

StartSafe®

USER GUIDE

VERSION II

V.1.2.6, V.1.2.8, V.1.2.9, V.1.3.0

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Getting Started



Downloading StartSafe

If you haven't done so already, download the **StartSafe** application.

This can be done by opening the app store on your mobile device or tablet and searching StartSafe, or by pointing your device's camera at the QR code shown at the **top right of the page**.

You do **not** need to take a photo of the QR code. When you correctly read the QR code a yellow bubble will appear. Clicking it will take you to the download application screen.



Updating StartSafe

If you've downloaded StartSafe before and haven't opened it recently make sure to check for updates. If you're running an old version of the app some features may be missing.

Creating a StartSafe Account

The first time you open the StartSafe app you'll be presented with the option to either log in, or sign up. Click on **SIGN UP** and fill out the required information.

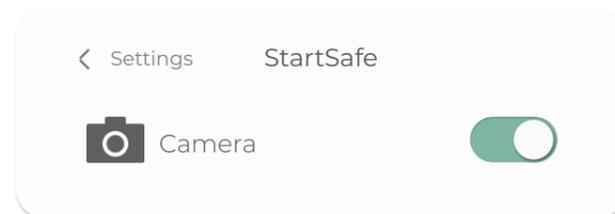
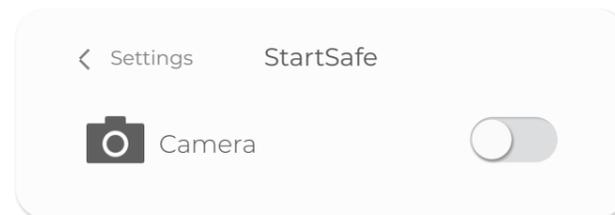
Allowing Camera Access

Ensure that you allow camera access in your phone system settings.

If StartSafe cannot access the camera you will be unable to complete the inspection. The first time you interact with a button to take a photo you may be prompted to allow access, press yes.

To change the access settings navigate to your phone's **settings** and locate the **StartSafe** application.

If the toggle is **grey** then StartSafe does not have camera access. If the toggle is **green** StartSafe has camera access.



