



# SAFE STATION APP QUICK GUIDE: EMPLOYEE



# SAFE STATION APP

## QUICK GUIDE: EMPLOYEE

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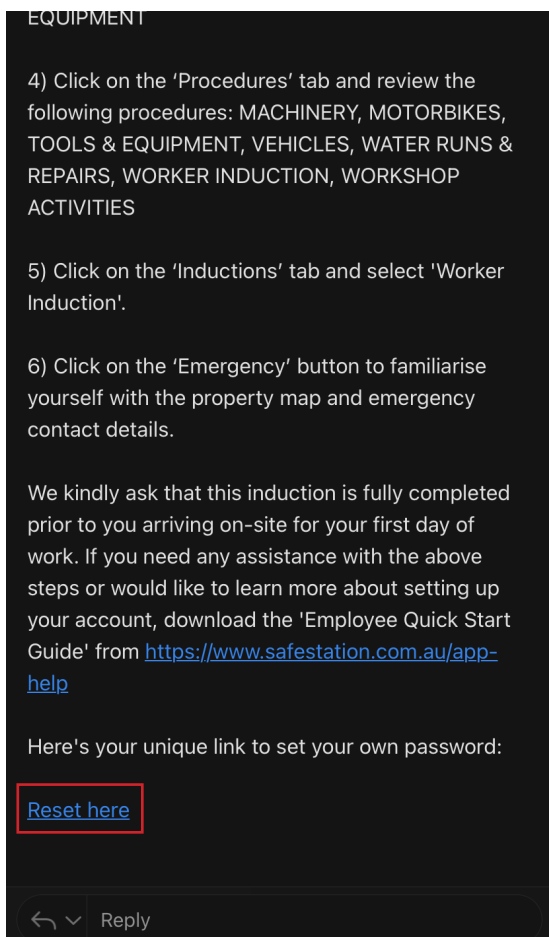
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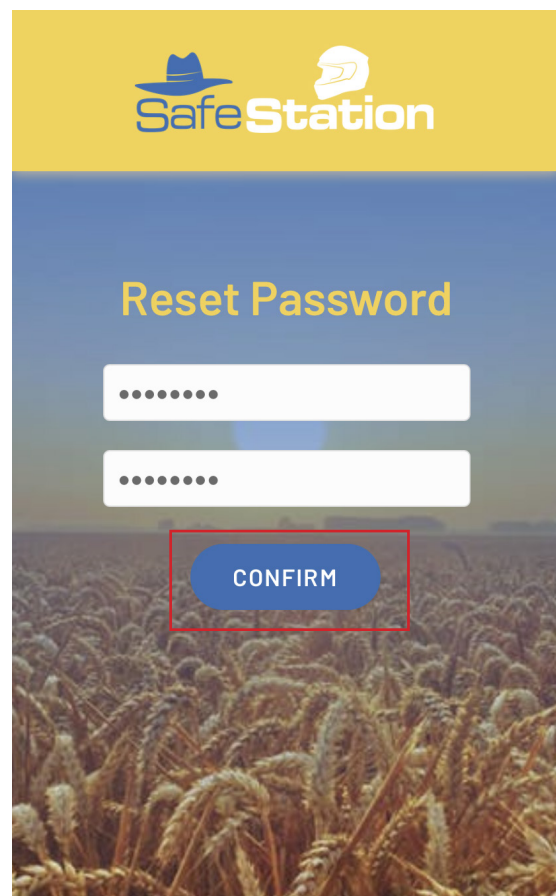
## SETTING YOUR FIRST PASSWORD

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.



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



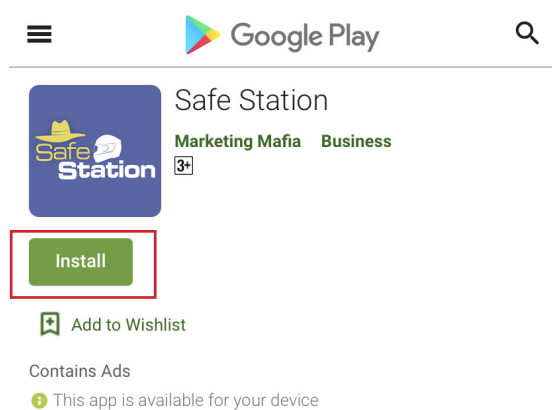
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## DOWNLOADING THE APP

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!



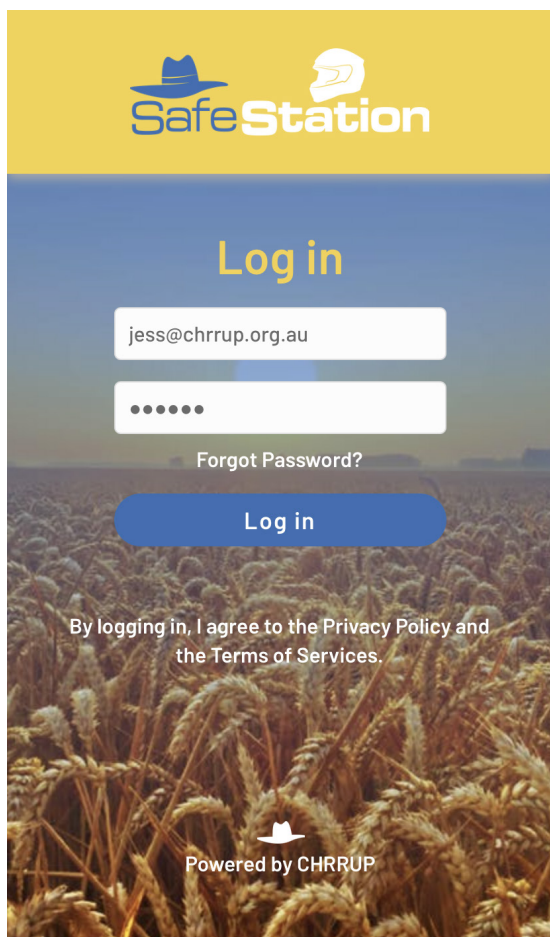
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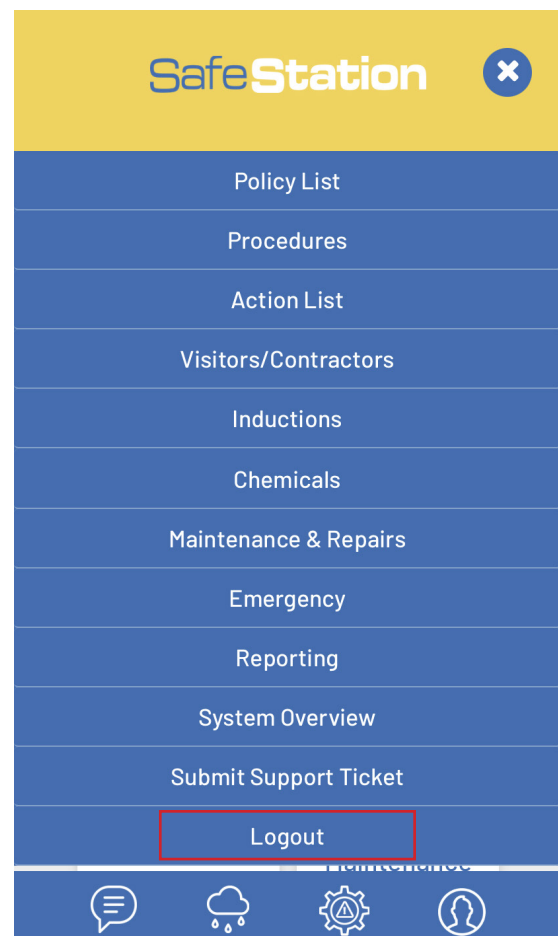
### LOGGING IN & OUT

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 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.

