# Information Pack

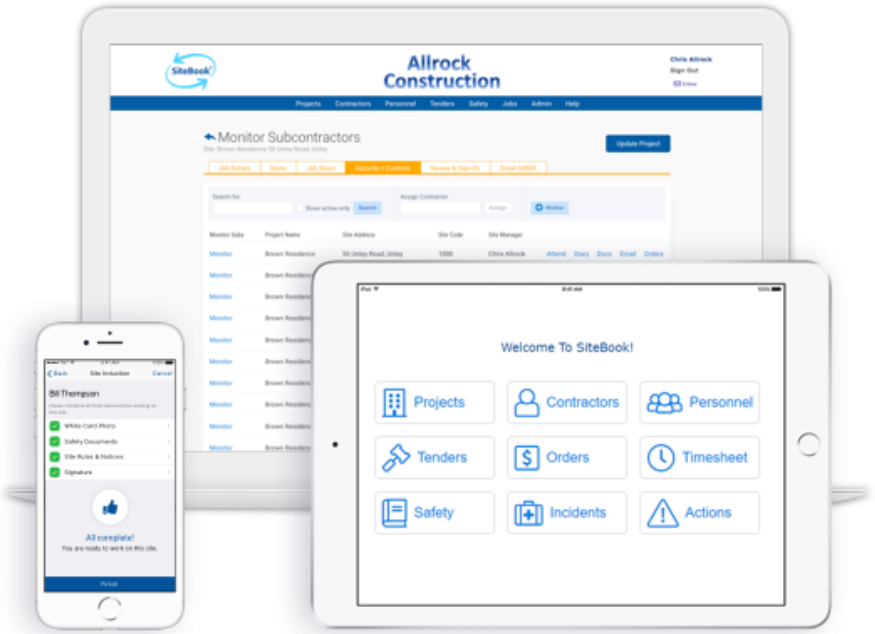
SiteBook is an Australian owned and operated, All-in-One Construction Management, Health & Safety software program designed for residential and commercial builders, civil contractors, plant operators and subcontractors.

At SiteBook we pride ourselves on working with your business to ensure that implementation of our system is as smooth a transition as possible and fits within your current business requirements. We offer a highly customisable product with the potential to build custom solutions to suit your unique practices and industry.

This info pack will give you a detailed overview of our primary features and benefits. This way you can determine how our software will fit into your current business processes and procedures.

SiteBook has been specifically designed for ease of use both on site and in the office. Our easy-to-use mobile app makes it quick and easy to make changes and updates on the go whilst running a busy building site.

https://www.sitebook.com.au/contact/



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# About Us

## Our Mission:

Our mission at SiteBook is to offer an easy-to-use cloud-based system to help companies manage projects, worksites, workers, subcontractors, jobs, and safety.

Our system allows workers to access project management systems and safety information from a desktop computer in the office or remotely through a mobile app via tablet or mobile phone. Our priority is making your site and safety management accessible, convenient, and easy to help streamline your WHS processes and project management.

## Who is SiteBook?

SiteBook was founded in South Australia back in 2012 after identifying a need that existed in the Commercial, Residential, and Civil construction sectors to help those businesses better manage their WHS obligations, legislative requirements and project management on site.

Typically, until SiteBook, most businesses still relied on paper-based practices but we have made this a thing of the past and today offer an easy cloud-based solution, that includes a mobile app, to sort and store your documents and processes for your employees, contractors, or subcontractors to access, from any location, at any time.

Over the last few years , with much help and feedback from our clients, SiteBook has evolved to offer much more than just managing safety, collaborating with our existing customers and continuing to develop our software capabilities to align with the needs of companies across a range of different industries.

# QR-Codes for Induction & Check-In

SiteBook can generate QR-Codes to induct workers and log attendance on your worksites.

Workers & Trades arriving on site simply scan the QR-Code, register their details, then complete an induction and in the process, check-in to the site attendance register. This process can be conducted entirely through their phone's web browser, meaning no downloads, no passwords, and no hassle or directly through our SiteBook App.

Core flute Site Signs can be ordered through SiteBook. The Site Signs can be branded, can double as a site safety sign, or be used in conjunction with your existing site signs.

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# Modules & Features

SiteBook offers a wide range of safety & project management features, many of which can be configured to suit your business.

SiteBook uses a cloud-based system to link the office and the worksite, ensuring real-time communication and updates for your team.

