CHRRUP

SAFE STATION APP USER GUIDE: CONTRACTOR

SafeStation

SAFE STATION APP
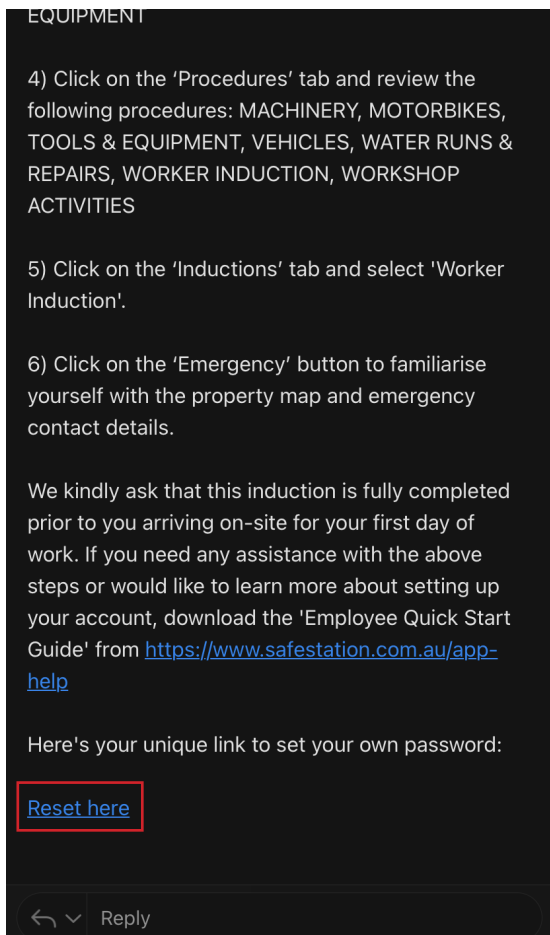# QUICK GUIDE: CONTRACTOR

TABLE OF CONTENTS:

SAFE STATION APP
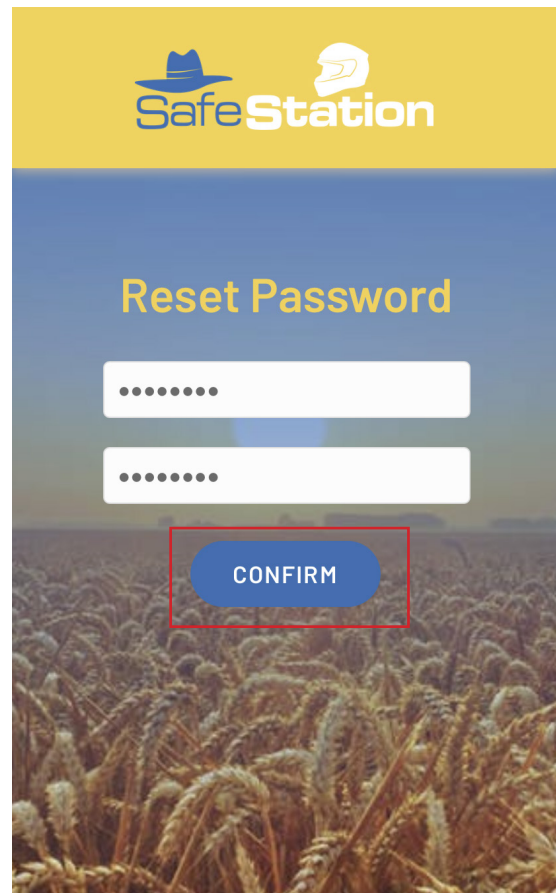# QUICK GUIDE: CONTRACTOR

SETTING YOUR FIRST PASSWORD

Once a supervisor has created your new Safe Station account, an email will be sent to the provided email address with a link to set/reset your password. As this email comes from a no-reply email address, check your junk or spam folder if you don't receive it in your inbox automatically.

1. Scroll to the bottom of the email and click your unique link.

EQUIPMENT

4) Click on the 'Procedures' tab and review the following procedures: MACHINERY, MOTORBIKES, TOOLS & EQUIPMENT, VEHICLES, WATER RUNS & REPAIRS, WORKER INDUCTION, WORKSHOP ACTIVITIES

5) Click on the 'Inductions' tab and select 'Worker Induction'.

6) Click on the 'Emergency' button to familiarise yourself with the property map and emergency contact details.

We kindly ask that this induction is fully completed prior to you arriving on-site for your first day of work. If you need any assistance with the above steps or would like to learn more about setting up your account, download the 'Employee Quick Start Guide' from https://www.safestation.com.au/app-help

Here's your unique link to set your own password:

Reset here

↩ ⌄ Reply

2. Enter your new password and click 'CONFIRM'. This will set your password and redirect you to the login page.

Reset Password

••••••••

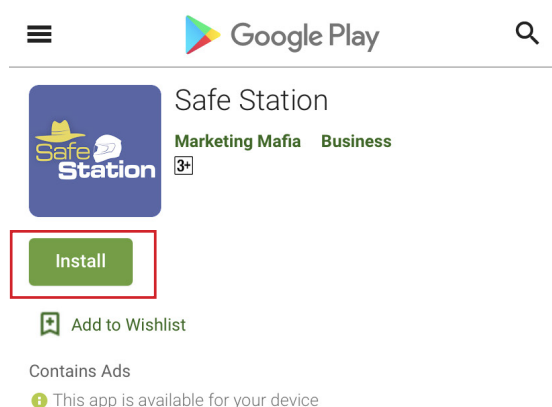••••••••

CONFIRM

SAFE STATION APP QUICK GUIDE: CONTRACTOR

DOWNLOADING THE APP

The app is available to download on both the Google Play and Apple App store. Simply search 'Safe Station' and look for the Safe Station logo.

Select 'Install' or 'Get' to download and install the app on your device.