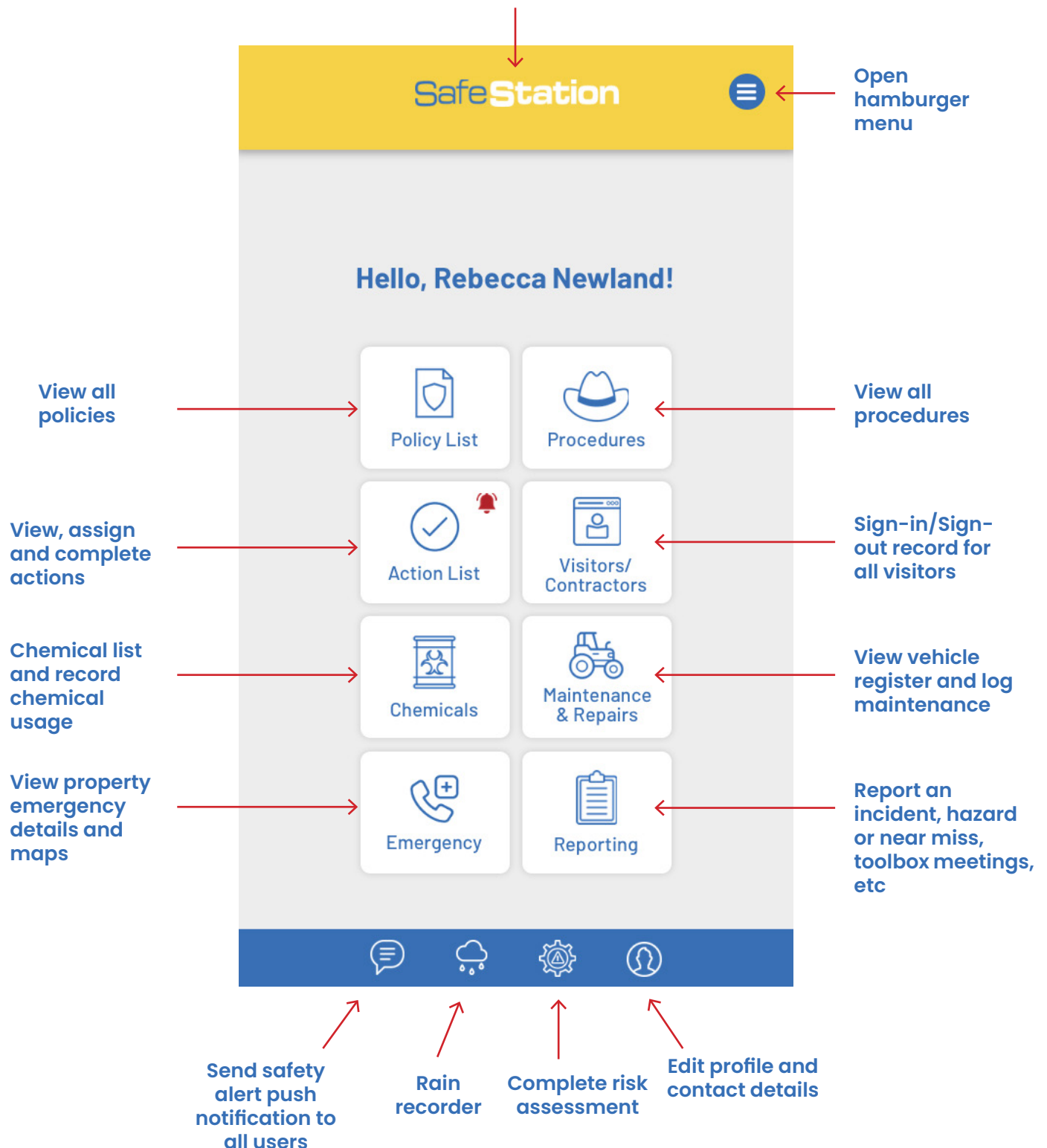


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### NAVIGATION 101

Return to Home Screen (this)



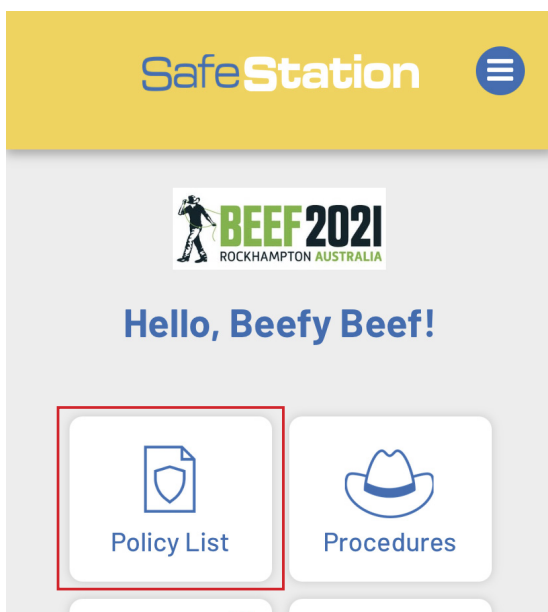
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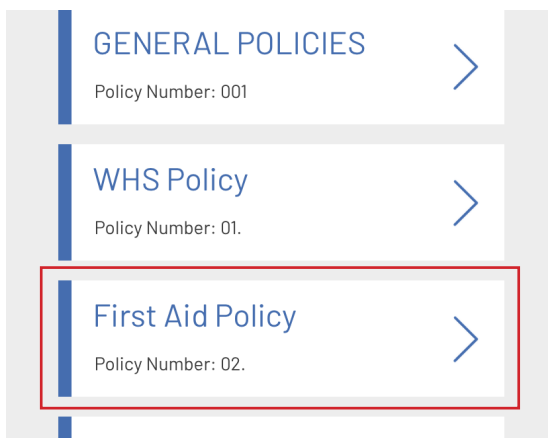
### REVIEW REQUIRED POLICIES

Familiarising yourself with policies that are relevant to your property and position is an important part of your induction.

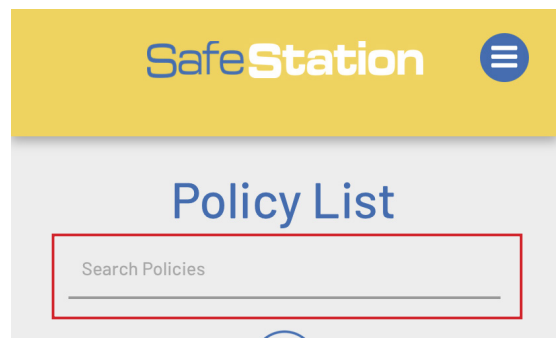
1. To do this, first select the 'Policies' tab from the home screen.



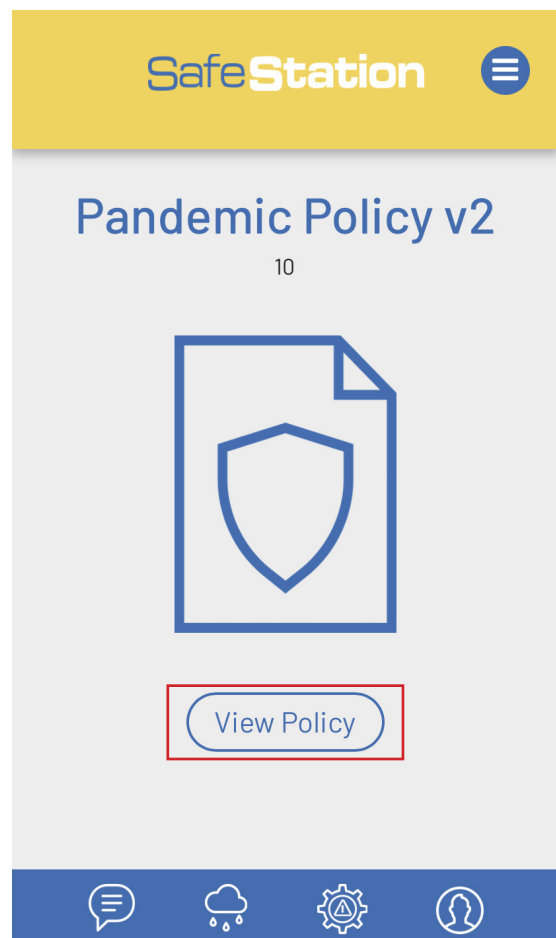
2. The names of the policies you will need to review will be listed in the email you received along with your reset password link. Select a document from the list to view.



