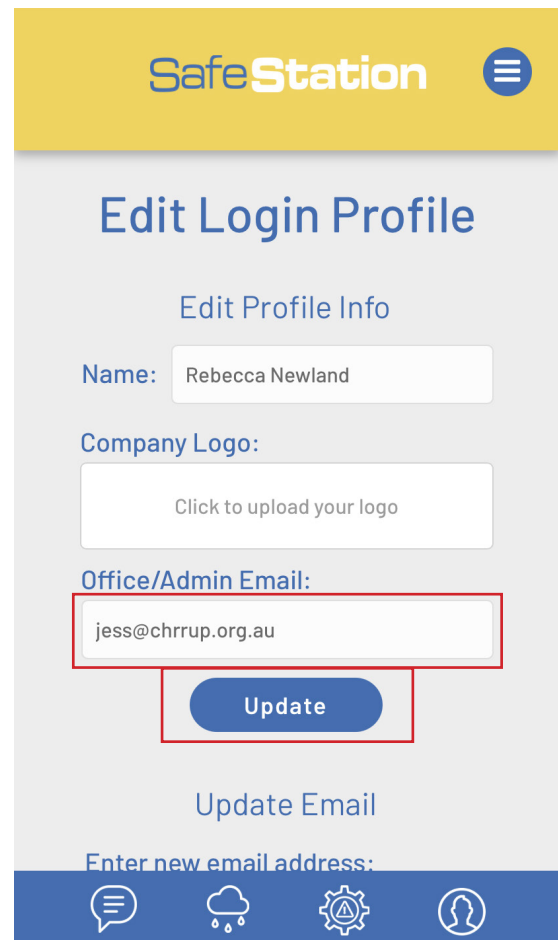
1. Select the 'Profile' icon from the bottom navigation bar.



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



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



#### 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.

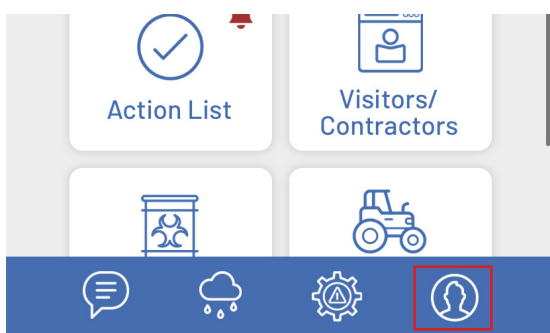
# SAFE STATION APP

## USER GUIDE: ADMIN

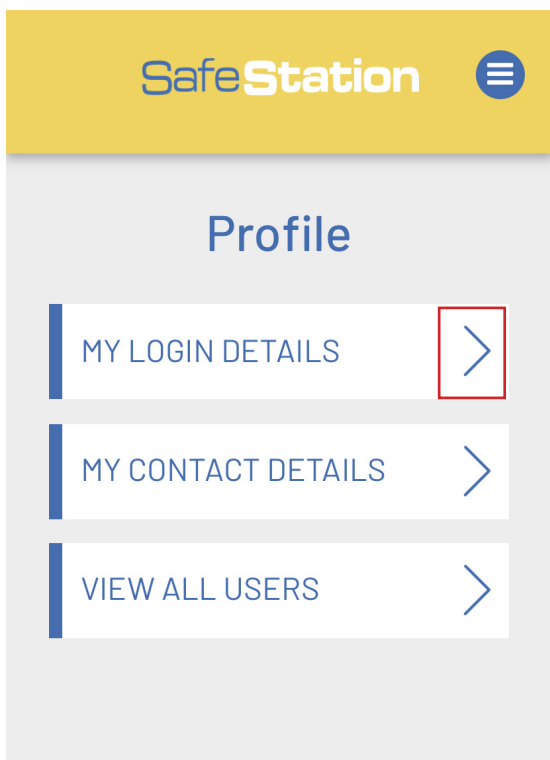
### PROFILE: CHANGE USER EMAIL ADDRESS

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

1. Select the 'Profile' icon from the bottom navigation bar. **NOTE:** you must be logged in as the user account you wish to change the email address of.



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



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 is entered to log into the app.

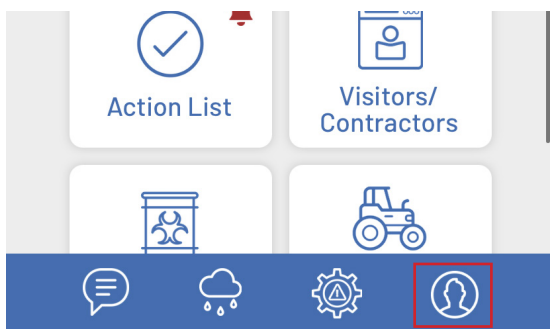
A screenshot of the 'Update Email' and 'Update Password' sections in the SafeStation app. The 'Update Email' section is at the top, with a title 'Update Email'. It contains a label 'Enter new email address:', a text input field with the value 'rebecca@chrrup.org.au', a label 'Confirm Password:', a password input field with dots, and a blue 'Update Email' button. Below this is the 'Update Password' section, with a title 'Update Password'. It contains a label 'Enter old password:', a text input field with the value 'Old Password', a label 'Enter new password:', a text input field with the value 'New Password', a label 'Confirm Password:', and a text input field with the value 'Confirm New Password'. The bottom navigation bar is visible at the bottom of the screen.

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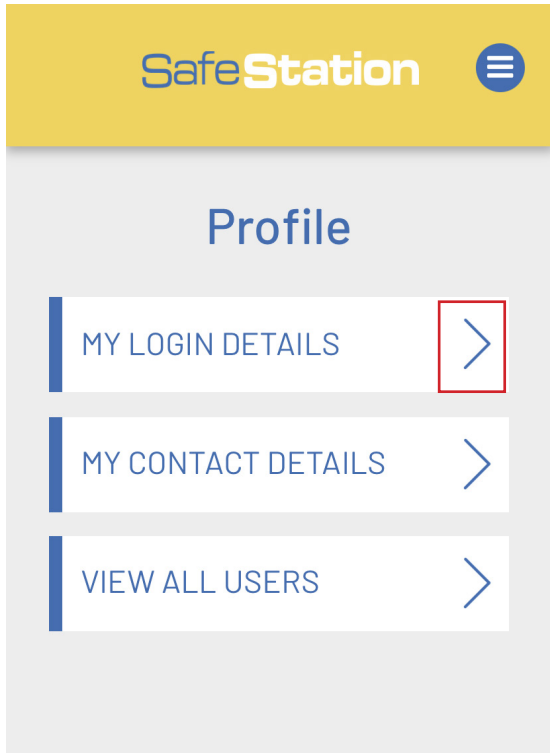
## USER GUIDE: ADMIN

### PROFILE: CHANGE USER PASSWORD

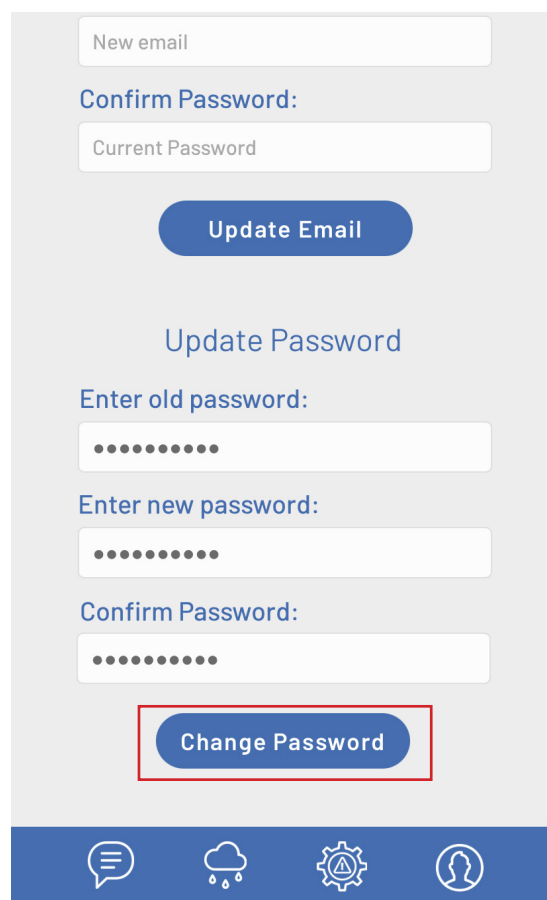
1. Select the 'Profile' icon from the bottom navigation bar. **NOTE:** You must be logged in as the user account you wish to change the password of.



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



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.



#### 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.

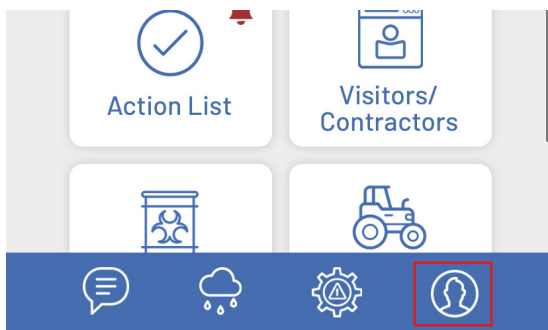
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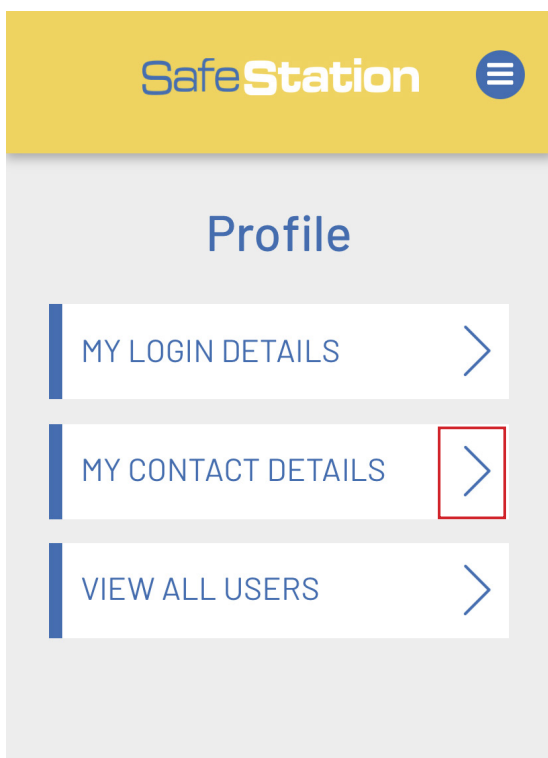
### PROFILE: ADD/EDIT USER CONTACT DETAILS

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 emergency.

