SITERIGHT
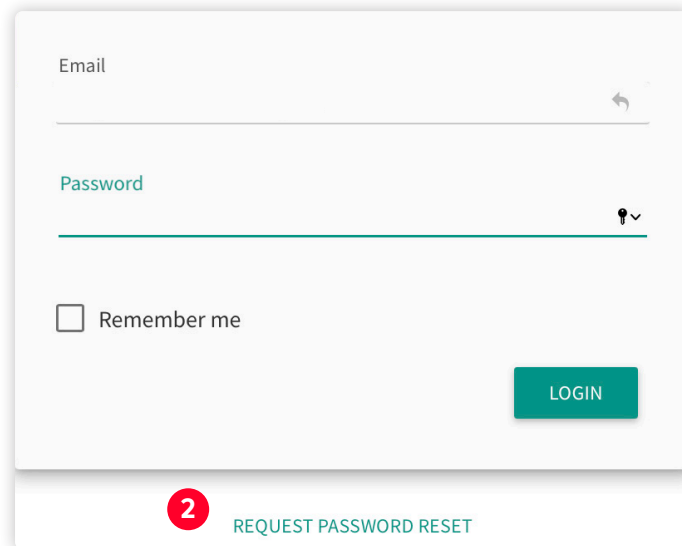
Powered by ecoPortal

How to navigate your online portal containing site reviews (audits)

Contents Page

Email

Password

☐ Remember me

LOGIN

2 REQUEST PASSWORD RESET

ecoPortal

Sign in to your ecoPortal

1 Email

NEXT
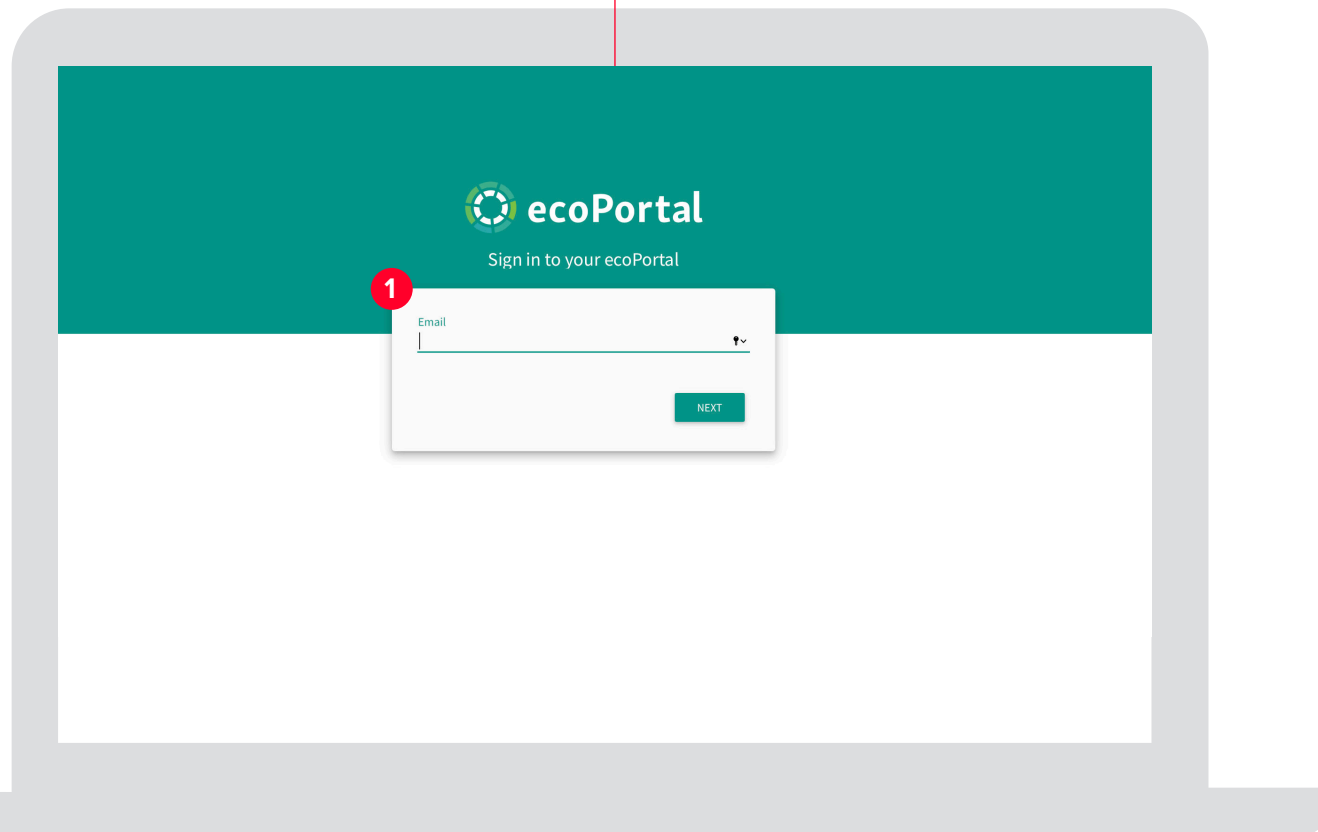
Logging into your Account

Access your account through the link:
https://live.ecoportal.com

1 Your login is the email address you provided to Site Safe as the Site Review contact. You will need to set a password to activate your account.