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.



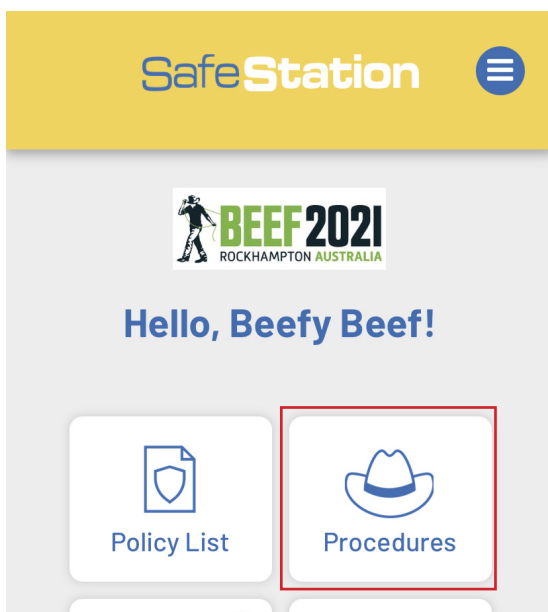
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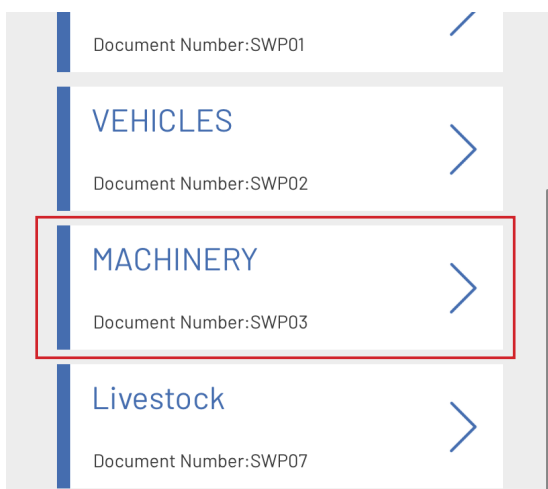
### REVIEW REQUIRED PROCEDURES

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

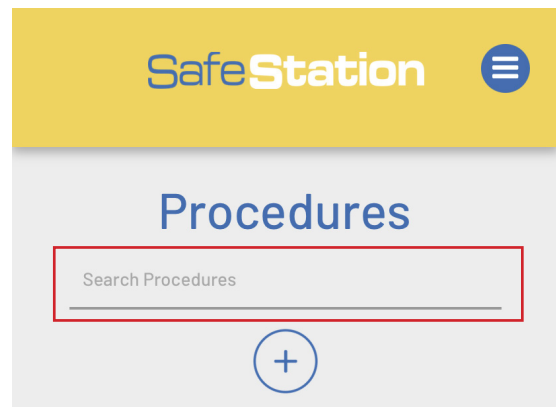
1. To do this, first select the 'Procedures' tab from the app home screen.



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



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



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



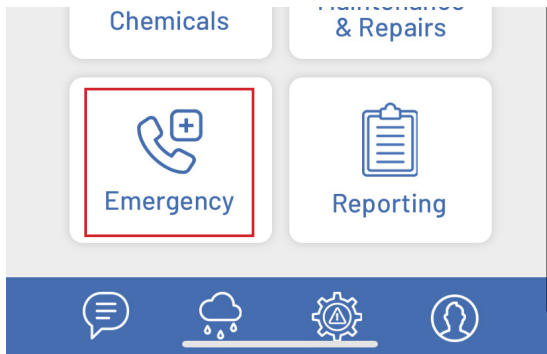


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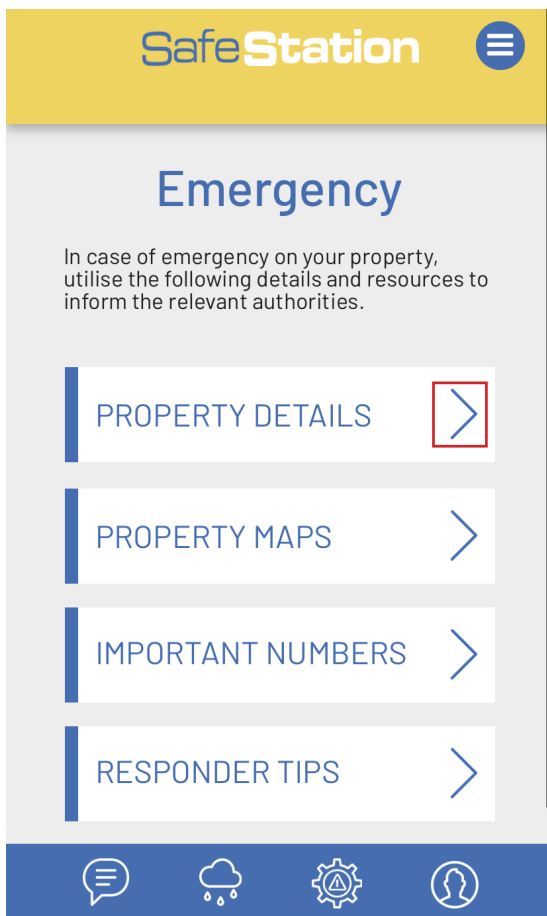
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### REVIEW PROPERTY EMERGENCY INFORMATION

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



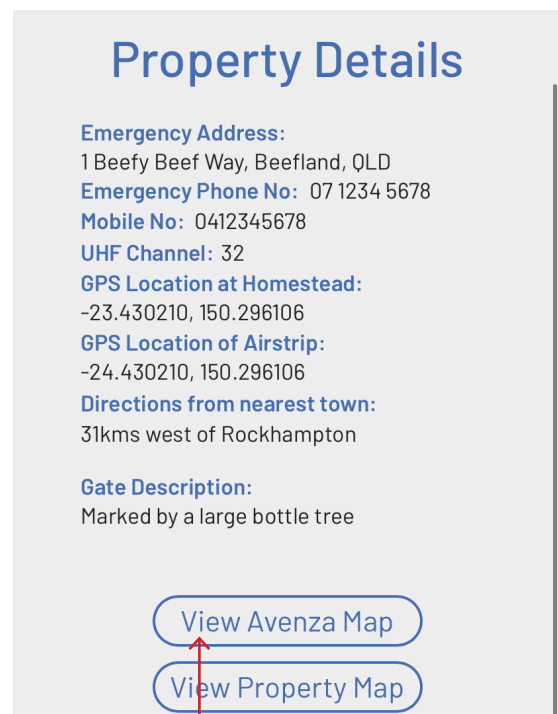
2. Select the 'Property Details' button.



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.



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



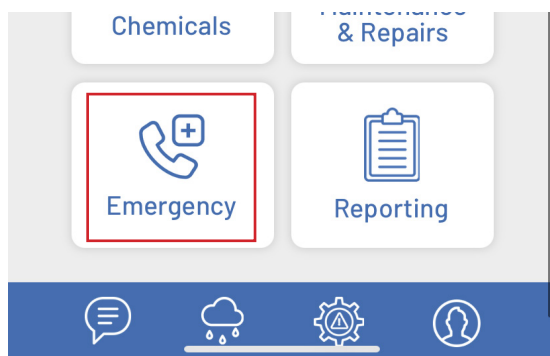
**NOTE:** The 'View Avenza Map' button will only be visible for properties that have an Avenza Map link and will require you to have the Avenza Map app and login permissions to access.

