



sassi

*Business transparency in real time*

SASSI User manual for  
**Facilities Managers**

Version 01-01-2017

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## 1 HOME

### 1.1 Contact SASSI

SASSI WEB PTY LTD

ABN: 31 045 920 754

A Suite 11/37 Nicholson Street  
Balmain East NSW 2041

T + 61 2 8662 9400

F + 61 2 8662 9462


E support@sassiweb.com.au

### 1.2 Login to SASSI

To access the SASSI systems go to the following URL:

<http://sassi.audit.net.au/>

The screen below will be displayed. Log in by entering your username and password.

Select the  Login button or press enter to proceed with login.



## 2 Tasks performed on a daily basis

### 2.1 Review SWMS/Permits

Use this option to review and accept SWMS selected by a contractor when they arrived on the site and to approve permits for high risk work.

#### 2.1.1 To access selected SWMS:

Select: Workers> Review SWMS/Permits

A list of SWMS and Permits that have been selected for use will be displayed.

To review a selected SWMS or Permit application, select the hyperlink under the Status column.



The screenshot shows a web form with the following elements:

- An "Accept" button at the top left.
- A bold instruction: "If you are not satisfied with the submitted SWMS please select a reason from the following dropdown and click on Reject".
- A dropdown menu with a downward arrow and a text input field to the right, both outlined in red.
- A "Reject" button below the dropdown.
- A "< Back" button at the bottom left.

#### 2.1.2 To approve a SWMS or Permit:

Once a SWMS or Permit has been selected you can then review, accept or reject it.

If you reject a SWMS or Permit application, you are required to give a reason why you are rejecting it. This can be done by choosing a predefined reason from the drop down list or alternatively selecting Other and then entering your own reason.

## 2.2 Pre-accept Contractors' SWMS

You can review and accept contractors' SWMS if they submit them prior to them coming to site. If you do that, and they accept one of these pre-accepted SWMS you will not be asked to approve it when they sign in. However, if they select a high risk, such as "Confined spaces" you will still be asked to approve their permit.

To access Pre-accept contractor SWMS:

Select: COMPANY>Manage SWMS>Pre-accept contractor SWMS

The following is displayed.

Pre-accept contractor SWMS

Property:

Contractor:

SWMS Review Status:  Not Rejected  Accepted  Rejected  To Be Reviewed

You can then select one of your properties and a contractor who provides services there.

You can narrow the search down by selecting a Status.

A list of SWMS to be reviewed will be displayed.

Pre-accept contractor SWMS

Property:

Contractor:

SWMS Review Status:  Not Rejected  Accepted  Rejected  To Be Reviewed

Work Process	Uploaded By	Created Date	Accepted?	Property
<a href="#">BD test SWMS for SASSI Web</a>	SASSI Plumber	27/10/2016	<input type="button" value="Accept"/> <input type="button" value="Reject"/> <input type="button" value="Escalate"/>	37 Nicholson St BALMAIN EAST NSW 2041
<a href="#">Changing tap washer TEST ONLY</a>	SASSI Plumber	20/10/2014	20/07/2016 by Preeti Nawlakhe until 20/07/2017 <input type="button" value="Revoke"/>	37 Nicholson St BALMAIN EAST NSW 2041
<a href="#">Test PDF for Hercules Street</a>	SASSI Plumber	07/12/2010	<input type="button" value="Accept"/> <input type="button" value="Reject"/> <input type="button" value="Escalate"/>	37 Nicholson St BALMAIN EAST NSW 2041
<a href="#">Test Plumbing SWMS for SASSI Web</a>	SASSI Plumber	16/01/2014	20/07/2016 by Preeti Nawlakhe until 20/07/2017 <input type="button" value="Revoke"/>	37 Nicholson St BALMAIN EAST NSW 2041

You can then either, Accept, Reject or Escalate the SWMS. If you select Escalate a nominated person with your company will be advised that this SWMS needs to be reviewed.

If a SWMS has already been Accepted, but you want to revoke your acceptance of the SWMS, click on Review. The SWMS can then be Accepted, Rejected or Escalated.

Some companies have the "Review" option. If your company has this option, when you select "Review" a checklist of review items will be displayed.

If you select that one or more of the checklist criteria are not satisfied then those criteria will be added to the rejected reason text box.

## 2.3 See a list of workers on site



sassi

You can review workers currently on site, displaying company details; building location; worker details; visit/time details and Safe Work Method Statements.