2 If you forget your password or want to change it in the future, you can request to reset your password at the password sign in page by clicking "request password reset".

One Sign in per Organisation

In order to benchmark individual reviews against all reviews commissioned by an organisation, a single client login is required.

Providing others access to your ecoPortal account

You can share your ecoPortal login details with any-one you choose but be aware, anyone with access will be able to view all Site Review reports and other statistical information undertaken on behalf of your organisation.

It is recommended you only provide access to those requiring oversight of all your organisation's commissioned reviews. For others, you can PDF and send specific reports as required (see page 8).

If you need to revise the status of who has access to your account, reset the password and share your revised login details with those you choose.

Menu Icon

Your Dashboard

Once logged in you will be taken to your dashboard.

The dashboard contains 4 key elements:

1 Sidebar (a way to navigate to the shortcuts you have allocated, site reviews, benchmarking and the task manager)

2 Shortcuts to Forms (links to your collection of completed site reviews and consolidated benchmarking data)

3 To Do List (this will always say, "you have no tasks left to do" because only Site Safe auditors and peer reviewers are allocated tasks in order to complete your site reviews)

4 Recently Visited (links to items you have recently visited)

If you can't see the left sidebar, click the menu icon at the top left side of your dashboard, and the sidebar will appear. To hide the sidebar, click the X.
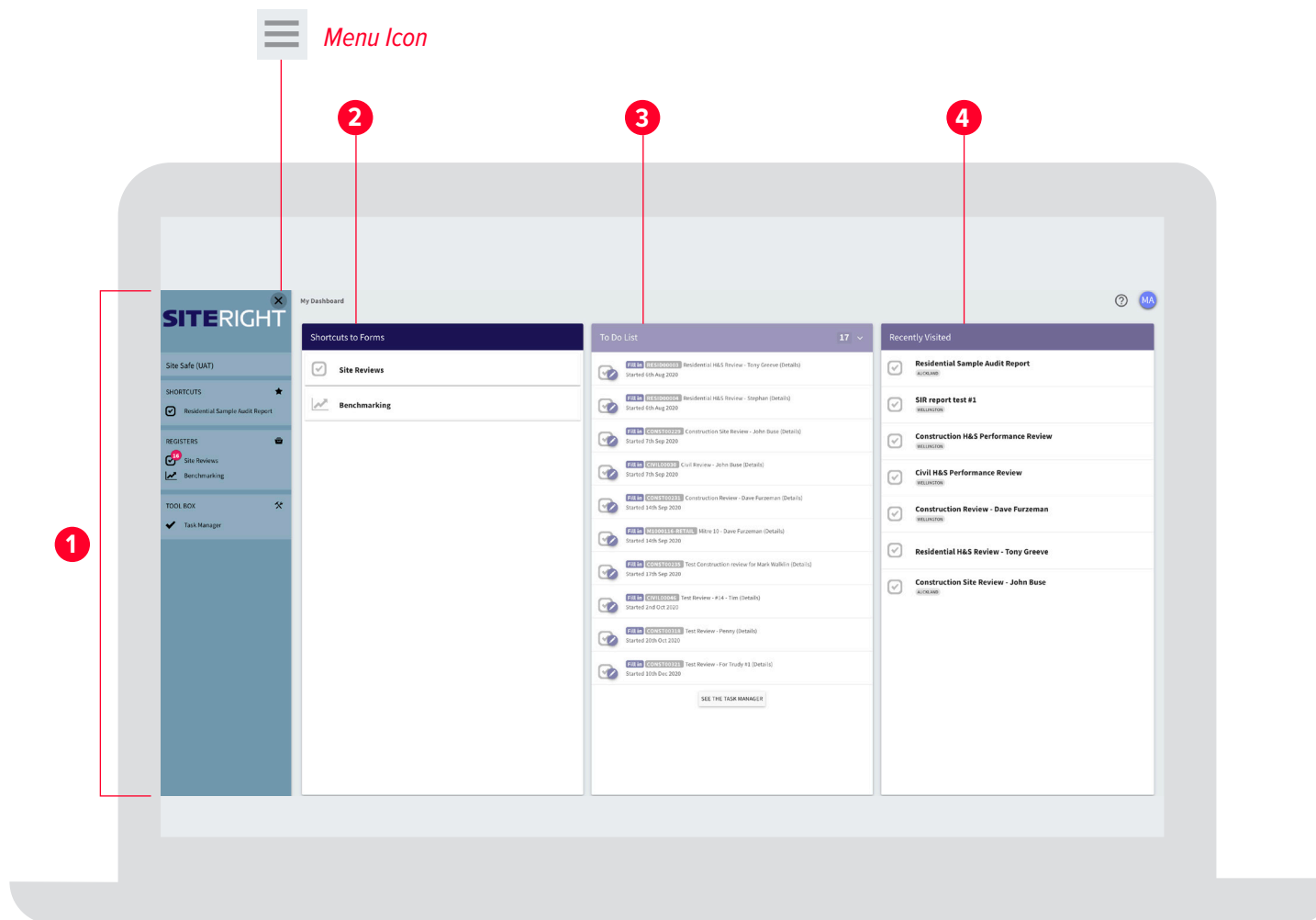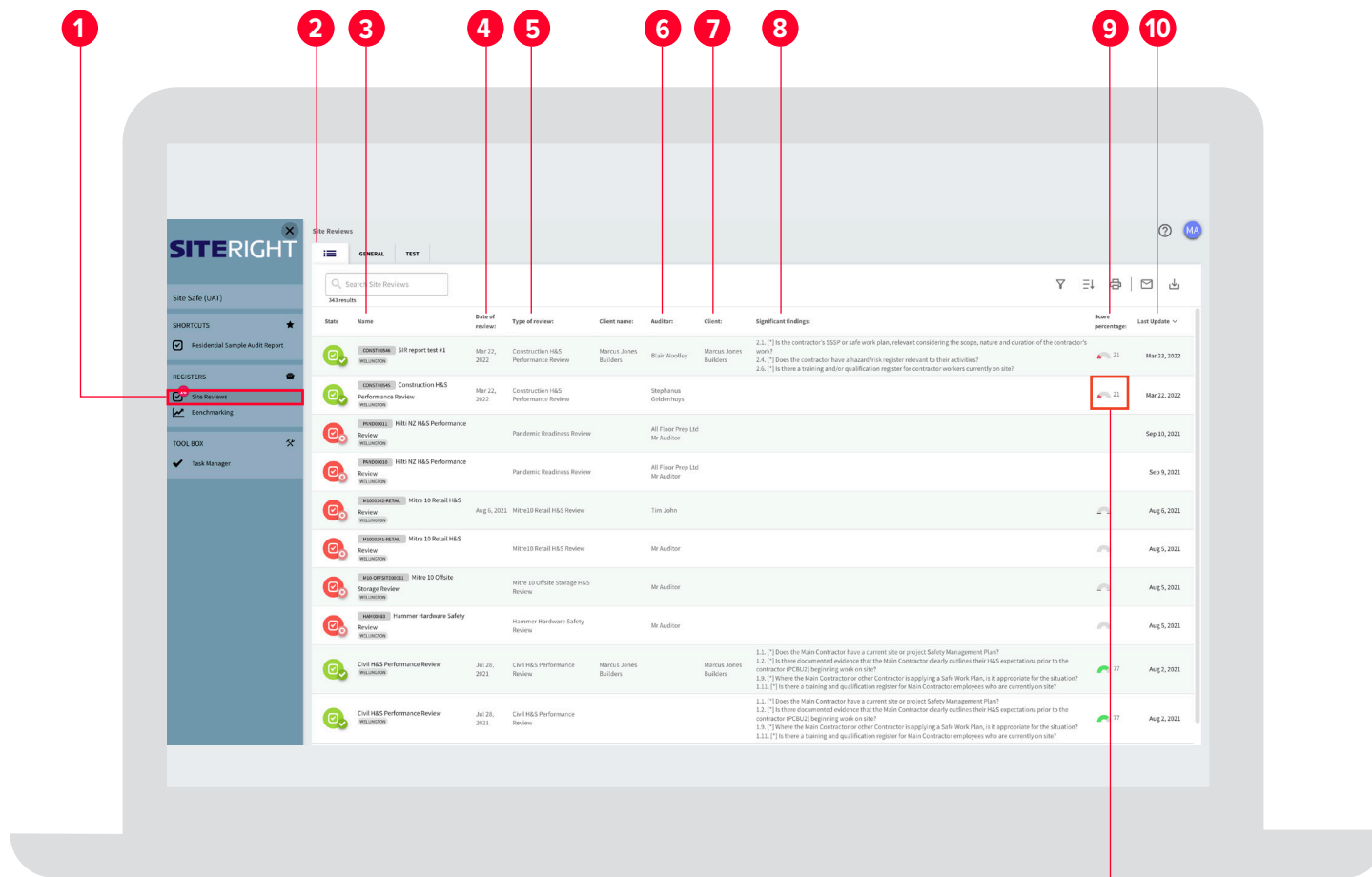
Site Reviews

1 Click on "Site Reviews" in the "Registers" section of the sidebar

2 The "ALL" tab lists all the site reviews for your organisation

3 The name of the site review (generally the site name)

4 The date the site review is scheduled for, or when it was undertaken

5 The type of site review i.e. Construction H&S Performance Review or Critical Risk Management Review etc

6 Name of the Site Safe auditor who has undertaken the site review

7 Your organisation's details

8 Any significant findings identified as part of the review

9 The percentage score (colour-coded in one of four categories)

10 Records the date that the site review report was last updated

| 0 – 25 | 25 – 50 | 50 – 75 | 75 + |
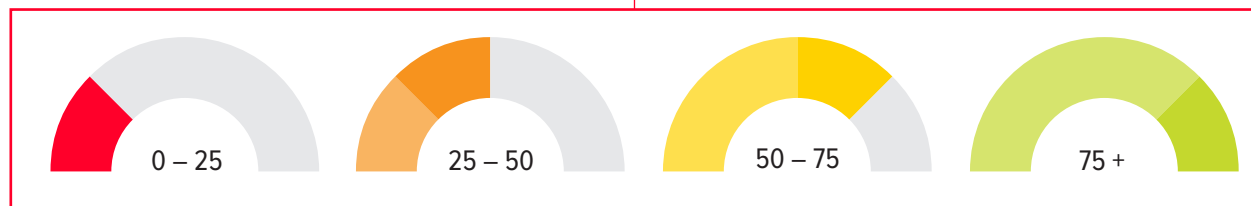
Site Review Summary