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



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



3. If the 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.

A screenshot of the 'Emergency Contact Two' form in the Safe Station app. The form is titled 'Emergency Contact Two' and contains several input fields: 'John Smith' (Name), '0412121212' (Phone), '0412121212' (Phone), '1 Smith St, Emerald' (Address), 'Friend' (Relationship), '08/27/2021' (Date), and 'Allergic to bees' (Allergies). Below these fields is a checkbox labeled 'I give consent for any life threatening health information to be shared with relevant colleagues and emergency services', which is checked. At the bottom is a blue button labeled 'Submit/Close' highlighted with a red square.

The contact details will then be added to the profile.

A screenshot of the 'Contact Details' section in the Safe Station app. The section is titled 'Contact Details' and lists the following information: 'Driver's Licence: N 123 456', 'Vehicle Rego: 123 ABC', 'Personal Phone: 0412341234', 'Personal Email: personalemail@mail.com', 'Home Address: 1 Safe St', and 'Position: Administration'.

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4. If a user's 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.

Address:  
1 Smith Way, Emerald

Relationship: 0488888888

### Emergency Contact Two

**Contact Name:** John Smith  
**Phone:** 0412121212  
**Mobile:** 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](#)

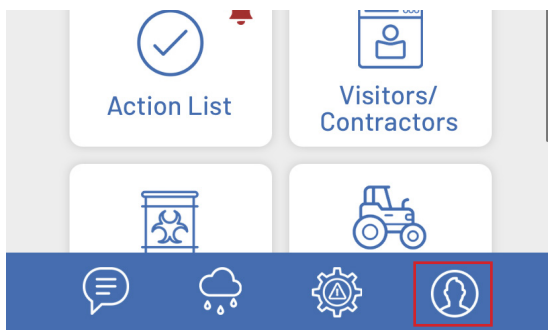
# SAFE STATION APP

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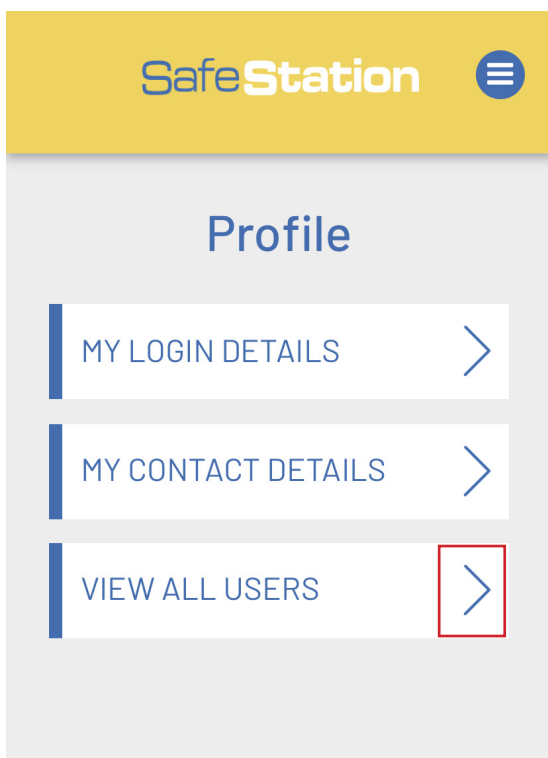
### PROFILE: VIEW ALL USER CONTACT INFORMATION (ADMIN)

Admin users have the ability to view the personal and emergency contact information of all employees and contractors who have a Safe Station app profile linked to your company.

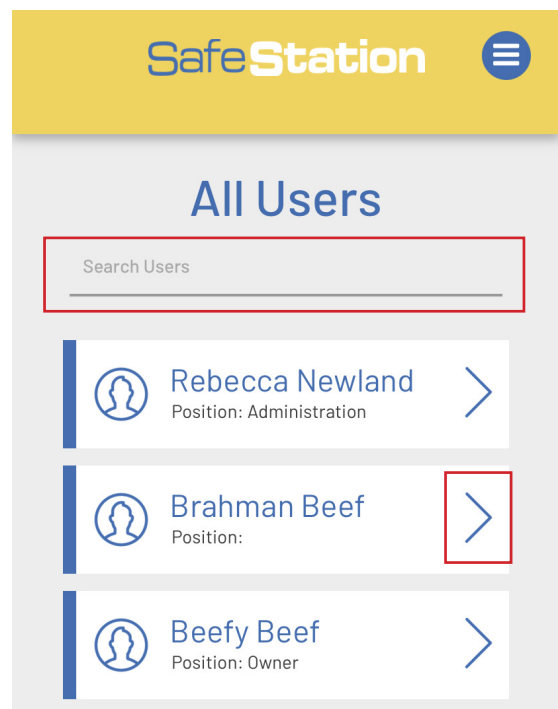
1. Select the 'Profile' icon from the bottom navigation bar.



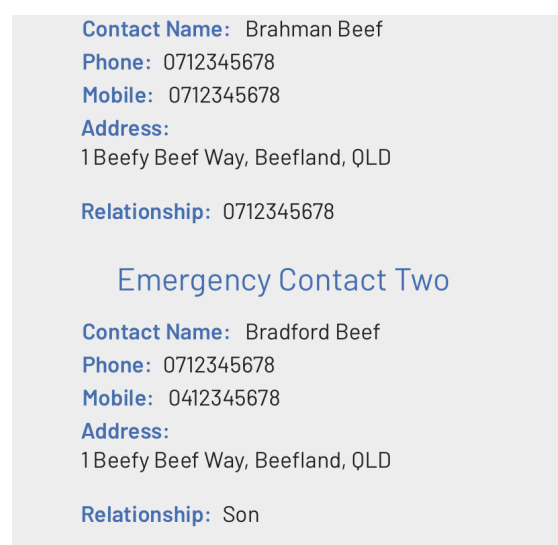
2. Select 'View All Users' from the sub menu. This option is only visible to Admins.



3. Select the name of the user you wish to view or, search for users by name using the search box provided.



4. All relevant contact details will then be available for to view.



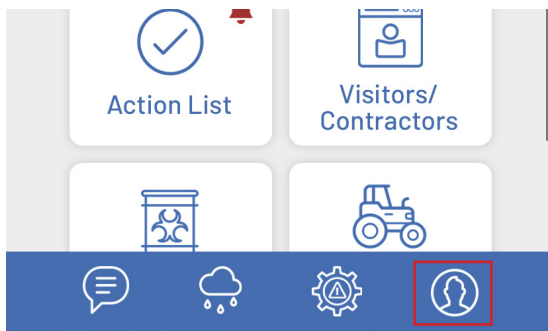
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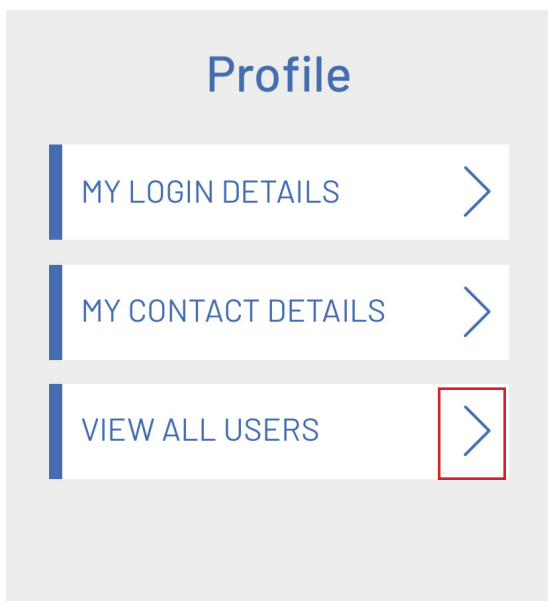
### PROFILE: DISABLE A USER PROFILE (ADMIN)

In the event that an employee leaves your company, their user profile will need to be disabled, which will prevent them from logging into the app and your accessing company data but will ensure that any data that they have contributed to the app, will remain visible. Disabling users is only something that can be done by Admins.

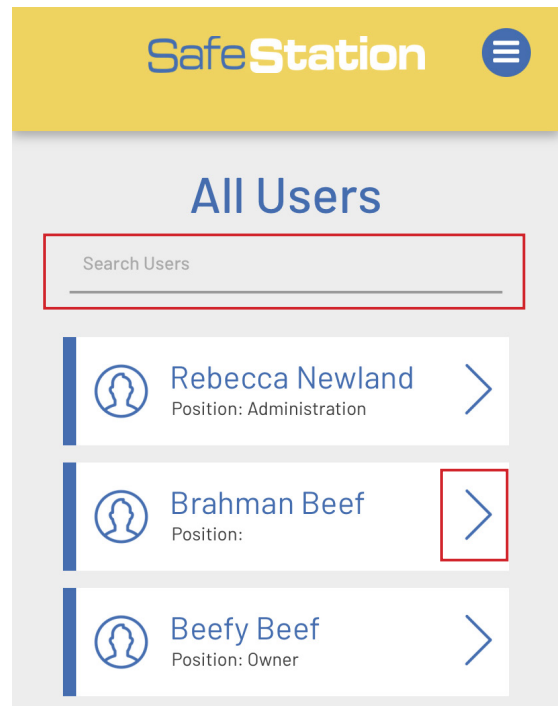
1. Select the 'Profile' icon from the bottom navigation bar.



2. Select 'View All Users' from the sub menu. This option is only visible to Admins.



3. Select the name of the user you wish to disable from the list or, search for the users by name using the search box provided.



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4. Scroll to the bottom of their contact details and click the 'Disable User' button.