- Go to REPORTS>Workers on site
- Select the Property or properties

Workers on site

Property:

Property	Company	Location In Building	Worker's Name	Mobile	Visit Description	Signed In	Sign In Type	SWMS	Accepted	Sticker
1 Farrer Place (Governor Phillip & Macquarie Towers) SYDNEY NSW 2000	Security Pty Ltd		Mar		FastTrack	3/11/2016 5:40:46 PM	Username	No SWMS	N/A	
1 Farrer Place (Governor Phillip & Macquarie Towers) SYDNEY NSW 2000	Security Pty Ltd		Peter		FastTrack	3/11/2016 5:53:26 PM	Username	No SWMS	N/A	
1 Farrer Place (Governor Phillip & Macquarie Towers) SYDNEY NSW 2000	Security Pty Ltd		Darren		FastTrack	3/11/2016 6:06:09 PM	Username	No SWMS	N/A	
1 Farrer Place (Governor Phillip & Macquarie Towers) SYDNEY NSW 2000	Construction & Fitout Pty Ltd		Miguel		fitout	3/11/2016 6:30:48 PM	Username		Accepted	<input type="button" value="Enable reprint"/>
1 Bligh Street SYDNEY NSW 2000	Electrical Pty Ltd		Wes		Test 1 by BD 21/11 4	21/11/2016 3:56:00 PM	Username		Accepted	<input type="button" value="Enable reprint"/>

## 2.4 Review incidents/ hazards reported by contractors on sign-out

You can generate a report of any Hazards or Risks and Near Misses or Injuries that have been reported by workers at your site go to REPORTS>Reported incidents / hazards

Reported incidents / hazards

State :

Property Type :  All  Commercial  Industrial  Residential  Retail

Property:

Tenant:

Property Site Location:

From Date:

To Date:

Issue Type:

### 3 Tasks performed occasionally

#### 3.1 Upload contractor's Compliance documents (excl. SWMS).

Go to COMPANY>View/Upload Compliance Documents (excl. SWMS)

Within this option you can upload compliance documents on behalf of a contractor.

View/Upload Compliance Documents

Contractor:

Compliance Type:

Type	Applicable level	State/Property/Tenancy	Reference No.	Expiry Date	Notes	Confirmed?	Status		
Public & Product liability insurance			<a href="#">123 Test</a>	01/01/2020	SASSI Support (AV) on Sep 16 2016 12:22PM		To Be Reviewed	<a href="#">Edit</a>	<a href="#">Delete</a>

To upload a new document:

Click Add. The following screen will be displayed.

Add Compliance Document

Select the type of compliance document you will be uploading below and then click the Next button

Compliance Type:

Applicable To:

Click Next

Select the Compliance document type.

Select what entity it applies to.

Select the value

After pressing Next the following is displayed.

### Manage Compliance Document

Compliance Type:

Applicable To:

Reference No:

Expiry Date:

Notes:

Sum insured:

Upload Document:

**Please upload your Workers compensation below:**

Browse for file:

**Note: The set of characters below are not allowed in the file name.**  
 ~ ^ ! @ # \$ % ^ & \* + = / \ , < > ? ' : ; { } "

**You will not be able to upload any files larger than 5MB.**

I confirm the information is true and correct

Once all the information is entered and the "I confirm..." statement is checked click "Submit."

### Link Compliance Requirements

**Please select the Client Requirements you wish to link this Compliance to:**

	Select
██████ Property Group ; Workers Compensation (NSW) – must be valid for all companies with 'workers' engaged within their business. This includes apprentices and in some cases trainees. Where a Sole Trader is registering their services, there is no legal requirement for them to have workers compensation insurance. To manage these cases, as a business ██████ requires a 'personal accident and illness' or an 'income protection' insurance policy for the sole traders or partnerships to be loaded into SASSI. (Workers compensation); AUSTRALIA (NSW);	<input checked="" type="checkbox"/>

The system then displays your company's requirements that this document satisfies.



### 3.2 Review contractors' compliance documents.

Go to COMPANY> Check/Link Compliance Documents

Your company may require that you review all the compliance documents that are relevant to your property. You do this is the Check/Link Compliance Documents menu option.

You will get an email telling you of a compliance document that needs to be reviewed. Most of these will be for workers' licences and certificates. Please see the sample screen below.

