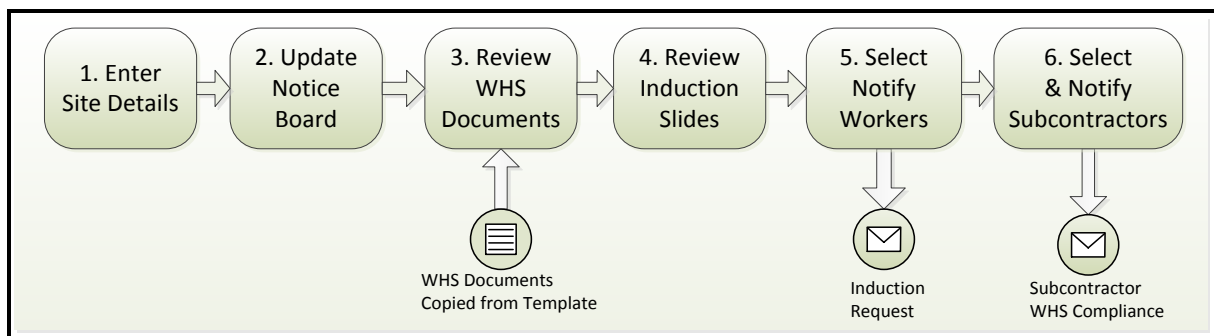




How To Setup a new Work Site

Overview

This User Guide describes the steps to set up a new work site in SiteBook. SiteBook has a “wizard” to assist in the process, with the following steps:

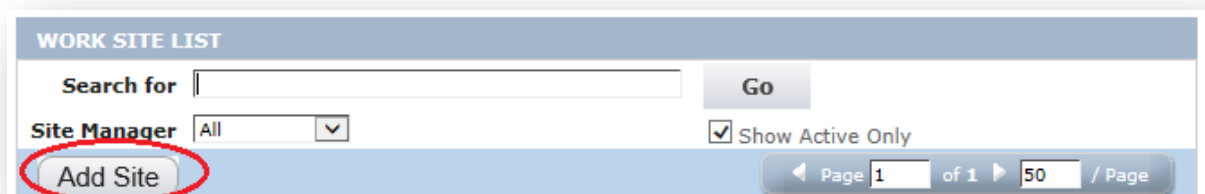


Add New Work Site

1. To get started with a new work site select the menu item [Sites](#) button on the main menu. The Site List Page will be displayed.



2. Click on the [Add Site](#) button displayed on the Work Site List page.



Please note: if you use the [<<<Previous Page](#) button in this wizard process, then your changes may not be saved.



How To Setup a new Work Site

1. Enter the Site Details

Add New Site

ADD SITE

Site Name	<input type="text" value="Royal Adelaide Hospital"/>
Site Location	<input type="text" value="Lot 123 North Terrace Adelaide"/>
Company	Allrock Construction
Site Manager	<input type="text" value="Chris Allrock"/>
Copy From Template	<input type="text" value="Allrock Construction Template"/>

Instructions:
Please enter Site details then click "Next Page" to continue.

Notes:

- Site Manager: If the name is not in the list then click on to add the details of the new Manager or site Supervisor.
- Copy from Template: select a template from the list. You can set up your own templates in the Admin Menu.

Press [Next Page](#) Button to save and continue

Later on, you may need to go back to the site you created, here how:

To Update an existing work site :