# SAFE STATION APP

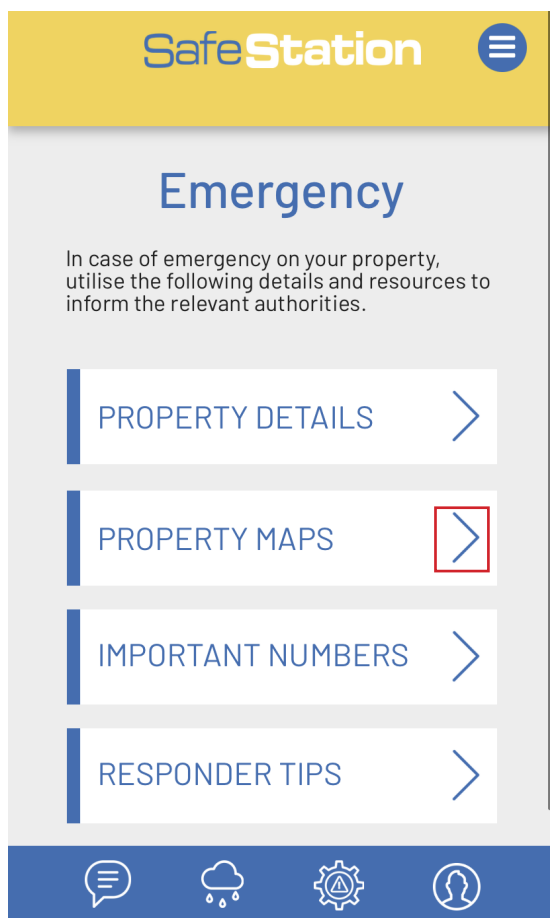
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### FAMILIARISE YOURSELF WITH PROPERTY MAPS

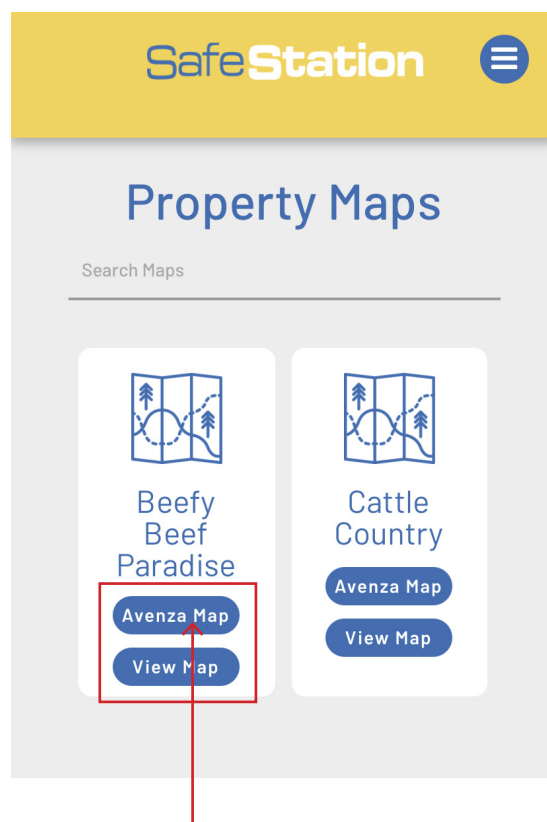
1. Select 'Emergency' from the homepage or hamburger menu.



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.

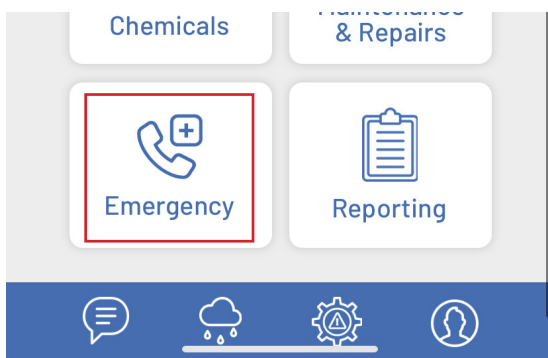
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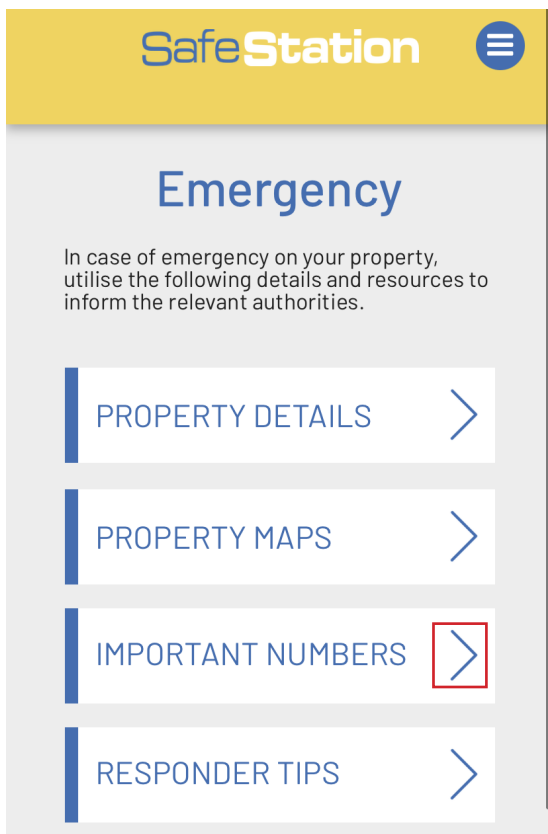
### IMPORTANT CONTACT NUMBERS

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

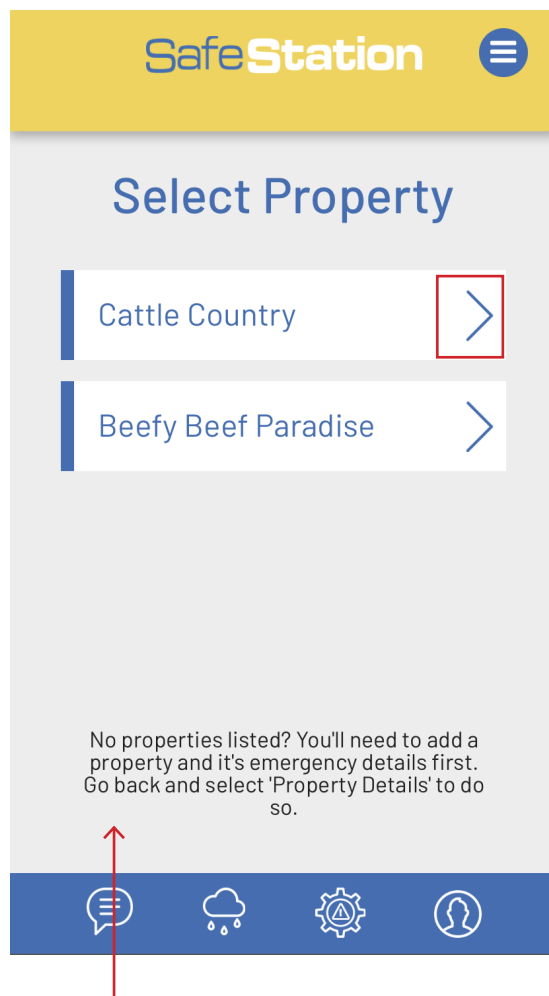
1. Select 'Emergency' from the homepage or hamburger menu.