1 The "GENERAL" tab provides a summary of the site reviews undertaken for your organisation.

2 Latest Entries
Links to your latest site reviews

3 Type of Review
A bar chart that graphs the number of each type of site review completed for your organisation. There are 8 different types of site reviews including:

- Civil Health and Safety Performance Review
- Construction Health and Safety Performance Review
- Critical Risk Management Review Facilities Health and Safety Management Review
- Pandemic Readiness Review Residential Health and Safety Performance Review
- Retail Health and Safety Performance Review
- Workplace Health and Safety Performance Review

4 State of Site Reviews
This will always show a green circle as "closed out" because all site reviews seen in a client dashboard are complete.

5 Number of Reviews
By year (numeric) and by month (chart)

6 Average Score
By year (numeric) and by month (chart)
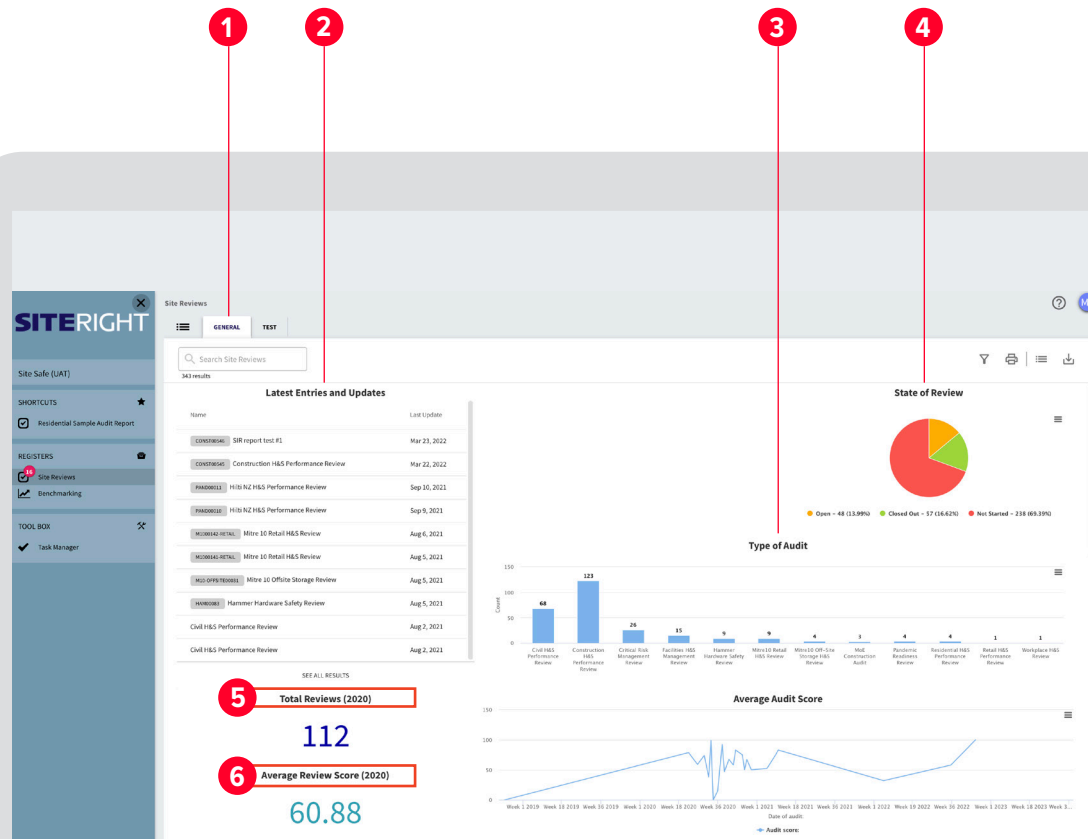
Viewing your Site Review report