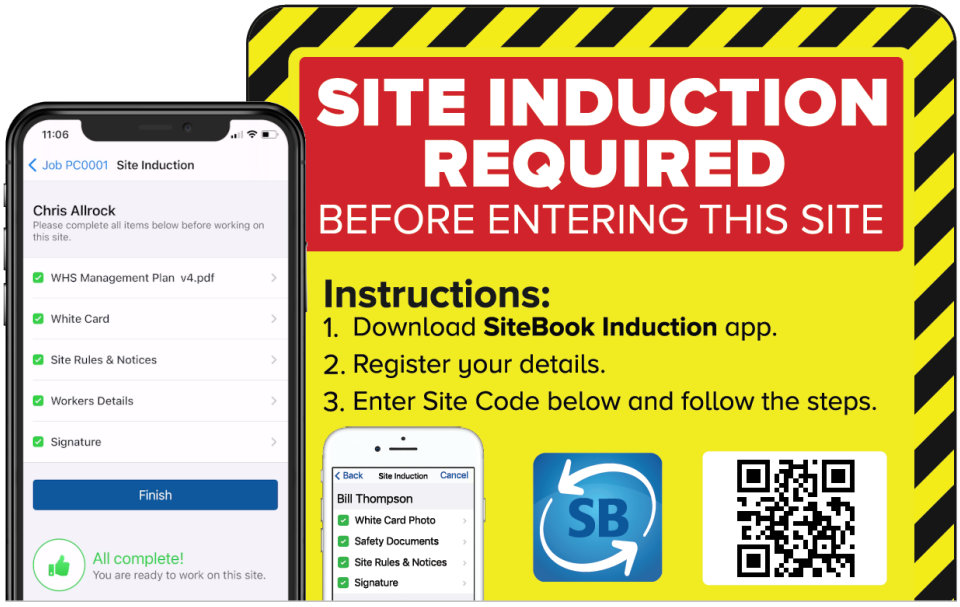
SiteBook has evolved to be one of the leading project management and site safety software programs in Australia.

## Site Inductions with QR-Codes

The induction process collects cards, tickets, licences, provides workers with a copy of the site safety documents, and includes customisable site rules & notices.

By requesting contractor safety information upfront, workers can sign-off a copy of their own SWMS as part of their induction. A signature is captured to complete Induction process, before generating an induction report. The report is stored in SiteBook along with the project documents, and is readily accessible by Site Managers on their mobile app.

The Site Manager also has access to the induction register, with traffic-light compliance indicators. Induction requests can be sent via SMS, email or by downloading the app.



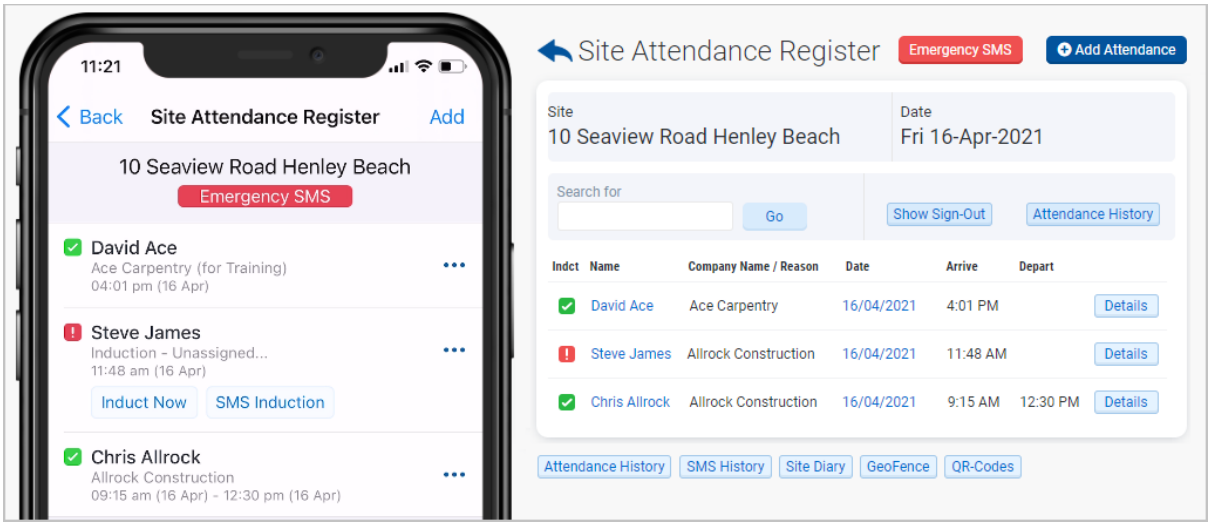
## Site Attendance & Geofencing

For worksites that require a record of attendance, SiteBook can use the same QR-Code to link to both inductions and attendance. Scan QR-Code to arrive, scan again to depart this process can also be completed manually via our mobile app.

Daily Attendance Registers are available for each worksite with Emergency SMS notifications and complete attendance history with search filters and exportable data.

SiteBook captures the details of who is on site, check-in time, departure time, and reason for attending site. Site Managers can SMS a "Sign-off" request to Trades who forget to Sign-off the site.

SiteBook also have the capabilities for Geofenced Auto-Attendance, for silent arrivals and departures. Simply set up a Geofence perimeter within SiteBook, and switch on auto-attendance in your mobile app.

