As part of the SkyVisitor suite of software for Visitor Management, SafeWorks forms the module for Contractor Management. Cloud-based, with local cache for continued operation should the Internet connection fail, it has Windows App interfaces that synchronise fully when the connection is restored. In addition to monitoring personnel and visitors on site, the system handles associated documentation and control of asset allocation (such as keys, access cards, parking spaces, radios and site equipment). It is designed to assist in controlling people invited to site: Highlighting site rules before arrival, providing guidance on sign-in and documentation requirements pre arrival and on arrival, plus monitoring contractor induction.
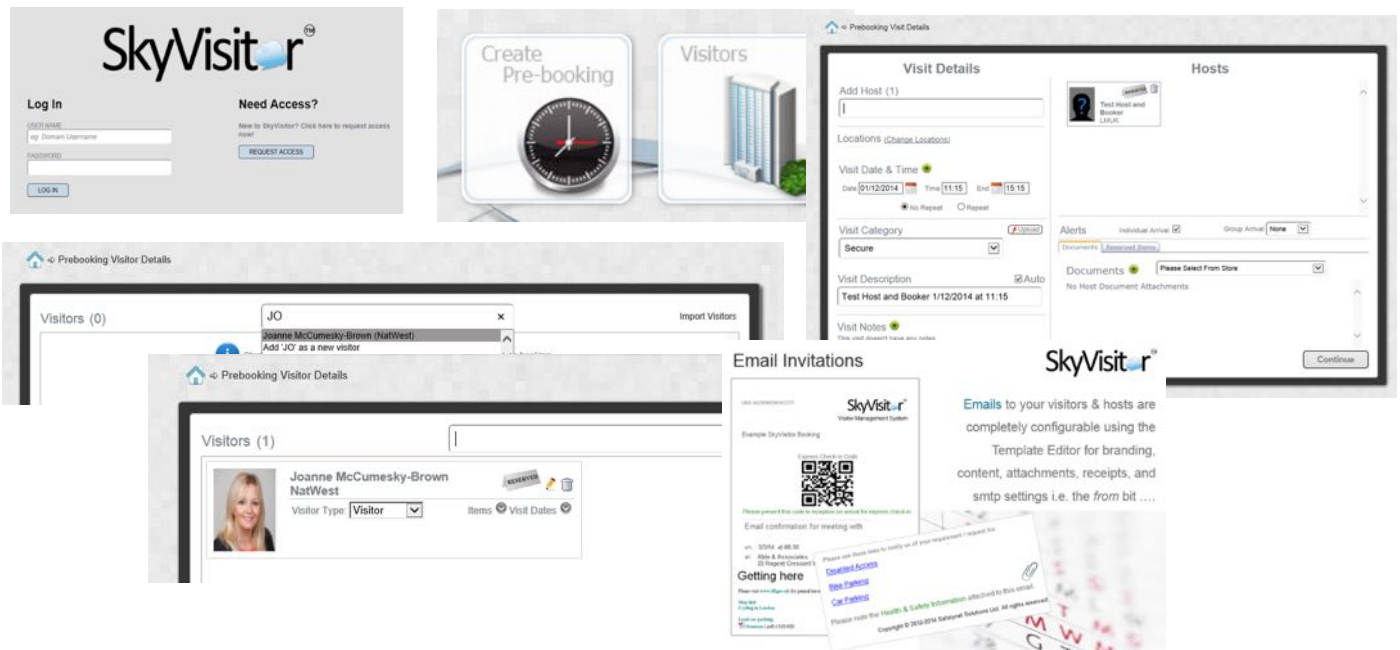
SafeWorks will…

– Issue secure ID passes appropriate to visitor type.
– Log time and attendance.
– Deliver instructions and information appropriate to the visitor type and area of site.

