Welcome to GPlus Live
Module: Contractor and Employee Management

The following relates to the work flow around GPlus Live Contractor and Employee Management (CEM) storage of 'Safe Work Method Statements (SWMS)'.

Website: desktop application: www.gpluslive.com.au and MyDashboard: www.gpluslive.com.au/my.
Please note our system also uses two-factor authorisation to access the mobile dashboard.

SWMS

The CEM module within the GPlus Live gives you the ability to store company SWMS and have them issued out to either Employees or Contractors linked to your company. This can be site-specific. SWMS will be signed electronically by assigned users and supervisors. Signed SWMS can be found and retrieved by the contractor or employee on their MyDashboard whenever required.

SWMS Set Up

To create a SWMS workflow within GPlus Live go to the Management menu item where you will find the SWMS tab. Here you will have a register of all SWMS stored within the module and the ability to add more, as well as download your uploaded company SWMS.

SWMS					ⓘ Using SWMS	Add SWMS

Name ⬇	Revision ⬍	Job Roles ⬍	Created ⬍		
Dozer Operations	1	(Operator)	21/04/2022 11:32 David Jones		Details · Download · Archive
Working at Heights	2	(Operator) (Drivers)	21/04/2022 14:28 David Jones		Details · Download · Archive
Showing 1 to 2 of 2 entries					Previous · 1 · Next

To set up a SWMS within this module, select the 'Add SWMS button. Within the pop-up window, provide the SWMS name, revision number, description then upload your file.

Name: **Revision:**
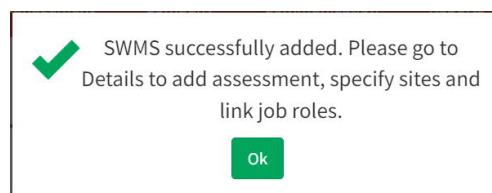
Description:

File Upload:

Browse for file ...

ⓘ Please provide a name, revision and brief description for the new SWMS, then attach a blank document. Once a SWMS is created, you will be able to add an assessment and and specify what sites it applies to. To do that, please go to the details page.

SWMS can be assigned to employees or contractors either individually or via a job role. Assigned users will receive a notification with a link to the new SWMS in their personal dashboard. After they have downloaded and reviewed the SWMS, they need to complete an assessment and provide a signature. Alternatively users can upload a copy of completed and signed SWMS. You will receive a notification to review and approve the information they submitted.

A completed SWMS never expires, but if you create a new revision, users will have to complete it again.

Save Cancel

Once save has been selected, a pop-up window will appear to prompt you to link this SWMS to site(s) and job roles. To do this, select the 'Details' button for the SWMS that require this information.

✔ SWMS successfully added. Please go to Details to add assessment, specify sites and link job roles.

Ok

Have any questions, changes, additions or feedback?

Chat with us online, email us on gpluslive@groundwork.com.au or call 1800 497 587 and ask for the GPlus Live Support team.

Details SWMS page

When no assessment are set up, the system will prompt you to create assessment questions.

SWMS: Changing Screens

Revision: 1

Description: This SWMS is designed to advise management, workers and visitors to this site of the identified general hazards. Re... questions and sign.

Min Correct Answers to Pass Assessment: 0

Document: SWMS Template.docx

> ⚠ Please make sure to add assessment questions.
>
> **Ok**

Back to List   New Revision   **Edit**

Assessment	Sites	Assigned to (Employees)	Assigned to (Contractors)	Job Roles	Previous Revisions

Add Question

Question		Type	Added

No data available in table

Assessment

Assessment questions are a recommended feature. When using assessment questions, it's important to ensure that you tell the system the number of correct answers that are required to successfully complete the assessment.

Select the 'Edit' button, within the pop-up window, and provide the minimum correct answer value. If you are planning on using a text response to an assessment question, this should not be included in the number of correct answers as the system cannot mark it correct, it will need to be assessed by the supervisor.

Name: Changing Screens   **Revision:** 1

Description: This SWMS is designed to advise management, workers and visitors to this site of the identified general hazards. Review provided documentation, answer assessment questions and sign.

Min Correct Answers to Pass Assessment: 0

Save   Cancel

SWMS: Changing Screens

Revision: 1

Description: This SWMS is designed to advise management, workers and visitors to this site of the identified general hazards. Review provided documentation, answer assessment questions and sign.

Min Correct Answers to Pass Assessment: 0

Document: SWMS Template.docx

Back to List   New Revision   **Edit**

To set up assessment questions, select the assessment folder and the 'Add Question' button.

Assessment	Sites	Assigned to (Employees)	Assigned to (Contractors)	Job Roles	Previous Revisions

Add Question

Contractors and employees will need to complete the assessment questionnaires provided. The same questions will be asked of Contractors and Employees.

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Your questions type can be a selection of the following:

- Yes/ No
- Radio buttons – contractor or employee to choose only one of a predefined set of mutually exclusive options.
- Dropdown list – contractor or employee can select only one answer from a menu of choices (ideal for presenting a long list of options).
- Multiple choice – allows the contractor or employee to select one or multiple as the correct answer.
- Text - contractor or employee can write a short answer response to the question being asked. Please keep in mind that you will be required to approve the response as the system can not auto-approve text responses.

Question:

Whilst operating vehicles on Company hours, drivers shall not be under the influence of alcoho

Question Type:

Multiple choice

Answers: Add Answer

Answer	Is Correct	
True	✓	🗑
False	☐	🗑

Save   Cancel

Ensure you select save after each question.