**Check/Link Compliance Documents**

Company Worker

Contractor: SASSI Test Plumbing Company  
Worker: Harry Smith

Your Compliance:  
 Plumbing Licence; H. Smith's Plumbing licence.; Ref: 54321; Exp: 30/06/2017

Requirements not fulfilled:

Client Requirement	Select
DEXUS Property Group ; BMU Induction 1 Bligh Street (BMU Certificate of Competency Training); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; BMU Induction 1 Eagle Street (BMU Certificate of Competency Training); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; BMU Induction 12 Creek Street (BMU Certificate of Competency Training); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; BMU Induction 145 Ann Street (BMU Certificate of Competency Training); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; Confined Space Entry Training Certificate (Confined Space Entry Training Certificate); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; Electrical licence (2 of 2) (Electrical Low Voltage Licence); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; Industrial Rope Access Certification (Industrial Rope Access Certification); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>
DEXUS Property Group ; White Card (general construction induction card) (General Construction Induction Training (White Card)); AUSTRALIA; Various Services	<input type="checkbox"/>
DEXUS Property Group ; Work At Heights Licence (Work Safely at Heights); AUSTRALIA; Various Risk tasks	<input type="checkbox"/>

Submit

Client Requirement	Worker Compliance	Document/s	Unlink	Review
DEXUS Property Group ; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Services	Harry Smith; Ref: 54321; Expiry: 30/06/2017; Verified		<a href="#">Unlink</a>	<a href="#">Review</a>

When you click **Review** the following screen will be displayed.

**Check/Link Compliance Documents**

Company Worker

Compliance Document

Check List

Yes  No 1. Checklist item 1  
 Yes  No 2. Checklist item 2

The document will be displayed here.

Review the document using the checklist provided.

If the document satisfies meets requirements, click **Accept**.

If you reject this document the reasons for rejection will be automatically placed in the **Reject Reason** text box. You can add or amend any comments in here.

Action  Accept  Reject

Reject Reason

Your Requirements:  
SASSI Test Plumbing Company is required to provide this document to access when they are providing any of the Services below: Drinking water system - hot & cold, Hot water system install & repairs, Jet blasting, Plumbing - other, Plumbing RPZ/Non-return valves, Plumbing Sewage sump pits/grates, Plumbing Thermostatic Mixing Valves - scheduled test & service check, Plumbing Thermostatic Mixing Valves - install repair, Plumbing Water Tank - repair, Plumbing Water Tank Standing Impurities Filter, Plumbing Water Tank Standing Impurities Filter - install & repair. This must be accepted before SASSI Test Plumbing Company can start working at your site.

Submit

When you click **Submit** any rejection reasons will be emailed to the contractor.

The worker will now be able to do plumbing work at your site.

### 3.3 Upload contractor's SWMS and permits in advance.

WORKERS > Manage SWMS>Create/edit SWMS

Within this option you can upload SWMS and Permits on behalf of a contractor and approve them in advance if the work. There is a window of hours in which the contractor can select these SWMS and they will be automatically accepted without need for you to approval them.

**Create/edit SWMS**

Contractor:

**+ Add New SWMS**

Search

Property:

SWMS Status:  To Be Reviewed  Accepted  Incomplete  Partially Accepted  All

SWMS Format:  PDF  Text  All

SWMS Title:

**Search SWMS**

Work Process	Type	Created Date	SWMS Status	Properties Linked	Edit	Delete
<a href="#">test swms</a>	PDF	16/06/2014 5:07:37 PM	To Be Reviewed			
<a href="#">Test SWMS - DEXUS</a>	PDF	2/12/2015 10:11:10 AM	Incomplete			
<a href="#">Test SWMS by BD 31-08-2012</a>	TEXT	31/08/2012 10:05:42 AM	To Be Reviewed			

[Add/View SWMS/Permits submitted in advance](#)

Click the link [Add/View SWMS/Permits submitted in advance](#)

The following page will appear.

**Manage SWMS/Permits Submitted in Advance**

Client:

Property:

Contractor:

Status:  Rejected  Accepted  Submitted  Incomplete

**Search** Click here to search for any SWMS /Permits already submitted in advance.

**+ Add New SWMS/Permits** Click here to add a new SWMS/Permit for work in the future.

When the **+ Add new SWMS/Permits** button is clicked the following page will appear.

### Submit SWMS with Permits in Advance

Client:  Displays the building owner/manager.

Property:  Choose the property.

Contractor:  Choose the contractor.

Working On:  Select the date/time when the work will be done.

Work Process:  Describe the work that will be done.

Select the relevant details from the drop down lists, enter the details of the work to be performed and click **Insert**.

The page below will be displayed.

### Submit SWMS with Permits in Advance - Page 2

You can view the SWMS details by clicking on the hyperlink below. Select the SWMS below to preview SWMS details. Hold down CTRL to select/deselect multiple SWMS.

