

Hi All,

As we strive to improve Worker Health and Safety, **[insert company name]** uses a safety management system called **SignOnSite**.

The SignOnSite system is designed to make the sign-in and induction processes as simple as possible, getting you and your team out on the tools faster.

As a Subcontractor Supervisor, you get free access! View your team's site attendance and access the powerful reporting tools.

Be site-ready in a few steps:

1. Download the free app
2. Set up your account
3. Complete your Worker Passport (when you're working across multiple sites you'll only need to upload your licences and info once!)
4. Shortly you will receive an SMS with the site details and a link to induction documents.
 - a. Click the link and complete the form
 - b. Forward the SMS to your workers to do the same (this is to be done before starting on the project).

To assist your teams with getting set up and signing on with SignOnSite, please share [these helpful guides](#) with them.

There are some helpful guides on the Subcontractor tools [here](#).

Safe Work Method Statements will be provided using the SignOnSite platform.

Once you have received confirmation you have been added as a Subcontractor Supervisor, log in to the Management Portal [here](#).

See how to share your SWMS documents in SignOnSite [here](#).

If you have any further questions, please contact me or you can connect with SignOnSite directly on the details below:

E: support.signonsite.com.au

P: 1800 744 666, select option 3

[Click here](#) for their suite of help documents and videos.

Thanks,

[insert company name / sender information]