Emergency Contact Two

Contact Name:  
Phone:  
Mobile:  
Address:

Relationship:

First Aid Expiry:  
Relevant Health Information:  
Consent to disclose life-threatening medical information in case of emergency:

Disable User

5. You will then be asked to confirm that you want to disable the user. Tick the checkbox and click 'Submit' to disable their account.

If you don't wish to continue, click 'Cancel'.

Disable User

Are you sure you want to disable Brahman Beef as a user?

☒ Yes, disable user account

Submit Cancel

Phone:

### NOTE:

To ensure you don't accidentally disable all of your company's Admin accounts, the app won't allow you to disable the current Admin user. Admins can only be disabled by another active admin account

6. You can confirm that the user has been disabled successfully in multiple ways. Firstly, when you scroll back to the top of the user's contact information, a grey 'User Disabled' box will display above their name.

When you return to the full list of users, disabled users will also be listed in grey instead of blue.

SafeStation

USER DISABLED

Brahman Beef

Driver's Licence:  
Vehicle Rego:  
Personal Phone:  
Personal Email:  
Home Address:  
Date Commenced:

All Users

Search Users

Sally Muster  
Position:

Rebecca Newland  
Position: Administration

Brahman Beef  
Position:

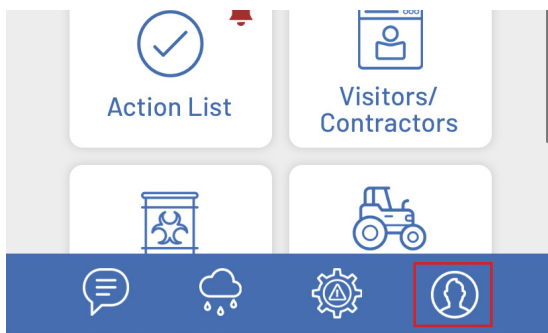
# SAFE STATION APP

## USER GUIDE: ADMIN

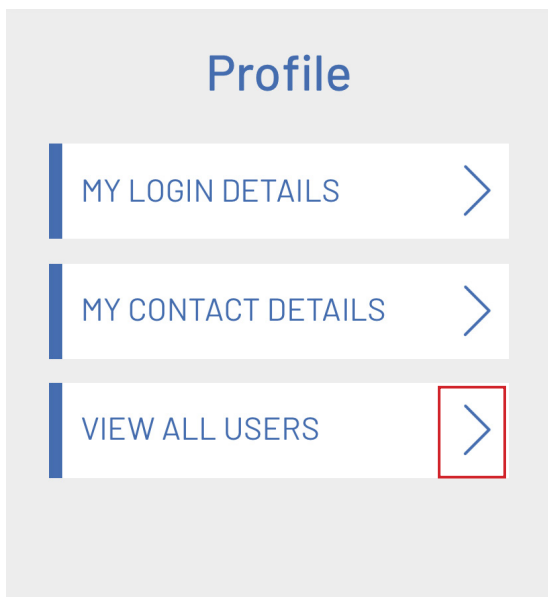
### PROFILE: RE-ENABLE A DISABLED USER PROFILE (ADMIN)

Disabled user profiles can be re-enabled by admins in the event that a user needs to regain access to the app.

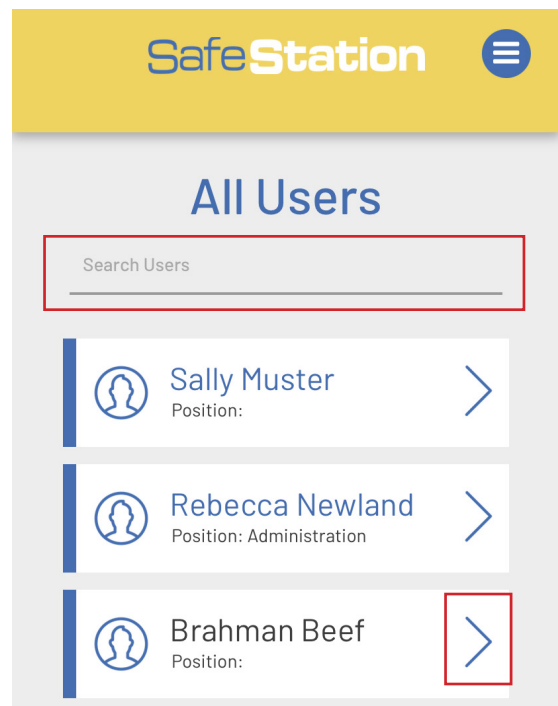
1. Select the 'Profile' icon from the bottom navigation bar.



2. Select 'View All Users' from the sub menu. This option is only visible to Admins.



3. Select the name of the user you wish to disable from the list or, search for the user by name using the search box provided. Disabled users' names are listed in grey instead of blue.



# SAFE STATION APP

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4. Scroll to the bottom of the user's contact details and click the 'Re-Enable User' button.

Emergency Contact Two

Contact Name:  
Phone:  
Mobile:  
Address:

Relationship:

First Aid Expiry:  
Relevant Health Information:  
Consent to disclose life-threatening medical information in case of emergency:

Re-Enable User

5. You will then be asked to confirm that you wish to re-enable the user's account. Click 'Submit' to re-enable.

If you don't wish to continue, click 'Cancel'.

Re-enable User

Are you sure you want to re-enable Brahman Beef as a user?

Submit Cancel

Contact Name:  
Phone:

6. The database will be updated and the user re-enabled. These users will then be able to re-log into their old account using the same email and password that they utilised previously.

SafeStation

All Users

Search Users

Rebecca Newland  
Position: Administration

Brahman Beef  
Position:

Beefy Beef  
Position: Owner

# SAFE STATION APP

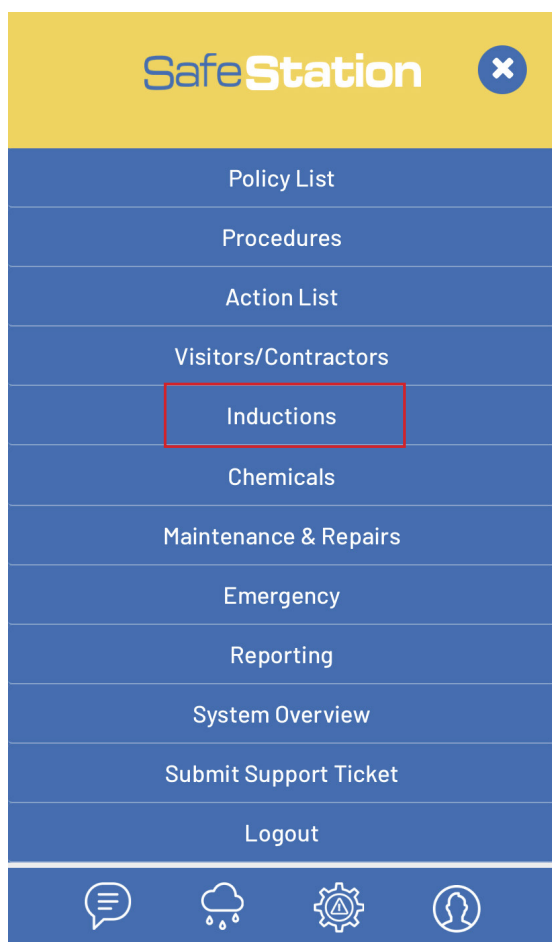
## USER GUIDE: ADMIN

### INDUCTIONS: COMPLETE INITIAL WORKER INDUCTION

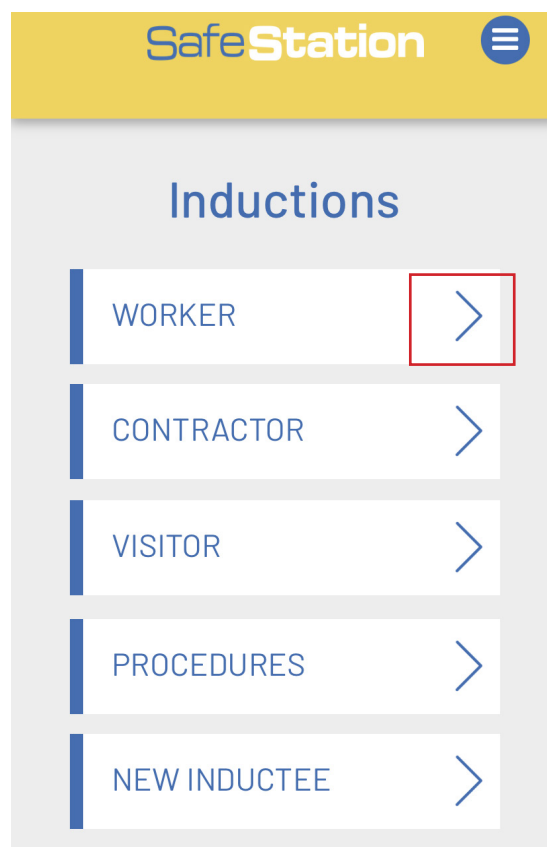
All new workers and app users must complete their Initial Worker Induction. Ideally, this should be one of the first things they do after receiving access to the app.

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

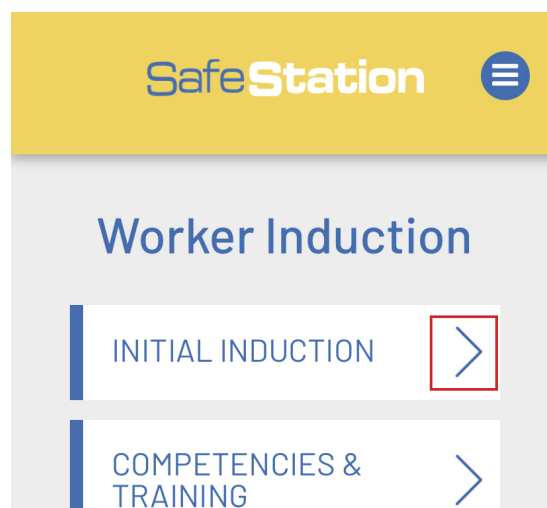
1. To complete an initial induction, select 'Inductions' from the hamburger menu.



2. Select 'Worker'.



3. Select 'Initial Induction'.



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4. Complete the induction form in full and click 'Submit/Close' once complete. A copy of the submission will then be emailed to the specified Office/Admin Email address for record keeping and an action prompting a relevant supervisor to sign-off on this induction will automatically be created in the Action List (see page 31 - accessible to Admins only).