'Safe Station' is a Work Health and Safety (WHS) system that helps agricultural property owners and operators meet their WHS responsibilities and provide safer workplaces in a practical way that suits the nature of rural business. We've now made this system even better by with the new Safe Station App!
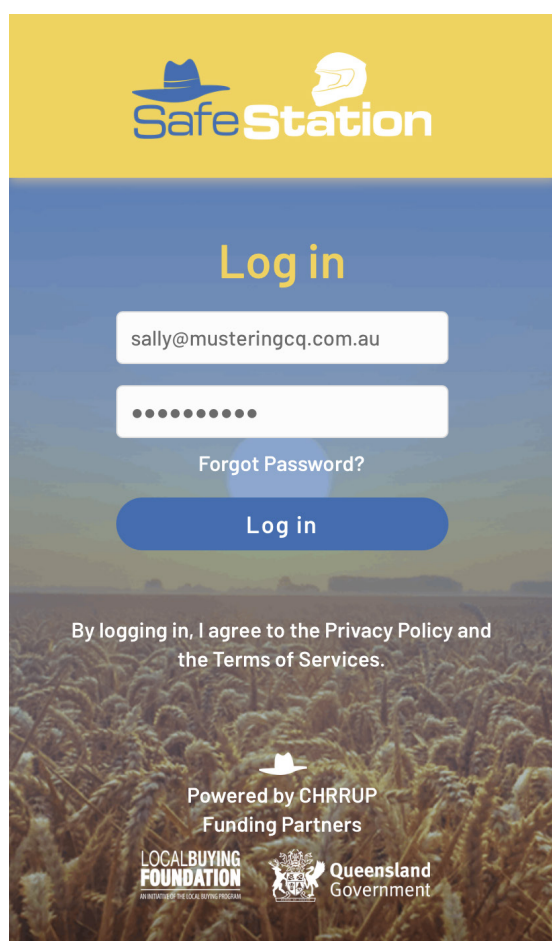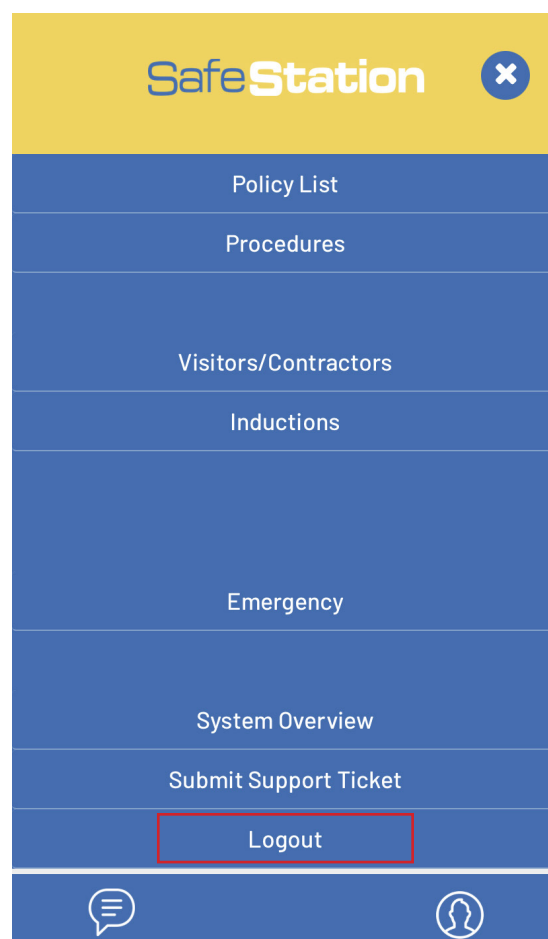
SAFE STATION APP QUICK GUIDE: CONTRACTOR

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 your 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.
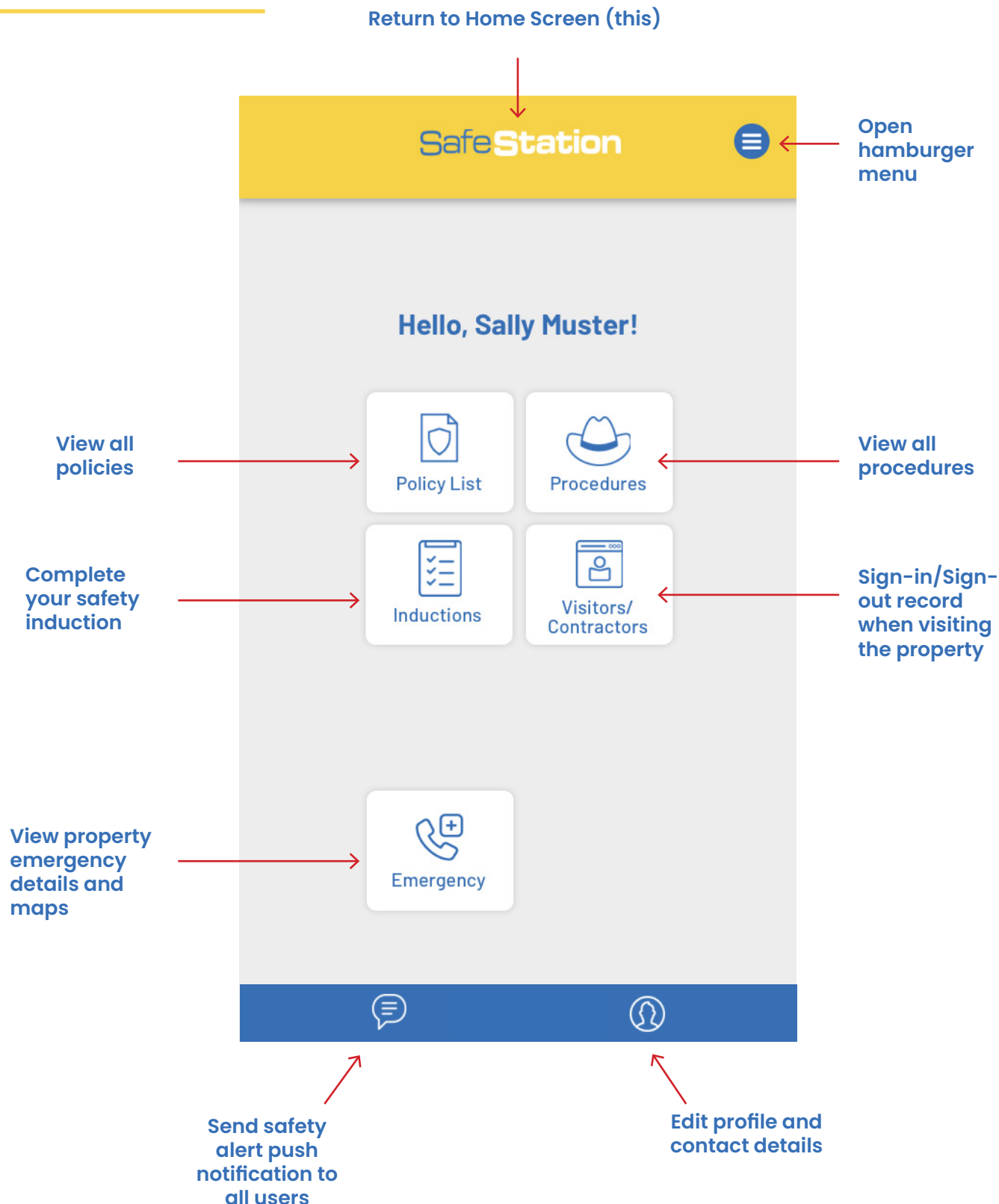

NOTE: As a contractor/visitor, you only have limited access to Safe Station, hence some of the 'gaps' in the hamburger menu and home screen.