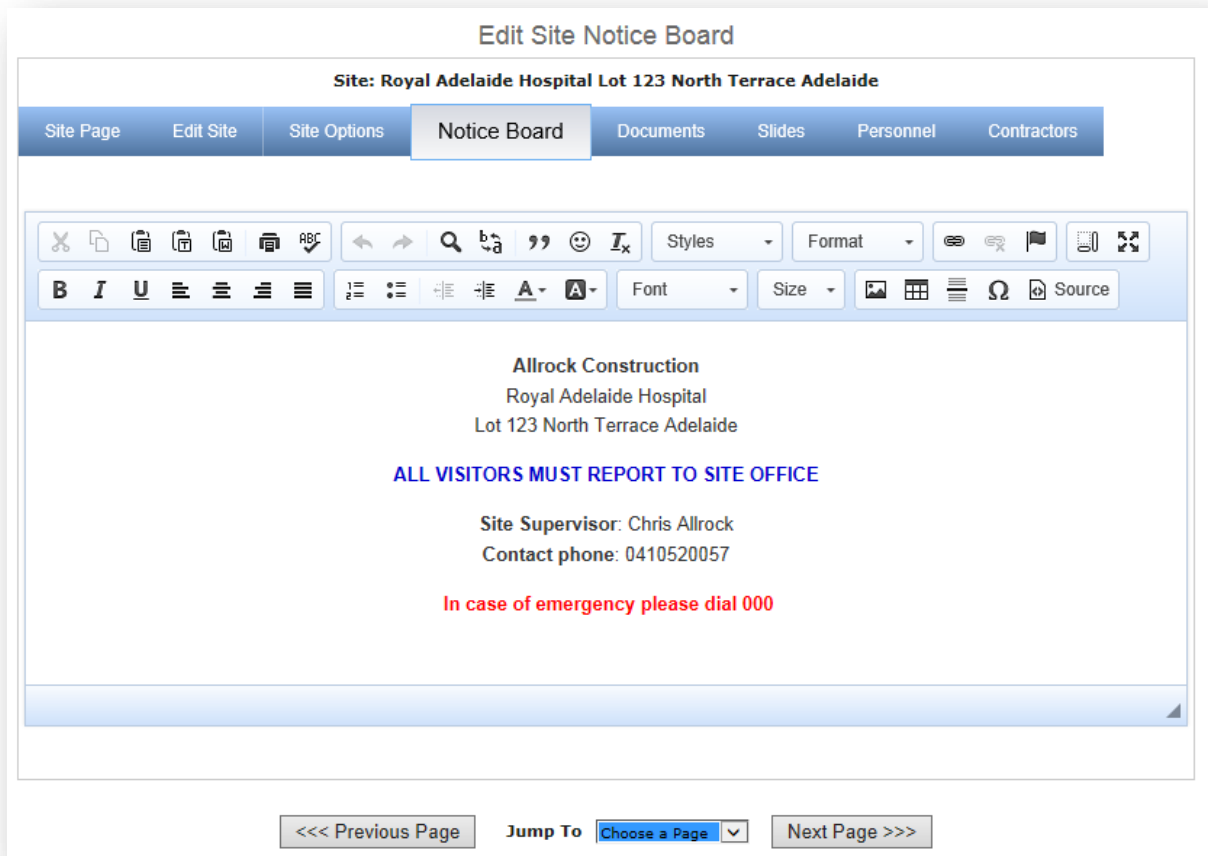
- select the menu option [Sites](#).
- select [Work Site List](#).
- click on the [Name](#) of the worksite to display the Site Page.
click on [Update Site induction](#) at the bottom right.



How To Setup a new Work Site

2. Review & update your Online Site Notice board.

SiteBook will build the Site Notice board, with the contents copied from a Template.



Notes

- Your workers and Subcontractors will see this when they access the site online.
- The contents in the Notice board will be copied from the Site Template Notice board when the site is first created. This default template is selected on your “Company Details Page”.
- You can insert pictures and videos into the noticeboard. Refer to SiteBook Editor User Guide for more information.

Press [Next Page](#) Button to save and continue



How To Setup a new Work Site

3. Review your Work Health and Safety Documents

SiteBook will generate the Safety Management plan for the site, based on a template. Review and update the plan, changing nearest hospital and Emergency meeting point.

The screenshot shows the 'Site Documents' interface for the site 'Royal Adelaide Hospital Lot 123 North Terrace Adelaide'. The 'Documents' tab is selected in the navigation menu. Below the menu, there is a 'Group' dropdown set to 'All' and a checkbox for 'Show My company documents only'. A table lists documents with columns for Group, Title, Number, Revision, Update, and Owner. Two documents are listed: 'WHS Management Plan' and 'WHS Policy', both with revision 1 and owner 'Allrock Construction'. Below the table are buttons for 'Select Documents', 'Add Online Document', 'Upload Document', and 'Bulk Upload Document'. At the bottom, there are navigation controls including '<<< Previous Page', 'Jump To' with a dropdown, and 'Next Page >>>'.

Actions:

Delete the document (removed from this site. Stays in your document list).

Title: Click on the title to view the document.

Update: Update the document details.

Select Document allows you to select a document that was previously used on another site, that does not require any changes for use on this site.