It can deliver Inductions & Safety briefs and act as a virtual receptionist for unmanned areas. The software interfaces with systems such as Paxton Net2 Access Control, to enable full physical control, where required. It is comprehensive, flexible and intuitive at all levels.
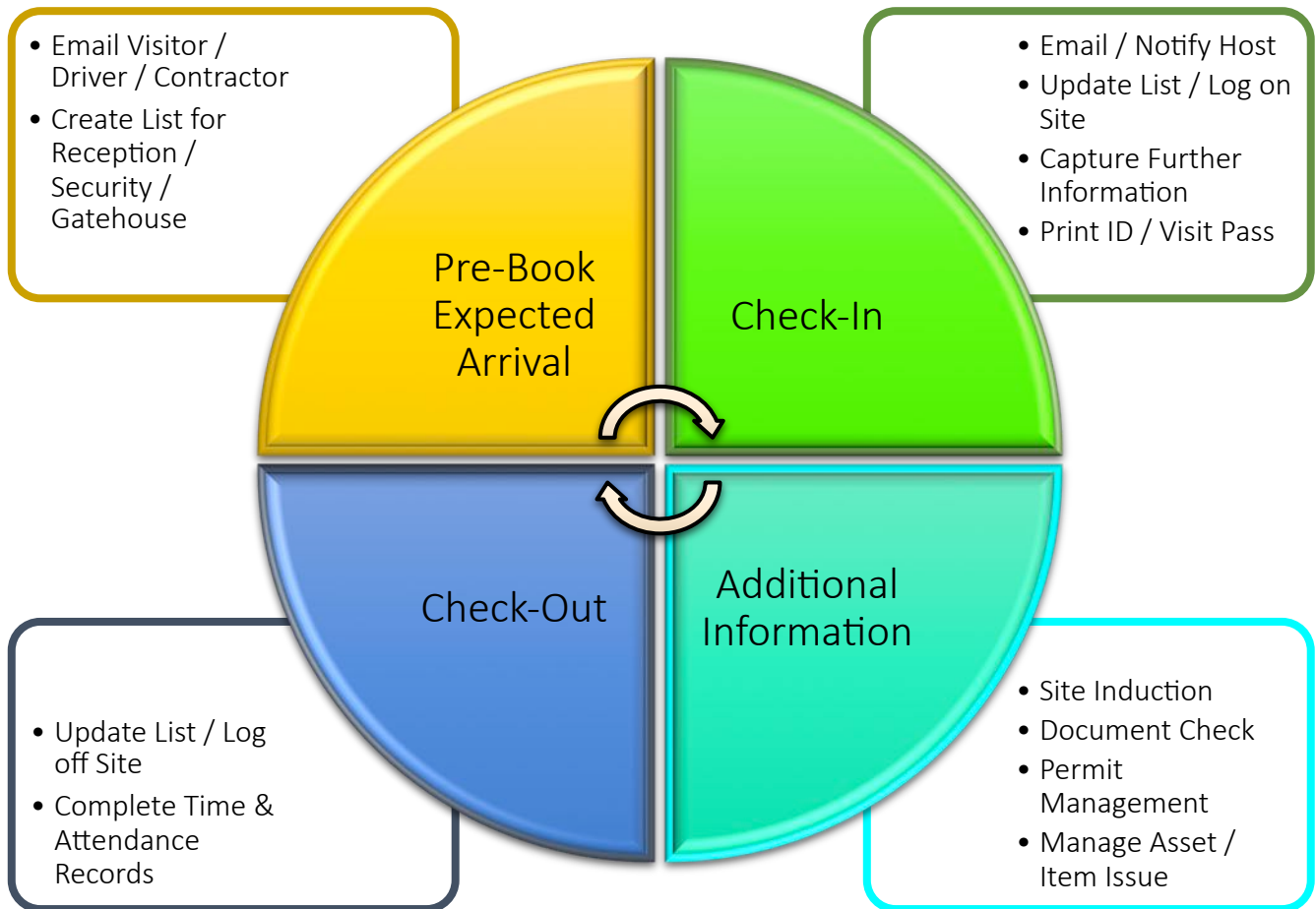
Pre-Bookings can be made for Single Visit, Recurring Visit or Series of visits. Information requested can be automatically tailored in accordance with the *Type* of booking and can be automatically emailed as required. E.g.

• Instructions to the Delivery Company as to the process and reporting procedure for delivering to site;
• Safety Induction for contractors – via video link and/or attachments to the email / content in email body and links requesting copies of insurance Certificates, Risk Assessments & Method Statements;
• Conditions of issue for equipment or assets, plus collection information;
• Information for visitors, comprising the requisite safety and emergency information, arrival details and promotional information.