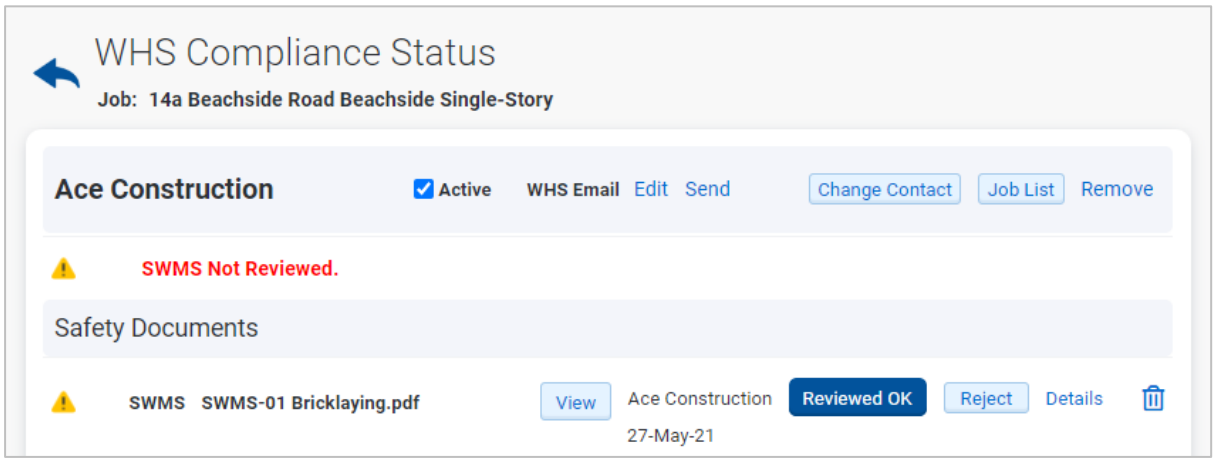


## SWMS Collection & Review

The SWMS review process has been made easy for site managers – once contractors have provided a copy of their SWMS through the Subcontractor Portal, site managers can review and approve on their computers or mobile device.

Simple traffic-light visuals and records of who & when the SWMS was reviewed for each worksite.

SiteBook also gives the ability to reject a SWMS and notify the subcontractor of the reason, requesting an updated SWMS e.g. SWMS not signed by workers.

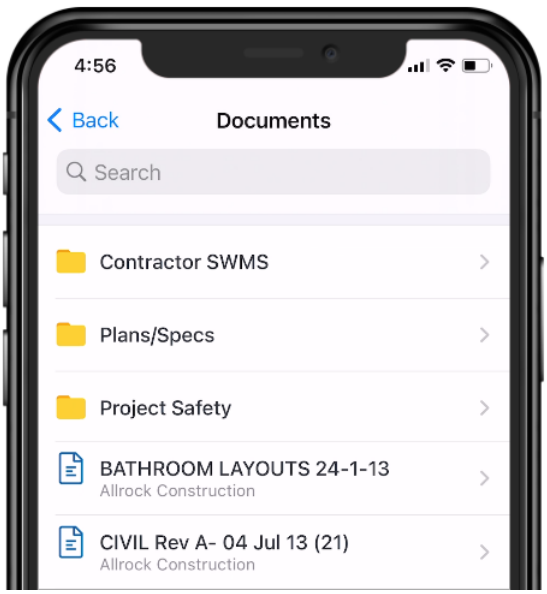



## Project Document Management

Connect the site and office with real-time revisions and updates via the cloud.

The latest Site Documents available on each workers mobile device at the touch of a button, with customisable folders and customisable permissions for Plans & Specs, Safety Documents, Contractor SWMS, specific to site.

Use our in-app PDF Viewer complete with mark-ups, annotations, and email forwarding.

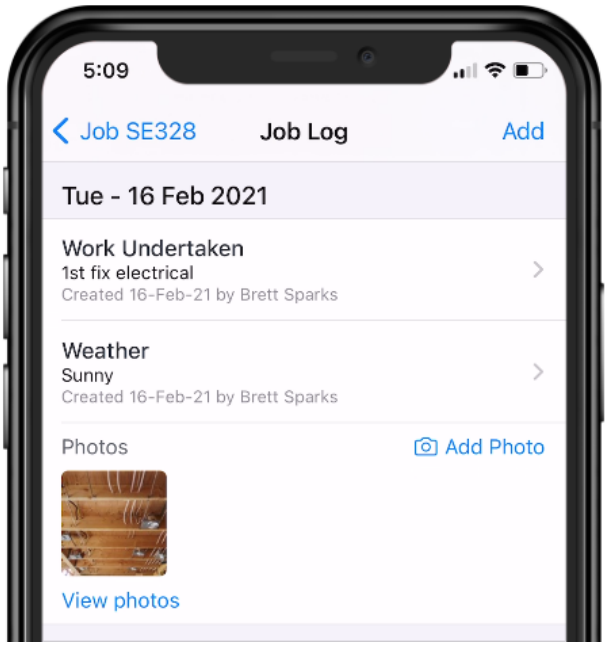


## Site Diary / Job Log

Job-specific activities logs with customisable diary templates.

Full photo support complete with editing and annotations.

Leave a log of notes and photos to record work undertaken for that day to be viewed on the phone or the web browser.

