

User Guide No: PRO-UG-021

Process Area: Facilities Management Operations

1 Purpose

To illustrate how a visitor using City Onsite can:

- Open a digital work permit
- Perform a welfare check
- Close a digital work permit


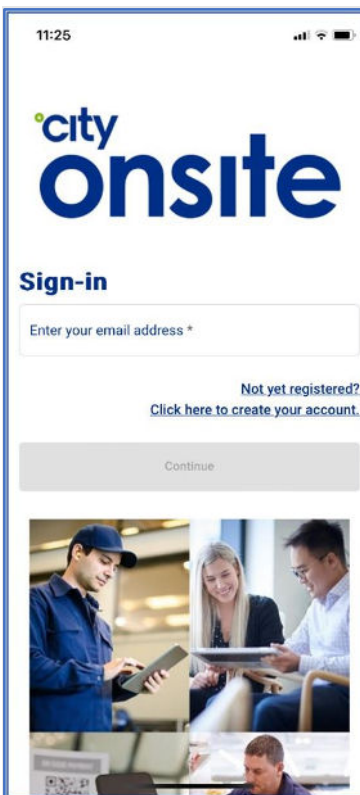

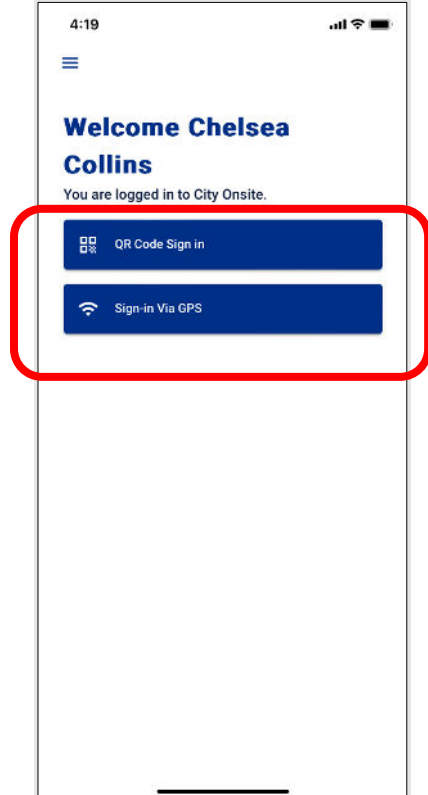
2 Scope

City Onsite is an application used by City's Partners to digitally manage visitors to their sites. The application has been enhanced to include City Permits, a digital work permit system available to all City Onsite visitors to lodge for the following high-risk jobs:

- Fire Protection Equipment Impairment Permit
- Confined Spaces Access Permit
- Roof and Ceiling Access Permit
- Hot Works Permit
- Electrical and Gas Isolation Work Permit
- Ground Penetration Permit
- Penthouse Clean Access Permit
- Cleaning Schafer Mechanised Areas Permit
- EWP & Scaffold Work Permit

NOTE: City Onsite is available on Comp Portal, Apple App Store or Google Play Store for download and install prior to site visits. Accessing City Onsite via a mobile web browser is also possible.