SAFE STATION APP
# QUICK GUIDE: CONTRACTOR

NAVIGATION 101

Return to Home Screen (this)

SafeStation

Open hamburger menu

Hello, Sally Muster!

View all policies → Policy List

Procedures ← View all procedures

Complete your safety induction → Inductions

Visitors/ Contractors ← Sign-in/Sign-out record when visiting the property

View property emergency details and maps → Emergency

Send safety alert push notification to all users

Edit profile and contact details

SAFE STATION APP QUICK GUIDE: CONTRACTOR

REVIEW REQUIRED POLICIES

Familiarising yourself with policies that are relevant to your property and position is an important part of your induction.
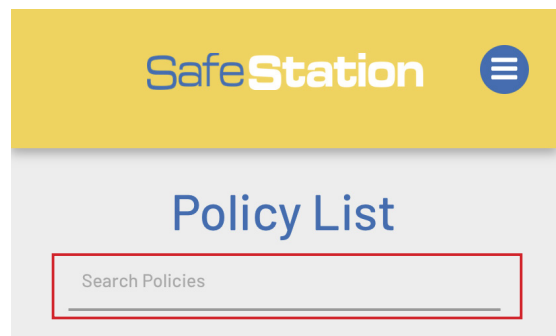
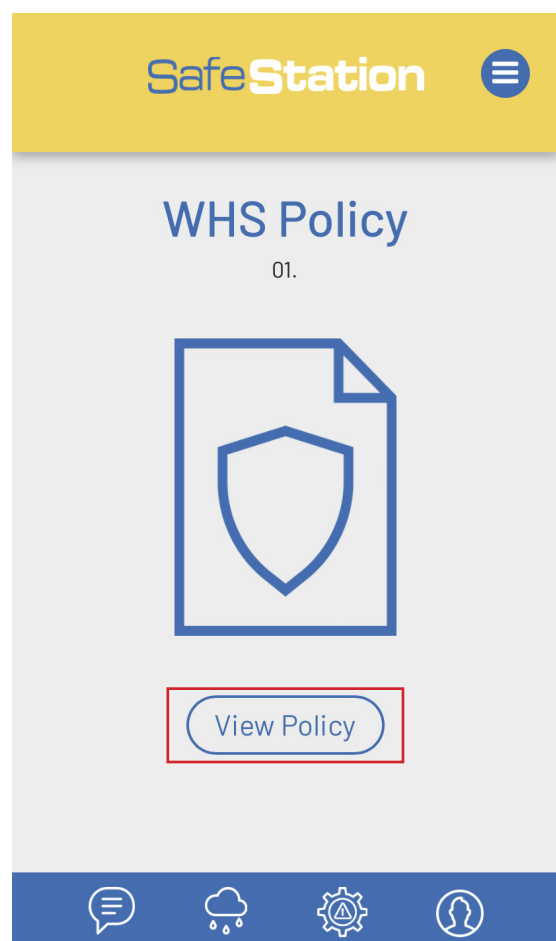1. To do this, first select the 'Policies' tab from the app home screen.
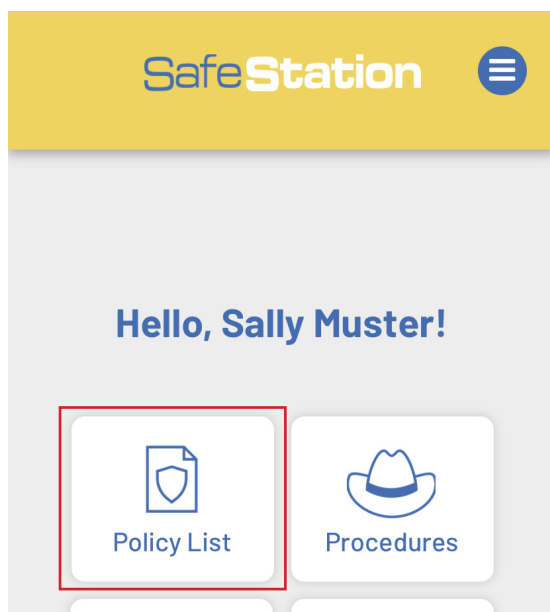
2. The names of the policies you will need to review will be listed in the email you received along with your reset password link. Select a document from the list to view .
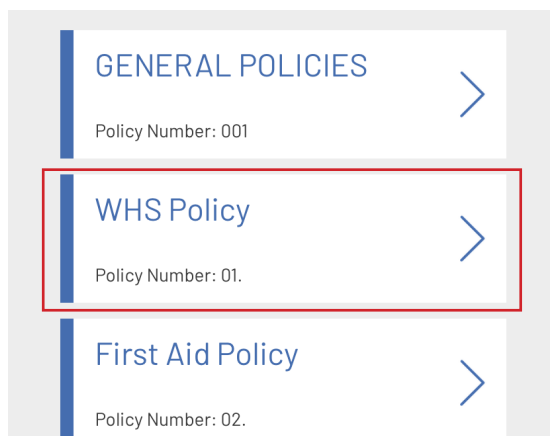
You can also search policies by policy name using the 'Search Policies' box at the top of the Policy List page.

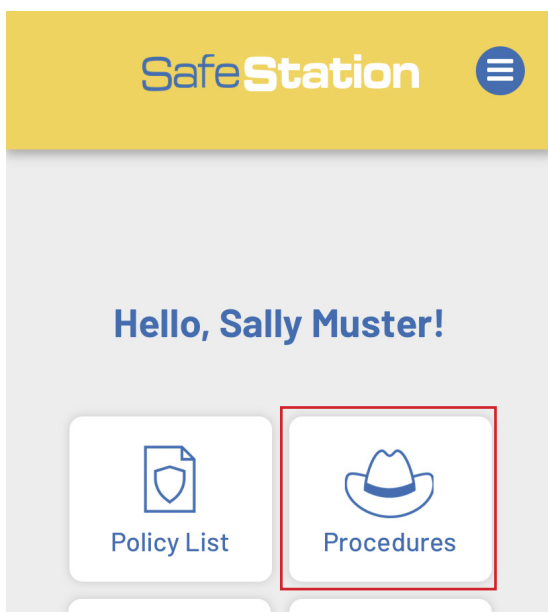3. Select 'View Policy' to view/open the PDF document in a new window.