Site

Your SWMS can be company-wide or site-specific depending on the SWMS uploaded. Select the sites folder and add site(s) that are required to have this SWMS linked (one or multiple sites). If no site is selected and you only have one site, it will be automatically linked.

Assessment	**Sites**	Assigned to (Employees)	Assigned to (Contractors)	Job Roles	Previous Revisions

Add Site(s)

Site	Added	
Sandland	26/10/2022 11:04 David Jones	Unlink

Showing 1 to 1 of 1 entries   Previous 1 Next

Assigning to – Employees or Contractors

From the details page of the SWMS, you can assign the it directly to an employee, a contractor or to a job role.

When assigning to a contractor and employee they will be issued an email notification to complete the SWMS workflow assigned. The contractors and employees will need to access their MyDashboard to complete this, the SWMS cannot be completed via the desktop application. You are also able to assign the SWMS via the employee / contractor employee profile page.

Have any questions, changes, additions or feedback?

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Job Roles

Linking your SWMS directly with a Job Roles allows the system to automatically issue the SWMS to all contractors / employees linked with that job role. When you assign the job role the system will automatically issue via email to complete the SMWS.

Approving the Policy

On the home page of the CEM Module you will have a notification about the status of SWMS that have been issued and require your approval. It will be displayed as *Pending Employee / Contractor SWMS, Pending signature*.

On either the completed SWMS register or the individual contractor/ employee profile page select the details button.

The details page of the SWMS will provide you with details of who has completed the SWMS and its status and the contractor or employee's response to the question.

Also on this page is the revision history for the SWMS as well as its history with the specific contractor or employee.

Have any questions, changes, additions or feedback?

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Completed Policies Page

Completed SWMS

15/11/2021 ▦   15/11/2022 ▦

Export to CSV

Name	SWMS	Status	Created	Com
		▼		
Greg Burns Quarry Company	**Dozer Operations** Rev. 1	**Completed**	06/09/2022 16:55 Alex Turkevych	06/0
Marcus O'Rielly Contractor Quarry Company	**Dozer Operations** Rev. 1	**Completed**	21/04/2022 14:04 David Jones	28/06/2022
Marcus O'Rielly Contractor Quarry Company	**Contractor SWMS** Rev. 0	**Completed** Uploaded	19/10/2022 16:36 Terri Smith	19/10/2022
Marcus O'Rielly Contractor Quarry Company	**Working at Heights** Rev. 2	**Completed** Uploaded	21/04/2022 15:50 David Jones	19/10/2022
David Jones Quarry Company	**Dozer Operations** Rev. 1	**Pending Approval**	21/04/2022 12:56 David Jones	
Greg Burns Quarry Company	**Working at Heights** Rev. 2	**Pending Assessment**	05/09/2022 16:00 David Jones	05/09/2022 16:00

(Details buttons shown to the right of several rows; Send Link ▼ shown on last row)

Note: Remember to use the search bars and date range filters.

Individual Contractor or Employee SWMS Page

SWMS: Dozer Operations (Rev. 1)

Employee: David Jones
Company: Quarry Company
Status: Pending Approval
Description: Operate dozer safely
Signed by Employee: David Jones on 26/10/2022 09:38

Should you inspected the work area prior to operating the dozer?
Yes

Back to Employee   **Sign and Approve**

Revision History

Name	Revision	Approved	Created	
		No data available in table		

Showing 0 to 0 of 0 entries   Previous Next

Select the 'Sign and Approve' button, provide any additional comments if required, and electronically sign.

The individual Contractor or employee SWMS page will now change to show that the SWMS has been approved (by whom and date). There will also be a sign-off certificate stored for records.

At any time you can recall this SWMS and make the individual contractor or employee recomplete the SWMS if you are not happy.

SWMS: Dozer Operations (Rev. 1)

Employee: David Jones
Company: Quarry Company
Status: Completed
Description: Operate dozer safely
Signed by Employee: David Jones on 26/10/2022 09:38
Signed by Supervisor: Terri Smith on 15/11/2022 16:36
Completed: 15/11/2022
Approved by: Terri Smith on 15/11/2022 16:36
Approved by: Terri Smith on 15/11/2022 16:36
SWMS with signature page: employee-swms.pdf

Should you inspected the work area prior to operating the dozer?
Yes

Back to Employee   **Recall**

Revision History

Name	Revision	Approved	Created	
		No data available in table		

Showing 0 to 0 of 0 entries   Previous Next

The revision history will display all this information.

At any stage employees will have access to the most update to date SWMS in their MyDashboard.

Archiving SWMS

To archive a no longer needed SWMS, selected the archive button, data is removed from view. To recall any data that was removed, please contact the team at GPlus Live to have the data restored to your profile.

Revision Process

If a SWMS requires an update, navigate to the 'SWMS menu item under Management. Select 'Details' on the SWMS that requires a new revision. Select the 'New Revision' button

Enter the new revision number, and review the description is still correct and relevant.

If the same assessment questions are to be used, ensure you tick the copy assessment button upload the new SWMS and select upload button.

The system will automatically issue a notification request for the SWMS to be re-reviewed by the linked assigned Employees / Contractors and linked Job roles.

Previous Revisions and Revision History

Previous revisions can be download under 'Previous Revisions'.

Under the Employee or Contractor pages you will have access to the revision history that is linked to that employee or contractor.