

Properties that you are a contractor for are in the process of rolling out SiteSoft GEOTRACK as their tool of choice for Health & Safety and Contractor Management technologies.

It is now mandatory for all workers on any of these sites to activate their SiteSoft account and complete induction.

As a contractor administrator to the property/properties you have been invited to create a profile for your company and invite your employees to sign up, your participation and support of these new processes will be appreciated.

Once you have completed your company profile and completed the mandatory steps you will need to invite your workers to sign up. This is a very simple process and fast to do on our app. From the Dashboard screen select the 'Employees' section select 'menu' and then add new employee. The only details you need to enter are their name, mobile number and email address - this will

become their username. Each employee must use their own account.

All workers that get loaded on the system will receive a link for them to download the SiteSoft GEOTRACK mobile app as soon as they have been invited via the app.

Here's a short list of what our employees can do with the SiteSoft mobile app:

- See a list of all the sites they have access to.
- View site-specific information e.g. site evacuation procedures and site hazards.
- Send visitor sign-in invitations.



### HEALTH & SAFETY MANAGEMENT

- We ensure that all employees going onsite are presented with information that reduces Health & Safety risks.



### INDUCTION MANAGEMENT

- A simple induction course to make sure employees know what to do when they or their co-employees' Health & Safety is at risk.



### ACCESS MANAGEMENT

- Making sure that only qualified employees are onsite.



### DOCUMENT MANAGEMENT

- We make sure that all documents you load on the system remains current e.g. we'll send out notifications when the documents are about to expire.



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