[Demo SWMS for 1 Margaret Street](#) Select one or more SWMS for this work.

You can attach the permit form by clicking on the Browse button. Select the high risk tasks you will be conducting onsite. Hold down CTRL to select/deselect multiple risk tasks.

When you select them they will move to the left hand side. See below.

### Submit SWMS with Permits in Advance - Page 2

You can view the SWMS details by clicking on the hyperlink below. Select the SWMS below to preview SWMS details. Hold down CTRL to select/deselect multiple SWMS.

SWMS
<a href="#">Demo SWMS for 1 Margaret Street</a>

←

You can attach the permit form by clicking on the Browse button. Select the high risk tasks you will be conducting onsite. Hold down CTRL to select/deselect multiple risk tasks.

High Risk Task	Documents Uploaded
Cold Work (EPS)	<input type="button" value="Upload"/>

←

Click on the **Upload** button, to upload a scanned copy of the permit.

When you select **Submit**, the record will be displayed as follows.

Manage SWMS/Permits Submitted in Advance

Client:

Property:

Contractor:

Status:  Rejected  Accepted  Submitted  Incomplete

Client	Property	Working On	Work Process	Contractor	Status		
DEXUS Property Group	1 Margaret Street SYDNEY NSW 2000	24/12/2016 12:00:00 AM	Fixing a leaky tap at 1 Margaret Street	SASSI Test Plumbing Company	Accepted by David Watts on 21/12/2016	<a href="#">Edit</a>	<a href="#">Delete</a>

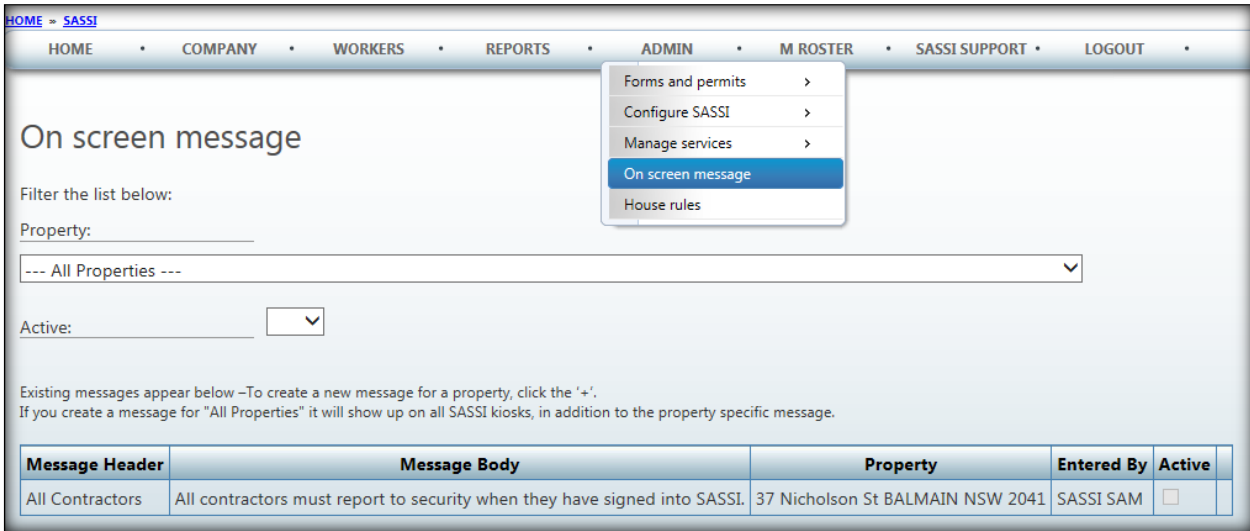
Once this is all done, if the contractor comes to work within the prescribed time range and selects the SWMS and special risks covered above, they can proceed without needing to have their SWMS or permits reviewed. See the screen shot below from the SASSI Kiosk.

Please enter a short description of the works to be performed

Work Process	Created By	Created Date	Select SWMS
Plumbing work <b>PRE-ACCEPTED SWMS AND PERMITS</b>	Shane Avery	13/04/2016	<input checked="" type="checkbox"/>
12 Creek St <b>PRE-ACCEPTED SWMS</b>	Peter Yen (SASSI Web)	30/07/2015	<input type="checkbox"/>
Sample	SASSI Plumber	12/06/2014	<input type="checkbox"/>
Test plumbing PDF Swms	SASSI Plumber	12/08/2013	<input type="checkbox"/>

### 3.4 Change the on screen message at your SASSI kiosk

Admin > On Screen Message



Add or change an existing on screen message.