SAFE STATION APP
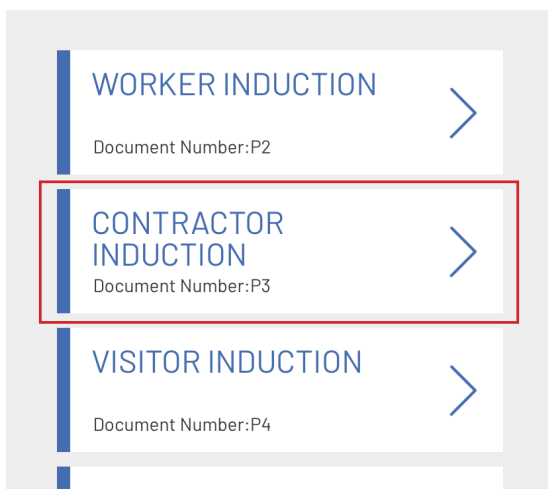# QUICK GUIDE: CONTRACTOR

REVIEW REQUIRED PROCEDURES

As part of your induction, you are also required to review any relevant safe work procedures .

1. To do this, first select the 'Procedures' tab from the app home screen.

SafeStation ≡

Hello, Sally Muster!

[Policy List] [Procedures]

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

WORKER INDUCTION
Document Number: P2 →

CONTRACTOR INDUCTION
Document Number: P3 →

VISITOR INDUCTION
Document Number: P4 →

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

SafeStation ≡

Procedures

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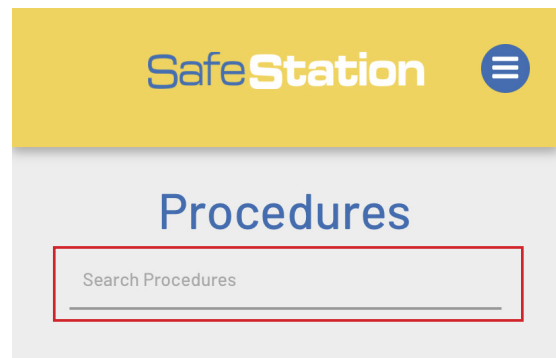
3. Select 'View Procedure' to view/open the PDF document in a new tab.

SafeStation ≡

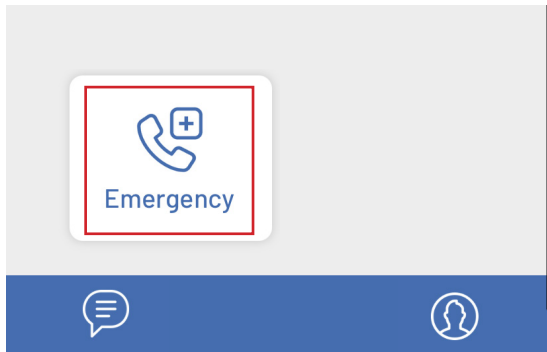## CONTRACTOR INDUCTION
P3

(View Procedure)
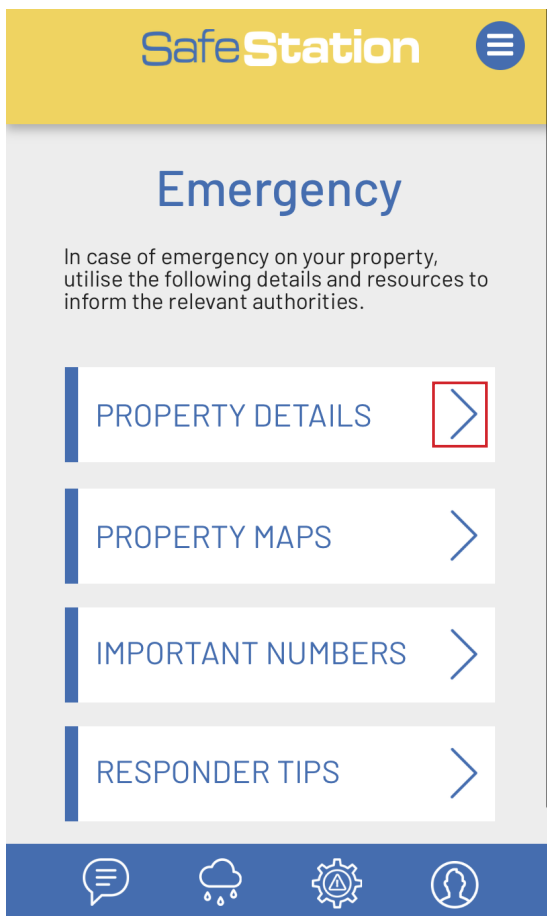
SAFE STATION APP
QUICK GUIDE: CONTRACTOR

REVIEW PROPERTY EMERGENCY INFORMATION

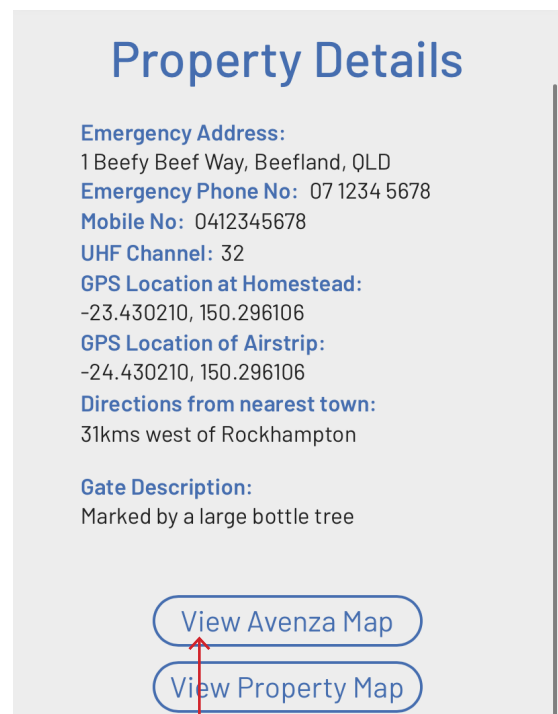1. Select 'Emergency' from the homepage or hamburger menu.