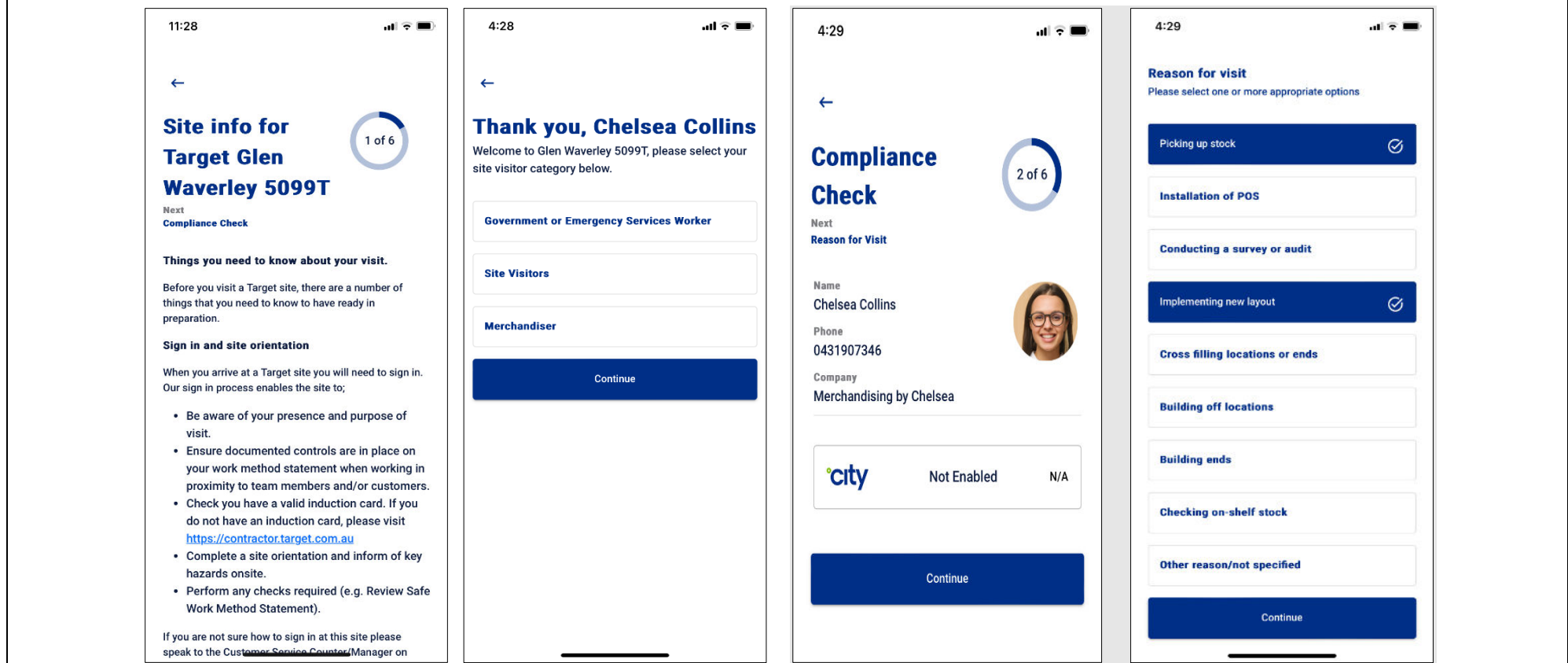
3 User Guide

Step 1 – Scan QR Code	Step 2 – Sign In to City Onsite		
 <p>The screen displays the City Onsite logo, the text "Visitor Sign-in", a large QR code, the location "Glen Waverley 5099T", and the website "www.cityonsite.com".</p>	 <p>The screen shows the City Onsite logo and a "Sign-in" section with an email input field. Below the field is a "Continue" button and a "Not yet registered? Click here to create your account." link. An image of people working is at the bottom.</p>	 <p>The screen shows the City Onsite logo and a login form with "Email Address" (pre-filled with david@fitzpatrick.id.au) and "Password" fields. "Enter" and "Forgot password?" buttons are at the bottom.</p>	 <p>The screen displays "Welcome Chelsea Collins" and "You are logged in to City Onsite." Two buttons are highlighted with a red box: "QR Code Sign in" and "Sign-in Via GPS".</p>

Using the current process, scan the QR code to sign in to City Onsite. If you are not signed in to City Onsite already, you will be prompted to enter your email address and select **Continue**.

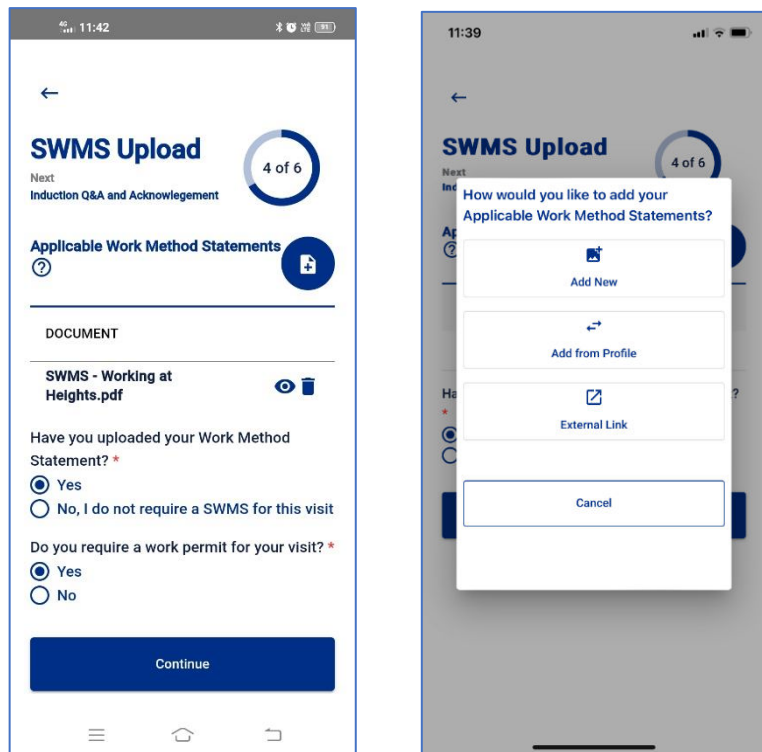
Enter your password and select **Enter**. At the dashboard screen, sign-in can be actioned by scanning the QR Code, or via a list of appropriate sites determined by the geo-location of the mobile device.