You are able to change your on screen message at any time e.g. “Please report to Security for any High Risk permits”. This message will be displayed continuously looping on the kiosk. You are able to enter more than one message, which will be looped through and displayed at the kiosk. These Messages can be site specific or across the entire portfolio. Portfolio wide messages are displayed before the site specific messages.


1. Select a Property from the drop-down list if applicable. The screen will refresh showing you current messages that have been entered. You can also use the active drop-down list to filter the messages further.
2. Select the Active drop down to view or add an on screen message. Your messages can be assigned an active or inactive state. This function allows you to save multiple messages of which can be activated at any time.


By choosing YES the on-screen message is activated.


By choosing NO the on-screen message is hidden and deactivated, this can be activated at a later date.

To add a new message select YES or NO from the Active menu, hover over the existing message until a pop up box appears. From this pop up box select Add, this will create a new message. Alternatively, you can edit/ delete your message from this drop down list.



Once you have selected add a plus  icon will be presented which allows you to create a new message.

Once you have completed your message header + body tick the checkbox to activate your message and then  , Header shows in bold.

Message Header	Message Body	Property	Active?
<input type="text"/>	<input type="text"/>	499 St Demonstration Roac ▾	<input type="checkbox"/> 


### 3.5 Add or change the house rules at your site.

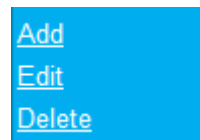
Admin > House Rules

This functionality enables you to change your House Rules at any time. These will show up during the sign in process as a refresher to your contractors for a predetermined amount of time before they have to acknowledge them again. These house rules can be site specific or across the entire portfolio.

To add house rules:

Select a Property from the drop-down list if applicable

If there are no previous rules entered, type the house rule into the textbox, click on the  icon. If there are existing rules, select Add from the hover menu.



then

### 3.6 Manage Inductions

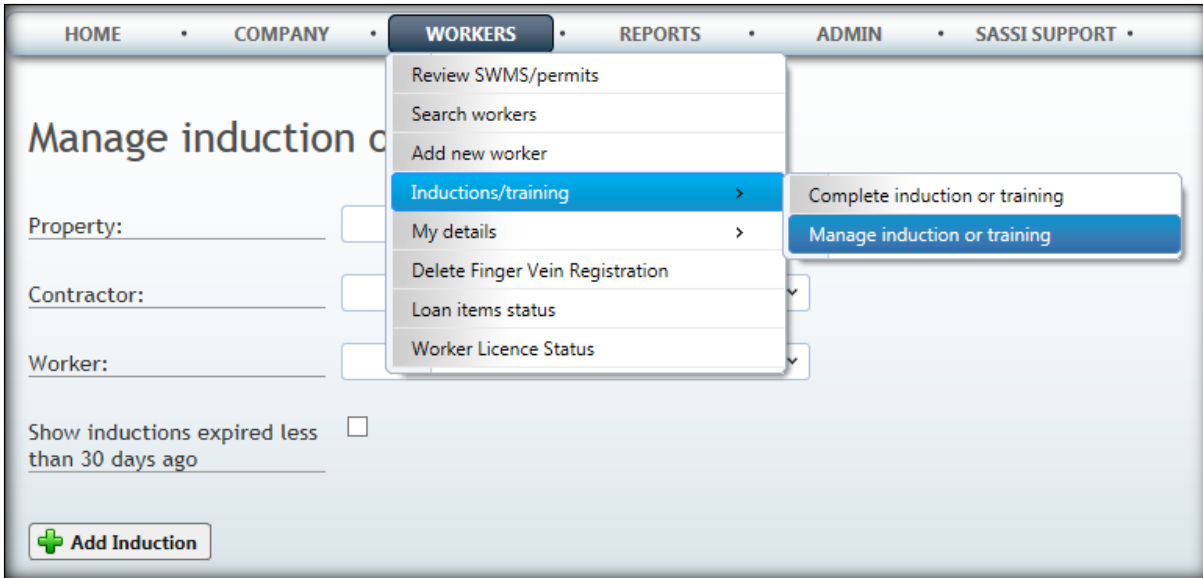
Workers > Inductions/ Training > Manage Inductions or Training

This functionality allows you to record external inductions into the system.

