
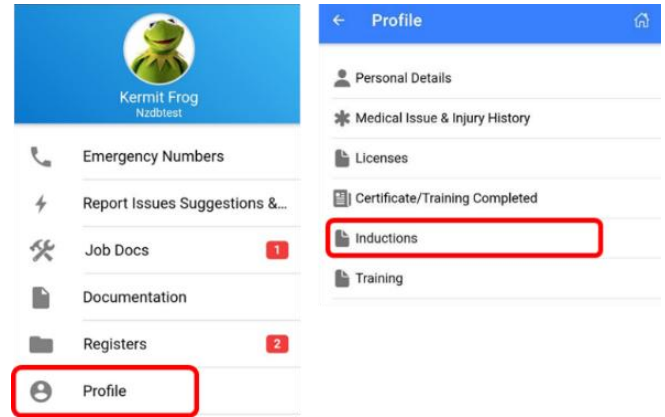








Tasks will usually come through from the [web app](#) and appear on your task menu to complete as per section A.

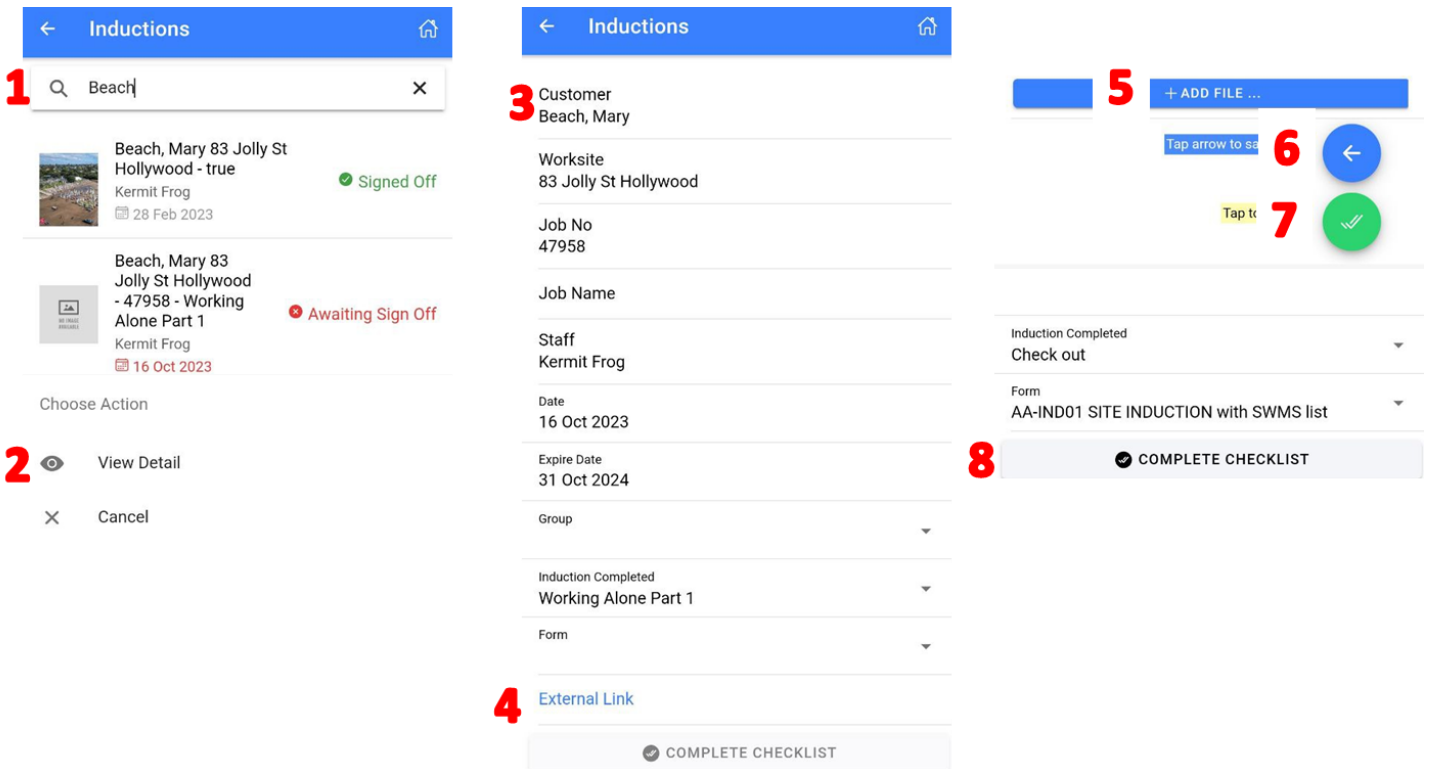
To create a new item from the Main Menu :

