sassi

Business transparency in real time

SASSI User manual for

Facilities Managers

Version 01-01-2017

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1.1 Contact SASSI

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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] 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.

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.

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.

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

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

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

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.

To upload a new document:

Click Add. The following screen will be displayed.

After pressing Next the following is displayed.

Manage Compliance Document

Compliance Type:	Workers compensation
Applicable To:	State NSW
Reference No:	Pol no 12345
Expiry Date:	30/06/2017
Notes:	QBE NSW
Sum insured:	

(callout) Enter a reference number. E.g. the policy number.

(callout) Anything that will help you identify or find this record. E.g. the insurance company and applicable state

Upload Document:

Please upload your Workers compensation below:

Browse for file: [Browse...]

(callout) Browse and upload your document.

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.
[Upload]

(callout) Check this.

☐ I confirm the information is true and correct

▷ Submit   ⊘ Cancel

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); | ☑

[Submit]   [Close without Linking]

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.

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

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.

Click the link **Add/View SWMS/Permits submitted in advance**

The following page will appear.

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

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.

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

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

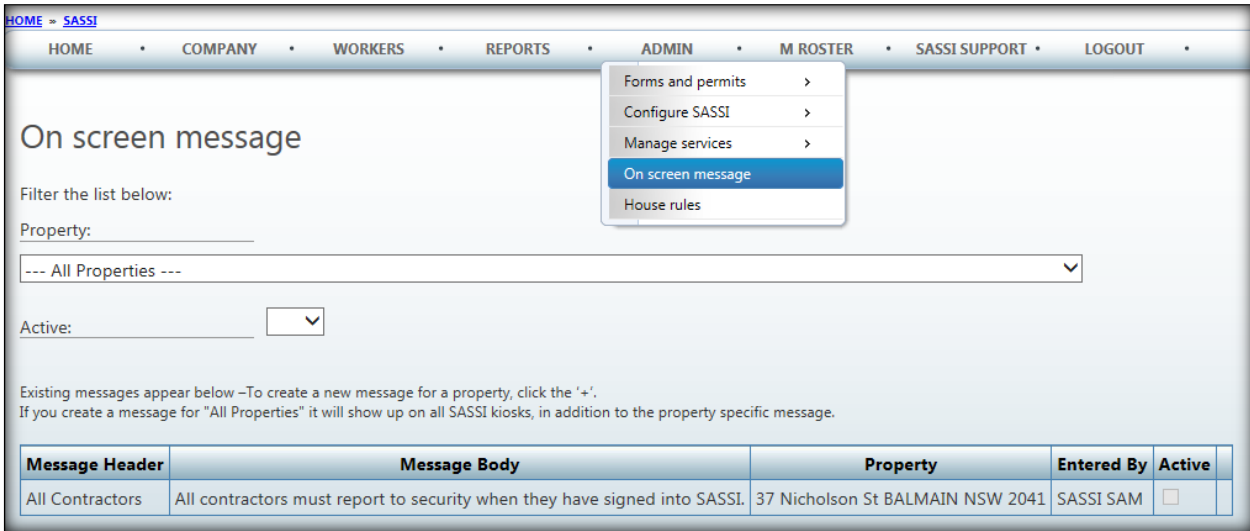When you select **Submit**, the record will be displayed as follows.

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.

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.

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, then click on the icon. If there are existing rules, select Add from the hover menu.
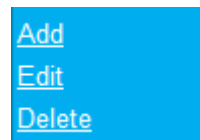
3.6 Manage Inductions