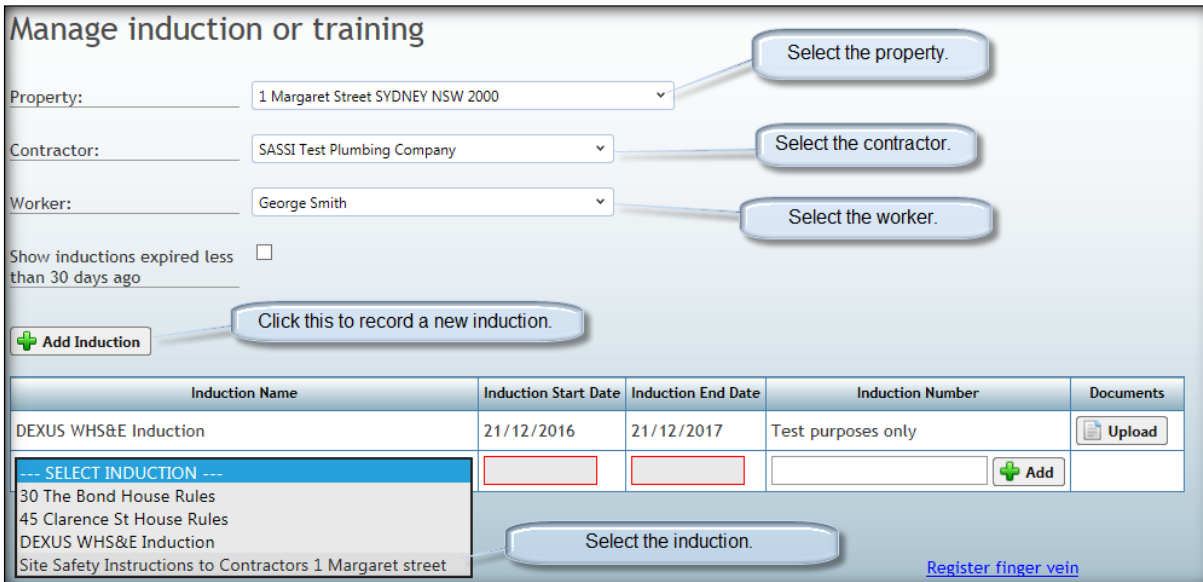
All workers should complete their inductions through the system. Only use this function if you know that a worker is inducted but they have not completed it through SASSI.

Navigation to this page:

Select: Workers> Inductions/ Training> Manage Induction or Training.



You will then see the following page.



Once you have filled in the details click the **Add** button.

The worker's induction will be recorded in the system.

### 3.7 Add or change worker's details


### 3.7.1 Search workers

Workers>Search workers

This function is used to search for workers on the system and then to display their details.

The screenshot shows the 'Search workers' form with the following fields and callouts:

- First Name:** Text input field. Callout: "If this is blank it will find people with any first name."
- Last Name:** Text input field. Callout: "If this is blank it will find people with any last name."
- Company:** Dropdown menu. Callout: "You can use this to find workers from a particular contracting company."
- Show Inactive Users:** Checkbox. Callout: "Use this if you want to find people who used to work for the company"
- Show Company Administrators:** Checkbox. Callout: "Use this if you want to find company administrators only."
- Show Workers Onsite:** Checkbox. Callout: "Select this to include workers on-site only."
- Show Inducted:** Checkbox. Callout: "Select this to include only inducted workers."
- Search:** Search button.
- + Add:** Add button.

By doing an exhaustive search, you are sure that the worker does not exist in the system and you want to add them, click the  button.




### 3.7.2 Workers details

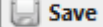
Once you find a worker, click on their name to display their details.

The screenshot shows the 'Search workers' form with the following search criteria and results:

- First Name:** George
- Last Name:** (blank)
- Company:** SASSI Test Plumbing Company
- Show Inactive Users:**
- Show Company Administrators:**
- Show Workers Onsite:**
- Show Inducted:**
- Search:** Search button

Below the form, a table displays the search results:

Name	Username	Company	Roles	Active	Date Password Sent	Reset Password	Send Password to Email
<a href="#">George Smith</a>	gsmith47	SASSI Test Plumbing Company	Worker	Yes 	07/07/2015		 gsmith47@sassiweb.com.au

You can make changes to the details, if required and then save them by clicking the  button.



**George Smith**

Details Worker Services Roles Licences & Certificates Inductions Next Of Kin Managers

Username: gsmith47

First Name: George

Last Name: Smith

Company: SASSI Test Plumbing Company

Job Title:

Email: gsmith47@sassiweb.com.au

Phone Number:

Mobile Number: 0402 247 646 eg 04XX XXX XXX (with or without spaces).  
 \*\*If the worker does not have a mobile please enter their Manager's mobile number.

