

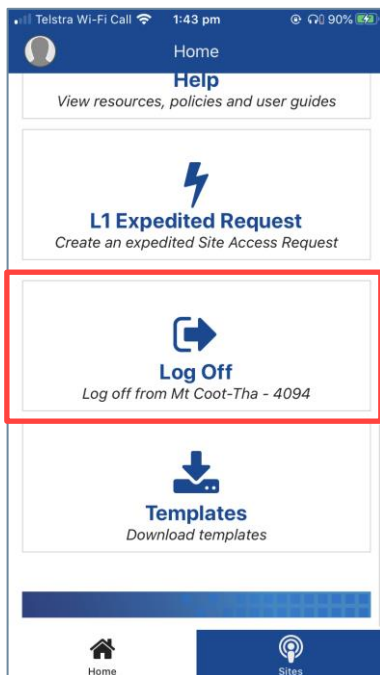
Logging off site and reporting hazards

Logging on and off site is an important part of the site access process. It ensures that as an organisation we know who is on site and what work they are doing. This allows us to keep our visitors safe.

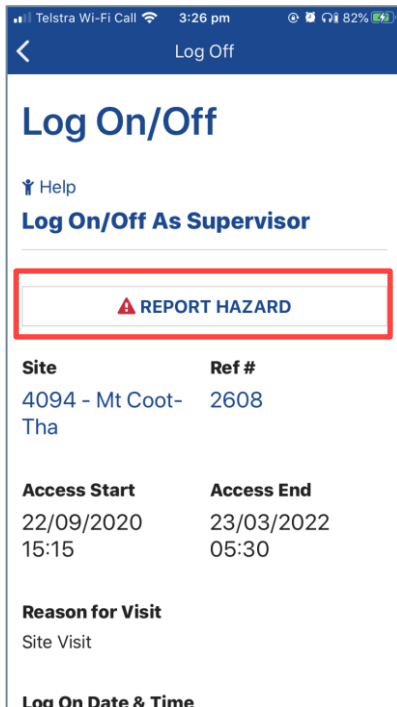
You can log on and off site from either the mobile app or a desktop/laptop.

To log off site:

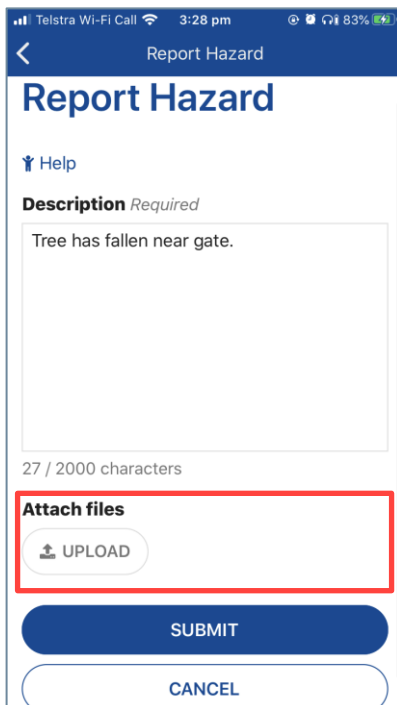
- Once you are ready to leave site, **first contact the SMC**. This allows the SMC operators confirm that all alarms on site are normalised.
- Next, from the Site Access Application, select **Log Off** from the home page.



- If you have identified any hazards or changes needed to existing site safety information, please select **Report Hazard** and provide details.



- As part of reporting a hazard you can upload photos you have taken to provide further information.



- Once you have provided all the information, select **Submit**.

- You are now ready to log off. Tick the items on the checklist to confirm they are completed and select **Log Off**.

Telstra Wi-Fi Call 1:44 pm 90%

< Log Off

15:15 05:30

Reason for Visit
Site Visit

Log On Date & Time
21/10/2020 14:43

Log Off

All escorted visitors must be logged off first before the supervisor can log off.

CHECKLIST

- I have submitted any new or updated hazard details for inclusion in Site Safety Information for this site (where required)
- I have called the SMC as part of the site log-off process

LOG OFF

Tips and additional information

- If you are at site and unable to get a data connection, you can contact the SMC to log you in on the Site Access Application and read any site safety information to you.
- You can verify that you have successfully logged off the site by checking the home page and confirming that the **Log Off** button now says **Log On**.
- Hazard reporting is for hazards or changes to site safety information. If you have an incident or near miss that you need to report, notify the SMC (if you are an internal BAI Communications employee please log your incident or near miss in Shield).
- If you have already logged off site you can also report a hazard by selecting **Report Hazard** from the Home Page.