	Safe	ty Memo	o Registe	r						Apr-25
Th Us En	ese can be fo e the filter ar tries will sho	ound in Reg nd search b w as Signed	isters/Docu ar to find s I Off once a	iment Distribi pecific entries Ill staff have c	ution/Safety I ompleted the	Memo Ro e task in	egister. C the mobil	lick <mark>+ADD NEV</mark> e app.	V to create n	ew ones.
	Home / Registers / Document Distribution / Safety Memo Register						ADD NEW			
	E EXCEL	PDF T FILTEF	Search	×						
	Safety Memo Title		Staff	Date of Is	s : Signed O	ff : Rev	iewed By	Review Date	Docu	
	New Combined No	tification Staff	Penolpe, Lea	18/02/20	25					2 0
	Testing Select Staf	ff	Sabina	20/11/20	23	Rov	er Alpine			2 1
+. 5. 6. 7. 8. 9.	If required select "Reviewed by" from the drop-down list – this field is optional. If required select a Review Date & time – this is optional. Click +ADD FILE to load a <u>document</u> – this is optional. Click SAVE. When staff have viewed and signed off the task in the mobile app ticks will show in the grid, along with the date.									
	Safety Memo Title	Safety Memo Title			2			Reviewed By		
	New Combined Notification Staff			2 18/02/202	18/02/2025			5		•
	Staff Include Sub-Contractor Staff							Review Date & Time		
	Shane Advert				• O			6		×
	Staff		Viewed Or	n A Signed Off	Date	:				
	Penolpe Pink		9 🖂	\checkmark	08/04/202	25				
	Lea AStarwars						Û			
	Documents						•			• ADD FILE
		Last Modified Tir	me Title		Descrip	ption			•	Action
		19/02/2025 09:59 safetymemonewnot.pdf				Safety Memo for new notification				

Tasks will need to be viewed and signed off in the Mobile App in Registers/Safety Memo Register

Safetyminder Knowledge Base - Copyright of Trans-Tasman Pty Ltd Apr-25