How to Monitor the WHS Status of a Work Site

Overview
This User guide describes the steps to monitor the Work Health and Safety Status on your work site using SiteBook. We will cover the following topics:

1. Monitoring Workers on your Site
2. Monitoring Subcontractor WHS Compliance
3. Pre-Start Check Lists & Risk Assessments (Future)

1. Monitoring Subcontractor WHS Compliance
SiteBook provides a facility to check that Subcontractors have provided documents required by the Work Health and Safety Regulations, before work commences.
Documents that must be supplied include:
- Safe Work Method Statements for High Risk Construction work
- Material Safety Data Sheets for hazardous chemicals used.

![Subcontractors](image)

Navigation: Main Menu ➔ Sites ➔ Work Site List ➔ Select a work Site by clicking on the Site Name.
Select Subcontractors

The Subcontractor Page is displayed:

<table>
<thead>
<tr>
<th>Status</th>
<th>Company Name</th>
<th>Hi Risk</th>
<th>HazChem</th>
<th>Docs</th>
<th>Personnel</th>
<th>Email Sent</th>
<th>Induction Setup By</th>
<th>Induction Setup On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ace Carpenterly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demolition King</td>
<td>✔️</td>
<td>🟢</td>
<td>🟢</td>
<td>Personnel: 0</td>
<td>7/07/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gavins Gates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kevin's Concrete Services</td>
<td>✔️</td>
<td>🟢</td>
<td>🟢</td>
<td>Personnel: 1</td>
<td>7/07/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Status and messages will indicate the following:

- A green tick means they have completed the Setup wizard screens.
- A yellow Exclamation means they are advising that they will be engaged in High Risk Work, so check their documents to ensure they have supplied Safe Work Method Statements.
- A Blue Exclamation means chemicals being bought on site so check their documents to ensure they have supplied Material Safety Data Sheets.

Actions

<table>
<thead>
<tr>
<th>Docs</th>
<th>Click to view the Documents that the Subcontractor has supplied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Click to view the Personnel will be attending the work site, nominated by the Subcontractor</td>
</tr>
</tbody>
</table>
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2. Monitoring Workers on your Worksite

SiteBook provides a facility for the Principal Contractor to check the Work Health and Safety Status of the workers on a work Site. The Site Manager can:

- Check that workers have completed an online induction, where they provide their details including Cards & Licences, then are given Site Safety information.
- Check workers have a white card (for construction Sites)
- Check workers have Licences for Work undertaken.

Navigation: Main Menu ➔ Sites ➔ Work Site List
Select a work Site by clicking on the Site Name. Press the Site Personnel Button.

The Site Personnel Page is displayed:

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Company Name</th>
<th>Induction Status</th>
<th>Report</th>
<th>Induct now</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>David Ace</td>
<td>Ace Carpentry</td>
<td>No White Card on Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Joe Blogs</td>
<td>Ace Carpentry</td>
<td>No White Card on Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Chris Allrock</td>
<td>Allrock Construction</td>
<td>Induction completed: 29 Aug 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Status and messages will indicate the following:

- Induction Complete and Cards Sighted by Site Manager.
- Induction for this site not complete (but has completed an induction)
- Attention Required. Either:
  - Workers cards require sighting
  - no induction or details on record (within 2 years)
  - Expired Card or Licence
  - No White Card
  - Future: No Licence for High Risk Work

Actions

<table>
<thead>
<tr>
<th>Name</th>
<th>Click on Name to view Personnel Details including Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Click on Report link to view Induction Status report</td>
</tr>
<tr>
<td>Induct Now</td>
<td>Click to perform an induction for the worker now, on your device, or to flag the worker as having done a manual induction.</td>
</tr>
<tr>
<td>Remove</td>
<td>Click to remove the person for the Work Site List, if they will not be attending the Site.</td>
</tr>
</tbody>
</table>
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Site Supervisor: Card Sighted

The regulations state that the Site Manager must “sight and record details” of workers’ cards and Licences. SiteBook will keep track of the card sightings, and warn the Site Manager when a worker’s card has not been sighted. A Card only needs to be sighted once, by any Site Manager within your company.

To record a card as “Sighted”, ask to see the workers card, then in SiteBook:

- Click on the person’s Name to show their details. The Cards tab is at the bottom of the page
- Compare the physical card with the details in SiteBook; note card number and issue date
- Click on Flag as Sighted in Cards table (see picture below).

High Risk Work: Card Sighted

The regulations state that workers must be Licenced to perform High Risk Work, and the Site Manager must “sight and record details” of Licences. These details must be kept for 1 year.

When you sight a worker’s Cards, ask if they are performing any “High Risk Construction” work on your work site, and if so then ask to see their Licence for that work.
Check the details are recorded correctly in SiteBook, then press on “Flag as Sighted”.

Note: A White Card is required for site access.

Add Card Ticket or Qualification