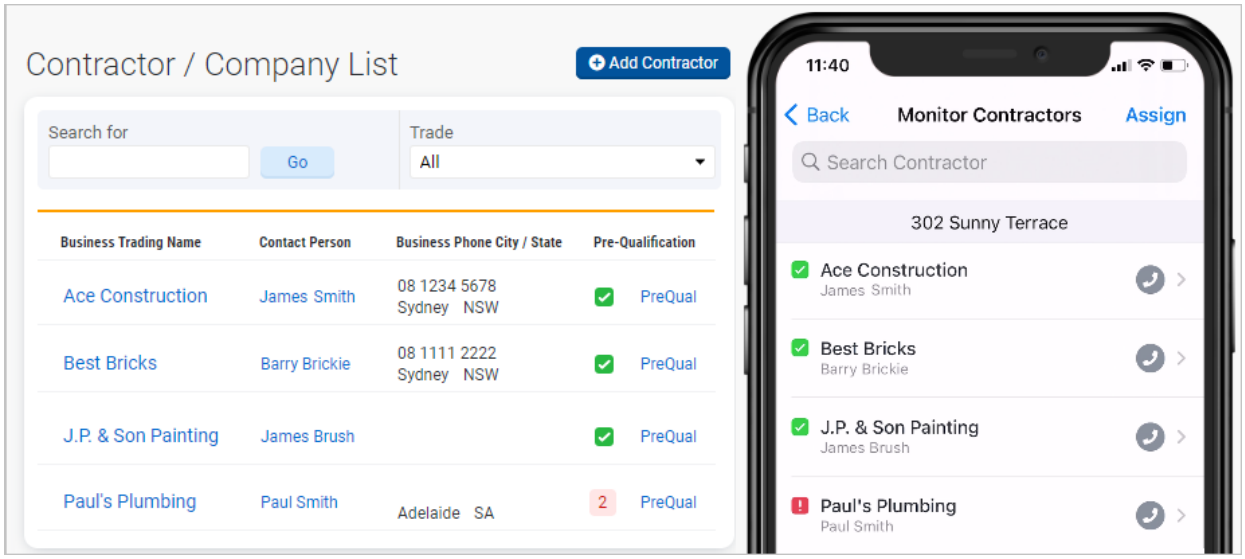


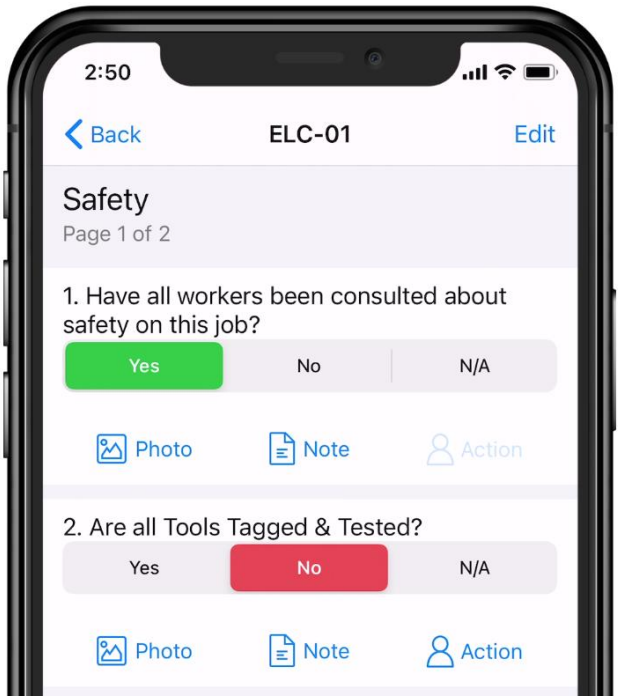

## Contractor Management (Pre-Qual)

As part of managing safety, you may be required to collect certain documents from your subcontractors. SiteBook lets you send Pre-Qualification requests for contractors with licence and insurance collection, subcontractor agreements, and more.

This includes automatic renewal requests for expired contractor items, as SiteBook automates the process of collecting pre-qualification items for your subcontractors.

Select the requirements for each of your contractors, send them a link to the Subcontractor Portal, and then once they've uploaded their documents, review and approve the items.






## Check Lists

All of your checklist templates, available at the press of a button. Generate reports automatically, including all attached photos, notes, and required action notifications.

Send instant Email and SMS notifications when assigning corrective actions, to internal staff or subcontractors. Non-conformance issues, defects, hazard warnings, all available to resolve through our subcontractor portal.

Full checklist report archives saved within each job, able to be archived and exported as a zip folder.

## Photos

Cloud based photo storage for each project, allows real-time updates for the website and mobile app.

Create custom folders for each project to store and sort your photos.

Update file names, leave notes, and move photos between folders with your mobile device.

## Daily Safety Notice

All worksites, have a daily safety notice board, which can be updated at any time. This can be accessed by any of your workers and contractors through the mobile app or their phone browser, at any time.

We can also link a confirmation of the daily safety notice to attendance – this way anyone checking in will have to mark the daily safety notice as 'read & understood'.

## Defect Lists (Corrective Action Reports)

Unlock the ability create a defects list and assign multiple corrective actions under a single report. This can be generated as a PDF report and emailed to internal staff or subcontractors.

Subcontractors will receive a link to our subcontractor portal and be given the ability to view and resolve their assigned actions, along with leaving any relevant notes or photos before notifying you of their completion. Manage and track your defect lists and corrective actions through SiteBook.