- Select Profile.
- Select Inductions
- Click  and follow instructions in section C.




## A. External Link Induction

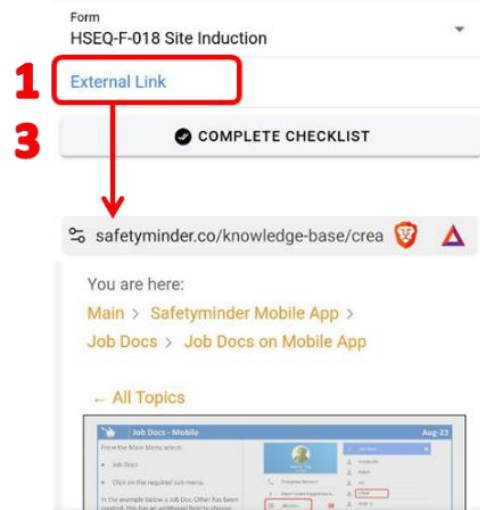
1. Use the search box to find the task to be completed.
2. Click on the item and select  View Details.
3. Check the details are correct.
4. Click External Link to complete a 3<sup>rd</sup> party website induction.  
Once completed use your phones back button to return to Safetyminder.
5. Click **+ADD FILE..** to [upload](#) your certificate from mobile device.
6. Click  to save and exit i.e. if you are waiting for the documentation to come through in an email.
7. After your file is added you can click  to sign off the task.
8. When an internal form is attached click **COMPLETE CHECKLIST**, fill out as required and click **COMPLETE**.  
This will automatically attach the completed form to the task and you can click  to sign off.



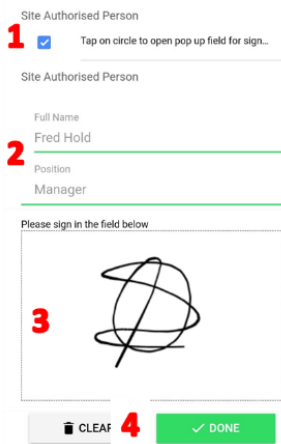
## B. External Link with Form

An induction can have both an external link and a form to completed:

1. Click on the External Link and read the contents.
2. Click the required back buttons on your device and return to Safetyfinder.
3. Click **COMPLETE CHECKLIST**.
4. As per step #8 above, Fill out the form as required, then click **COMPLETE** and  to sign off.



## C. Site Authorised Person Sign Off

The screenshot shows the 'Site Authorised Person' sign-off form. It has a red '1' next to a checkbox labeled 'Tap on circle to open pop up field for sign...'. Below the checkbox is a text input field for 'Full Name' with the value 'Fred Hold' and a red '2' next to it. Below the text input field is a text input field for 'Position' with the value 'Manager'. Below the text input fields is a signature box with the text 'Please sign in the field below' and a red '3' next to it. Below the signature box is a 'CLEAR' button with a red '4' next to it and a 'DONE' button with a green checkmark icon.