2. Select the 'Property Details' button.

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

Select Property

Cattle Country

Beefy Beef Paradise

4. The property's emergency details will be listed below for you to familiarise yourself with.

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
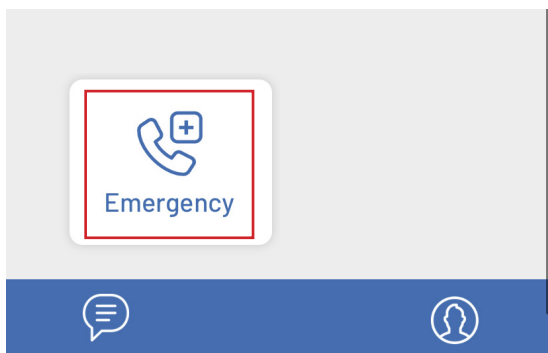
View Avenza Map
View Property Map

NOTE: The 'View Avenza Map' button will only be visible for properties that have an Avenza Map link and will require you to have the Avenza Map app and login permissions to access.
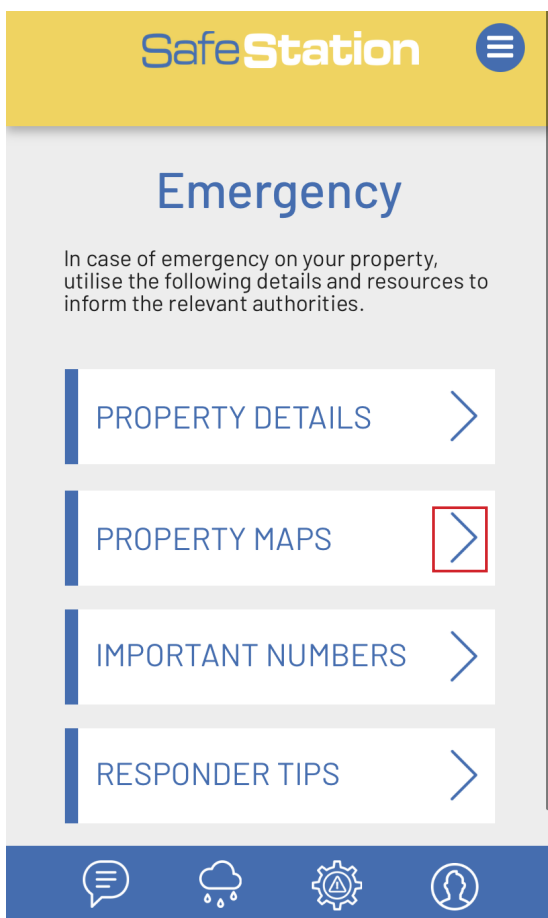
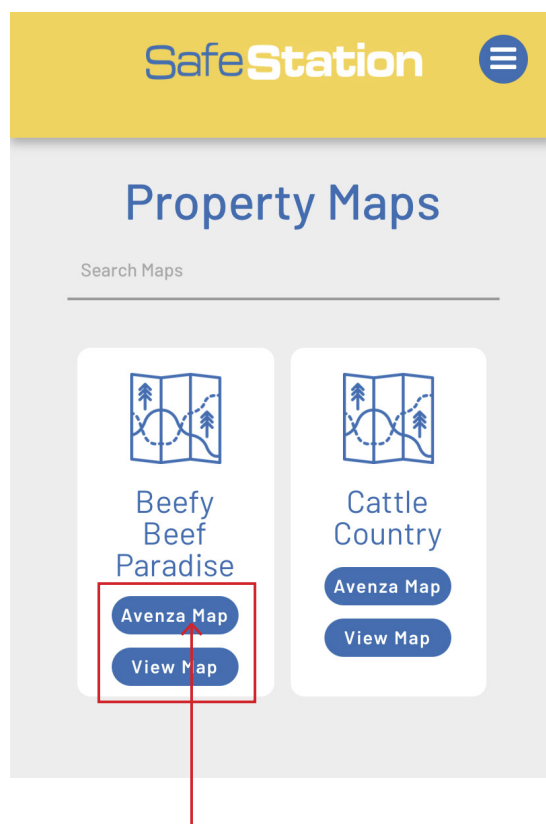## FAMILIARISE YOURSELF WITH PROPERTY MAPS

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 you to have the Avenza Map app and login permissions to access.

