Site Safety Information in Appian FIM or Contractor - Once Site Access Request has been approved



This Instruction explains how a FIM, or Contractor can access the Site Safety Information for a site that has an approved Site Access Request. This applies as soon as the SAR is approved and is also applicable while logged onto the site.

On a mobile device

- Log into the App
- Scroll to the My Requests tile and select



- If you are the applicant select the As an applicant option
- If you are not the applicant but are listed as a visitor select the As a visitor option.



• Scroll down to the Site Access Request section and select the link under the Site Heading that relates to the site you will be attending.

Ref #	Site	Work Types	Status	Access Start	Access End
3957	5021 - Pimpala MF	Site inspection - Unescorted	Approved	03/11/2021 08:07	04/11/2021 08:37
4					+

- Once the site summary page opens, select the Site Safety Info tab
- This will give you access to Site Restrictions, Essential Site Info, Documents, and Info





• Select My Requests

A Home Site Access R							
SITE ACCESS Safeguarding our people, si	tes & services	SMC Contact: 1300 224 022					
	Site Access Request Create a new Site Access Request	Log Off Log off from Pimpala MF - 5021	L1 Expedited Request Create an expedited Site Access Request				
	My Requests View draft and submitted Site Access Requests	Report Hazard Submit newlupdated hazard details	Skills and Inductions Update skills and inductions, and acknowledge policies				
	Templates	Help View resources, policies and user guides					

- If you are the applicant select the As an applicant option
- If you are not the applicant but are listed as a visitor select the **As a visitor** option.
- Choose the Site Access Request and the link under "Site" for the one you want to see the Safety Info for.

🔏 Home							Sit	te Access Requests	. 4
My Reques	sts	-14							🕇 Help
As an appl View requests IV	licant A: e created View requ	s a visitor ests as a listed visitor							
Ref Num		Site	Access Start		Access End		Reset		
Search		Search by site number, name, or town	<i>ddimmi</i> yyyy	曲	dd/mm/yyyy	曲	C		
Ref #	Site	Work Types	Status		Access Start		Access End	Date Created	1
3957	5021 - Pimpala MF	Site Inspection - Unescorted	Approved		03/11/2021 08:07		04/11/2021 08:37	03/11/2021 08:40	

• Select the Site Safety Info tab and then the tab for the info you wish to see.

😭 Home				2	Site Access Requests 🌔 🚽
5021 -	Pimpala M	F - Adelaide			
Summary	Site Safety Info Re	ated Actions			
					👔 Help
SITE RESTRIC	TIONS ESSENTIAL SIT	TE INFO DOCUMENTS INFO			
Essential	l Site Informat	ion			
c	ategory Choose		Sub Category Choose		1
Category	SubCategory	Title	Description	Last Modified Date	Is Acknowledged?
WHSE	Safety Issues	In response to the COVID-19 pandemic, BAI requires all visitors to practice the recommended hygiene standards. All visitors must apply hand sanitiser before and after accessing the site, disinfect hard surfaces that were contacted, bag and remove from site any used tissues, packaging and used PFE. Note -The Australian Department of Health recommends using a disinfectant that claims 'antiviral activity', meaning it can kill a virus (such as chlorine-based disinfectants). Disinfectant products containing at least 62-71% ethanol, 0.5% hydrogen	In response to the COVID-19 pandemic, BAI requires all visitors to practice the recommended hygiene standards. All visitors must apply hand sanitiser before and after accessing the site, disinfect hard surfaces that were contacted, bag and remove from site any used tissues, packaging and used PPE. Note -The Australian Department of Health recommends using a disinfectant that claims "antiviral activity", meaning it can kill a virus (such as chlorine-based disinfectants). Disinfectant products containing at least 62-71% ethanol, 0.5% hydrogen	02/07/2020 09:49 GMT+10:00	0