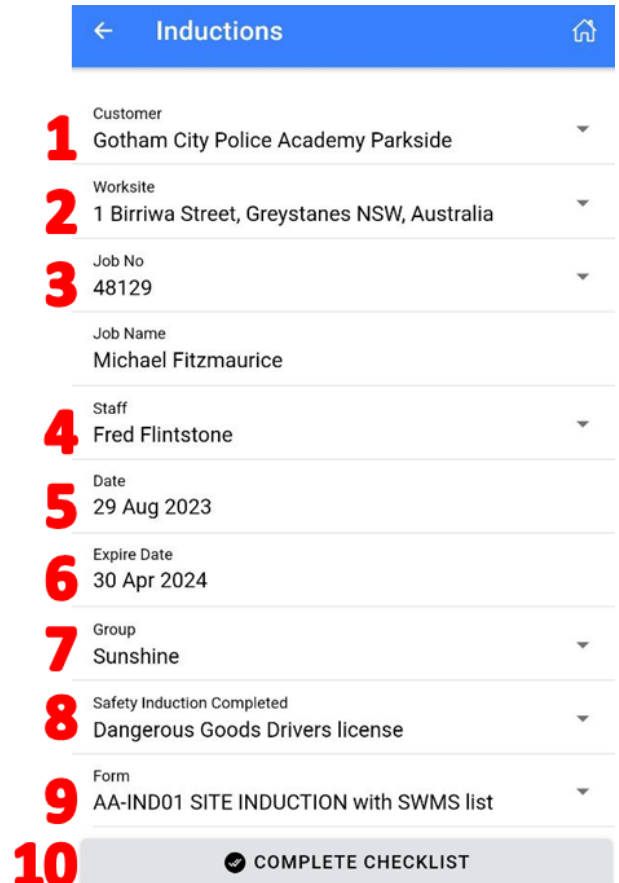
**NOTE:** this step is optional

1. Tick the box for the site person conducting the induction.
2. Have the person type in their Full Name & Position.
3. They need to sign in the box.
4. Click **✓ DONE**.


## D. Create New Task










5. Select a Customer.
6. Select the Worksite.
7. Select a Job No if required.
8. Your name will auto populate.
9. Date will default to current date.
10. Select an **Expiry Date** if required.
11. If required select a **Group**.
12. Select from the dropdown list of **Safety Inductions**.
13. If required select an internal form to be completed.
14. When a form is selected, click **COMPLETE CHECKLIST**. When the induction has an external link, then click this to complete and then upload files. Or as above click on the link to complete an external form and upload the file.

When done click  to sign off the task.

The screenshot shows the 'Inductions' form in the Safetyfinder mobile app. It has a blue header with a back arrow and a home icon. Below the header is a list of fields with red numbers 1 through 10 next to them: 1. Customer: Gotham City Police Academy Parkside; 2. Worksite: 1 Birriwa Street, Greystanes NSW, Australia; 3. Job No: 48129; 4. Job Name: Michael Fitzmaurice; 5. Staff: Fred Flintstone; 6. Date: 29 Aug 2023; 7. Expire Date: 30 Apr 2024; 8. Group: Sunshine; 9. Safety Induction Completed: Dangerous Goods Drivers license; 10. Form: AA-IND01 SITE INDUCTION with SWMS list. At the bottom is a button labeled 'COMPLETE CHECKLIST' with a checkmark icon.

## NOTES:

- A new task will automatically show once the item is signed off using the expiry date. They will show with a green date for completing in the future.
- Due dates are shown as follows:  
Red – Overdue  
Orange - due in next 2 weeks  
Green – due after 2 weeks  
Signed Off current items are grey.
- Only [Training Courses](#) that are set to Induction, will appear in the list for step #8.
- If you currently don't have the document to upload then click  to save and exit.

Onsite Safety Induction	
 Search	
 Jack Field Ltd - Greenfields Herman ASpider 11 Feb 2019	 Signed Off
 Kermit Frog - 89 Pond Lane Forrest Hill Herman ASpider 30 Jun 2023	 Awaiting Sign Off
 Eveready Orchards - Packing Shed Herman ASpider 04 Aug 2023	 Awaiting Sign Off
 Jack Field Ltd - Greenfields Herman ASpider 05 Jun 2030	 Awaiting Sign Off