Confirm that you have fully read and understood each of the following policies and procedures by marking the following;


- ☒ Emergency Procedure
- ☒ First Aid Policy
- ☒ Safety Culture
- ☒ Incident Reporting Procedure
- ☐ I have read and understood all other relevant policies and procedures

Rebecca Newland



Worker's signature

07/15/2021



### 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.

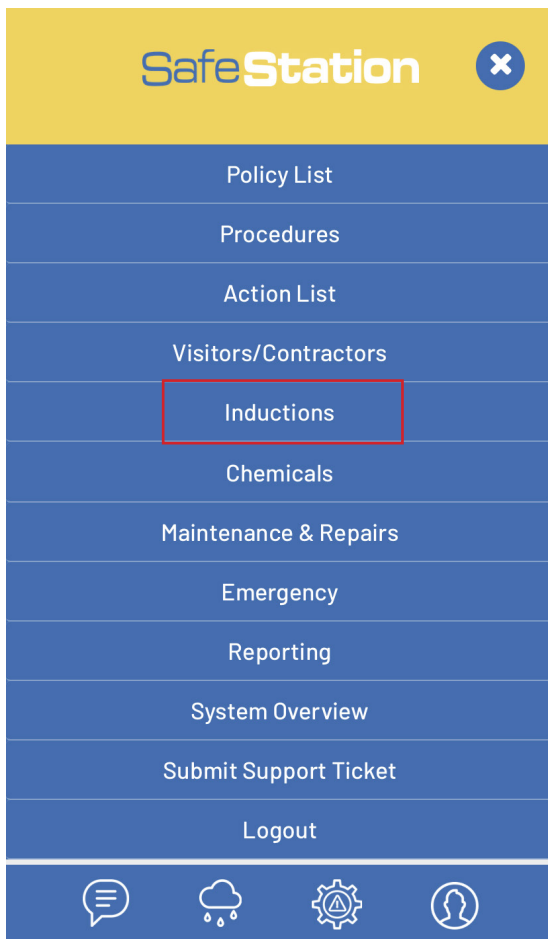
# SAFE STATION APP

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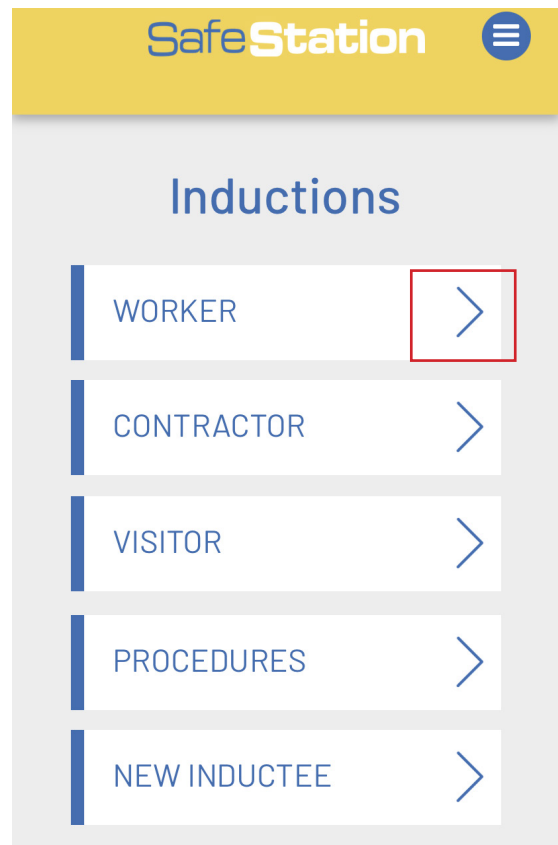
### INDUCTIONS: ADD NEW COMPETENCY/TRAINING

All employees are required to keep an up-to-date log of any new training, competencies or skills attained during their time with the company. Supervisors (Admins) are then required to sign off on these new entries to certify that they are capable of performing the task.

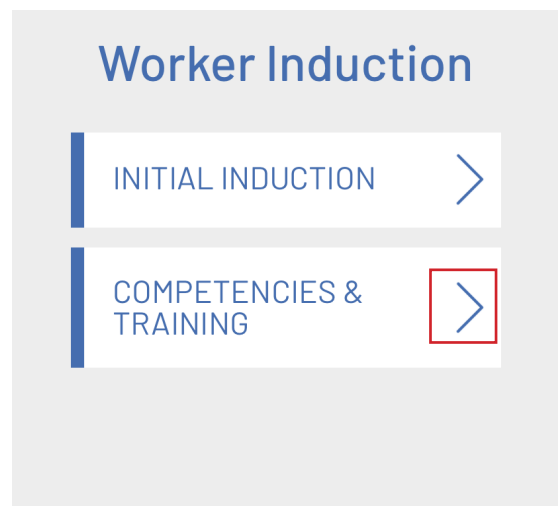
1. To add to your personal training log, select 'Inductions' from the hamburger menu.



2. Select 'Worker'.



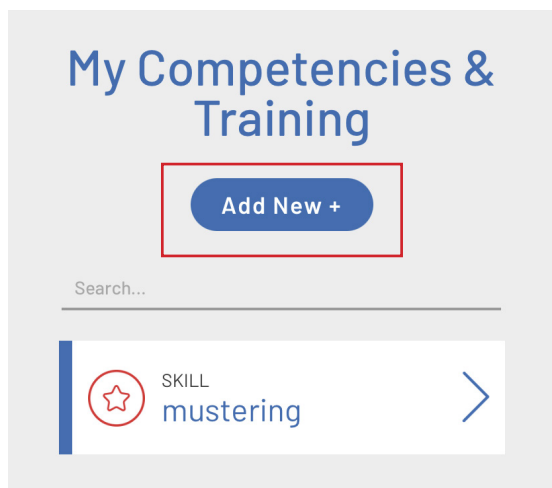
3. Select 'Competencies and Training'.



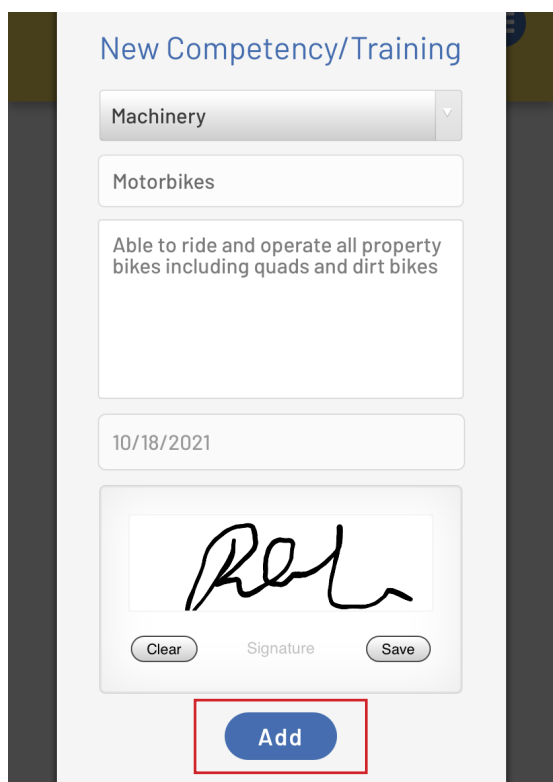
# SAFE STATION APP

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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 your 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).

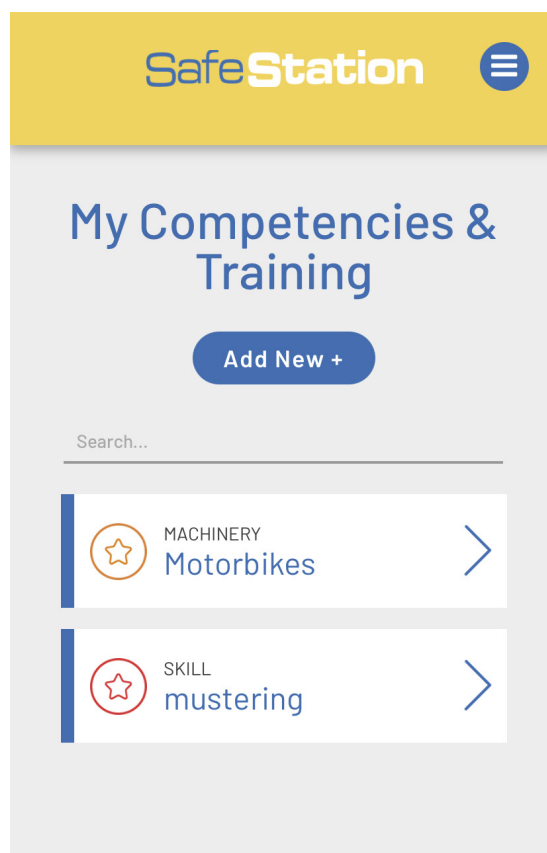
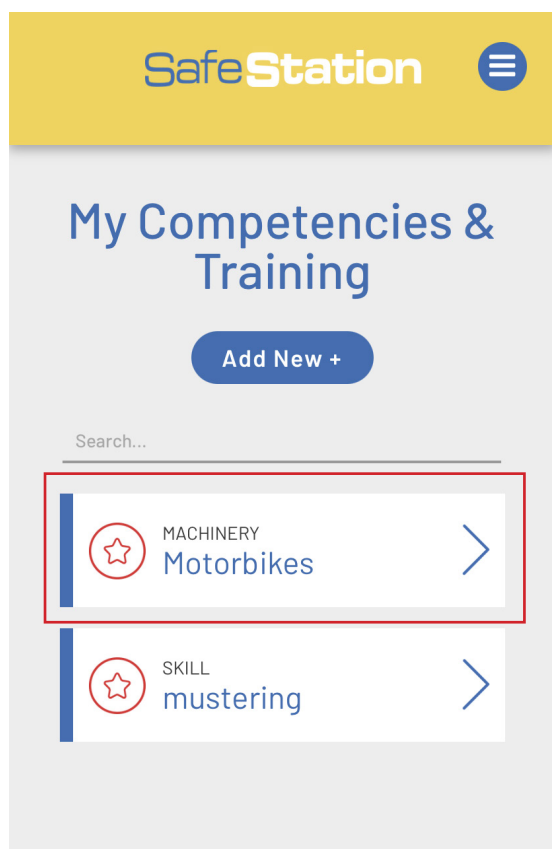
# SAFE STATION APP

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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. Refer to page 29 for further details.