2. Select 'Important Numbers'.



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



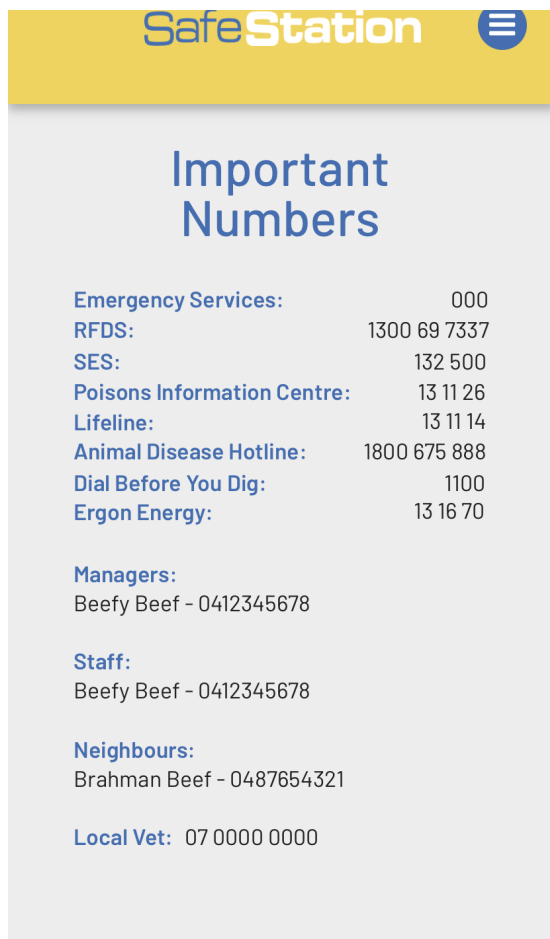
#### TOP TIP:

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.

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



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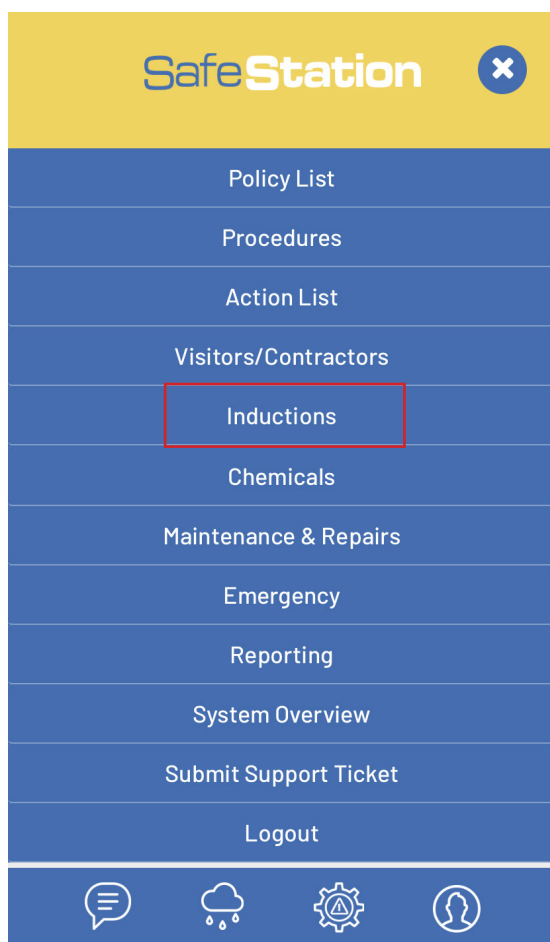
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### COMPLETE YOUR WORKER INDUCTION

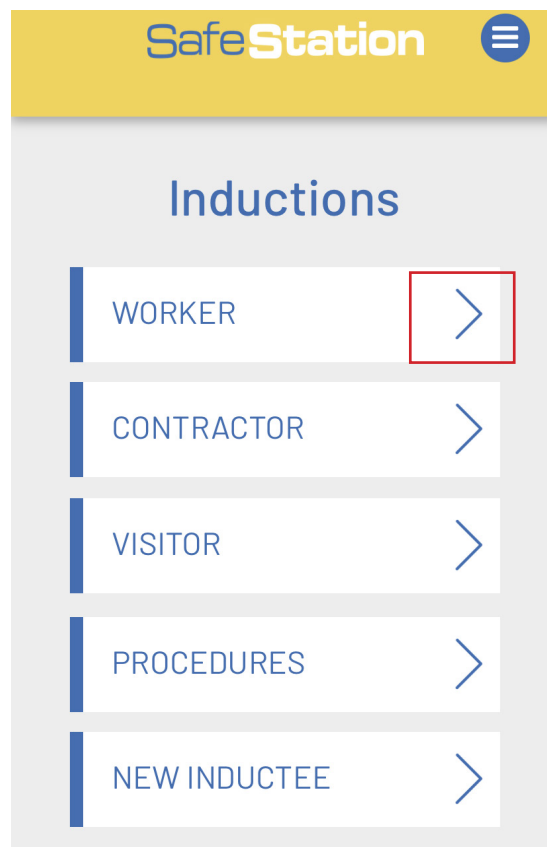
All new workers and app users must complete their Initial Worker Induction. Ideally, this should be one of the first things you do after receiving access to the app.

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

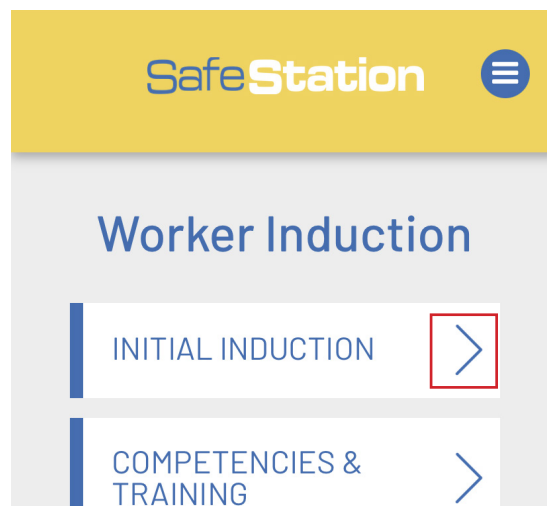
1. To complete an initial induction, select 'Inductions' from the hamburger menu.



2. Select 'Worker'.



3. Select 'Initial Induction'.

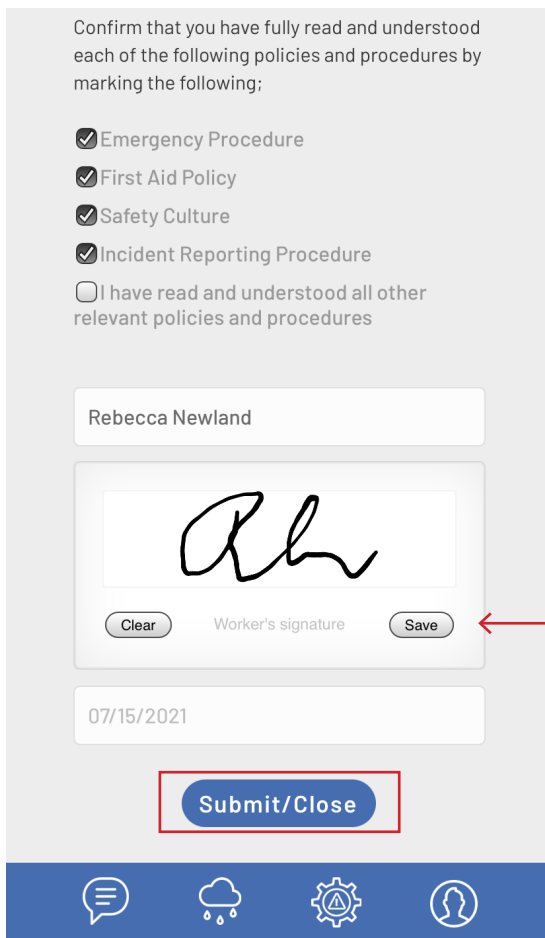




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4. Complete the induction form in full and click 'Submit/Close' once complete. A copy of the submission will then be emailed to your company's administration for record keeping and an action prompting a relevant supervisor to sign-off on this induction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



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

The screenshot shows the induction form interface. At the top, there is a confirmation instruction. Below it are five checkboxes for policies, with the first four checked. A text input field contains the name 'Rebecca Newland'. Below that is a signature box containing a handwritten signature. Under the signature box are 'Clear' and 'Save' buttons. Below the signature box is a date input field showing '07/15/2021'. At the bottom of the form is a large blue 'Submit/Close' button. A red arrow points from the 'Save' button to the 'TOP TIP' text on the right.