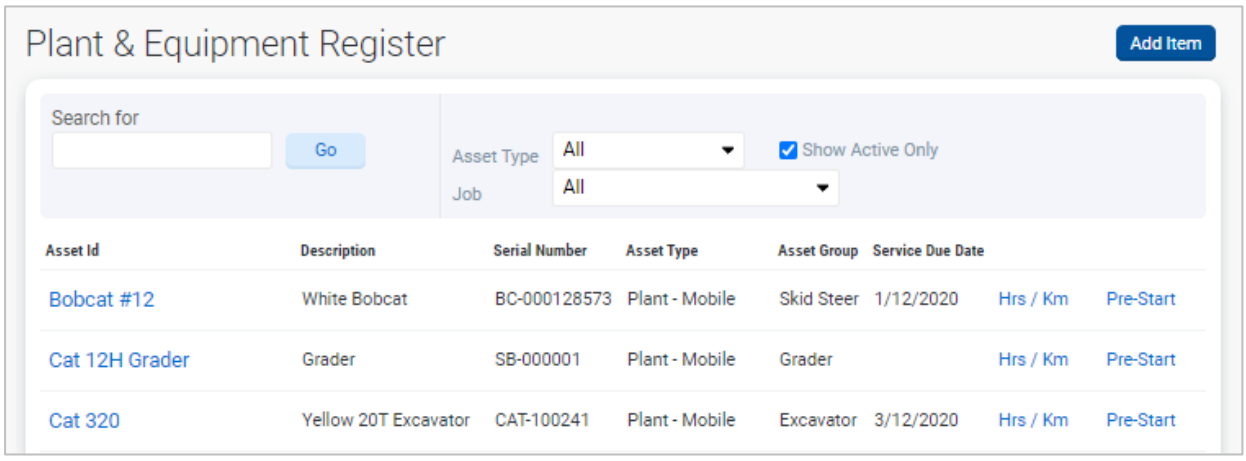
## Dashboard

Custom dashboard reporting for Inductions, Attendance, and Incidents. Full visibility across all or individual worksites for site managers and office staff.

## Vehicles/Plant Management

Assign plant & equipment to projects with the touch of a button, complete with configuration options, and plant details including registration dates, service history, and maintenance logs.

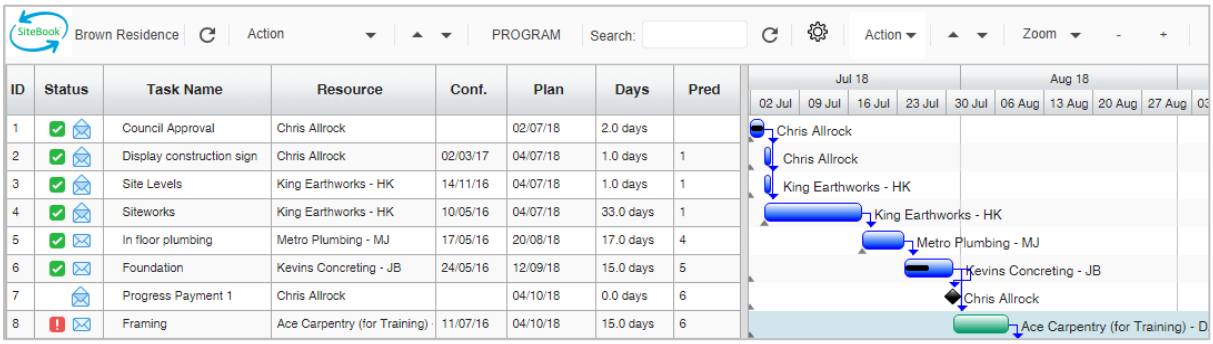
All of your Pre-Start checklist Templates are available through our mobile app, complete with fault recording, issue notifications, and real-time maintenance logs available for all plant & equipment. Online cloud access to SOPs, operator manuals, and all of your plant safety docs.



## Project Scheduling & Gantt Chart

Job scheduling and contractor notifications are available in our Gantt chart and call-up sheet. Tender management for projects including bidder selection and document distribution. Lock work orders behind safety requirements to secure compliance from your contractors.

Assign resources internally through SiteBook, send the safety checklist email to the contracted resource, and they can confirm the start date through our subcontractor portal as they upload their safety information.