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.
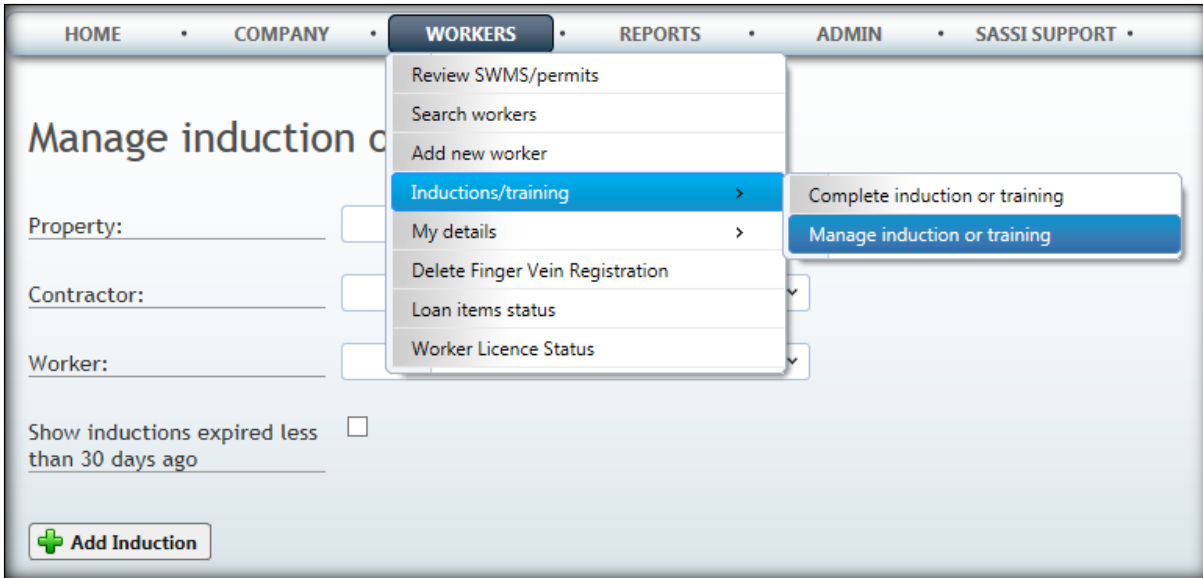
You will then see the following page.
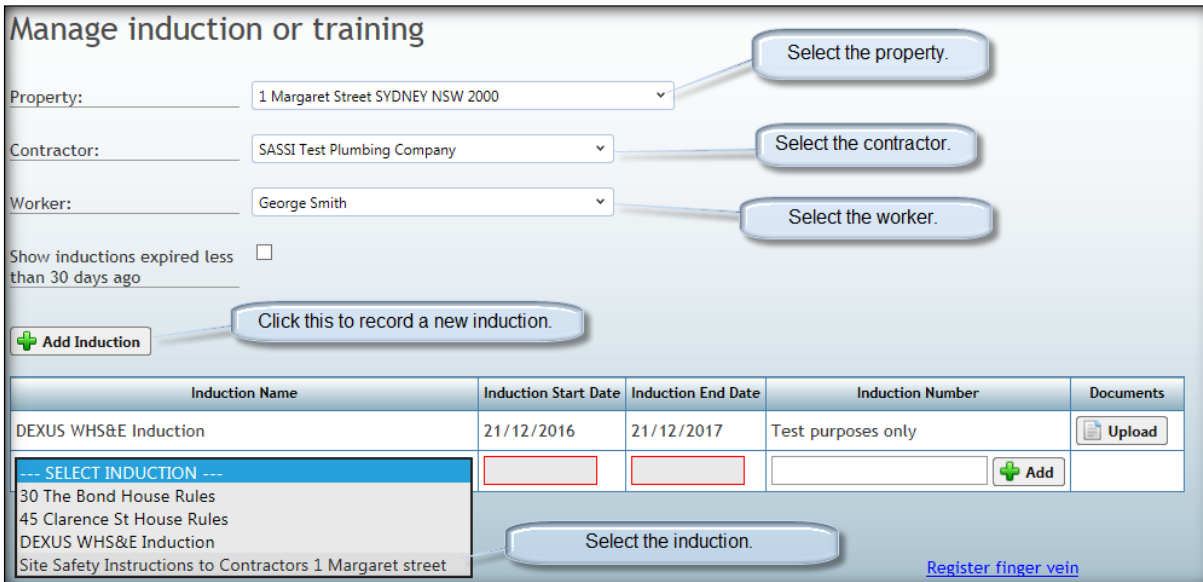
Once you have filled in the details click the [Add] button.

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.

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 **Add** button.

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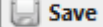
Once you find a worker, click on their name to display their details.

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

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.

The items in with red borders are mandatory.

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

See the example below.

Username:

First Name: Hamish

Last Name: MacPlumber ✕

Company: SASSI Test Plumbing Company ▾

Job Title: Plumber

Email: HMcPlumber@sassiweb.com.au

Phone Number: 02 8662 9400

Mobile Number: 0400 000 000   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: System generated password ▾

☐ Is Company Administrator?
☑ Send Password?

> 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.

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

➕ Add

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

Workers > Manage SWMS

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.

3.9.2   Change password
Workers > My Details > Change Password

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.
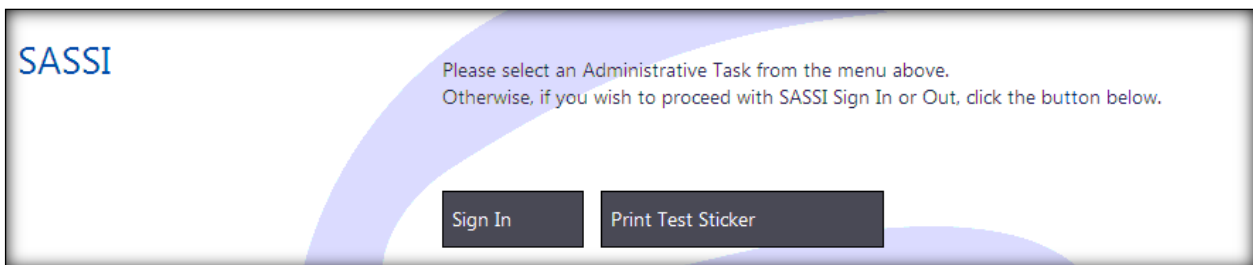
4   GATHER INFORMATION about activities on your site

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.