Step 3 – Review Site information, Visitor Category, Compliance Check, Reason for Visit



Review the site information carefully. Take note of details relevant to your visit. An emergency evacuation diagram is available, as well as a site hazards and asbestos register if relevant. Scroll to the bottom of the page and select **Continue** to proceed to the next step. Select the appropriate visitor category and select **Continue** to proceed. Select the Company represented. A City compliance check in this instance is not enabled for this visitor. Select the **Continue** to proceed. Select the appropriate Reason(s) for Visit for your Visitor Category. Select **Continue** to proceed.

Step 4 – Upload SWMS



Step 5 – Work Permit Requirement



If a SWMS is relevant for this visit, add a SWMS by selecting the document plus icon.




A SMWS can be added from new (photo, photo library, or file location), from the user profile, or by adding an external link to an online storage location.

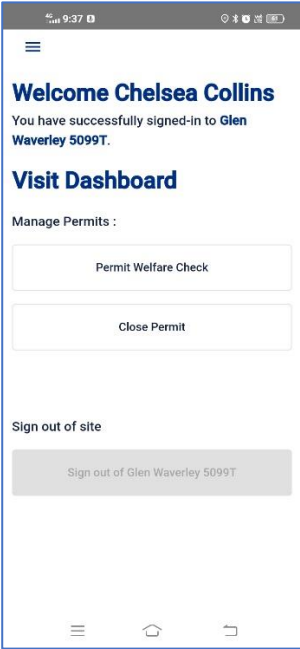

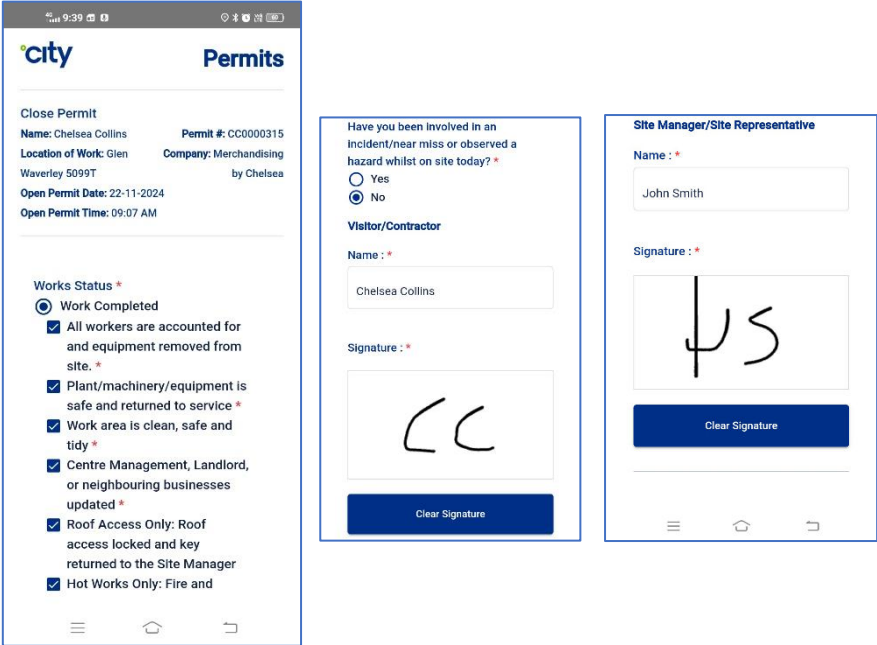
If a work permit is relevant for this visit, Select Yes for the Site Representative to validate.