On arrival, the information can be further verified and/or more in-depth information issued. Once the visitor or contractor is checked-in on site, the host is notified by email or SMS.

If required, an ID pass can be printed or issued for the person or vehicle – displaying important information (Who? What? Where? When?). Instructions for the holder may also be given, with instructions useful to the visit, such as Safety & Health legislation, or marketing material to promote business.

Simplifying the Process:

Pre-Book Expected Arrival
- Email Visitor / Driver / Contractor
- Create List for Reception / Security / Gatehouse

Check-In
- Email / Notify Host
- Update List / Log on Site
- Capture Further Information
- Print ID / Visit Pass

Additional Information
- Site Induction
- Document Check
- Permit Management
- Manage Asset / Item Issue

Check-Out
- Update List / Log off Site
- Complete Time & Attendance Records

Stage 1 – Advance Planning

Bookings can be made through the dedicated web portal or via a 'Meeting Invite' from an email client.

Visit & Visitor Types are fully customisable, as is the information issued and requested.

Custom fields are available at every level, to ensure the correct information is provided.

SkyVisitor can be invited to your meetings to create the base booking – reducing double entry.
*Lists can be imported from Excel for group booking.*
Fuzzy Search / spell check helps eliminate spelling errors and visitor duplication.

Loading information in advance of the arrival significantly improves efficiency, professionalism, security & safety, allowing time on site to be maximised.

Stage 2 – Arrival on Site

Check-In is possible via a number of interfaces, so the most appropriate is chosen for the needs and area of the site.

Options could be a traditional 'manned' reception; a tablet meet & greet facility; self-registration via touchscreen PC or kiosk; scanning of QR code from pre-booking invite; input of PIN code from pre-booking invite… which in turn can operate an access controlled barrier or door.

- Email / Notify Host
- Update List / Log on Site
- Capture Further Information
- Print ID / Visit Pass
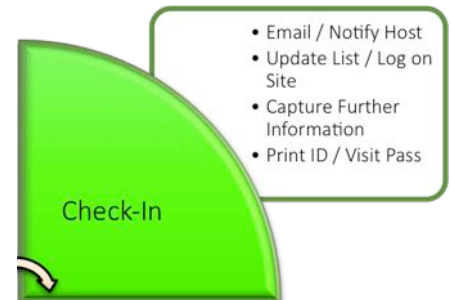
Check-In

Check-In can trigger the capture of further information if required. The software can also display messages and alerts, print ID passes and alert the host(s) plus other relevant parties to the arrival. Alerts can be configured for email or SMS delivery.

Deliveries

When a delivery vehicle arrives at the Goods In Area, the Vehicle / Carrier / Supplier is identified against the 'Expected Delivery' list via a flexible search. As a future consideration, and utilising the SkyPax Net2 link, this can be tied to ANPR to automatically raise the barrier and alert the unit expecting the delivery that the vehicle is coming onto site.

Security may conduct further checks and assign a vehicle bay via the SkyVisitor interface. If required a high visibility windscreen pass could be allocated for the vehicle and/or an ID pass for the driver. Unexpected deliveries can be booked in by Security, or held until the Unit expecting the delivery completes the 'Booking System' ready for security to process.

Stage 3 – Advanced Control Measures

A Pre-Booked Contractor arriving on site will already be in receipt by email of the site's Conditions of Work for Contractors and any other appropriate information. A Swift Code for secure identification, from the email (on a smartphone or printed) can be used for swift Check-In. The SkyVisitor system will notify the host that the contractor is on site; it will flag the Induction Record for the Contractor and trigger a SkyTouch re-induction if necessary. It will also check against Liability Insurance held on the system and alert if the Insurance has expired. Customisable fields in the system can be used to create any other required data capture and / or triggers.