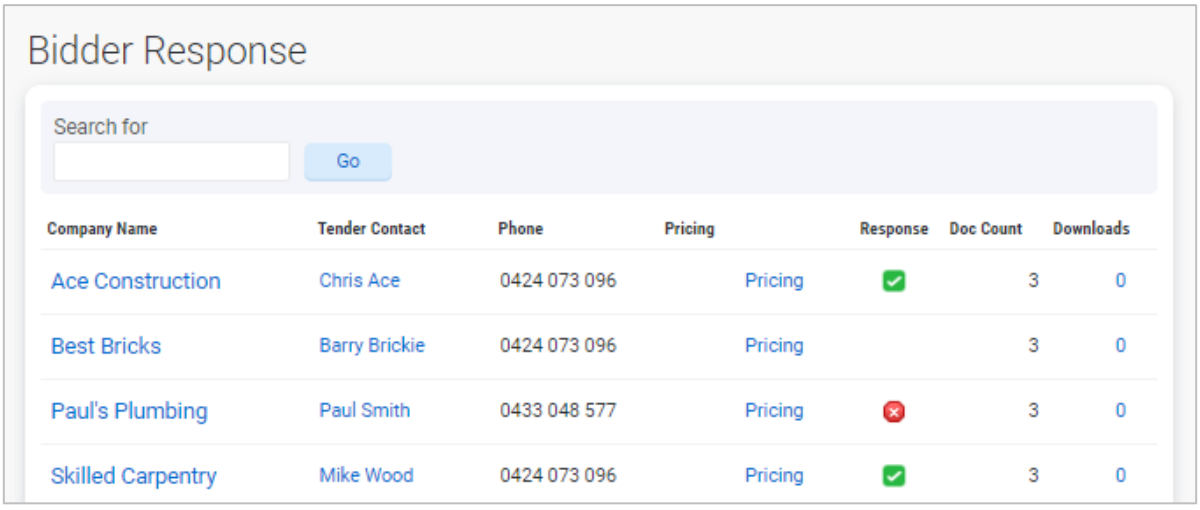



| ID | Status | Task Name | Resource | Conf. | Plan | Days | Pred |
|---|---|---|---|---|---|---|---|
| 1 | | Council Approval | Chris Allrock | | 02/07/18 | 2.0 days | |
| 2 | | Display construction sign | Chris Allrock | 02/03/17 | 04/07/18 | 1.0 days | 1 |
| 3 | | Site Levels | King Earthworks - HK | 14/11/16 | 04/07/18 | 1.0 days | 1 |
| 4 | | Siteworks | King Earthworks - HK | 10/05/16 | 04/07/18 | 33.0 days | 1 |
| 5 | | In floor plumbing | Metro Plumbing - MJ | 17/05/16 | 20/08/18 | 17.0 days | 4 |
| 6 | | Foundation | Kevins Concreting - JB | 24/05/16 | 12/09/18 | 15.0 days | 5 |
| 7 | | Progress Payment 1 | Chris Allrock | | 04/10/18 | 0.0 days | 6 |
| 8 | | Framing | Ace Carpentry (for Training) | 11/07/16 | 04/10/18 | 15.0 days | 6 |

## Tender Management

Distribute Tender invitations, with plans & specifications, to your subcontractors via our subcontractor portal.

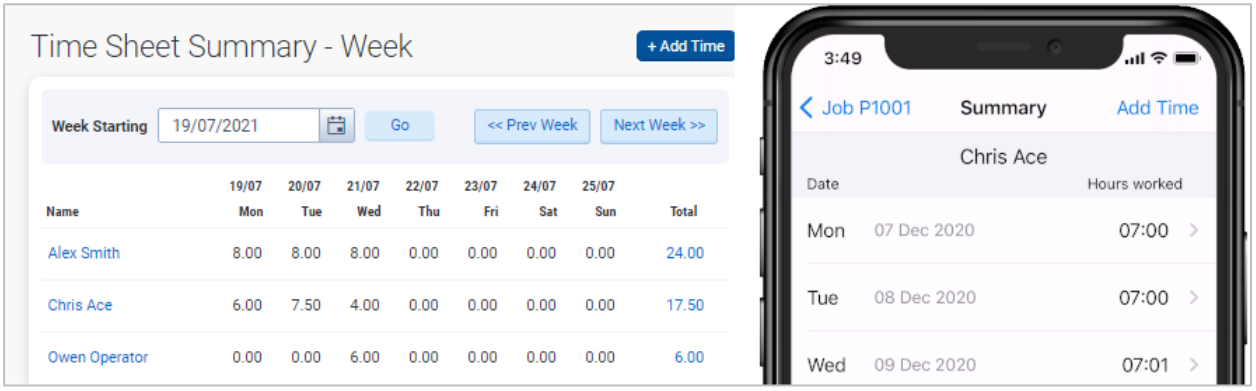
Maintain your tender Document Register, email a Request for Tender to bidders, record the documents downloaded by Bidders and send out Request for Information (RFI's) to your applicants.



## Time Sheets

Log job time quickly and easily on-site with our mobile app with start & finish buttons. Alternatively, add time manually by start / finish or by duration, complete with customisable cost-codes let you flag time by activity or rates.

Approve worker timesheets immediately and on-the-go with your phone and search complete timesheet history for all jobs with search filters, exportable as a spreadsheet.