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.



**NOTE:**

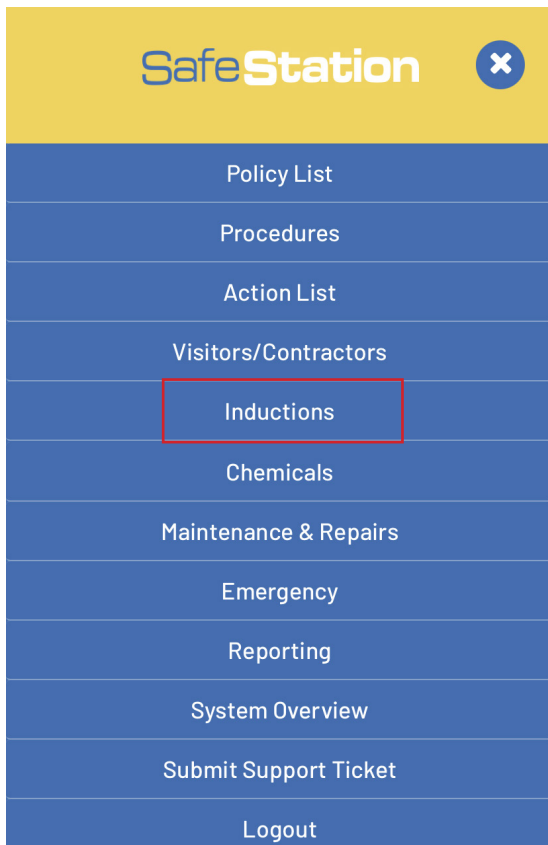
Competencies and training must be entered by individual users. They can not be entered by supervisors on behalf on an employee.

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### INDUCTIONS: VIEW COMPETENCY/TRAINING LOG

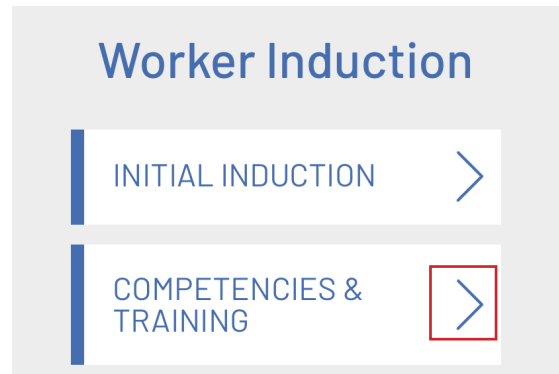
1. To view a skill, training qualification or procedure in your Competency/Training log, first select 'Inductions' from the hamburger menu.



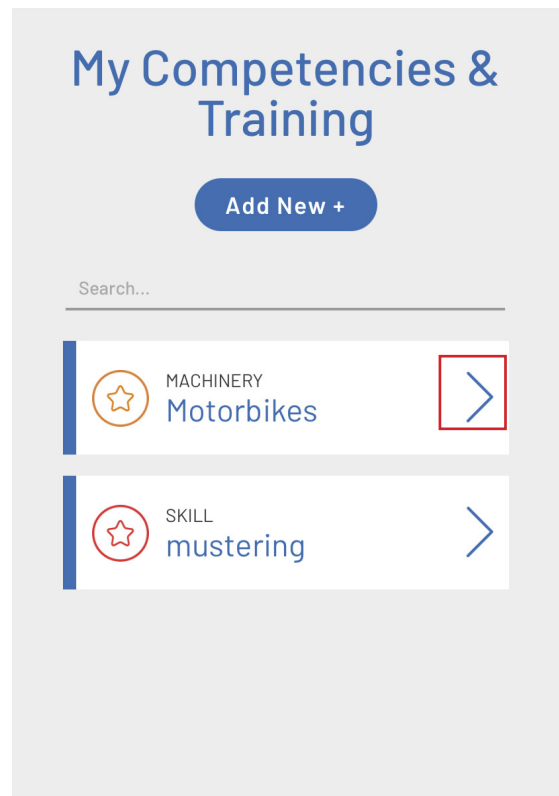
2. Select 'Worker'.



3. Select 'Competencies and Training'.




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




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### 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:

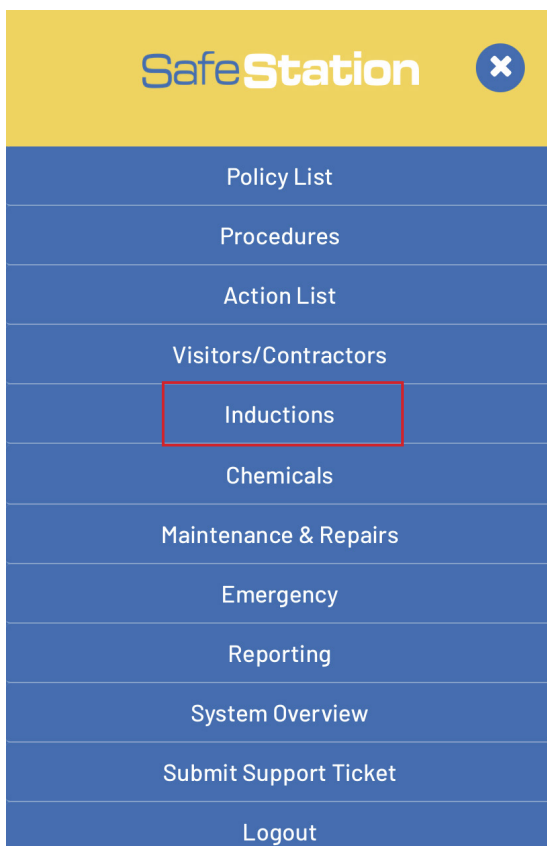
If a skill/training/procedure entry does not contain a Supervisor's signature, name and date, it is yet to be signed off. You may need to remind your supervisor to complete this task.

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### INDUCTIONS: VIEW ALL COMPETENCY/TRAINING LOGS (ADMIN)

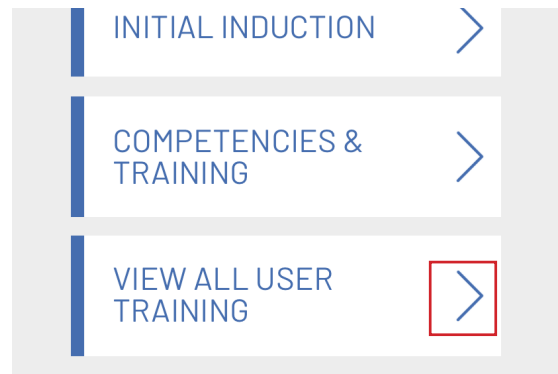
1. To view a skill, training qualification or procedure attained by any employee in your company, select 'Inductions' from the hamburger menu.



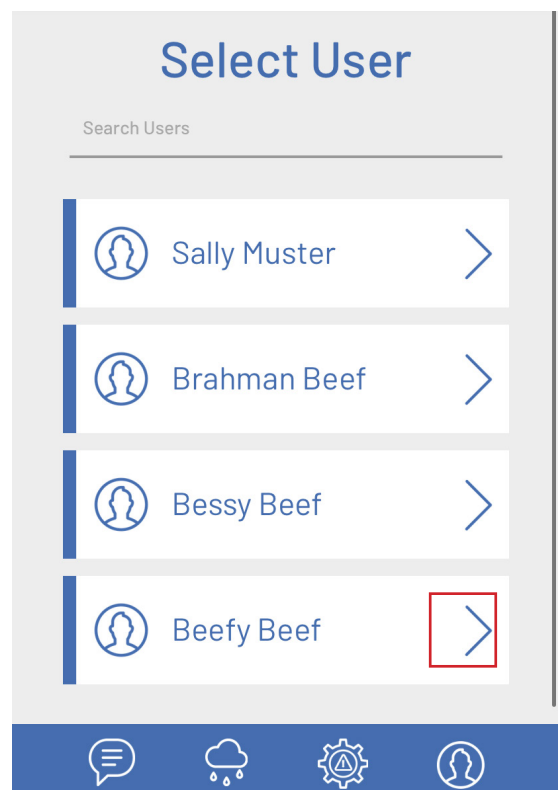
2. Select 'Worker'.



3. Select 'View All User Training' (visible to Admins only).



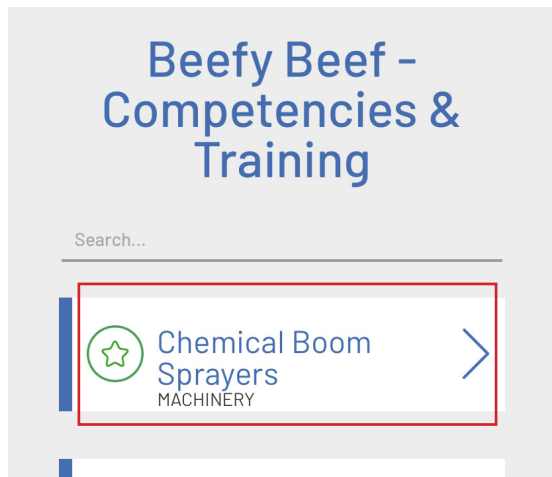
4. Select a user name from the list



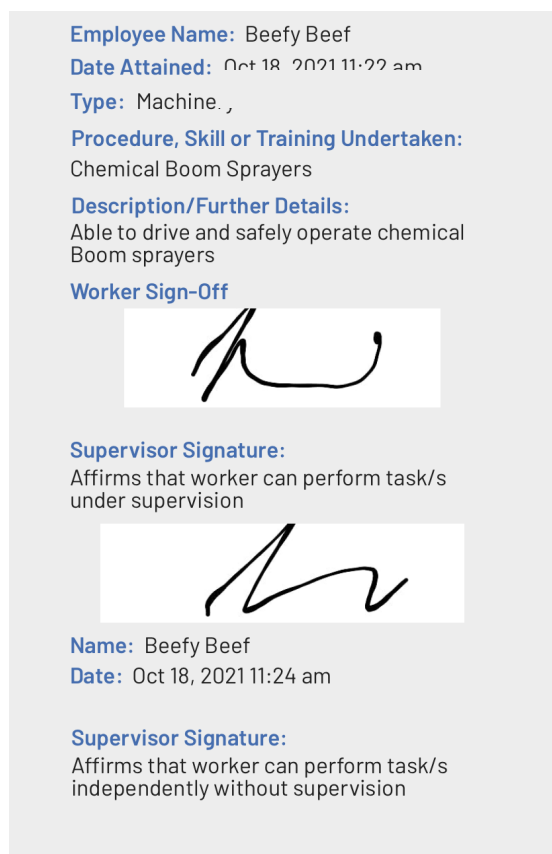
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5. Select an entry from the list