Return to the "ALL" Tab and select the site review that you're interested in.
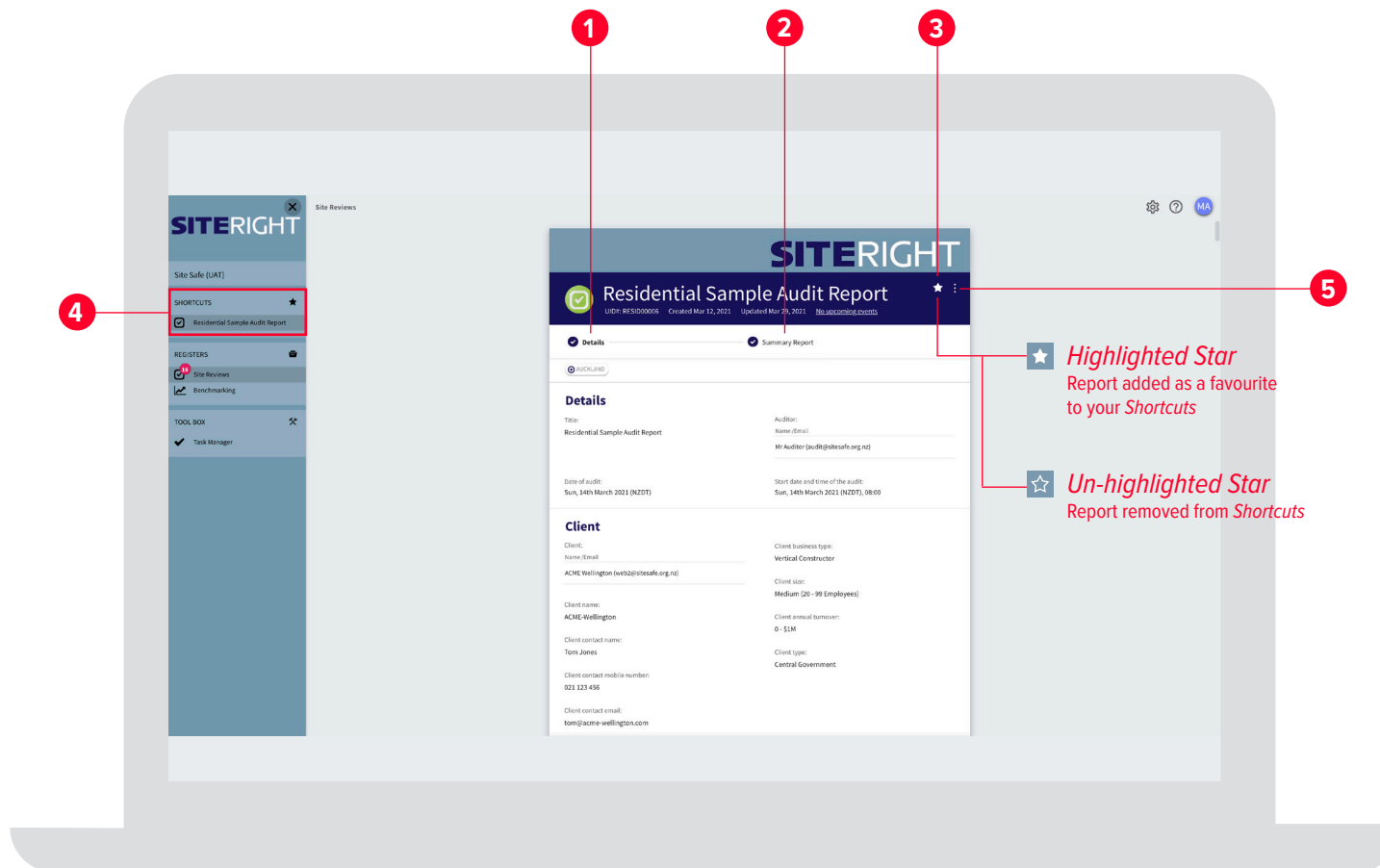
There are two versions of the report:

Details Report – which is pretty-much the review from start to finish as completed by the auditor. Some clients have commented that they find this version of the report useful for forwarding to on site staff for following up on any opportunities for improvement.
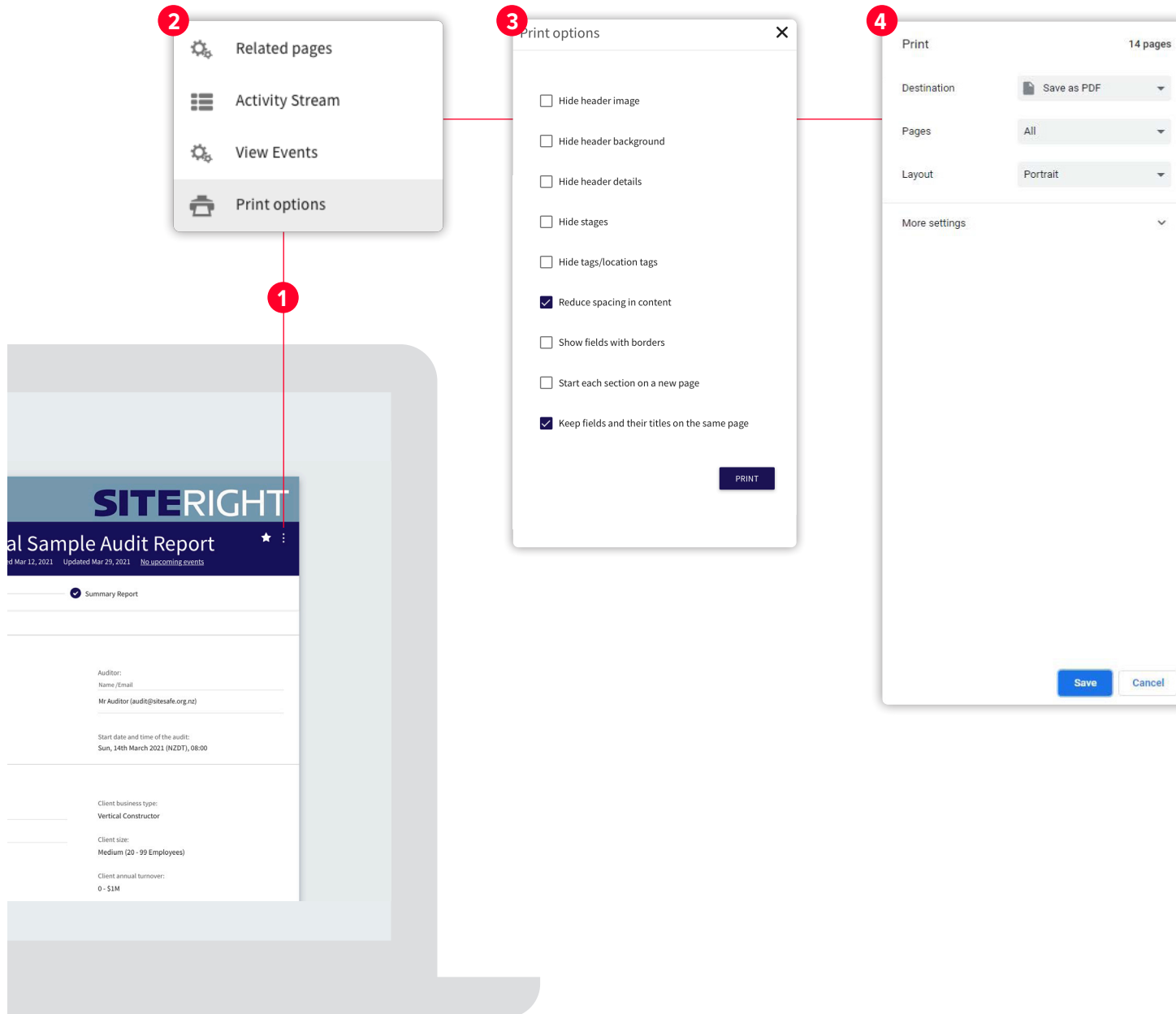
Summary Report – which is a condensed version with all the information present; just grouped into sections including the three main categories of positive observations (for "yes" answers) opportunities for improvement (for "no answers") and significant findings (for "no answers where the question is considered a significant risk and therefore the score is weighted on these questions). The executive summary also comes at the beginning of the report (following client and site details) along with a review score and overall summary.

