



Site Access

siteaccess.baicommunications.com

Logging on and off site



Before you begin

- The BAI Communications Site Access Application can be found at siteaccess.baicommunications.com from your web browser.
- Choose **'Select if you are a Customer, Contractor, or FIM'** from the homepage
- If it is your first time logging in you will need to register with either **Microsoft Work Account, a Microsoft Personal Account, a Google Account or a LinkedIn Account.**
- If you do not have any of these accounts, choose an account type and you will have an option to create a new one.

Overview

- Log on and off can be completed easily via the Site Access Mobile App.
- The Service Management Centre (SMC) can also log you on or off in the Site Access Application if required.
- In order to log onto a site you will need a current approved Site Access Request (SAR) for that specific site.

There are 3 parts to Logging on and off site

1 Log on

- Select **'Log On'** from the homepage.
- Any active Site Access Requests (SARs) where you are identified as a visitor will be listed. Select the correct SAR.
- When you log onto site you may need to review and acknowledge **'Site Safety Information'**. See the next column for details.
- Next select **'Log On'** and **'Yes'** to confirm. You are now logged on to site.

2 Site safety information

If it's your first time logging onto a site with the application, or the site information has changed, you will need to complete a site safety information review.

- Select **'Click here to review items'**.
- Step through the tabs of information.
- Tick **'I have reviewed the Safety Information'** and select **'Acknowledge'**.
- Items that require your review will have a red cross next to them.

3 Log off & hazard reporting

- Once you are ready to leave site, select **'Log Off'** from the homepage.
- If you have identified any hazards or changes needed to existing site safety information, please select **'Report Hazard'**, provide details and select **'Submit'**.
- As part of reporting a hazard, you can upload photos to provide further information.
- Finally, review and tick off the items on the checklist and select **'Log Off'** and **'Yes'** to confirm.

Tips and things you should know

- You can review site information from the Mobile App including directions to site.
- You can only log on to one site at a time. This is important so that we know who is physically on our sites at all times.
- Incidents and accidents should be reported to the SMC and not as a hazard.
- When logging off site please also call the SMC to secure the site.
- Hazard reports go to the SMC, Area Manager and Team Leader for review.



Download the Appian app from the Apple App or Google Play store. Launch the app, select Add Account and type the address below.

siteaccess.baicommunications.com

Sign in using the account you registered with.



For more information, assistance or to provide feedback, contact the site access project team: siteaccessproject@baicommunications.com