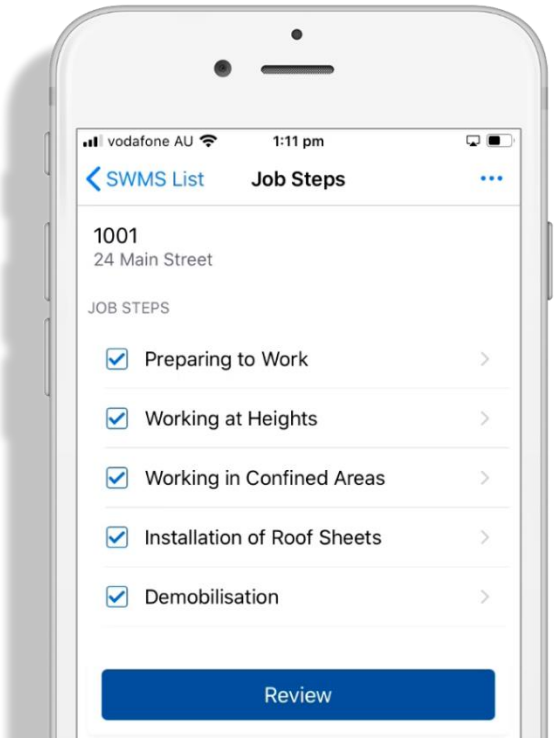

## Prepare SWMS

Create and edit complete site-specific SWMS on the worksite with our mobile app.

Add custom pick-lists, or text entry fields to update the front page of your own SWMS template and select relevant job steps based off of a pre-populated SWMS template.

Streamline SWMS development using all your existing templates, uploaded into SiteBook.

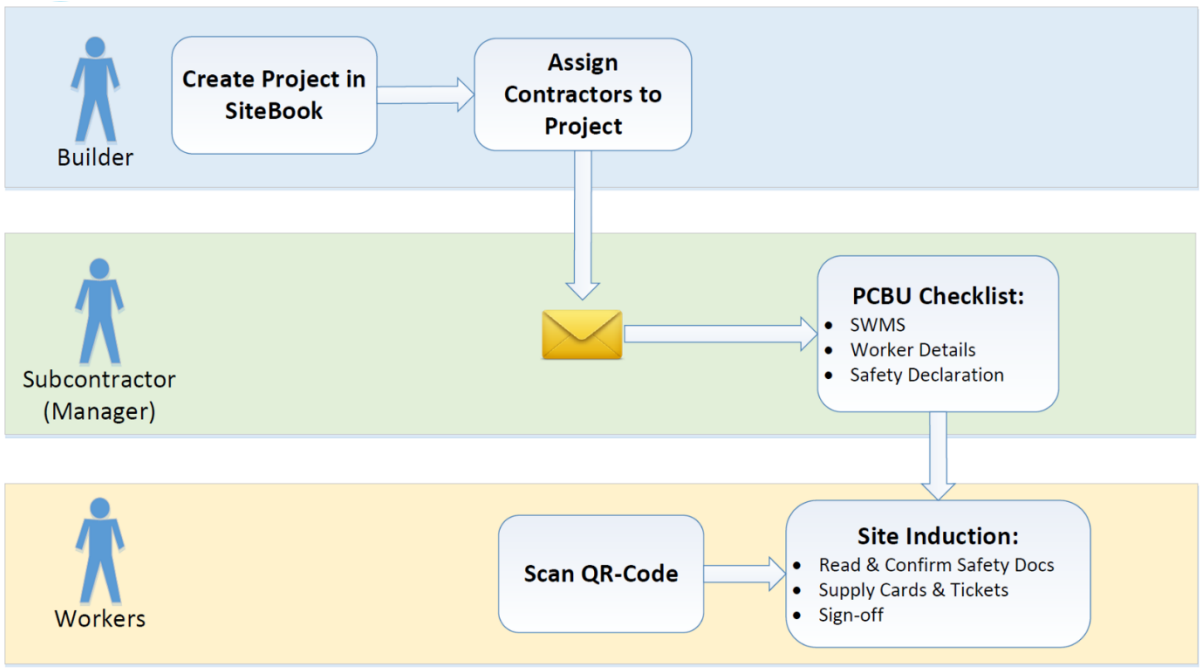
Let workers review and sign-on instantly using the same device, or online using their own device.



## Safety Information Collection

SiteBook collects information from contractors in a particular way. To save contractors from logging-in and remembering passwords, whenever we request information from a contact, we send them an email link to our Subcontractor Portal. This way, all the subcontractor has to do is click on the "click-here" link and upload their information.