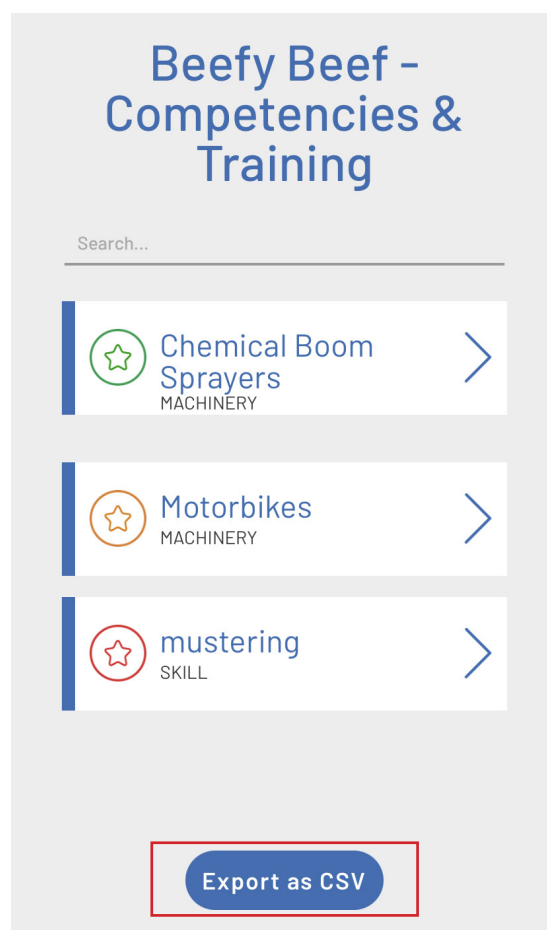


6. You will then be able to view all available details. If the skill is yet to be signed off by a supervisor, you will be prompted to do so via a quick link to the 'Training to Review' Action List.

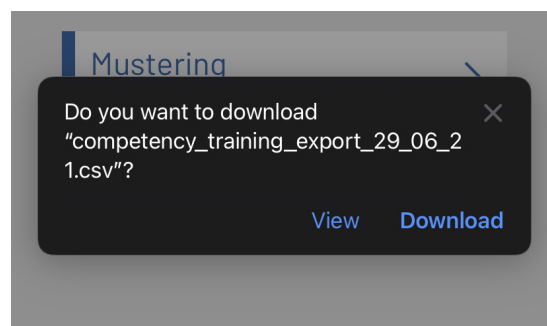


### EXPORT DATA AS CSV

To export the training and competency data for a sepecific user, scroll to the bottom of their training list and click 'Export as CSV'.



You will then have the option to view or download the file. You can then filter the file further by date or user using programs such as Microsoft Excel.

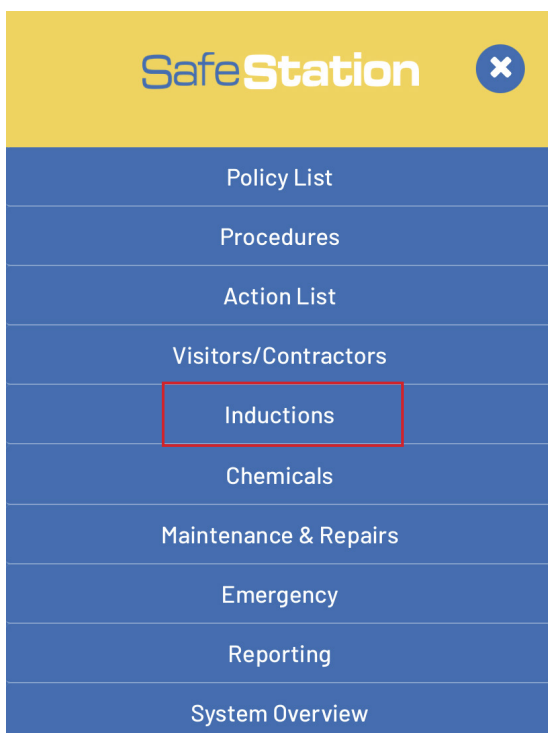


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### INDUCTIONS: ADD FIREARM TO FIREARMS REGISTER

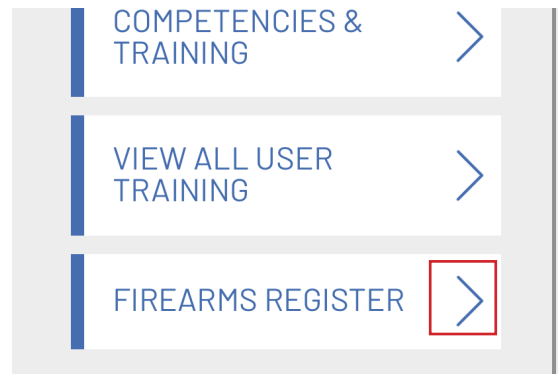
1. All users who own a firearm and require it to be stored at the property/workplace must enter it into the firearms register. ALL firearms stored on the property must be included in this register. To do so, select 'Inductions' from the hamburger menu.



2. Select 'Worker'.



3. Select 'Firearms Register'.



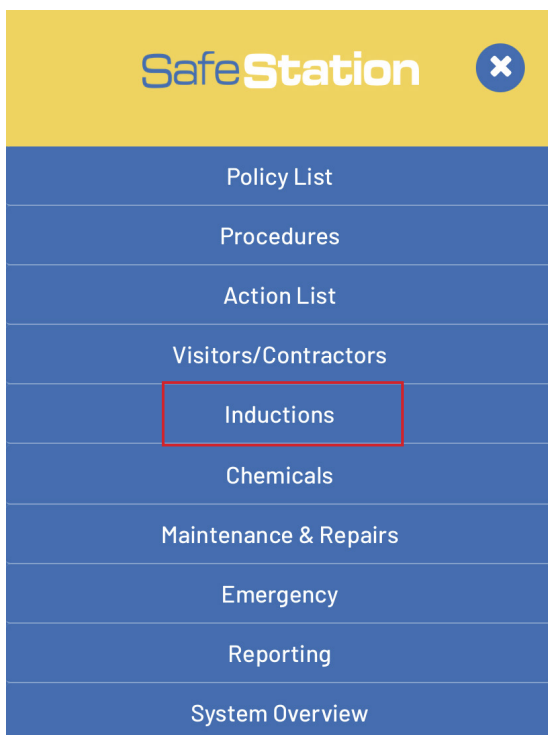
4. Enter all gun details and click 'Submit'.

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### INDUCTIONS: EXPORT FIREARMS REGISTER (ADMIN)

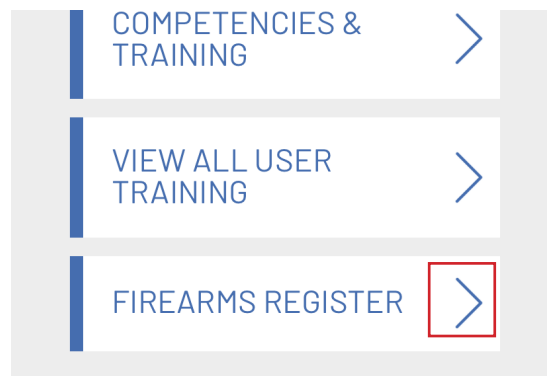
1. To export a spreadsheet containing the details of all firearms stored on a property, select 'Inductions'



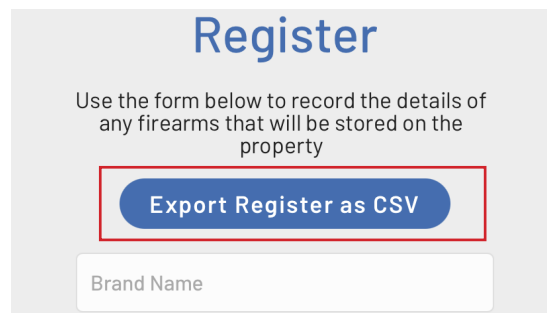
2. Select 'Worker'.



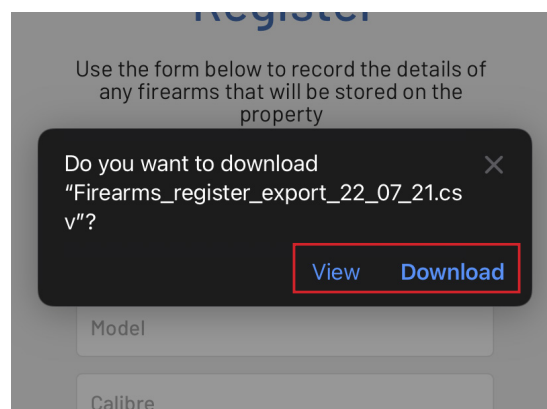
3. Select 'Firearms Register'.