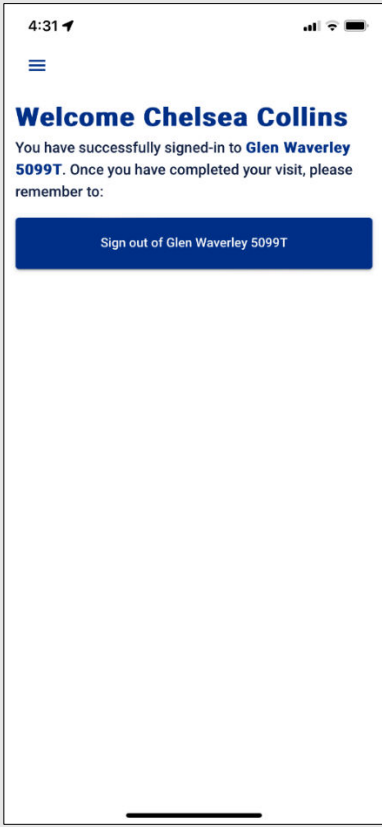

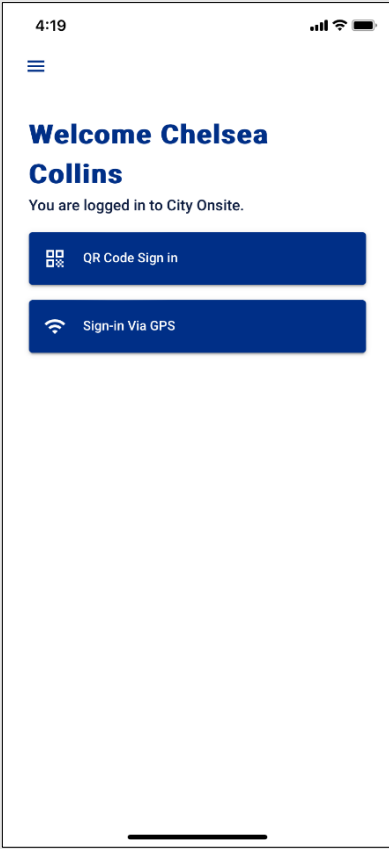
Select **Continue** to progress to the next step.

Step 6 – Q&A and Visitor Acknowledgement	Step 7 – Team Member Validation
<p>Select the Target Site Induction Q&A options that are relevant to your visit. Initial where indicated with your finger and select Continue to progress to the next step.</p>	<p>Pass the device to a site representative for validation. The site representative will confirm the visitor details match, validate work permit requirement, provide their name and signature. Select Complete Induction to complete the visit induction.</p>

Step 8 – Open Permit – Part A: Work Details	Step 9 – Open Permit – Part B: Assessment and Controls		
<p>If a work permit is required, the Permit form opens. With the site representative, review Part A: Work Details. Add in the Work Order Number, Description of Work and any additional people performing work and duration of Work Permit . Note: For City Subcontractors, the work order and description will be prepopulated, and you may overwrite the information as required.</p>	<p>Select the relevant Work Permit required in Part B: Assessment and Controls. Confirm items to be actioned for selected work permit(s). City standardised high risk work permits available in City Onsite are: Roof and Ceiling Access Permit, Hot Works Permit, Electrical and Gas Isolation Work Permit, Ground Penetration Permit, Fire Protection Equipment Impairment Permit and Confined Spaces Access Permit, Penthouse Clean Access Permit, Cleaning Schafer Mechanised Areas Permit and EWP & Scaffold Work Permit .</p>		

Step 10 – Open Permit – Part C: Acknowledgement (Person Performing the Work)	Step 9 – Open Permit – Part D: Site Manager/Site Representative Acknowledgement	
		
<p>Review and confirm necessary precautions undertaken in Part C: Acknowledgement (Person performing the work)</p> <p>Initial where indicated with your finger.</p> <p>If a spotter is required for the duration of the work to be undertaken, pass the device to the Spotter to include name and signature.</p>	<p>Pass the device to a site representative for review and acknowledgement.</p> <p>The site representative will review and discuss the necessary requirement for the high-risk work permit, include their name and signature</p> <p>Select Submit to open the permit.</p> <p>An Open Permit can be saved as a draft at any given time and retrieved to be completed and submitted once additional information e.g. atmospheric reading results, is available.</p>	

Step 10 – Visit Dashboard	Step 11 – Permit Welfare Check	Step 12 – Close Permit
		
<p>The Visit Dashboard allows you to manage your permits: Resume your Draft Permit, Close Permit and record a Permit Welfare Check by the Site Representative.</p> <p>You may sign out of site once an Open Permit has been closed.</p>	<p>For some permits, a welfare check is required to be conducted by a Site Representative.</p> <p>The Site Representative will outline any issues identified, add their name and signature and select</p> <p>Complete Welfare Check</p>	<p>Select Close Permit to specify Work Status, specify incidents/near misses or hazards observed.</p> <p>Include your name and initial where indicated.</p> <p>Pass the device to the Spotter if required.</p> <p>Pass the device to the Site Manager/Site Representative to validate and initial.</p> <p>Select Close Permit</p>

Step 14 – Signing Out of Site	Step 8 – Visit Summary & Sign-out Confirmation	Step 9 – Return to Dashboard
		
<p>Select the Sign out of <location name> button.</p>	<p>Reconcile onsite updates with the originally stated Reason for Visit. Sign the Sign out confirmation and select the Confirm Sign out button.</p>	<p>The application will navigate to the City Onsite dashboard screen ready for sign-in to next site.</p>

4 Document Control

Approval

	Title	Name
Administrator	Procurement Manager – OSS	Jessica Kearns
Approver	Head of Financial Control – Finance	Leonard Khoo

Electronic approval maintained on file

Document History

The following table lists the changes made to this document:

Version	Date	Amended By	Brief summary of changes
1	06/12/2023	Karen Chang	Initial release.