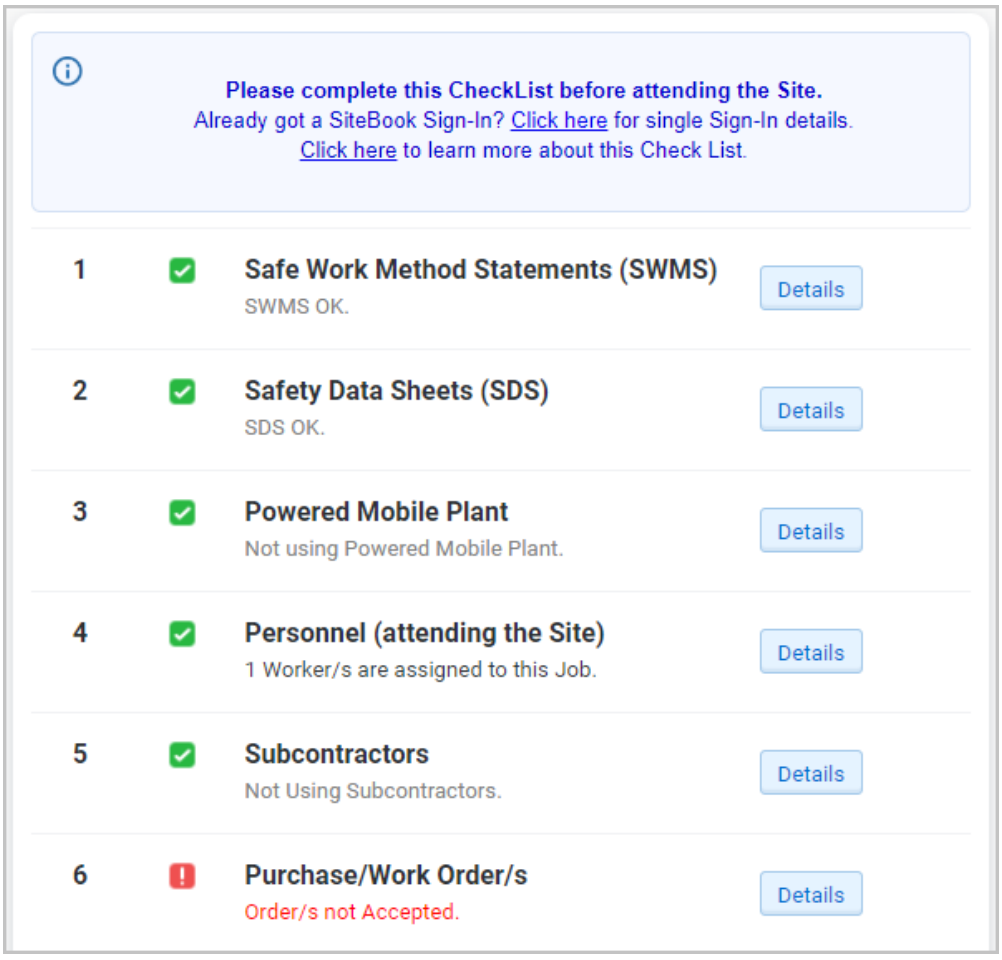
Once a project has been created in SiteBook and contractors have been assigned to that project we email the contractors a PCBU Safety Checklist for them to complete through our Contractor Portal.




As part of the PCBU Checklist we send to each contractor, you can adjust the items they are asked to provide.

The PCBU Safety Checklist typically requests:

- A copy of the contractor's SWMS for the worksite
- The details of workers attending the worksite
- The Plant & Equipment register
- Licences & Insurances
- SDS Documents




This PCBU Checklist can be customized to include anything you require.

We can also send purchase and work orders to contractor via the PCBU Safety Checklist, which lock viewing and accepting the order behind the provision of the contractor's safety items

## Other Safety Features:

**Toolbox Talks** – record the details of your safety meetings and generate PDF reports of your toolbox talks, archived under each project's documents.

**Hazchem Register** – keep an active record of your stored chemicals on the worksite, including notes on location, storage means, labels, quantity, and available SDS document access via the cloud.

**Incident Management** – record the details for Incident, Injures and Hazards on site, attach photos, documents and or notes, and generate PDF reports for archiving.

**Online Safety Manual** – digitise your safety manual, for easy mobile access via the cloud.

**WHS Management Plans** – automatic generation of site-specific WHS management plans for each project and worksite.

**Instructions / Actions** – instant action notifications & instructions via SMS and email notifications to responsible persons available for view and close-out through the contractor portal.

**To-Do List** – to-do reminders in the form of push notifications, which can be set to link directly to a checklist template or toolbox talk form.

**Subcontract/Work Orders Generation** – generate subcontracts and work orders through SiteBook for each job.

**Client Portal** – give clients read-only access to specific SiteBook modules including site documents and Gantt Charts.

**Procore Connector** – sync your SiteBook project folders with your Procore account. Daily updates to push your safety documents into Procore.

## Custom Solutions

SiteBook is a highly customisable system, and as such, it is possible for any features you may require to be built by our development team.

Minor changes made to your templates are made at no extra charge. If you require significant customisation to SiteBook then changes can be made. Contact us for a quote.

We welcome ideas for improving SiteBook, and we are happy to collabarate with you to provide customised solutions to suit your business.

## Fees & Support

SiteBook subscription levels and price guide is published on our web site. Subscription levels are based on the resources required by your company. The level we have allocated is based on the information supplied by you. If your resource requirements change, then you have the option to change your subscription level.

SiteBook offers a number of phone support and email support options to suit your business.

Our Privacy Policy, as well as our full Terms and Conditions are available on our website: www.sitebook.com.au

## The Next Step

If you'd like a demo with SiteBook, please fill out our contact form and we will get back to you as soon as possible.

If you'd like a hands-on demo with SiteBook, please give us a call to organise a 14-day free trial. We will set up an account for your business and upload some of your existing templates into the system, so you can get a feel for our process using your own existing documents.

If you have any questions please contact us via:

Phone: 1300 736 316

Email: support@sitebook.com.au