4. Select 'Export as CSV'.



5. The CSV file can the be viewed or downloaded.



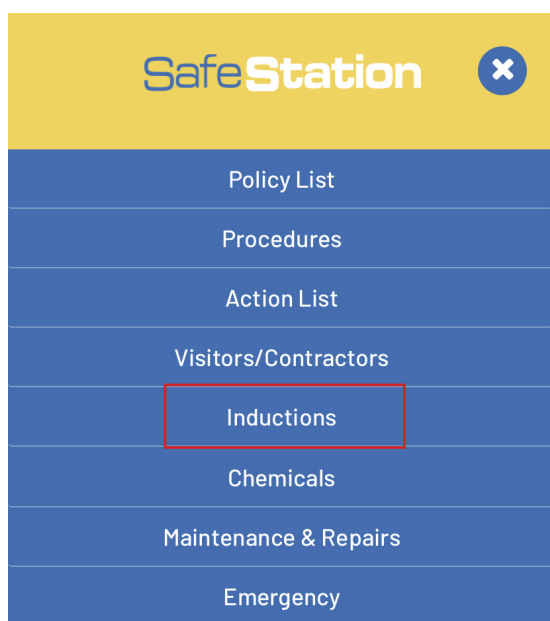
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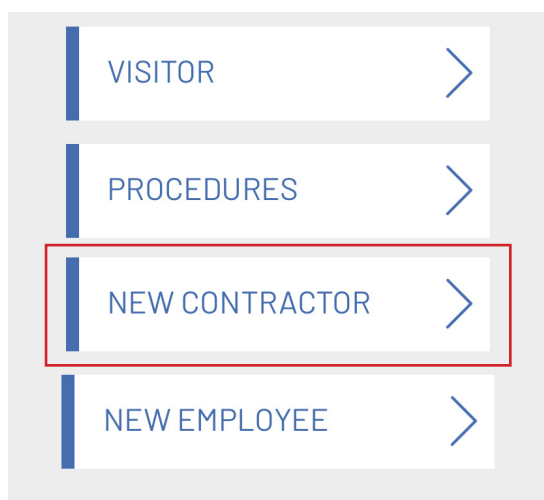
### INDUCTIONS: CREATE A NEW VISITOR/CONTRACTOR (ADMIN)

In the instance where visitors or contractors will be working for the company for an extended period of time (i.e. mustering) and are required to complete their own induction, an Admin will need to create an account for them.

1. Select 'Inductions' from the hamburger menu.



2. Select 'New Contractor' from the list.



3. Complete the form, ensuring that you provide a full list of all policies and procedures that must be reviewed as part of their induction. An email will then be sent to the email account you listed on the form, providing them with instructions on how to download the app, finalise their account and complete their induction.

**Create New Contractor/ Visitor**

Use the form below to create a new account for a contractor/visitor who needs to complete their Safe Station safety induction. They will then be automatically emailed instructions on how to complete this.

**Name:** Sally Muster

**Email:** sally@musteringcq.com.au

☐ Visitor ☒ Contractor

**Policies Required to Review:**

Contractors , First Aid Policy, GENERAL POLICIES, Pandemic Policy v2, WHS Policy, Worker competency

**Procedures Required to Review:**

CONTRACTOR INDUCTION, Domestic Staff, Livestock, MACHINERY, MOTORBIKES, VEHICLES, VISITOR

**Submit**

# SAFE STATION APP

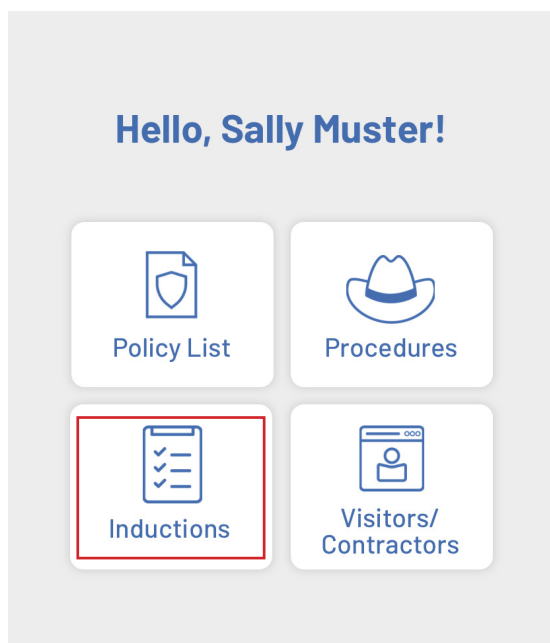
## USER GUIDE: ADMIN

### INDUCTIONS: COMPLETE CONTRACTOR INDUCTION (CONTRACTORS)

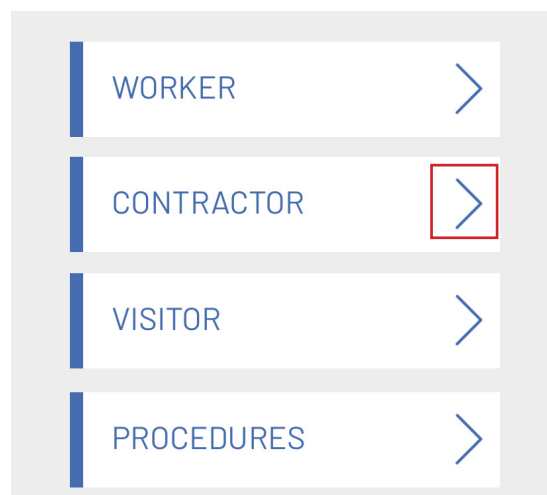
Head contractors must complete an induction prior to commencing employment on a Safe Station property. This induction covers their entire team for the duration of the contract. Contractors must review any relevant policies or procedures using the 'Policies' and 'Procedures' pages prior to completing 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, the contractor must log in to their OWN Safe Station app account as per the instructions emailed to them by their supervisor. Contractors have a much more limited view of the app that only provides them with access the features they need.

Select 'Inductions' from the homepage.




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



3. Complete the induction form and click 'Submit' when finished. A copy of the induction will be emailed to the Office/Admin Email.

Supervisor has 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.

James Smith



Clear Contractor's signature Save

07/15/2021

Submit

Navigation bar: Messages, Weather, Settings, Profile

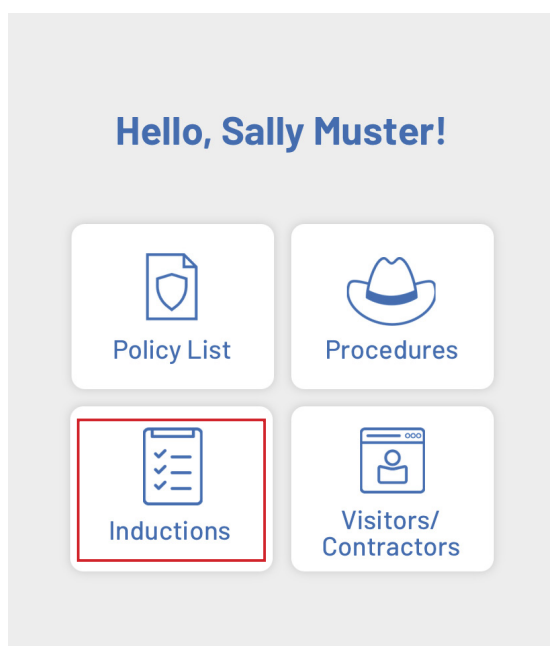
# SAFE STATION APP USER GUIDE: ADMIN

## INDUCTIONS: COMPLETE VISITOR INDUCTION (VISITORS)

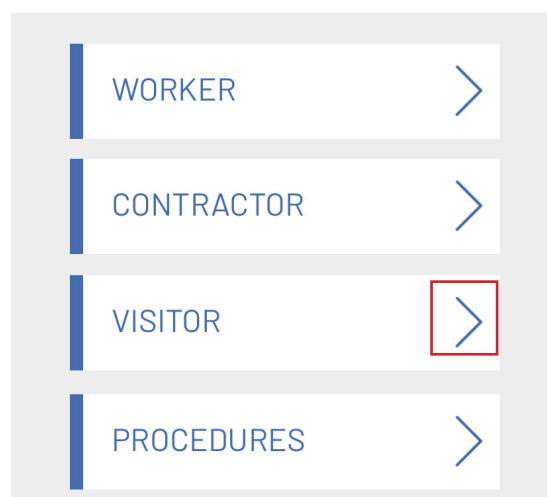
Visitors required to complete an induction must do so upon arrival at the property. They must review any relevant policies or procedures using the 'Policies' and 'Procedures' pages prior to commencing the steps below.

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.



3. Complete the induction form and click 'Submit' to lodge. A copy will be emailed to the company's Office/Admin Email.

A screenshot of the induction form completion screen. It shows two checked checkboxes: "First aid equipment located?" and "Understand emergency plan?". Below them is a text area for "Other notes". A "Sign Off" section contains a signature field with a handwritten signature, and "Clear" and "Save" buttons. At the bottom is a large blue "Submit" button, highlighted with a red box. The bottom navigation bar is visible at the very bottom.

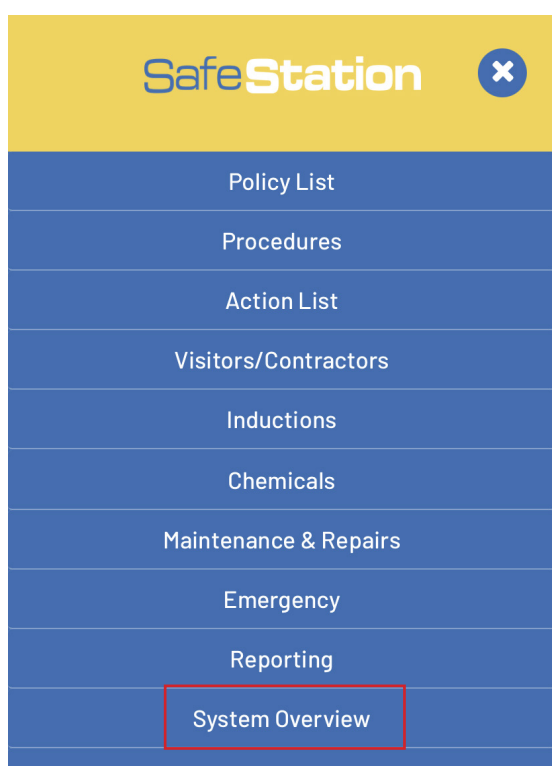
# SAFE STATION APP

## USER GUIDE: ADMIN

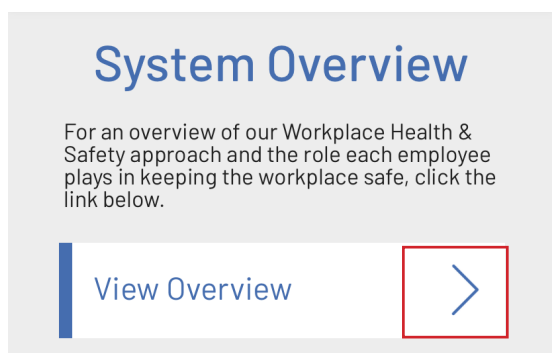
### SYSTEM OVERVIEW: EDIT SYSTEM OVERVIEW (ADMIN)

A System Overview is a document that provides information about the company's approach to workplace health and safety along with the role each employee plays.