### 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.

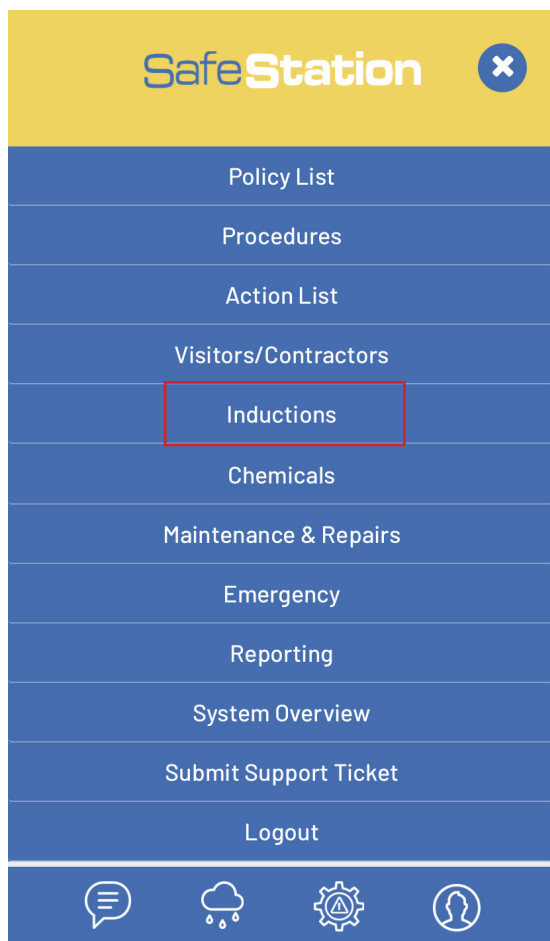
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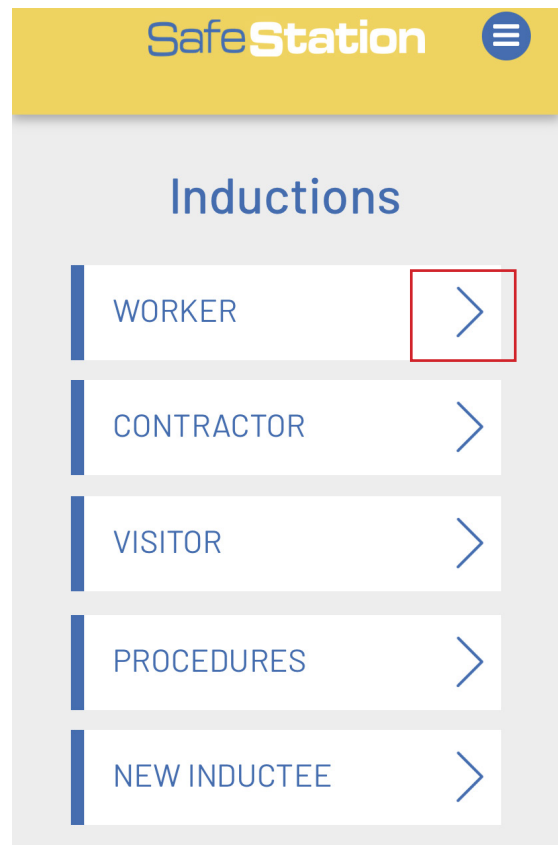
### ADD NEW COMPETENCY/TRAINING

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

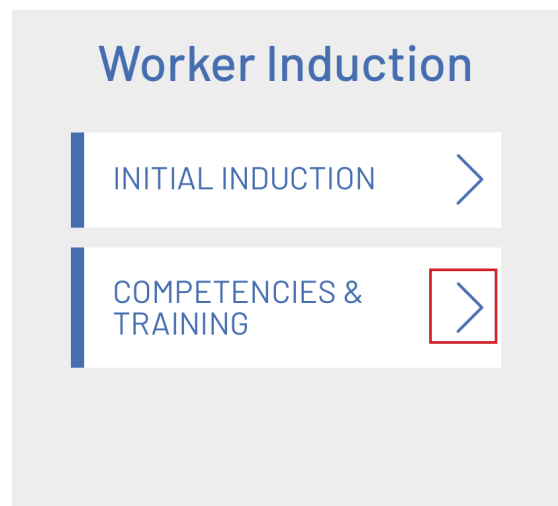
1. To add to your personal training log, select 'Inductions' from the hamburger menu.



2. Select 'Worker'.



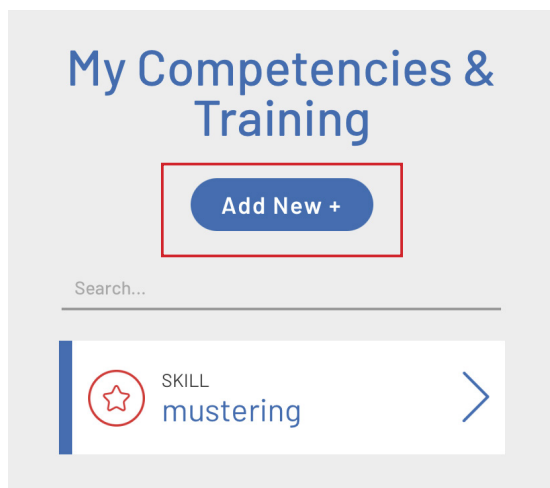
3. Select 'Competencies and Training'.



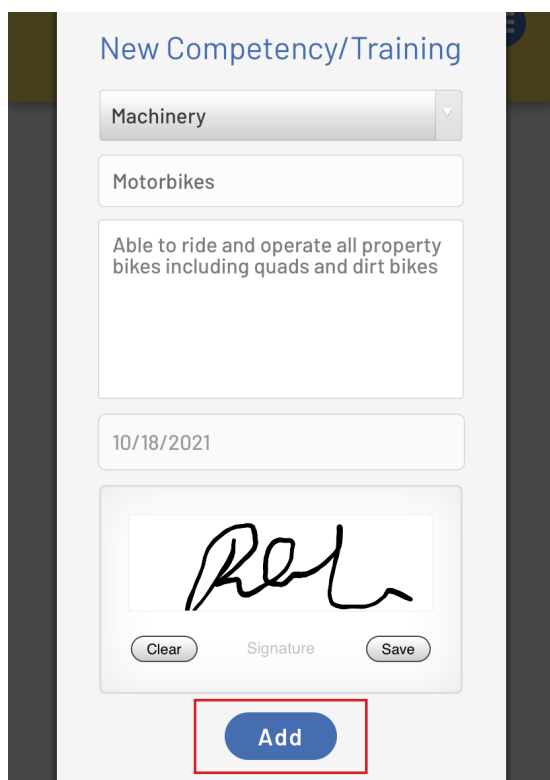
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4. You will then see a list of all skills and training that you have previously attained. Click 'Add New' to create a new entry.



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 you supervisor as part of your initial workplace induction. You will need to enter each relevant procedure into the log.

