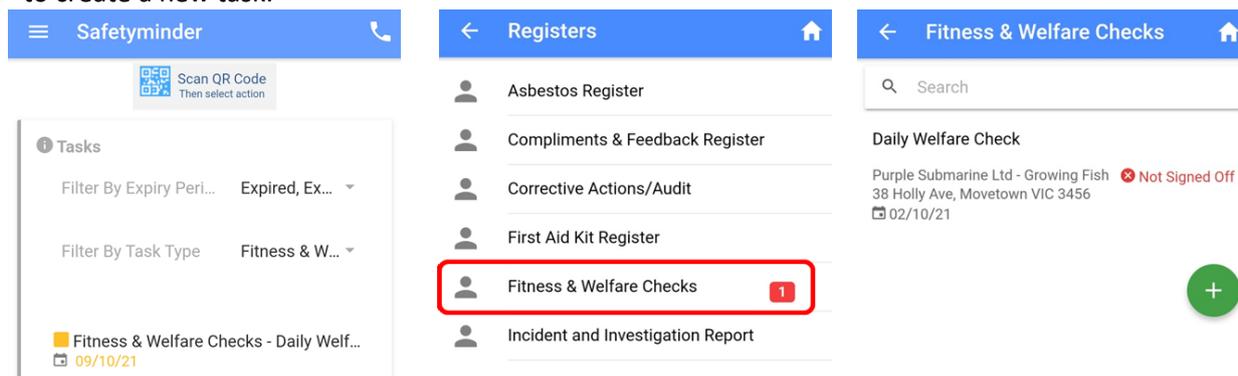




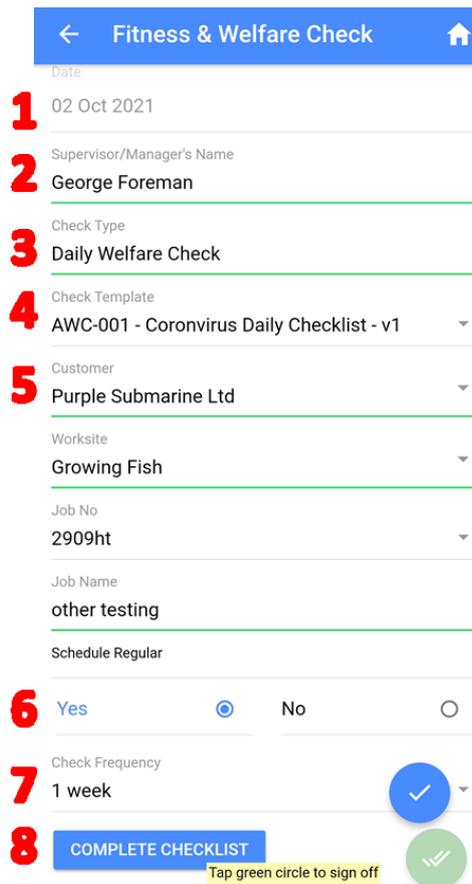
Fitness & Welfare Checks

Click on the task on the home screen or from the Main Menu select Register, Fitness & Welfare Check.

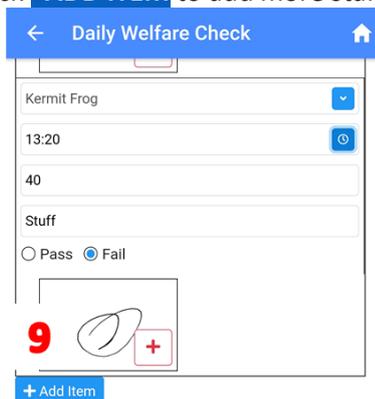
Click  to create a new task.



1. Select the Date – for jobs created in the web app this will be populated.
2. This will populate with your name.
3. Select the Check Type.
4. Select the Check Template – see notes.
5. If required select Customer, Work site & Job details.
6. Schedule Regular Checks will default to YES – select NO if this is a one off.
7. Select the Check Frequency
8. Click **COMPLETE CHECKLIST**.



9. Fill in the details for the check
Select Pass or Fail
Have staff member add a signature.
Click **+ADD ITEM** to add more staff.



10. Click the + in the signature box
Staff Sign the panel & tick the box. Click **SAVE**



10

11. When you have added current staff to the click **COMPLETE**



12. Clicking “Return” arrow will close the task.
You can then open it again click on **COMPLETE CHECKLIST** and add more staff to the list.

13. When all staff have been added and the supervisor has signed off then click  Sign off to close the task.

When you have selected YES to schedule regular checks then a new task will be created with the same details use the check frequency e.g. daily or 1 week from now.