Add Online Document allows you to create a new document using the SiteBook Text Editor. Online Documents generally take up less storage than “uploaded” documents.

Upload Document allows you to upload a document that you have previously prepared from your computer e.g. a pdf document.

Notes:

1. These documents will be shown to your workers during their online induction.
2. You can choose to show a document to your Subcontractors workers (in “Update”).
3. These documents can be accessed at any time by authorised personnel (explained later).
4. Documents will be copied from the Site Template, with special text replaced for this site.

Tips: You **MUST** have the following documents:

- “Work Health and Safety management Plan” for projects over \$250K.
- “Safe Work Method Statements” for your workers High Risk Construction work.
- “Material Data Safety Sheets” for any Hazardous chemicals brought on site.



How To Setup a new Work Site

4. Review your Induction Slides (Policy Statements)

SiteBook will generate the Induction training “slides” based on your template.

Review and update the slides for the site. There are 5 default slides, all slides are shown on the same page for convenience when adding a new site .

During the Induction, Workers will see the slides, one at a time.

The screenshot shows the 'Review Induction Slides' interface for the site 'Royal Adelaide Hospital Lot 123 North Terrace Adelaide'. The interface includes a navigation menu with options: Site Page, Edit Site, Site Options, Notice Board, Documents, Slides (selected), Personnel, and Contractors. Below the menu is a section titled 'INDUCTION SLIDES' with an 'Add New Slide' button and a pagination control showing 'Page 1 of 1' and '50 / Page'. A table with columns 'Page' and 'Contents' is visible. The first slide (Page 1) is titled 'Contact Details' and contains the following text:



Contact Details

Principal Contractor: Allrock Construction
Site: Royal Adelaide Hospital
Location: Lot 123 North Terrace Adelaide

Site Supervisor: Chris Allrock
Contact phone: 0410520057

For WHS issues please contact the Site Supervisor.
In case of **Emergency Call 000**

Actions:

	Edit the slide.
	Delete selected Slide

[Add New Slide](#) : Allows you to add a new slide.

Press [Next Page Button](#) to continue

Notes:

1. These slides (or pages) will be shown to all workers during their online induction for this site.
2. Initially the slides will be copied from the Site Template, with special text being replaced for this site.
3. Slides are ordered by Page number .
To change the sequence of slide, edit the slides and change the page number.



How To Setup a new Work Site

5. Send Induction Notification Emails

This page allows you to send induction request emails to your staff/workers.

The Site Manager is selected automatically.

Press [Select/Remove Personnel](#) to assign more of your employees to the site(see next step).

	Name	Subcontractor	Induction Date	Email	Email Sent Date	Email Status
<input checked="" type="checkbox"/>	Chris Allrock	Allrock Construction		chris8a@gmail.com		

Actions:

- Select or unselect workers to send email notifications to.
- Name:** Click on the person's name to edit (or view) their details.
- Use Email Template:** Pick list to choose email template. You can configure your own templates. See the Email Templates user guide for instructions.
- View Email Template:** review or edit the Email Template.
- Select /Remove Personnel:** to choose workers who will attend the site.
- Send Email Notifications:** Send the emails to select workers.

Notes:

- **Send email Notification emails after you have prepared your WHS documents** as per previous steps 3 & 4, otherwise workers may complete an induction without viewing all WHS documents.
- Emails will be queued and sent to workers.
- You can add or remove workers at any time. Remember to send induction emails when adding a new worker.



How To Setup a new Work Site

6. Select Personnel (Your workers who will attend the site)

Select Personnel

Site: Royal Adelaide Hospital Lot 123 North Terrace Adelaide

Site PageEdit SiteSite OptionsNotice BoardDocumentsSlidesPersonnelContractors

SELECT PERSONNEL[EMAIL PERSONNEL](#)

Search for Show Active Only

Company

Page 1 of 1 100 / Page

	Name	Company Name	Induction Date	Induction Status	Actions
<input checked="" type="checkbox"/>	Chris Allrock	Allrock Construction		Inducted on another site.	Cards Email Report Induct Remove
<input type="button" value="Select"/>	Chris Anthony	Allrock Construction			
<input type="button" value="Select"/>	Joe Bloggs	Allrock Construction			
<input type="button" value="Select"/>	Kerry Blake	Allrock Construction			
<input type="button" value="Select"/>	Peter Painter	Allrock Construction			

If the Person is not in the list above click here to add ==>

Actions:

Select workers who will attend the site.