#### MACHINERY

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

#### EQUIPMENT

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

#### SKILLS

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

#### TRAINING

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

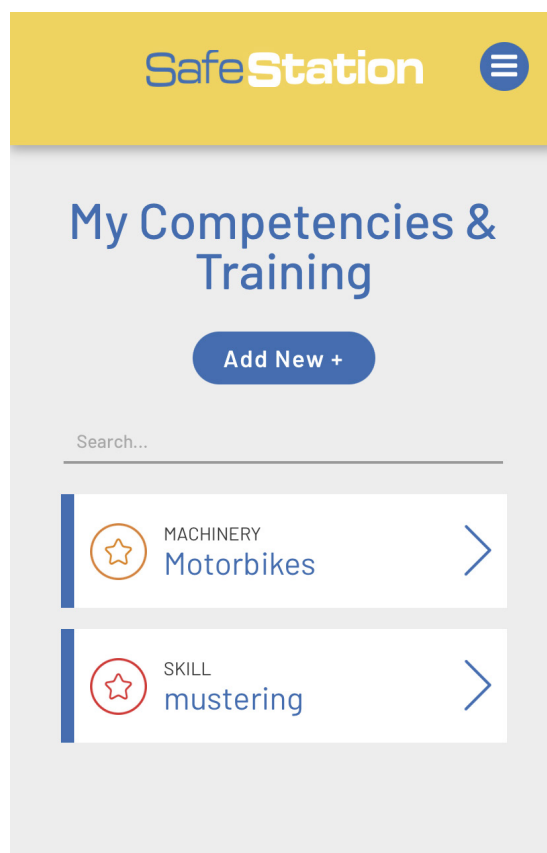
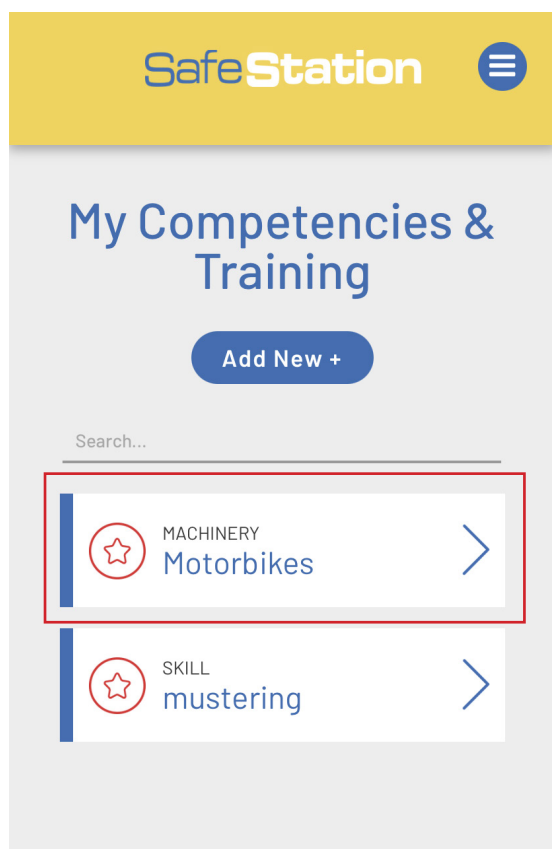
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6. The entry will then be included in your 'My Competencies & Training' list.

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

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:

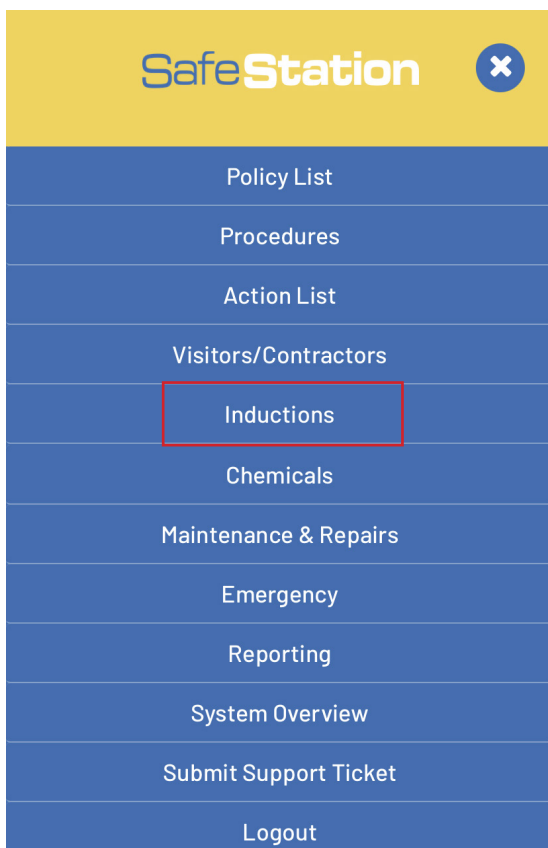
Competencies and training must be entered by individual users. They can not be entered by supervisors on behalf on an employee.

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### VIEW COMPETENCY/TRAINING LOG

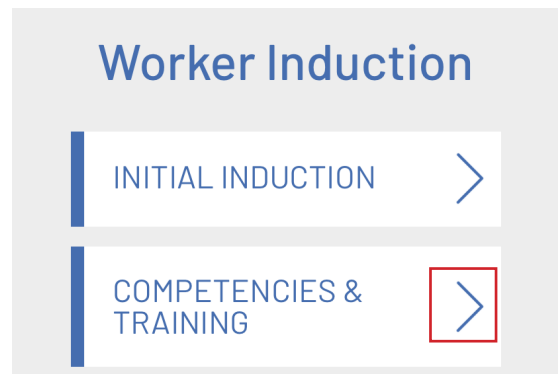
1. To view a skill, training qualification or procedure in your Competency/Training log, first select 'Inductions' from the hamburger menu.



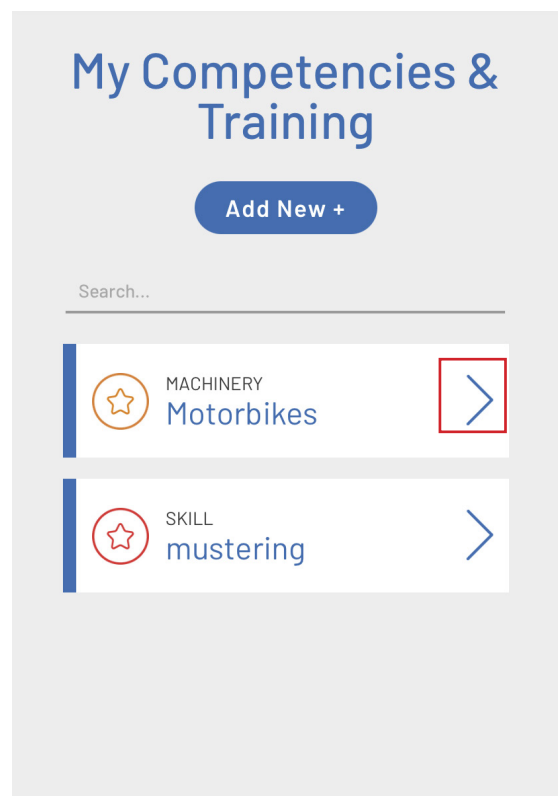
2. Select 'Worker'.



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:

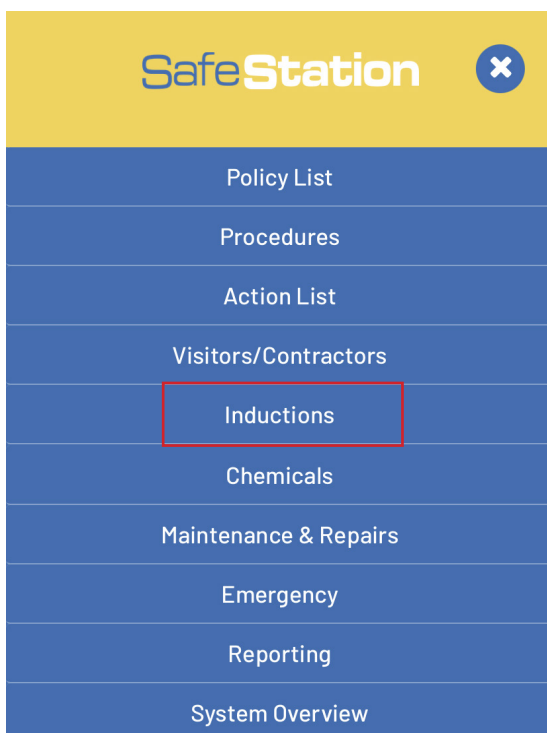
If a skill/training/procedure entry does not contain a Supervisor's signature, name and date, it is yet to be signed off. You may need to remind your supervisor to complete this task.

