



SignOnSite

SUBCONTRACTOR INFO PACK



WE ARE USING SIGNONSITE ON OUR PROJECT

As a commitment to improving Work Health and Safety and Compliance, we are using a safety management system called SignOnSite.

The SignOnSite platform is a tool designed to make the sign on and induction process as simple as possible for you and your team.

And as a Subcontractor Supervisor you get free access!

On the following pages you will find instructions on how to download the SignOnSite Mobile App and ensure you and your workers are ready for their first day on site.

If you have any further questions, please feel free to let me know or you can connect with SignOnSite directly on the details below:

E: support@signonsite.com.au

P: +61 1800 744 666 (select option 3)

Click [here](#) for their suite of support documents and guides.

How To Get Started

Step 1 - Get The App

Search '**SignOnSite**' in the App or Google Play store



or

Use your camera to scan the QR code



Step 2 - Account Setup

Create an account and complete your Worker Passport

Step 3 - Sign On

When you arrive to site, open the app and click 'Find Your Site'

If you have any issues, find Troubleshooting inside the Menu to check your settings and permissions have been set correctly



SignOnSite

Mobile App Set Up

Permissions

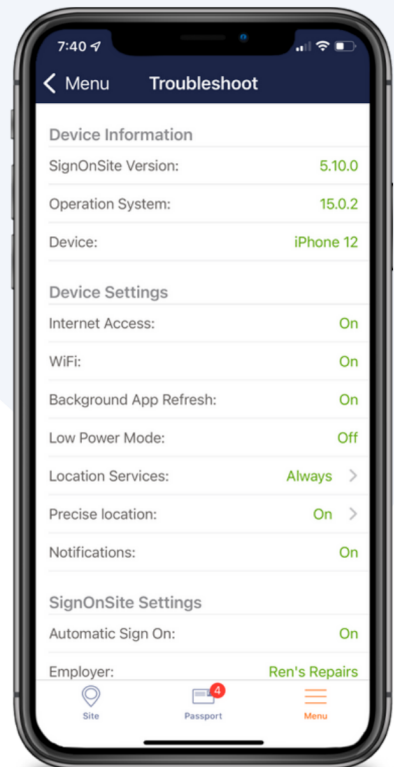
Giving permission to always allow location to be accessed along with other permission requests will allow the app to better perform the sign on function.



Confirm Settings

Check that all app settings are correct.
Tap menu > troubleshooting

If anything appears in **red** make the required changes or request assistance from your safety/site manager.



SignOnSite

Troubleshooting: iOS



To Access This Troubleshooting Screen

1. Open the SignOnSite app and click on the Menu button
2. Tap Troubleshooting

Internet Access

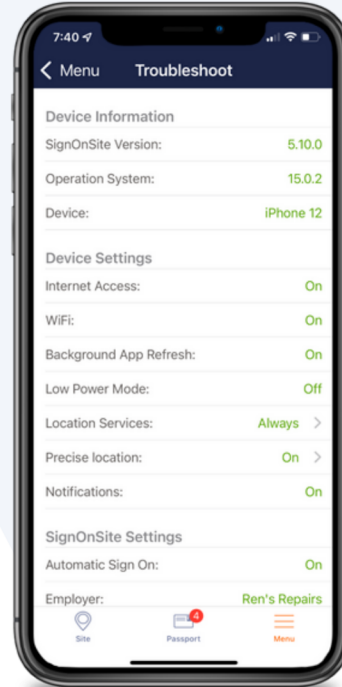
1. Swipe down from the top right of your screen to access the control panel
2. Tap the mobile data icon

Wifi

1. Swipe down from the top right of your screen to access the control panel
2. Tap on the Wifi symbol to turn Wifi on

Background App Refresh

1. Open the phone Settings > General
2. Go to Background App Refresh
3. Scroll down to the SignOnSite icon and tap on the slider until it turns green



Low Power Mode

1. Open the phone Settings > Battery
2. Tap on the slider until it turns green

Location Services

1. Open the phone Settings > Privacy
2. Tap on Location Services
3. Scroll down to the SignOnSite icon and tap on it
4. Select "Always"

Notifications

1. Open the phone Settings > Notifications
2. Scroll down to the SignOnSite icon and tap on it
3. Find "Allow Notifications" and tap on the slider until it turns green

Troubleshooting: Android



To Access This Troubleshooting Screen

1. Open the SignOnSite app and click on the Menu button
2. Tap Troubleshooting

Location Services

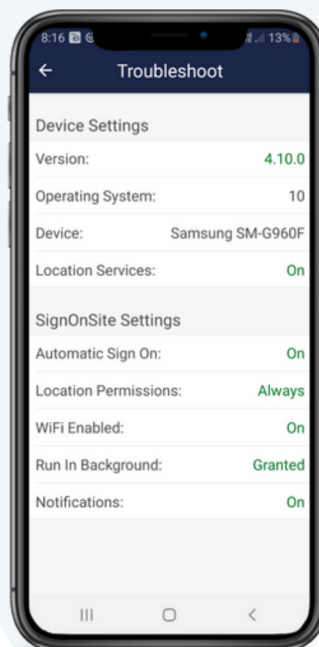
1. Open the phone Settings > Application Manager
2. Tap on SignOnSite
3. Select Permissions
4. Select Location
5. Tap "Allow all the time"

Automatic Sign On

1. Open the SignOnSite app and tap Menu > App Settings
2. Tap on the slider next to "Automatic Sign On" until it turns grey to orange

Location Permissions

1. Open the phone Settings > Application Manager
2. Tap on the more icon
3. Tap Permission manager
4. Select Location
5. Tap "Allow all the time"



Wifi

1. Open the phone Settings > Connections
2. Select "Wifi"
3. Tap the slider until Wifi turns on

Run In Background

1. Open the phone Settings > Application Manager > SignOnSite
2. Tap on "Battery"
3. Tap on "Optimise Battery" and click "Not Optimised"

Notifications

1. Open the phone Settings > Notifications
2. Scroll down to the SignOnSite icon and tap on it
3. Find "Show Notifications" and tap on the slider until it turns on

How SignOnSite Uses Your Location