SAFE STATION APP QUICK GUIDE: CONTRACTOR

IMPORTANT CONTACT NUMBERS

This function enables you to quickly find important contact numbers such as emergency services, property managers, etc.
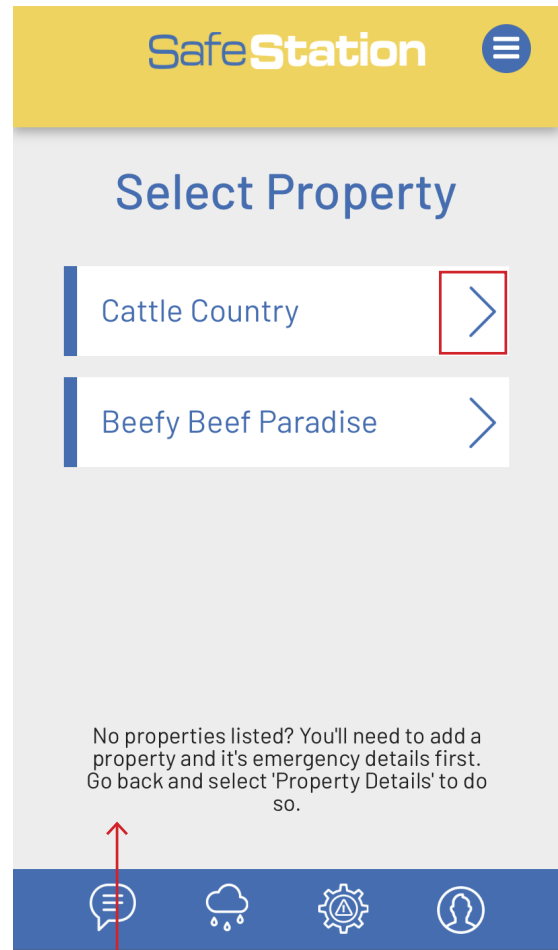
1. Select 'Emergency' from the homepage or hamburger menu.
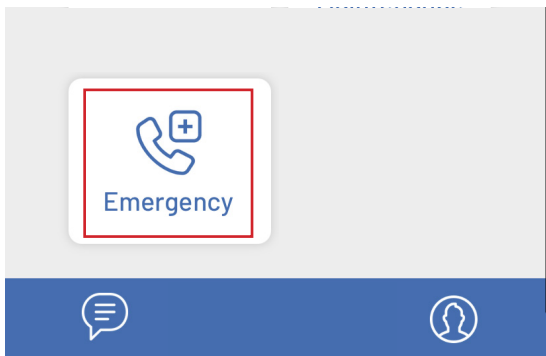
2. Select 'Important Numbers'.
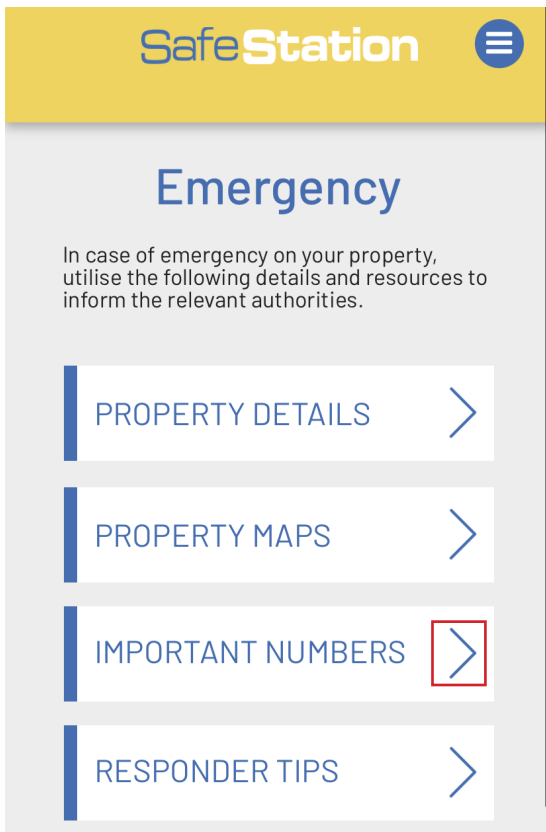
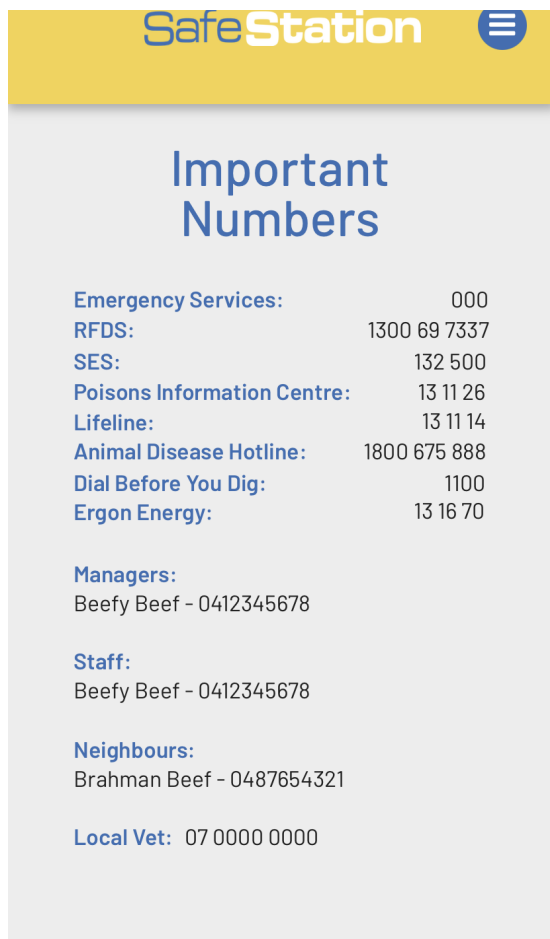3. Select the property you wish to view the Emergency Numbers for from the list.

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

SAFE STATION APP
QUICK GUIDE: CONTRACTOR

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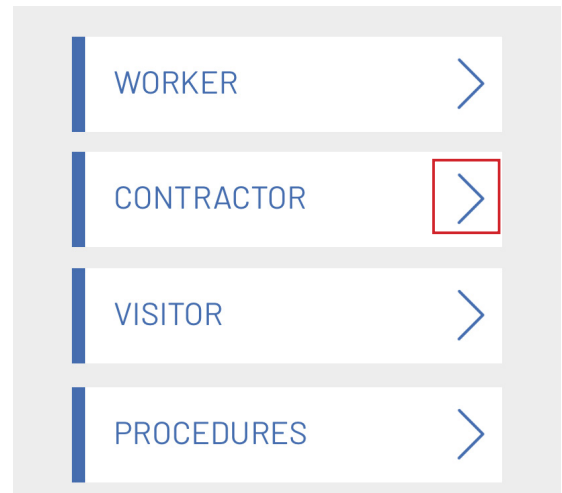
Safe**Station**

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

SAFE STATION APP
QUICK GUIDE: CONTRACTOR

COMPLETE CONTRACTOR INDUCTION (CONTRACTORS)

As the head contractor, you must complete an induction prior to commencing employment on a Safe Station property. This induction will then cover your entire team for the duration of the contract. You must review any relevant policies or procedures using the 'Policies' and 'Procedures' pages prior to completing this induction and the induction must be completed prior to stepping foot on-site at the beginning of your contract period.

1. Select 'Inductions' from the homepage.

Hello, Sally Muster!

Policy List

Procedures

Inductions

Visitors/Contractors
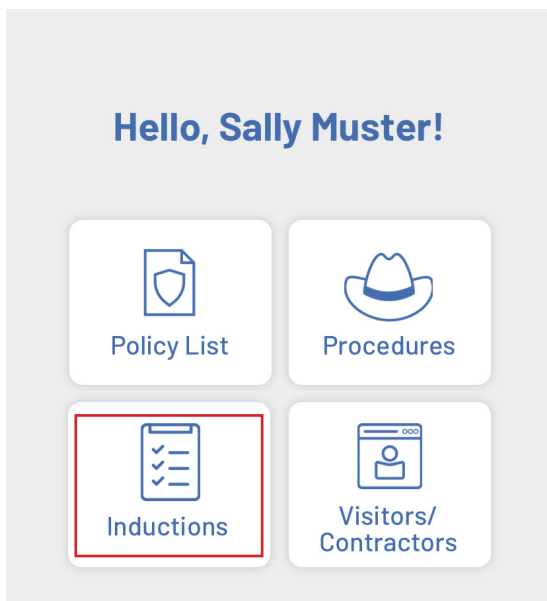
2. Select 'Contractor' from the sub-menu.