Employee Number:

Card ID:

Active: Yes

Password:

Send Password?  
 Date Sent: Tuesday, 7 July 2015

Save

Click on any of these tabs to see more details.

### 3.7.3 Add new worker

Workers > Add New Worker

This functionality enables you to add new workers onto the system.

Before adding new workers to the system please search for an existing user account by selecting: Workers>Search workers, as above.

Add new worker page.

Username: \_\_\_\_\_

First Name:

Last Name:

Company:

Job Title:

Email:

Phone Number:

Mobile Number:  eg 04XX XXX XXX (with or without spaces).  
\*\*If the worker does not have a mobile please enter their Manager's mobile number.

Employee Number:

Card ID:

Active:

Password:

Is Company Administrator?  
 Send Password?

Services:

Hold down (Ctrl) key on your keyboard to enable multiple selection or deselection

The items in with red borders are mandatory.

The username is generated when all the details are entered correctly and  is pressed.

See the example below.

# SASSI User manual for Facilities Managers

Username: \_\_\_\_\_

First Name:

Last Name:

Company:

Job Title:

Email:

Phone Number:

Mobile Number:  eg 04XX XXX XXX (with or without spaces).  
\*\*If the worker does not have a mobile please enter their Manager's mobile number.

Employee Number:

Card ID:

Active:

Password:

Is Company Administrator?  
 Send Password?

Services: 

- Plumbing/Drainage - Drinking water system - hot & cold
- Plumbing/Drainage - Hot water system install & repairs
- Plumbing/Drainage - Jet blasting
- Plumbing/Drainage - Plumbing - other
- Plumbing/Drainage - Plumbing gas fitting
- Plumbing/Drainage - Plumbing RPZ/Non-return valves
- Plumbing/Drainage - Plumbing Sewage sump pits/grates
- Plumbing/Drainage - Plumbing Thermostatic Mixing Valves - scheduled test & service check
- Plumbing/Drainage - Plumbing Thermostatic Mixing Valves - install repair
- Plumbing/Drainage - Plumbing Water Tank - repair

*Hold down (Ctrl) key on your keyboard to enable multiple selection or deselection*

Select this if they are to be the SASSI company administrator.

Select this if you want to automatically send their username and password to their email address.

Choose the services that this worker does from the services that his company provides. By default, all services are selected.

### 3.8 View contractors' submitted Safe Work Method Statements (SWMS)

Workers > Manage SWMS

The screenshot displays the SASSI web application interface. At the top, there is a navigation menu with the following items: HOME, COMPANY, WORKERS, REPORTS, ADMIN, M ROSTER, and SASSI SUPPORT. Below the navigation menu, there is a search bar labeled 'Search submitted SWMS'. To the right of the search bar, a dropdown menu is open, showing the following options: Review SWMS/permits, Search workers, Add new worker, Inductions/training, Manage SWMS (highlighted), and My details. A second dropdown menu is open from the 'Manage SWMS' option, showing the following options: Create/edit generic SWMS, Search submitted SWMS (highlighted), Pre-accept contractor SWMS, View generic SWMS, Review generic SWMS, Your company's generic SWMS requiring review, Generic SWMS listing, and Convert Used TEXT SWMS to Property Specific. Below the search bar, there are several search filters: SWMS For Visit ID (with a red box around the input field), Start Date (with a red box around the input field '25/02/2014'), End Date (with a red box around the input field '04/03/2014'), Property (with a dropdown menu showing '--- All Properties ---'), Contractor (with a dropdown menu showing '--- All Contractors ---'), and Worker (with a dropdown menu showing a magnifying glass icon).

#### 3.8.1 Search submitted SWMS

Workers > Manage SWMS > Search SWMS

This functionality enables you to search SWMS that have been submitted on-site.

You can search for the SWMS based on a Submitted SWMS Number, date range, property, contractor and worker.

This will display a list of the SWMS that have been previously submitted.

You can view a selected SWMS by hovering over a selected row and clicking on View SWMS, if it is a text based SWMS, or click in the document name, if it is a PDF SWMS.

#### 3.8.2 Print generic SWMS

Workers > Manage SWMS > Print Generic SWMS

This functionality enables you to display and then print a copy of a contractor's generic SWMS.

You can select the SWMS by contractor and then the name of the SWMS in drop down lists.

Once you have found the selected SWMS you want to print, select View Report.

