

About Site Safety

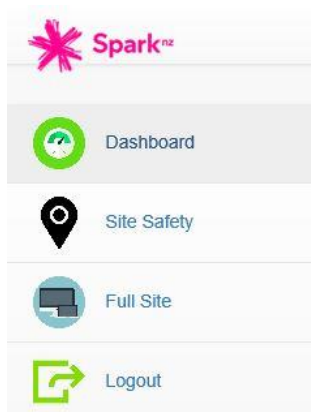
As part of our drive to continually improve our health and safety performance, Spark wanted to easily maintain site specific safety information so those that work on our sites are aware of site specific hazards before they arrive on site.

We want to ensure that the activities you engage in, on our behalf, do not cause harm to you, our respective employees or others. Spark values the relationships we have with you, our supplier and trust that you will see the benefit of this initiative.

1. Access to Site Safety



1. Click on the QR code **or**
2. Copy the URL into your browser to access the mobile platform of the website:
<https://spark.riskmanager.co.nz?ret link=https%3A%2F%2Fspark.riskmanager.co.nz%2FDoTNet%2Fdb04r.aspx>
3. Each supplier has been issued with a single user account and password to Site Safety. It is the responsibility of the supplier to circulate the login details to those who require it.
4. To access Site Safety, use your login and generic password provided by Spark. You will be prompted to change your password when you first login.

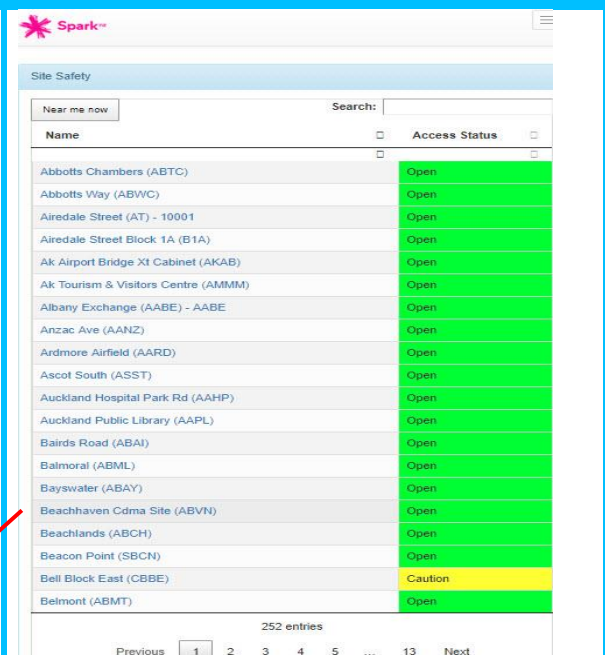


5. Each supplier has been issued with a single user account so if one user changes the password then they will need to notify all others of the new password.
6. Save the Site Safety icon onto their mobile device home screen for easy access.
7. The Site Safety landing page is made up of a dashboard and a Site Safety icon.
8. Click on the Site Safety icon to access the module.

2. Finding a site & checking the status

1. Suppliers can easily search for a site using either the free text search or using Near Me Now option.
2. If the supplier is in field, geolocation will display all sites in that location.
3. The Access Status field will show a traffic light system to indicate if the site is
 - Open (no uncontrolled hazards to report)**
 - Caution (exercise caution)**
 - Red (site is closed)**
4. Click on the Site Name to access the site information.

Click here



3. Site Summary Page

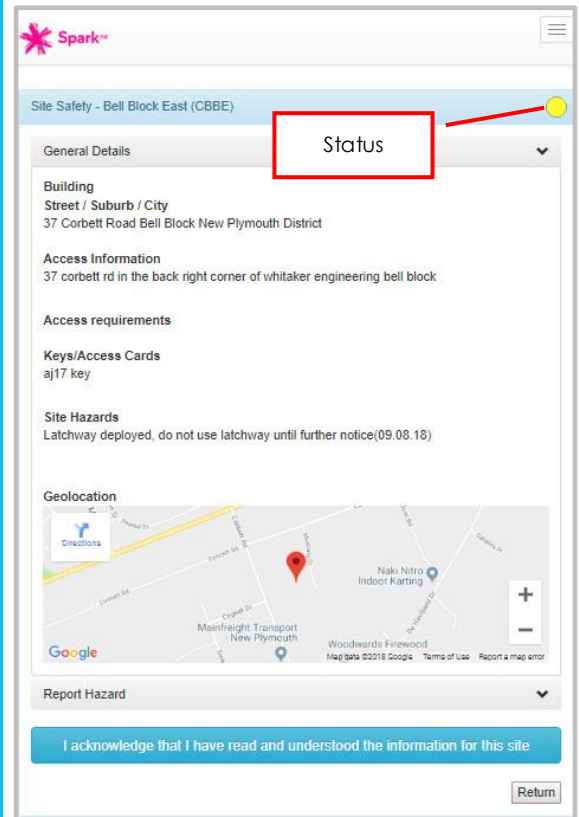
The summary page will hold :

- ❖ **Site Address:** The physical location of the site.
- ❖ **Access Information:** Specific access information for this site and if any areas have restricted access.
- ❖ **Access Requirements:** Does this site require key/access cards
- ❖ **Site hazards:** Any hazards reported for this site – is the site open or closed.
- ❖ **Geolocation:** Use this function to get to the site
- ❖ **Site Status:** The traffic lights indicate if the site is:

Open (no uncontrolled hazards to report)

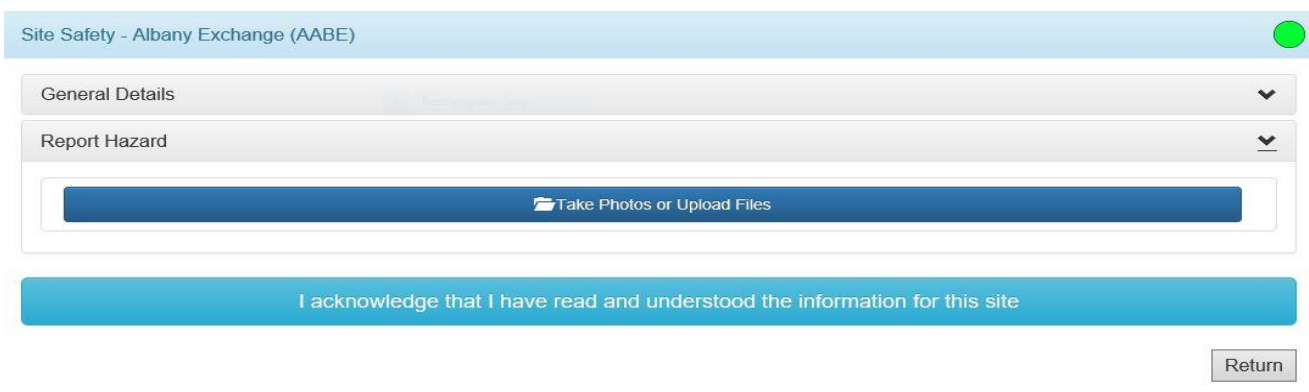
Caution (exercise caution)

Red (site is closed)



4 Report a hazard & acknowledge the information

1. If you have a hazard to report. Select Report Hazard; add a photo and submit.
2. Select the "I acknowledge button" to confirm that they have read and understood the information on this site.



END