WORKER

CONTRACTOR

VISITOR

PROCEDURES

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

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

SAFE STATION APP
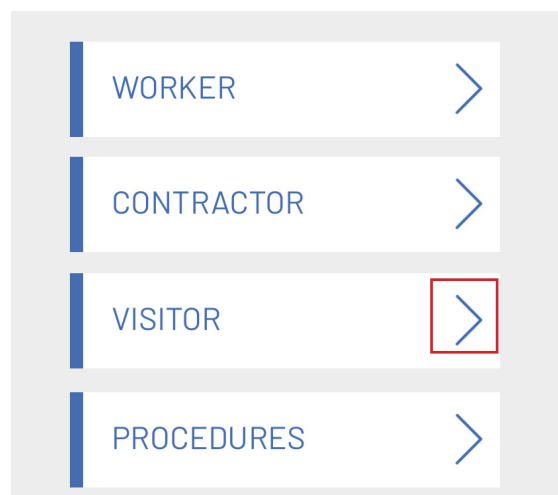# QUICK GUIDE: CONTRACTOR

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. Select 'Inductions' from the homepage.

Hello, Sally Muster!

Policy List

Procedures

Inductions

Visitors/ Contractors
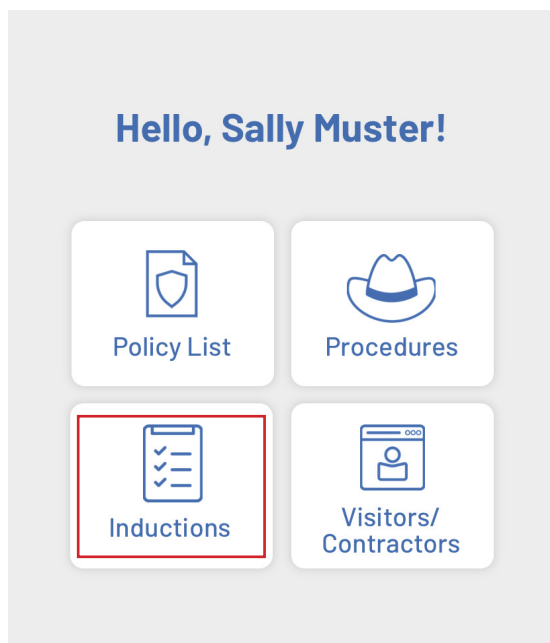
2. Select 'Visitor' from the sub-menu.

WORKER 〉

CONTRACTOR 〉

VISITOR 〉

PROCEDURES 〉

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

☑ First aid equipment located?
☑ Understand emergency plan?

Other notes

Sign Off

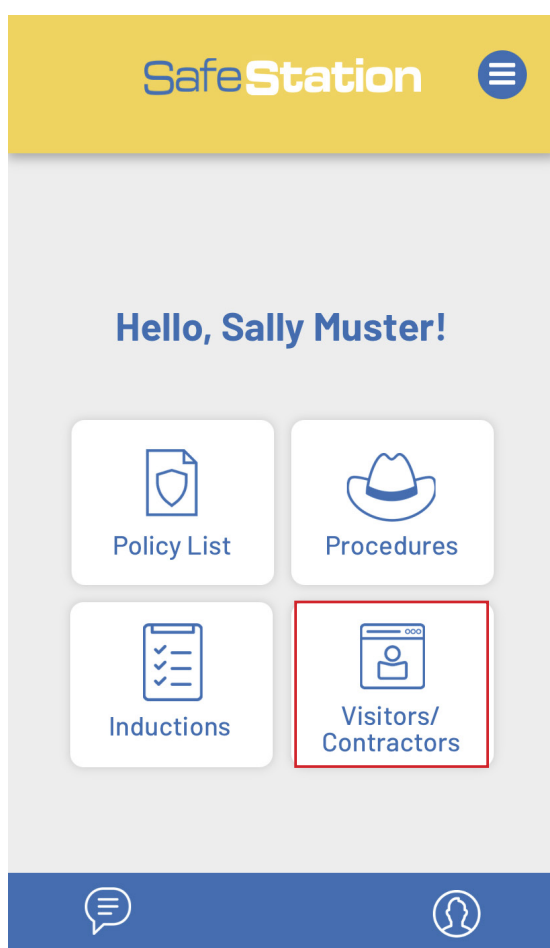Clear   Visitor's signature   Save

Submit

SAFE STATION APP
QUICK GUIDE: CONTRACTOR

SIGNING IN UPON ARRIVAL TO THE PROPERTY

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. To sign in, 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 you first enter the property.
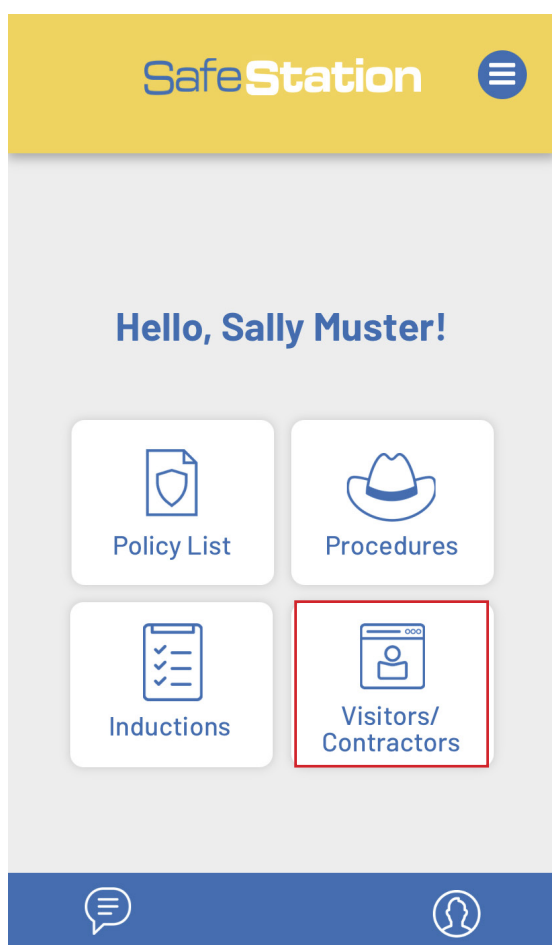
SAFE STATION APP
QUICK GUIDE: CONTRACTOR

SIGNING OUT OF A PROPERTY

1) To sign out of a property when you leave, select 'Visitors/Contractors' from the homepage or hamburger menu.

2. Enter the details and time of sign-out before clicking 'Submit'.

Hello, Sally Muster!