### 3.9 Change your own details.

#### 3.9.1 Contact details

Workers > My Details > Contact details

This functionality enables you to update your details.

Select: Workers > My Details > Contact details

Update your email address, mobile phone number and fixed phone number.

By selecting the Submit button information is updated on the SASSI database.

The screenshot shows the 'Contact details' page in the SASSI system. The navigation menu at the top includes HOME, COMPANY, WORKERS, REPORTS, ADMIN, and M. A dropdown menu is open under 'WORKERS', showing options like 'Review SWMS/permits', 'Search workers', 'Add new worker', 'Inductions/training', 'Manage SWMS', and 'My details'. The 'My details' option is selected, and a sub-menu is open showing 'Contact details' and 'Change password'. The 'Contact details' form has three input fields: 'Email' with the value 'bdo', 'Mobile' with '0402247646', and 'Phone Number' with '02 8662 9400'. A blue 'Submit' button is located at the bottom of the form.

#### 3.9.2 Change password

Workers > My Details > Change Password

The screenshot shows the 'Change password' page in the SASSI system. The form has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A blue 'Submit' button is located at the bottom of the form.

This functionality enables you to change your password.

To change your passwords enter your current password in the first text field followed by your new password in the next two text fields.

The coloured bar will indicate the password strength, your password must contain eight characters varying with characters, numbers and upper case characters.

When the password is strong, enough you can select the Submit button to update the SASSI database.

### 3.10 Test the SASSI printer.

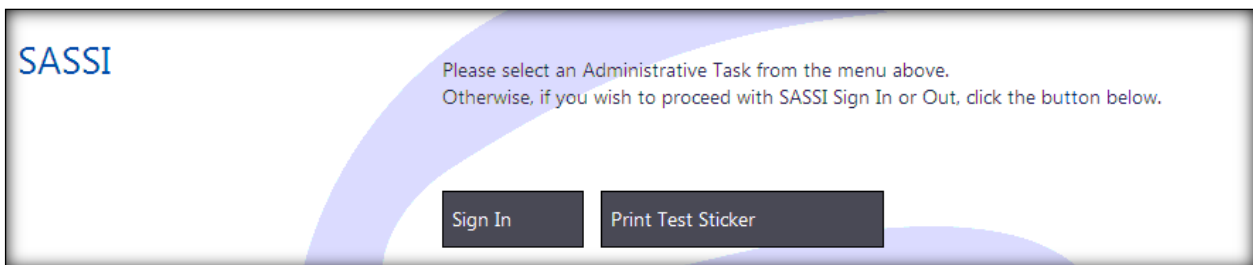
Accessed from SASSI kiosk only

This functionality enables you to test whether the SASSI printer is working correctly. It will produce a sticker for a test worker at the printer using test contractor details displayed in the correct format.

This function is only accessible by a person with the SAM role, at the SASSI kiosk installed on site.

To do this you must login to the kiosk by:

- Logging on to the SASSI kiosk by entering your username and password.
- Selecting Print Test Sticker button.
- Collecting the sticker from the printer.



## 4 GATHER INFORMATION about activities on your site

Attendance at your site for given time period

This functionality enables you to generate a variety of reports.

The following reports are available.

- Attendance
- Attendance summary
- Attendance by company
- Contractor attendance
- Attendance by reason for visit

## 4.1 Attendance

Reports > Attendance > Attendance

This provides detailed information about all the visits made by workers to your site for a given time period. E.g. Over the past month. The information includes the type of work conducted, the sign-in/sign-out details and the number of hours on site.

You can select it for:

- One or all properties.
- One or all tenants or base building only, if applicable
- One or all site locations, if applicable
- Any time period, based on the sign in date.
- One or all service disciplines.

Once these have been selected, click the “View Report” button. You will then see a sample of the report, which can then be exported to a variety of formats including Excel and PDF.

### 4.1.1 Attendance Summaries

Reports > Attendance > Attendance Summaries

Using this report you can obtain summarised information about the hours or number of visits at your site. You can choose to summarise the information by Contractors, Disciplines, Month, Risk Tasks, Services, Sign-in Day or by Workers.

### 4.1.2 Attendance by Company

Reports > Attendance > Attendance by Company

This report gives you the number of hours on sites and number of visits for selected contractors over a selected period.

## 5 Get support with the SASSI system

You can get the following support information and resources:

- Contact details for SASSI support
- User manuals
- Frequently asked questions
- Help videos

Go To SASSI SUPPORT from the main menu and then choose the support you would like to use.