[Cards](#): Displays the workers details including Cards & tickets.

[Email](#): Displays the Email page to send the worker an induction email

[Report](#): Shows the Induction report page

[Induct](#): Allows a site manager to induct the worker now

[Remove](#): Removes a worker from the Site in SiteBook

[OK](#): Returns to the Previous page

Notes:

- The list defaults to your company employees/workers.

Authorisation for Online access to this site

- If you select a worker on this page (tick) then they will be authorised to access to your work site in SiteBook.
- Personnel with a SiteBook role of "Site Manager" or "Administrator" will automatically have access to all your company sites.
- Workers must complete an induction before they can view site specifications.
- Subcontractors who you authorise to access this site online, may also authorise their workers to access this site online. For a full list of all Authorised workers, check Site Personnel on the Site Page.

Press [OK](#) and Return to continue



How To Setup a new Work Site

7. Send WHS Compliance Emails to Subcontractors

This page allows you to send WHS Compliance request emails to subcontractors, to collect their WHS documents and the names of their workers who will be attending the site.

Press [Select/Remove Subcontractors](#) to assign more subcontractors as you know who will be doing the job (see next step).

Actions:

Select or unselect subcontractors to send notifications to.

Name: Click on the subcontractor's name to edit (or view) their details.

Use Email Template: Pick list to choose email template. You can configure your own templates. See the Email Templates user guide for instructions.

View Email Template: Review or edit the Email Template.

Select /Remove Subcontractors : To choose your Subcontractors who will attend the site.

Send Email Notifications : Send the emails to select Subcontractors.

Notes:

- You should only send email Notification emails **after you have prepared your WHS documents** as per a previous step. Otherwise workers may complete an induction without viewing all WHS documents.
- We suggest that you email your subcontractors between 2 to 4 weeks prior to work start date, so they have time to prepare their WHS Documents.
- SiteBook will send emails to your subcontractors, on your behalf, asking for information to allow you to comply with the Work Health and Safety Regulation.
- To view a copy of the email being sent, click on the "View Email Template" button.
- To change the contents of the emails being sent, you will need to change the email template. Refer to the [User Guide: Email Templates](#).



How To Setup a new Work Site

8. Select Subcontractors

Select Subcontractors

Site: Royal Adelaide Hospital Lot 123 North Terrace Adelaide

Site Page Edit Site Site Options Notice Board Documents Slides Personnel **Contractors**

SELECT SUBCONTRACTORS [EMAIL SUBCONTRACTORS](#)

Search for

Trade Type Show Active Only

Page 1 of 1 25 / Page

	Company Name	Company City	Docs	Personnel	WHS Compliance Email Status	
<input checked="" type="checkbox"/>	Ace Carpentry	David Ace	<u>Docs: 0</u>	<u>Personnel: 0</u>	Resend	Remove
<input type="button" value="Select"/>	Allrock Construction	Chris Allrock				
<input type="button" value="Select"/>	Best Fencing	Fred Bloggs				
<input type="button" value="Select"/>	Tonys Tiles	Tony Tillman				

[Click here to add a new SubContractor ==>](#)

Actions:

<input checked="" type="checkbox"/>	Indicates that the Worker is selected.
<input type="button" value="Select"/>	Select workers who will attend the site.
Remove:	remove the subcontractor from the site
Docs:	The number of WHS documents supplied by the contractor for this site
Personnel:	The number of workers that the subcontractor has attending this site
Resend:	Resend the WHS Compliance request email
Add New Subcontractor:	Click to add a new subcontractor to the list.

Notes:

- The list contains your subcontractors previously entered.

Press Save and Return to continue



How To Setup a new Work Site

That's It. Setup is all done!

What's next?

We suggest that you:

1. **Do the site induction** yourself. Not only will you be able to verify the contents of the induction, but you will be able get a feel for how it works.
 - Go to the "Site Page" for the new worksite.
Main Menu => [Work Site List](#) => Click on the Site [Name](#)
 - Select "[My Site Induction](#)" and follow the wizard pages.
2. Read the User Guide "How to Monitor the WHS Status of a Work Site".