Policy List

Procedures

Inductions

Visitors/Contractors

Sign Out a Visitor/Contractor

Use the form below to sign-out a visitor or contractor

Name: Full Name

○ Visitor   ○ Contractor

Date: 10/18/2021
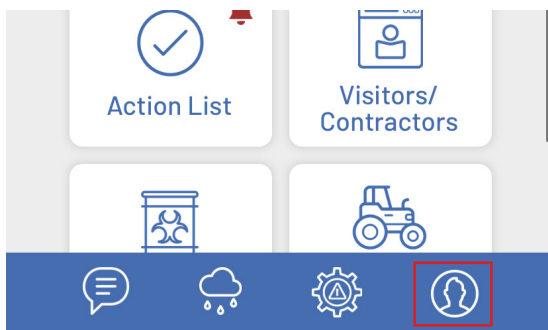
Time Out: Time Out
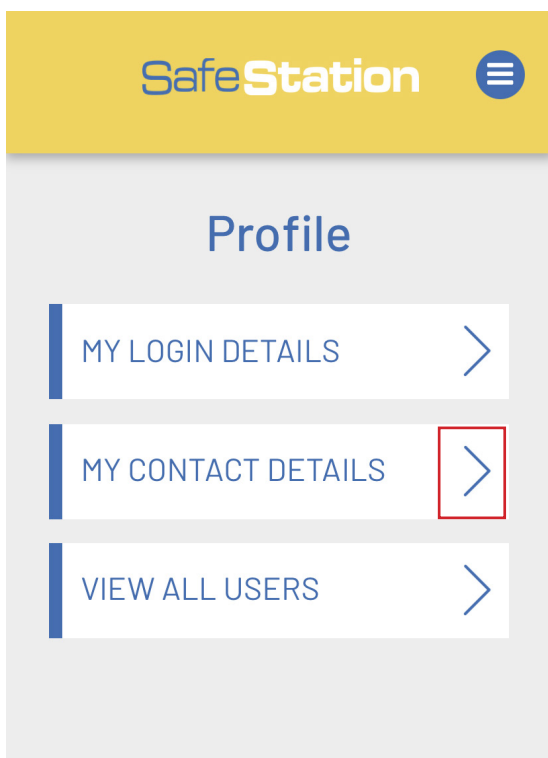
Submit

SAFE STATION APP QUICK GUIDE: CONTRACTOR

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

Your contact details will then be added to your profile.

Contact Details

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

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

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
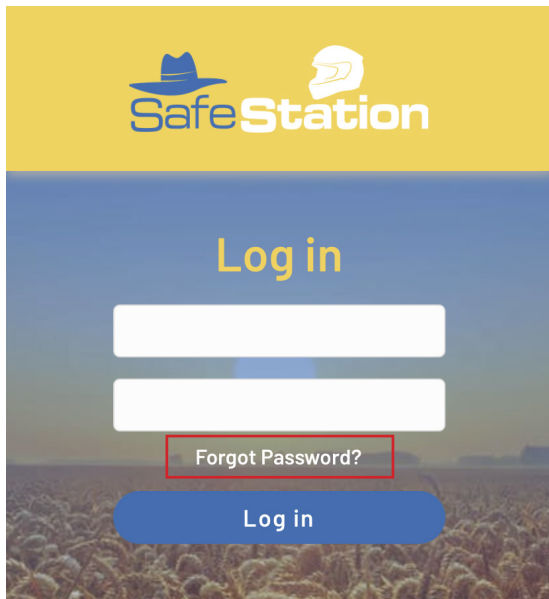
Submit/Close

SAFE STATION APP
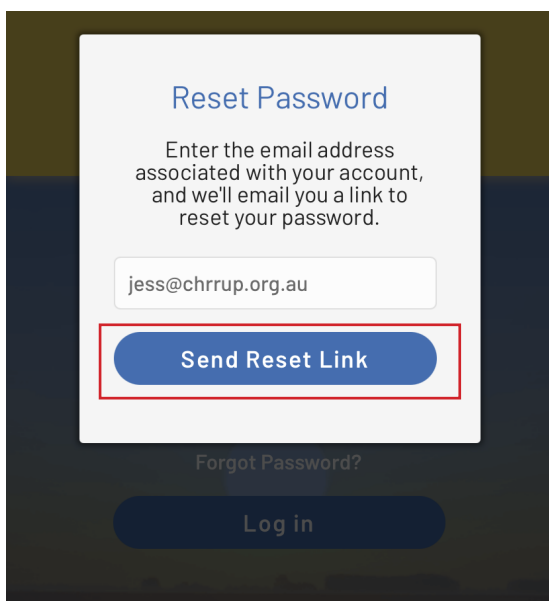# QUICK GUIDE: CONTRACTOR

RESET FORGOTTEN PASSWORD

1. If you go to log into the app and forget your password, simply click on the 'Forgot Password?' link on the login screen.

3. Click on the 'reset password' link you receive via email and enter your new password. Click 'Confirm' to save.

2. Enter the email associated with your account (the one you use to login) in order to receive a reset password link via email.
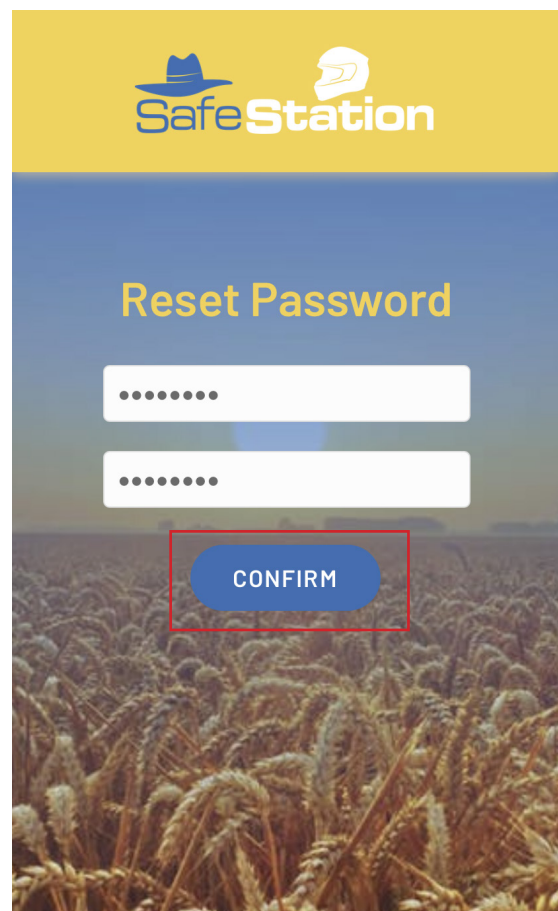
4. You will then be redirected to the login screen where you can login with your email address and new password.

LEARN MORE ABOUT THE SAFE STATION APP

To learn how to use more of the app's individual functions, please refer to our full User Guide, which is available to download at
www.safestation.com.au/app-help