1 The Details report is the default setting. It is generally 15-20 pages long.

2 To switch to the summary report, simply click on Summary Report. It is generally 6-7 pages long.

Whichever report is highlighted (bold) is the current report setting. When you first open a site review, the Details version is the default setting.

3 The star allows you to add this site review as a favourite to your shortcuts. Simply click on the star to highlight. (The star appears filled in.)

4 Once a favourite has been made, it will appear under Shortcuts in the side bar. To remove this site review from your shortcuts, simply click on the star again to un-highlight and the link will disappear from the side bar.

5 The three dots takes you to printing and other background settings/options.

1 **2** **3** **5**

4

Highlighted Star
Report added as a favourite to your *Shortcuts*

Un-highlighted Star
Report removed from *Shortcuts*

SITERIGHT

Site Reviews

Site Safe (UAT)

SHORTCUTS
Residential Sample Audit Report

REGISTERS
Site Reviews
Benchmarking

TOOL BOX
Task Manager

SITERIGHT

Residential Sample Audit Report
UID#: RESID00006   Created Mar 12, 2021   Updated Mar 29, 2021   No upcoming events

Details   Summary Report

AUCKLAND

Details

Title:
Residential Sample Audit Report

Auditor:
Name /Email
Mr Auditor (audit@sitesafe.org.nz)

Date of audit:
Sun, 14th March 2021 (NZDT)

Start date and time of the audit:
Sun, 14th March 2021 (NZDT), 08:00

Client

Client:
Name /Email
ACME Wellington (web2@sitesafe.org.nz)

Client business type:
Vertical Constructor

Client name:
ACME-Wellington

Client size:
Medium (20 - 99 Employees)

Client contact name:
Tom Jones

Client annual turnover:
0 - $1M

Client contact mobile number:
021 123 456

Client type:
Central Government

Client contact email:
tom@acme-wellington.com

Printing and Saving your Site Review report

1 Click on the 3 dots on the right hand side of the report.

2 Select *Print Options*

3 The PDF layout will change based on the Internet browser and PDF viewer you are using. For best results we recommend using google Chrome and selecting the following two options:

- Reduce spacing in content

- Keep fields and their titles on the same page

If you are using a different browser, you may want to run a some tests with different options selected to find out what best works for you before proceeding.

4 Once you are happy with your print options, select print and the destination. If you want to email a pdf version of the report select Save as PDF from the destination menu, save to a designated folder and then attach the report to an email. For instance you may want to email a copy of the report to your client, contractor or sub-contractor.

Adding Comments to your Site Review reports

You have the ability to add comments to site review reports. This feature is particularly useful to add actions or reminders for yourself and others who have access to your online portal.

It is however important to note that these comments are for your eyes only. They do not get sent to anyone and can only be added, replied to and resolved by those who have your login to ecoPortal.

To add comments to your report:

1 Hover over and click on a speech bubble icon

2 Enter text and click on "comment"

3 If you wish to add further text, add and click on "reply"

4 Once actions are complete, click on "resolve" and comments will disappear

Understanding the Report Questions and Score

We worked with industry representatives to create the report's questions and scoring.

The score received reflects a mix of positive scoring for conformance ("yes" answers) and a degree of negative scoring for non-conformances ("No" answers"). Non-conformances are categorised as *Opportunities for Improvement* or *Significant Findings*.

