# Site Information

## Legal Requirements for Site Information

Employers have an obligation for the safety of all visitors to the worksite(s). Steps must be taken to brief visitors about hazards, emergency procedures and precautions to be taken. Even where worksites are remote or operated/owned by a third party, the employer should ensure that people visiting or working on those sites are provided with relevant safety information.

## Procedure for Site Information

Details of all network locations will be kept in a standard format, including the type of site, driving directions, access details and site hazards. The information will be updated by the OHS Coordinator from information provided by the Property Manager, Project Managers, technical staff and feedback from contractor visits

## How to create Site Information

Site details are entered onto the **Site Information** files under the **Site Access** heading. This information is linked to the **Site Sign On** files, so that any user despatching in-house personnel or external contractors to a site can provide that information prior to the visit

## Using Tasks with Site Information

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

## SafetyBase Tips and Tricks for Site Information

If the status of a site is changed to **ï¿½Unsuitable for visitsï¿½**, the file will display on the Dashboard in the Open Files list and it will not be available in drop-lists for a **Site Sign On**

Consider associating an electronic document (example, an existing image, pdf, spreadsheet, document, video etc), using the **"Attach Documents"** tab, or inline toolbar at the bottom of your screen while entering data. Record the document's details by completing the appropriate data fields, then click Attach Document. The document will upload and be available for viewing. Many file types will display as a thumbnail

You can associate a SafetyBase file using the **"Link Files"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Tasks tab (example, Hazard, Fault Report, Accident Investigation or similar file that has direct relevance): Record the file's details by completing the appropriate data fields, then click ADD. Use the progressive filtering of the drop lists and ADD the file you want. The file will be linked. If you follow the link, the linked file will automatically have a link back to the file you came from

Remember to link People with this file type, using the **"Associate People"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Associate People tab. Doing this will build an automatic safety history for each person, which you can view by clicking on the person's name anywhere in the account

Check file history in the **"Status Log"** tab. This automatically records status changes to the file. If you would like to monitor the file, click the **"Watch"** button at the top of the file summary. This will place the file on your Watchlist and e-mail you whenever the file status changes