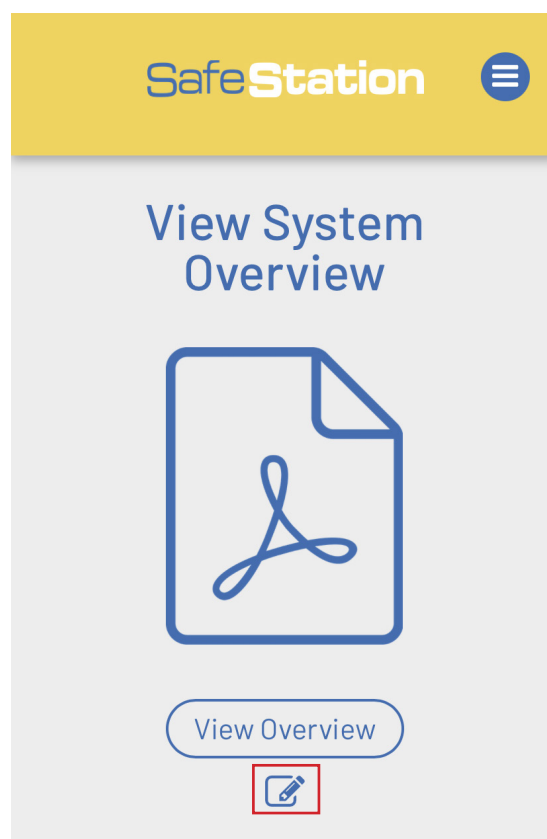
1. To update an existing System Overview document, click the hamburger menu and select 'System Overview'.



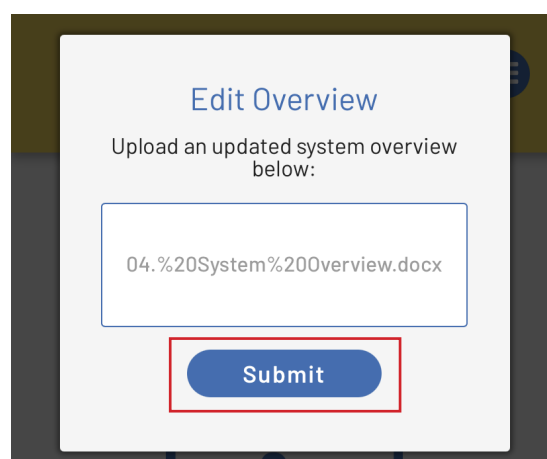
2. Click on the arrow beside 'View Overview'.



3. Click the pencil edit icon (only visible to admins).



4. Upload an updated PDF document and click 'Submit'.

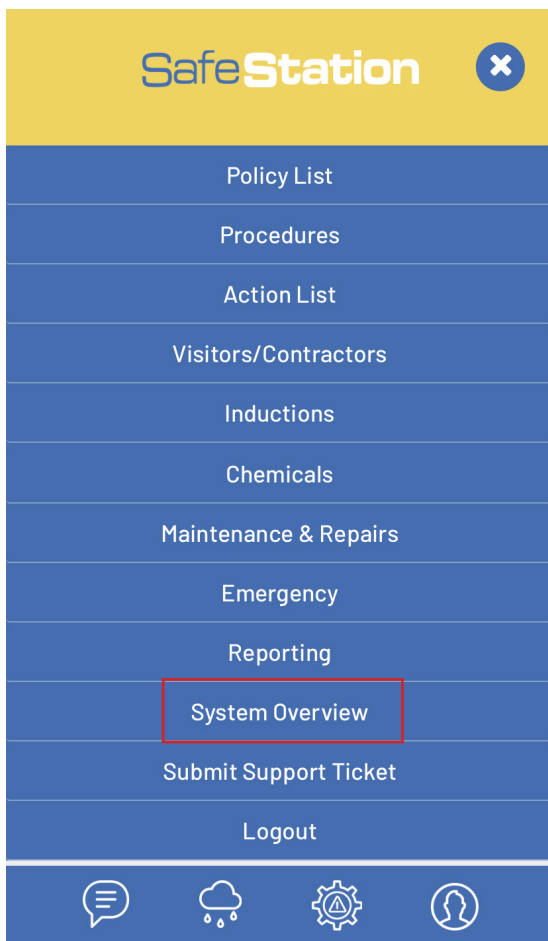


# SAFE STATION APP

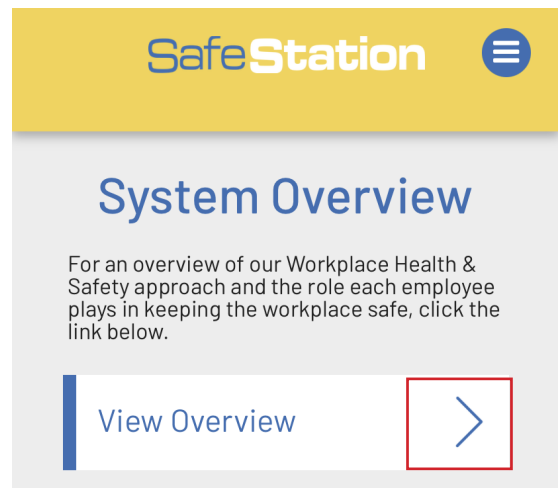
## USER GUIDE: ADMIN

### SYSTEM OVERVIEW: VIEW SYSTEM OVERVIEW

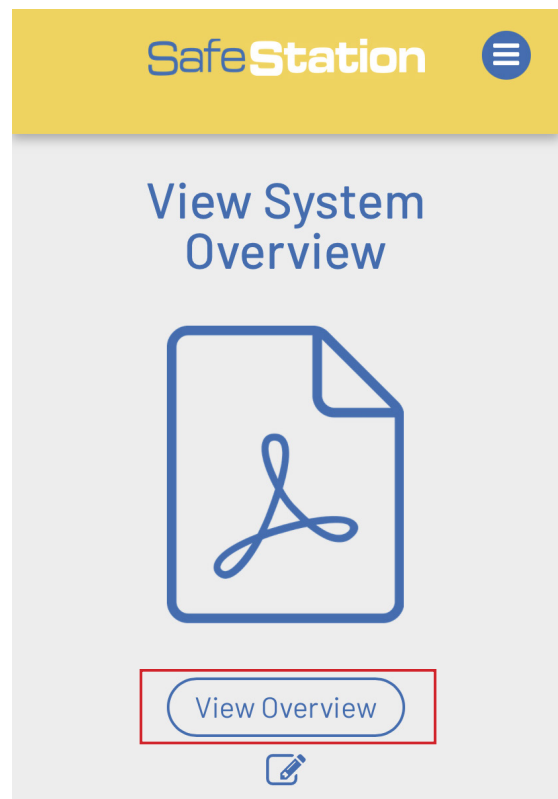
1. To view your company's System Overview document, click the hamburger menu and select 'System Overview'.



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.

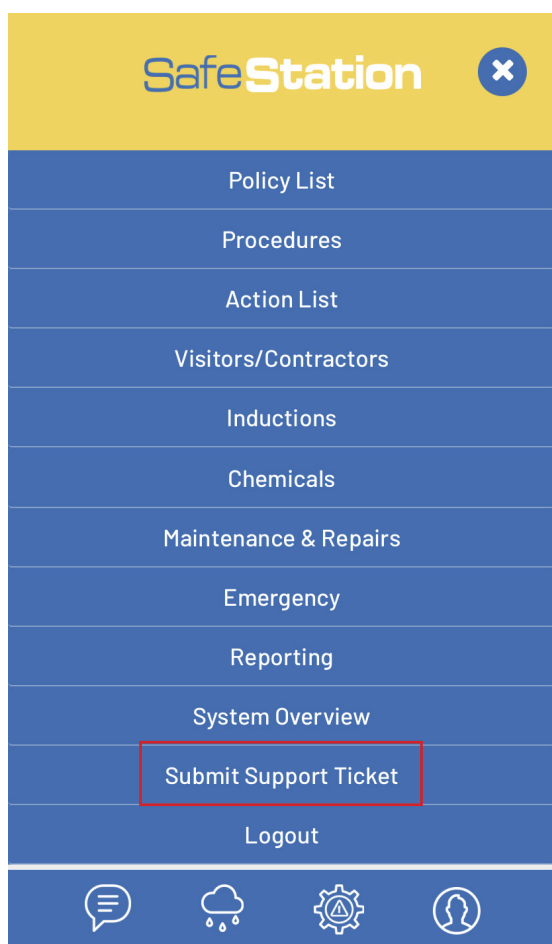


# SAFE STATION APP USER GUIDE: ADMIN

## 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.



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.

A screenshot of the 'Submit Support Ticket' form in the SafeStation app. The form has a light gray background and a yellow header. The title 'Submit Support Ticket' is in large blue font. Below the title is a paragraph: 'Something not working right? Submit a support ticket to CHRRUP using the form below:'. There are three input fields: 'Name:' with the value 'Beefy Beef', 'Email:' with the value 'rebecca@chrrup.org.au', and 'Describe your Issue:' with the value 'I am having difficulty setting up a contractor profile'. Below these is an 'Attach Screenshot:' section with a placeholder image of a smartphone. At the bottom of the form is a blue 'Submit' button, which is highlighted with a red rectangle. The bottom of the form has a blue bar with four white icons: a speech bubble, a cloud with rain, a gear, and a person silhouette.