The term 'significant' is defined in this context as:

- Questions relating to high risk
- Situations where failure could result in death or long-term harm
- Reflects required due diligence

The questions that have significant scoring, fall within three key topic areas:
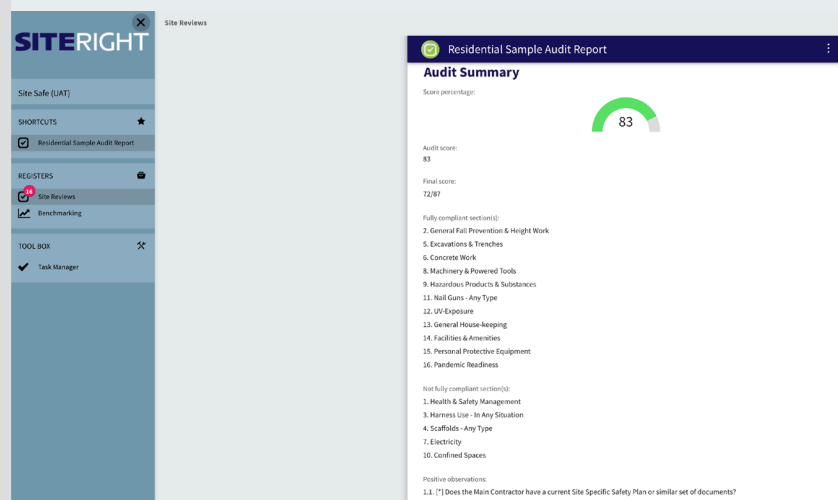
- Rules and/or policies
- Competency
- Planning

"No" answers that are *Opportunities for Improvement* (i.e. not significant) have a value of -1.

"No" answers that are *Significant Findings* (high risk situations) have a value of -3.

All "Not Applicable" or "Not Seen" answers to questions are removed from the reviews possible score.

As many sections only have five or six questions, worth 5 or 6 points for compliance, losing 3 or more points has a major impact on the score for that section. Weighted scores help clients to prioritise their response to significant findings and opportunities for improvement.

Example

If there are 150 questions of which 50 are either *Not Applicable* or *Not Seen* questions, then the maximum possible score becomes 100.

Of the 100 questions let's assume there are 4 "No" answers classified as *Opportunities for Improvement* and 3 "No" answers classified as *Significant Findings*.

Maximum Possible score	**100**
Less	
4 x "No" (*Opportunities for Improvement*)	-4
3 x "No" (*Significant Findings*)	-9
Final score	**87**
Percentage	87/100 or 87%

2

Favourite Pages ✕

Page Name

3

⋮   Residential Sample Audit Report   UNSTAR

SAVE

SITERIGHT

Site Safe (UAT)

1

SHORTCUTS ★

☑ Residential Sample Audit Report

REGISTERS 🗃

16 ☑ Site Reviews

📈 Benchmarking

TOOL BOX 🛠

✔ Task Manager

Favourite Pages ✕

Page Name

5

⋮   ~~Residential Sample Audit Report~~   UNDO

4

SAVE

Managing Shortcuts in the Side Bar

If there are favourites in the Shortcuts section of the sidebar that you no longer wish to be favourites:

1 Click on "Shortcuts" in the side bar (when you hover over Shortcuts the word "edit" will appear)

2 A pop-up list of your favourite pages appears

3 Click on "Unstar" to remove those you no longer want to designate as favourites (and therefore no longer appear in your shortcuts)

4 Click on "Save" to save your changes

5 Click on "Undo" if you change your mind and want them to remain as a favourite in your Shortcuts

Refer to Page 7 of this guide for a detailed explanation on how to reinstate or add another favourite to your Shortcuts.

2

1

Benchmarking

Benchmarking provides the opportunity for you to review how your company stacks up when compared to others in the industry against various criteria including:

A Project category

B Type of work/project

C Activity type

D Stage of project completion

E Value/Size of project

1 Click on "Benchmarking" in the sidebar.

2 Report showing your organisation's results (compared to others). Average scores are determined by all completed site reviews that fit each of the designated categories.

It's really important when you book your site reviews that you have identified the correct descriptors for each of the benchmarking categories.

There may be opportunities in the future to provide further benchmarking information against other categories that are gathered when booking site reviews.

A

Project category includes:
- Age care facility
- Car park
- Civil works
- Educational facility
- Government facility
- Hospitality industry building
- Manufacturing
- Mixed occupancy
- Municipal building
- Office building
- Petrochemical facility
- Public facility
- Residential accommodation
- Retail building
- Other

B

Type of work/project includes:
- Civil infrastructure
- Commercial high-rise
- Commercial low-rise
- Facilities upkeep
- Light commercial
- Residential
- Reticulation services
- Roading
- Other

C

Industry activity type includes:
- Conversion
- Demolition
- Maintenance
- New build
- Service provision
- Upgrade
- Other

D

Stage of project completion includes:
- 0-20%
- 20-40%
- 40-60%
- 60-80%
- 80-100%
- N/A

E

Value/Size of project includes:
- 0-$200k
- $200k-$500k
- $500k-$1M
- $1M-$2M
- $2M-$5M
- $5M-$10M
- $10M-$20M
- $20M-$50M
- $50M-$100M
- $100M+
- N/A

Viewing your Benchmarking report

Your Benchmarking report will change as each new site review is completed for your organisation.

