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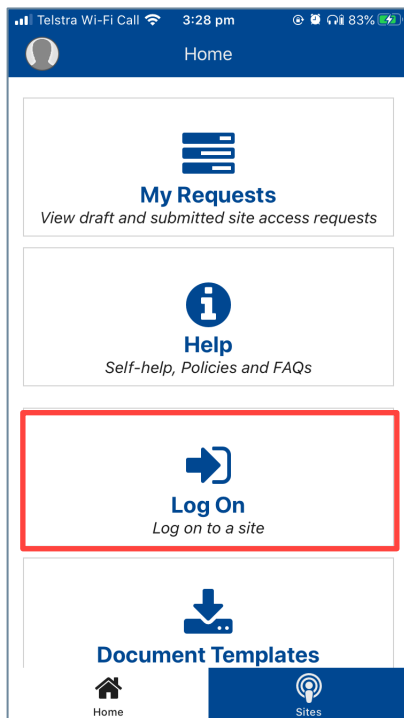
Logging on and off site is an important part of the site access process. It ensures that as an organisation we know who is on site and what work they are doing. This allows us to keep our visitors safe.

The site log on process also includes reviewing and acknowledging essential site information (ESI). This ensures that all visitors are aware of any hazards and site-specific information.
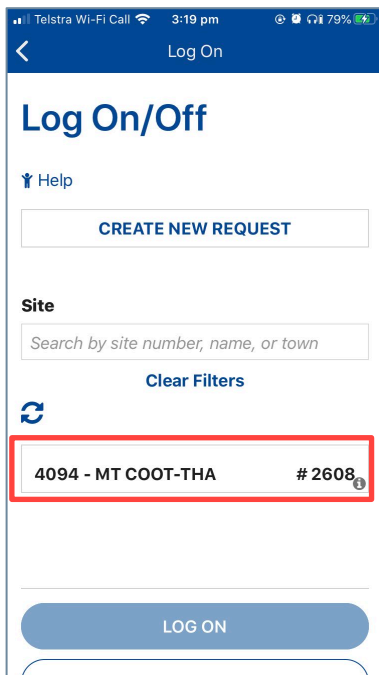
The screenshots in these instructions are from the mobile app however the log on process can also be completed on a workstation by following the same steps.

To log onto site:

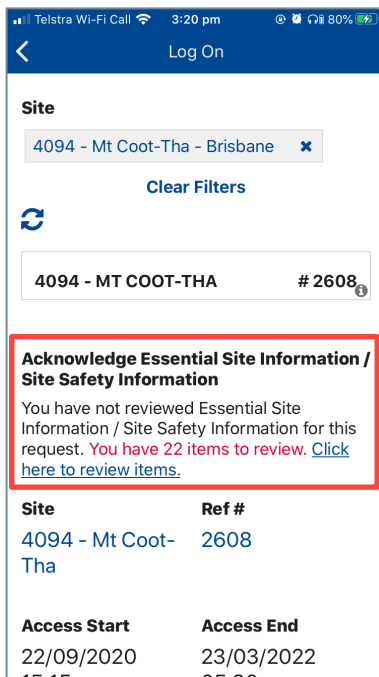- Select **Log On** from the home page.

- The log on page lists any active site access requests for which you are a visitor. Select the correct site access request.

When you log onto site you will need to review and acknowledge Essential Site Information (ESI) and Site Safety Information (SSI) if:
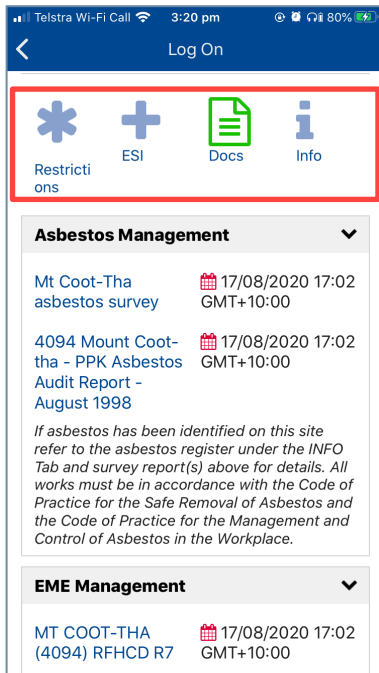
- It is your first time logging onto the site using the site access application.
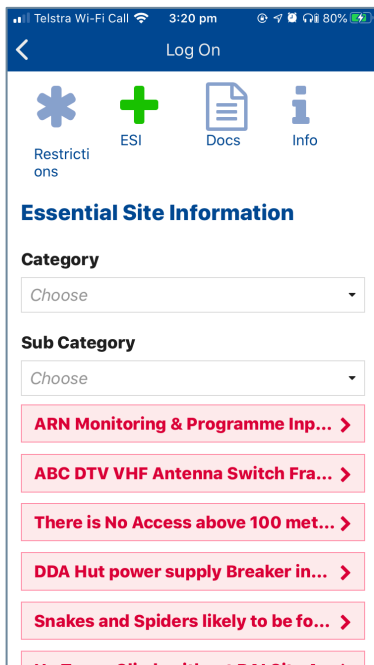- Changes have recently been made to the site safety information.

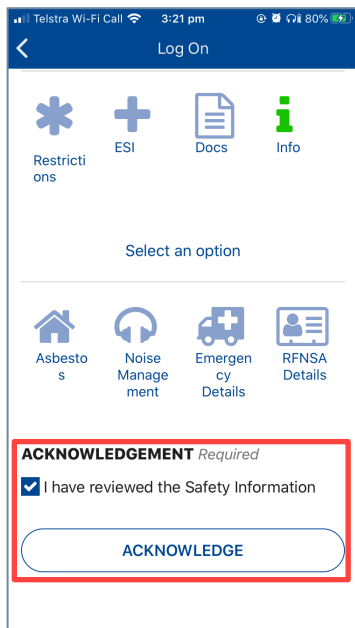To review the information:

- Select **Click here to review items**.

- Step through each of the icons for **Restrictions, ESI, Docs** and **Info** and review the information provided.

- Pay particular attention to Essential Site Information (ESI) that has been highlighted in red or has a red cross next to it. Expand those items to review the detail.

- Once you have finished reviewing the information, tick **I have reviewed the Safety Information** and select **Acknowledge.**

- Once complete select **Log On** and **Yes** to confirm.
- You are now logged on to site.

Tips and additional information

- If you are at site and unable to get a data connection, you can contact the SMC on 1300 224 022 to log you on in the Site Access Application and read any essential site information to you.
- You can verify that you have successfully logged on to the site by checking the home page and confirming that the **Log On** button now says **Log Off.**