

Quick start guide: Planning

Follow these steps to get started with new projects, creating your safe zones and planning safe work sites. Scan the QR codes for more detailed tutorials.

Create a new project



1

Create one project to cover multiple sites and safe zones:

1. Click "Start a new project" from the Projects tab on the Dashboard
2. Give your project a name, project manager and assign a project team
3. Set the project start and end dates and times

Create sites with safe zones (geofences)



2

1. Click "Create site" and enter the site name, dates and times
2. Use the search bar to find your worksite
3. Choose to manually draw, or automatically generate the safe zone(s)
4. Use the drawing tools and overlays to create and edit your safe zone(s)

Review your safe zones



3

1. Make sure you have safe zones for safe access points, walkways, parking, maintenance sheds etc.
2. Check there are no gaps between safe zones
3. Extend the safe zone edge further into the area of safety, including cesses, to avoid unnecessary alerts

Plan asset locations



4

Use asset icons to plan the locations of site equipment and machinery.

1. Head to your site map
2. Click "Add asset" and choose your asset icon
3. Click the map to place the asset icon in its planned location within your safe zone

Get project approval



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1. Check that your safe zones and planned asset locations meet the requirements of the safe work pack
2. Follow your organisation's process to request project approval
3. The project will need to be reapproved if any changes are made