1 Add to shortcuts (refer to Page 7 of this guide for a detailed explanation)

2 Printing functionality (refer to Page 8 of this guide for a detailed explanation)

3 Click on the hamburger to download the bar graphs (there are a number of different file-type options)

4 Your organisation's average score for any given category is always coloured pale blue

5 The industry's average score for any given category is always coloured grey

The number of charts visible for each of the 5 benchmarking categories depends on which descriptors your site reviews have been recorded against for each of the categories. In the example shown, there are two charts (Residential accommodation and Office building) out of a total 15 options for the Project category.

While you will always know how many reviews make up your organisation's average score for any given category and descriptor, the industry's average scores are dependent on the number of site reviews undertaken that also fit any given category and descriptor. Naturally, the more organisations who undertake site reviews, the larger the pool of data from which to draw.

Safety Improvement Report (SIR)

An SIR report is emailed to you the moment a new site review is ready to view inside your online portal.

The SIR is an Excel spreadsheet for ease of use so contractors can complete and report back what, when and who have rectified the issues raised.

The SIR contains all commentary associated with "No" answers. They are sorted in columns so that it is easy to distinguish those that are significant findings and those that are opportunities for improvement.

1 Site Review information including review name, client name, review reference, auditor name, main contractor name, review date and score

2 H&S Categories where a "No" answers occurred

3 Questions associated with "No" answers

4 Comments and recommendations associated with "No" answers classified as significant findings (weighted questions)

5 Comments and recommendations associated with "No" answers classified as opportunities for improvement

6 Client/contractor close out section to record actions taken

---

SITERIGHT

Kitty Kat Cattery #6
Safety Improvement Report

Client Name:	Marcus Jones Builders	Main Contractor:	XYZ Builders
Review Reference:	CIVIL00037	Review Date:	20/11/20
Auditor:	Mr Auditor	Score:	91/121 (75%)

Client / Contractor Close Out Section

H & S Category	Question	Significant Finding Comment & Recommendation	Opportunity for Improvement Comment & Recommendation	Description of improvement implemented	Closed out (Yes/No)	Name	Date
1. PCBU1 Safety Plan	1.7. Is there evidence of a risk assessment method being used as part of hazard management?		No evidence sighted. We would recommend that a process be documented and applied ASAP.				
1. PCBU1 Safety Plan	1.17. Is there evidence that incidents are being investigated by the Main Contractor?		Whilst investigations are being sporadically carried out, none are of significant depth or robustness to provide an accurate outcome.				
1. PCBU1 Safety Plan	1.10. Does the Main Contractor use a PTW process for high risk activities?		Not in common use on this site. We would recommend the use of a PtW system, particularly for hotworks.				
2. PCBU2 Safety Plan	2.1. [*] Is the contractor's SSSP or safe work plan, relevant considering the scope, nature and duration of the contractor's work?	The contractors SSSP was not specific to this site and appears to simply be a renamed copy from a previous job.					
2. PCBU2 Safety Plan	2.5. [*] Where a TA or other SWP is being applied, does the contractor have an Emergency Response Plan relevant to the level of risk and type of activity?	The TA is very good for the most part but fails to identify what will be done should the controls fail and an emergency arise. We would recommend a specific reponse be develped in all cases.					
2. PCBU2 Safety Plan	2.6. [*] Is there a training and/or qualification register for contractor workers currently on site?	The contractor has four workers on site but his register only lists three of them. Recommend the unrecorded worker is removed from site until the record is proved and updated.					
6. Ladders - Any Type	6.4. Is the ladder clearly marked as either Trade or Industrial rated?		The ladder may be compliant but as it is covered with plaster and paint, the information panels are obscured and unreadable. Erring on the side of caution, the ladder should be removed from site.				
8. Scaffolds - Any Type	8.1. [*] Are those working on scaffolds, working safely?	Worker over-reaching from corner. We would recommend height safety be reviewed and discussed ASAP.					
8. Scaffolds - Any Type	8.6. Are all working levels fully decked?		Mobile with half floor raised for use as a bench. This leaves half the floor space as a gap to fall through. This practice should be condemned.				
9. MEWP - Any Type	9.1. [*] Are those using the MEWP doing so safely?	Observed an operator driving the MEWP with the platform still elevated. Recommend immediate site-wide review of MEWP operation.					
18. Electricity Related	18.5. [*] Are power tools and leads in safe condition?	Observed a power drill lead with exposed cores at the plug end. We would recommend a regualr power tool/lead inspection.					
22. Hotworks & Grinding	22.4. [*] Is fire fighting equipment at close at hand?	There is no extinguisher or fire blanket at point of work. The nearest available is in the site office. We would recommend a more robust approach and extinguishers be at hand for use.					
22. Hotworks & Grinding	22.8. Are flashback arrestors fitted to gas plant?		No flash arrestor fitted to oxygen line. We recommend arrestors be fitted to all gas equipment.				

Report

For more info

CONTACT US

0800 SITE SAFE (748 372)

HEAD OFFICE

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Wellington, 6035