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### ADD FIREARM TO FIREARMS REGISTER

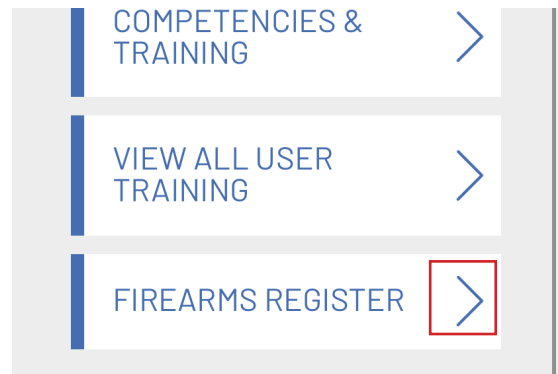
1. All users who own a firearm and require it to be stored at the property/workplace must enter it into the firearms register. ALL firearms stored on the property must be included in this register. To do so, select 'Inductions' from the hamburger menu.



2. Select 'Worker'.



3. Select 'Firearms Register'.



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

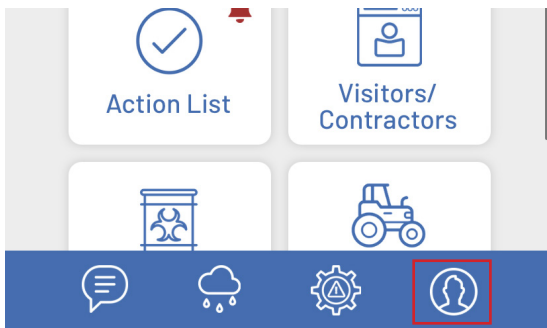
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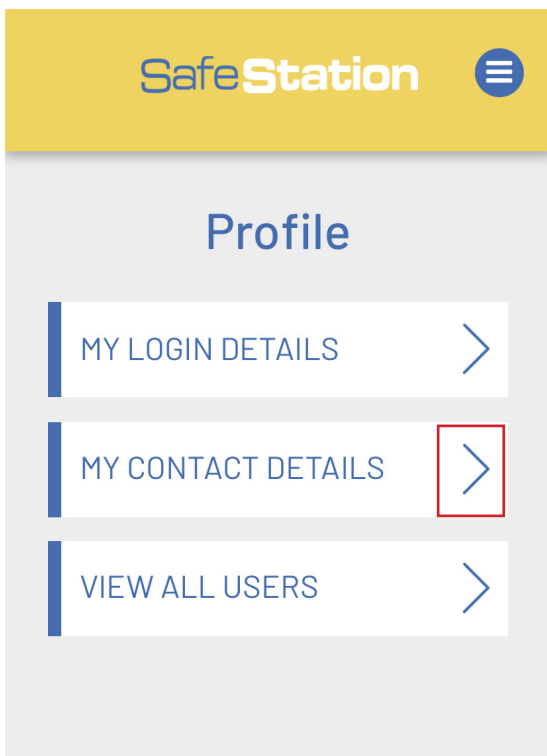
### ADD/EDIT USER DETAILS

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.

Emergency Contact Two

John Smith

0412121212

0412121212

1Smith St, Emerald

Friend

08/27/2021

Allergic to bees

☒ I give consent for any life threatening health information to be shared with relevant colleagues and emergency services

Submit/Close

Your contact details will then be added to your profile.

Contact Details

Driver's Licence: N 123 456

Vehicle Rego: 123 ABC

Personal Phone: 0412341234

Personal Email: personalemail@mail.com

Home Address: 1 Safe St

Position: Administration

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4. If your contact details have been entered previously (which they will if you complete your Worker Induction first) and you wish to change or update them, scroll to the bottom of the 'Contact Details' page and click on the 'Edit Details' button.

1 Smith Way, Emerald

**Relationship:** 0488888888

### Emergency Contact Two

**Contact Name:** John Smith  
**Phone:** 0412121212  
**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

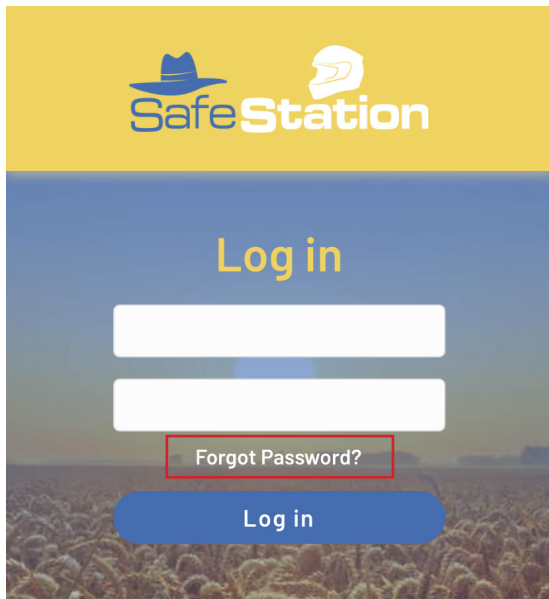
[Submit/Close](#)

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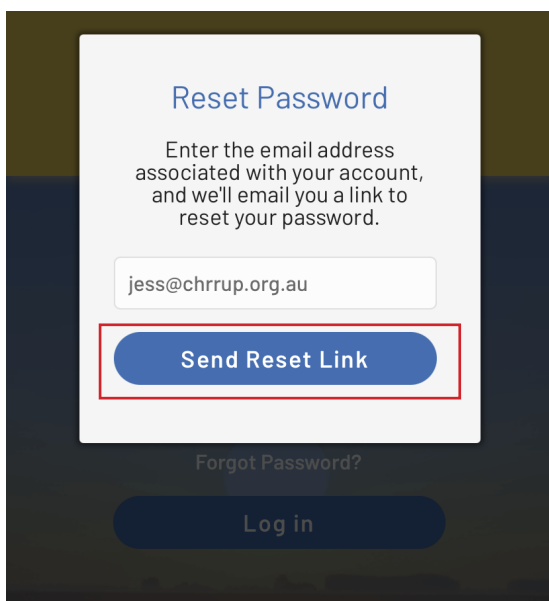
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### RESET FORGOTTEN PASSWORD

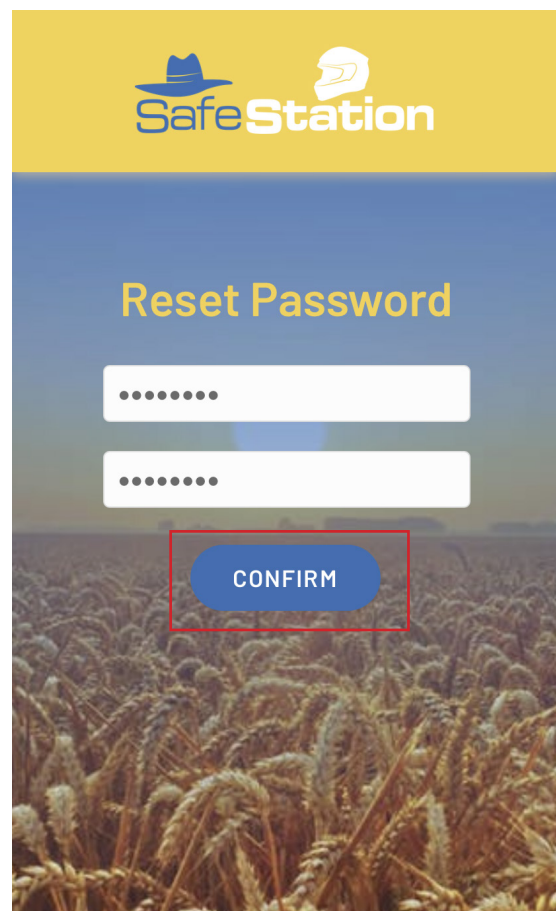
1. If you go to log into the app and forget your password, simply click on the 'Forgot Password?' link on the login screen.



2. Enter the email associated with your account (the one you use to login) in order to receive a reset password link via email.



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



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 Employee User Guide, which is available to download at [www.safestation.com.au/app-help](http://www.safestation.com.au/app-help)