Additional Information
- Site Induction
- Document Check
- Permit Management
- Manage Asset / Item Issue

The SkyVisitor Document Store will hold all relevant documents. E.g.:

Company: RAMS, INSURANCE, CERTIFICATION, CONTRACT / SLA

Individual: INDUCTION, COMPETENCIES, TRAINING, PERMITS

It will flag the requirement for equipment to be issued; conditions of work, which are to be observed; requirements for Permits to Work and produce a secure photo ID badge for the visit. Typically the badge will be personalised to also show where on site they should be, when they are authorised to be there, who they report to and what they are authorised to be doing. Relevant Site Instruction and Safety information can also be issued so that each Contractor has an individual copy whilst working on site.

N.B. If not Pre-Booked, the same checks can of course be carried out and appropriate information and documentation triggered on arrival.

Example Pass - *Visual*:

AUTHORISED CONTRACTOR

JACK CHAMBERS
XL SURVEYS
Site Contact:
NICK HUGHES, TEL: +65 1234 5678

Authorised Areas: **ALL SITE**
Authorised Work Type: **GENERAL LOW HAZARD**

VALID UNTIL: **16/08/15**

HEALTH & SAFETY
All work to be carried out in accordance with HASAWA and other statutory provisions.
FIRE & EMERGENCY
On hearing the fire alarm, leave the building immediately via the nearest signed exit and proceed to the Assembly Point.
PERSONAL PROTECTIVE EQUIPMENT
PPE must be worn in accordance with any risk assessments and safe systems of work. Health and Safety notices must be observed at all times. PPE will be provided as necessary.
COSHH
Hazardous substances must be used, stored and disposed of in accordance with COSHH Regulations and all other relevant health, safety and environmental legislation.
QHSE MANAGEMENT SYSTEMS
This site operates in accordance with ISO 9001 and ISO 14001 standards.

Example Information presented 'pre-work' and forming part of the pass:

NOTICE TO CONTRACTORS
1. Contractors shall comply with all relevant HS&E legislation, Company Policies and safe systems of work. Copies of Public and Employer Liability Insurance, risk assessments, method statements, Policy Statements and certification etc. must be provided on request.
2. All persons within a contractor's control must be competent to undertake their work in a safe and responsible manner.
3. All plant or equipment brought onto site must be suitable and maintained in accordance with all relevant Regulations and Approved Codes of Practice.
4. Contractors are not permitted to alter anything provided for use or interfere with any plant or equipment on the site, unless authorised by the Company's Site Representative.
5. A safe system of work shall be agreed with the Company's Site Representative prior to commencing any work and this must not be changed without their permission.
6. Accidents, near misses and incidents must be reported immediately to the Company's Site Representative and documented accordingly. In the event of injury or illness assistance should be sought from a first aider immediately.
7. Contractors are responsible for ensuring that all persons under their control are aware of the Fire and Emergency procedures and location of any appropriate portable fire appliances nearest to their work area.
8. Any means of escape must not be obstructed without prior permission from the Company's responsible person. In such cases temporary, alternative arrangements must be agreed and implemented.
9. The following high risk activities are subject to a Permit to Work: hot work, demolition, excavation, asbestos, confined spaces, electrical work above 240V, work at height or other specified work.
10. Faulty tools and equipment must not be brought onto site. If faulty equipment is identified it must be removed and repaired / replaced immediately.
11. 110V CTE electrical tools should be used wherever possible. If 240V tools are used they must be double insulated and RCD protected. All extension leads must be properly terminated with the appropriate plugs/sockets and otherwise unjointed.
12. All portable and transportable electrical equipment, pressure systems and work at height equipment must be tested / inspected and hold valid certification.
13. Suitable Personal Protective Equipment must be worn as necessary, properly maintained and stored correctly when not in use.
14. Contractors should view the Asbestos Register prior to commencing work. If for whatever reason this register is unavailable, you should assume that asbestos is present and take necessary precautions.
15. All waste produced as a result of contractor activity must be disposed of using a licensed waste carrier in accordance with all relevant HS&E legislation, site rules and procedures.
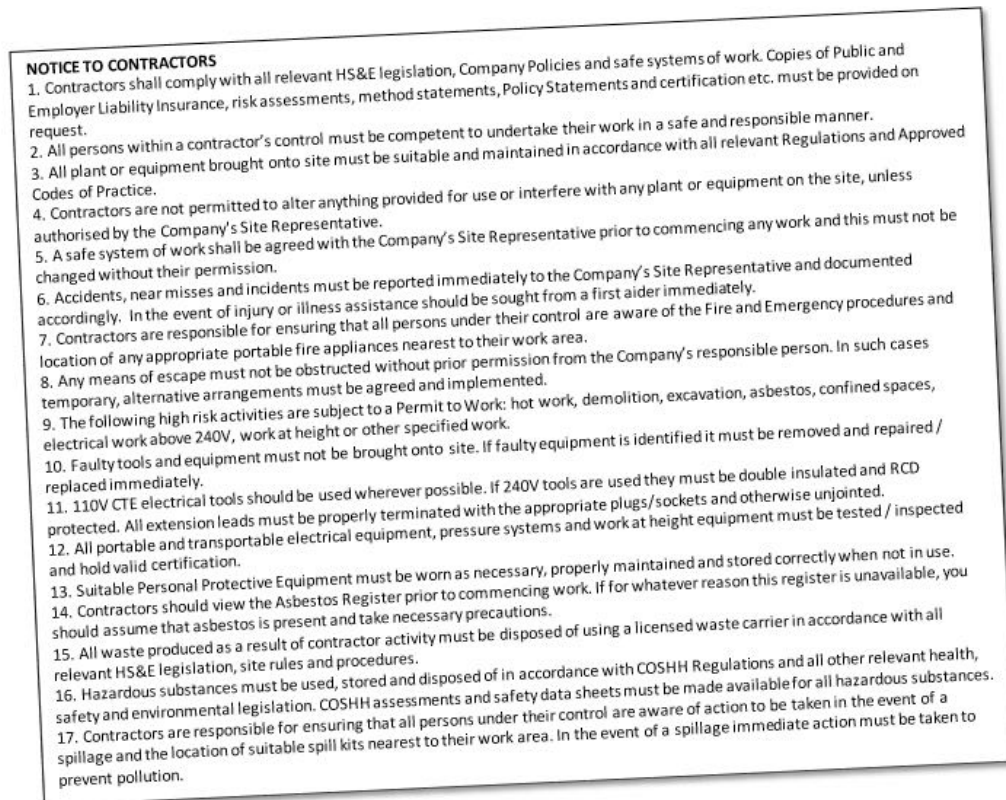16. Hazardous substances must be used, stored and disposed of in accordance with COSHH Regulations and all other relevant health, safety and environmental legislation. COSHH assessments and safety data sheets must be made available for all hazardous substances.
17. Contractors are responsible for ensuring that all persons under their control are aware of action to be taken in the event of a spillage and the location of suitable spill kits nearest to their work area. In the event of a spillage immediate action must be taken to prevent pollution.

Any keys, radios or other equipment issued to the contractor can be recorded in the system utilising the Issuable Items section. This provides a clear record and tracking facility for the safe return of equipment. QR codes can be produced through the SkyVisitor system for easy issue / return of items.

Visitors

Business Visitors to site can be pre-booked via the SkyInvite Calendar link / online SkyVisitor portal to ensure a professional reception. An invitation email will be generated with useful information (directions / link to website / satnav code etc.) as well as the core Health, Safety and Emergency Information to be issued in accordance with requirements.

The complementary SkyVisitor Badge Designer module enables easy design of any type of printout. E.g. ID badge, Day Badge, Authorisation to Work, Vehicle Permit, etc.

The system shows online at any time WHO is on site and can be printed as a Fire Report if required.

Stage 4 – On Departure

Check-Out
• Update List / Log off Site
• Complete Time & Attendance Records

The system maintains a record of departure / check out of Vehicles, Contractors, Visitors and return of equipment. Should the person NOT return to a check-in or registration point, this omission can be flagged in the system at their expected departure time, enabling appropriate action to be taken.

Different control measures can be set according to the TYPE of Visitor / Booking and WHAT they are doing on site. This is fully customisable in the system.

All information is held and available to retrieve and interrogate via the search and reporting modules.

Report Data can be output in a variety of useful formats (.doc, .pdf, . xls, .csv, .xml) and saved or sent via email.