First Name

Last Name

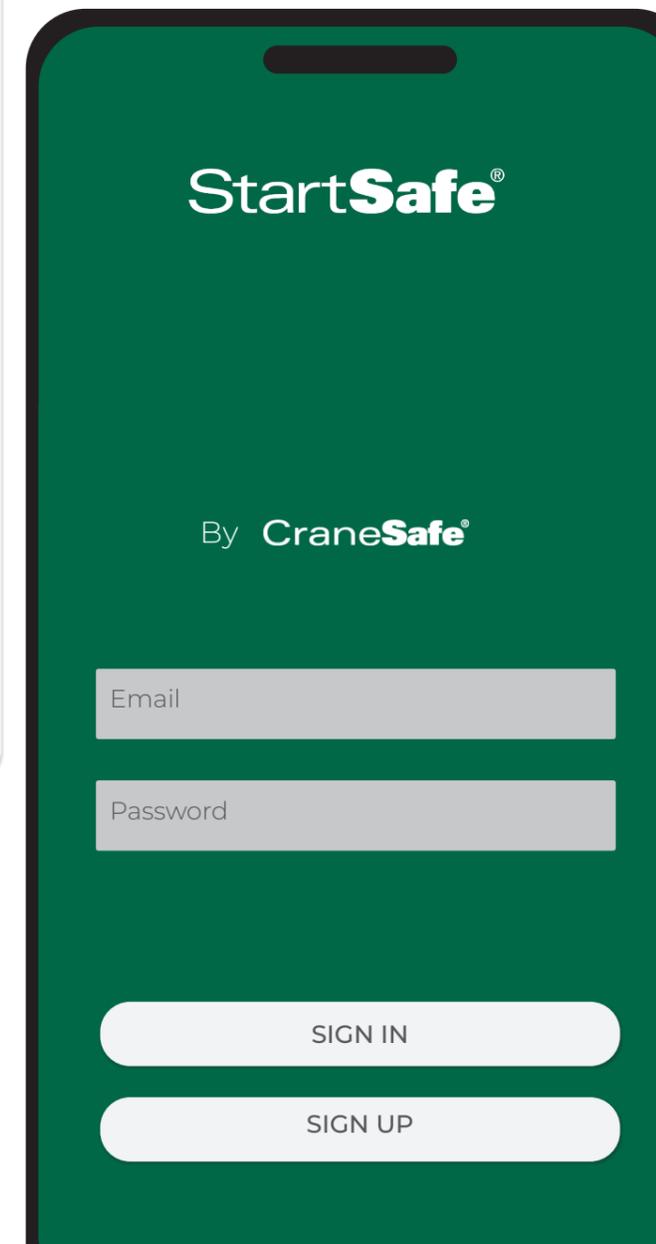
Company

Email

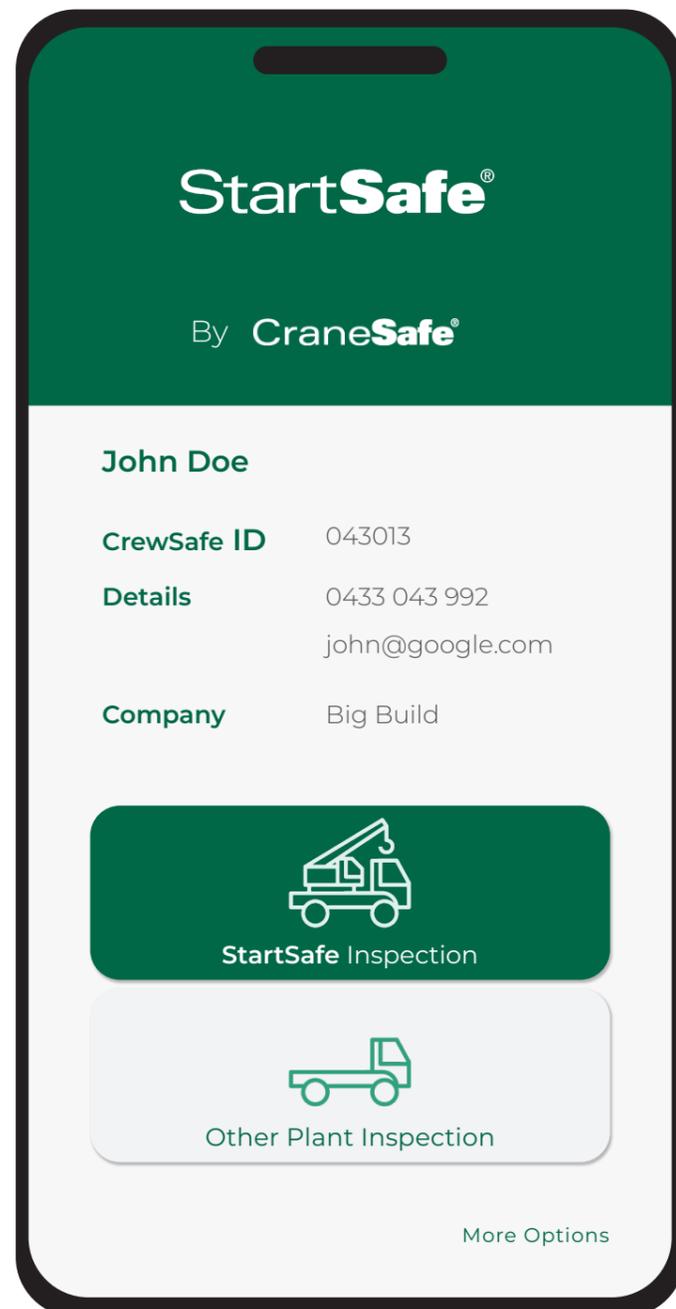
Mobile

Password

SIGN UP



Navigating StartSafe



Your Information

Here is where you'll find your user details.

Your name, contact information, and company will be listed. If you have a **CrewSafe** ID number it will be included, but this field may be blank if you do not.

Updating Your Details

If you need to update your operator details or change your password click on **More Options** and select **Update Details**.

Changing Operator

If multiple operators are using the same mobile device you can change accounts by clicking on **More Options** and selecting **Change Operator**.

Offline Forms

StartSafe Inspections can be conducted without wifi or cellular data. Prior Offline Inspections can be seen by clicking **More Options** and selecting **Offline Forms**.

Offline Inspections can be started using the **StartSafe Inspection** button, and run the same as an online inspection.

Starting an Inspection

This is where you can initiate **StartSafe Inspections**. Click on the **StartSafe Inspection** button to begin.

You'll need the **serial number** of your crane or the QR code from a **CraneSafe** sticker.

Inspection History

Prior inspections by the operator for the crane can be viewed before, during, or after the inspection by clicking the calendar icon at the top right of the screen.

Not Applicable Line Items

If the not applicable icon is selected during an inspection this will be recorded against the cranes serial number, and in subsequent inspections that item will automatically populate with not applicable.

Faulty Line Items

If a red cross icon is selected during an inspection this will be recorded against the cranes serial number, and in subsequent inspections that item will automatically populate with a fault until the owner completes and logs the repairs.

Missing Line Items

If a line item is not completed during the inspection the missing items will be shown at the conclusion of the inspection, you can fill this information in directly without needing to navigate back through to the appropriate section.

Recording Incidents

If an **incident** occurs to the machine (i.e., the windshield gets smashed) you can record it by clicking the **StartSafe Inspection** button and selecting **Record Incident**.

Recording Maintenance

If you complete **maintenance** on the crane (i.e., grease the boom) you can record it by clicking the **StartSafe Inspection** button and selecting **Record Maintenance**.

Using StartSafe Offline

StartSafe inspections can be conducted even when you're not connected to wifi or cellular data. You need to have opened the StartSafe app at least once. Do not close the app while data is syncing. If you go offline while data is syncing that data will be lost.

Inspection Types

Daily Inspections are the standard StartSafe Prestart inspection.

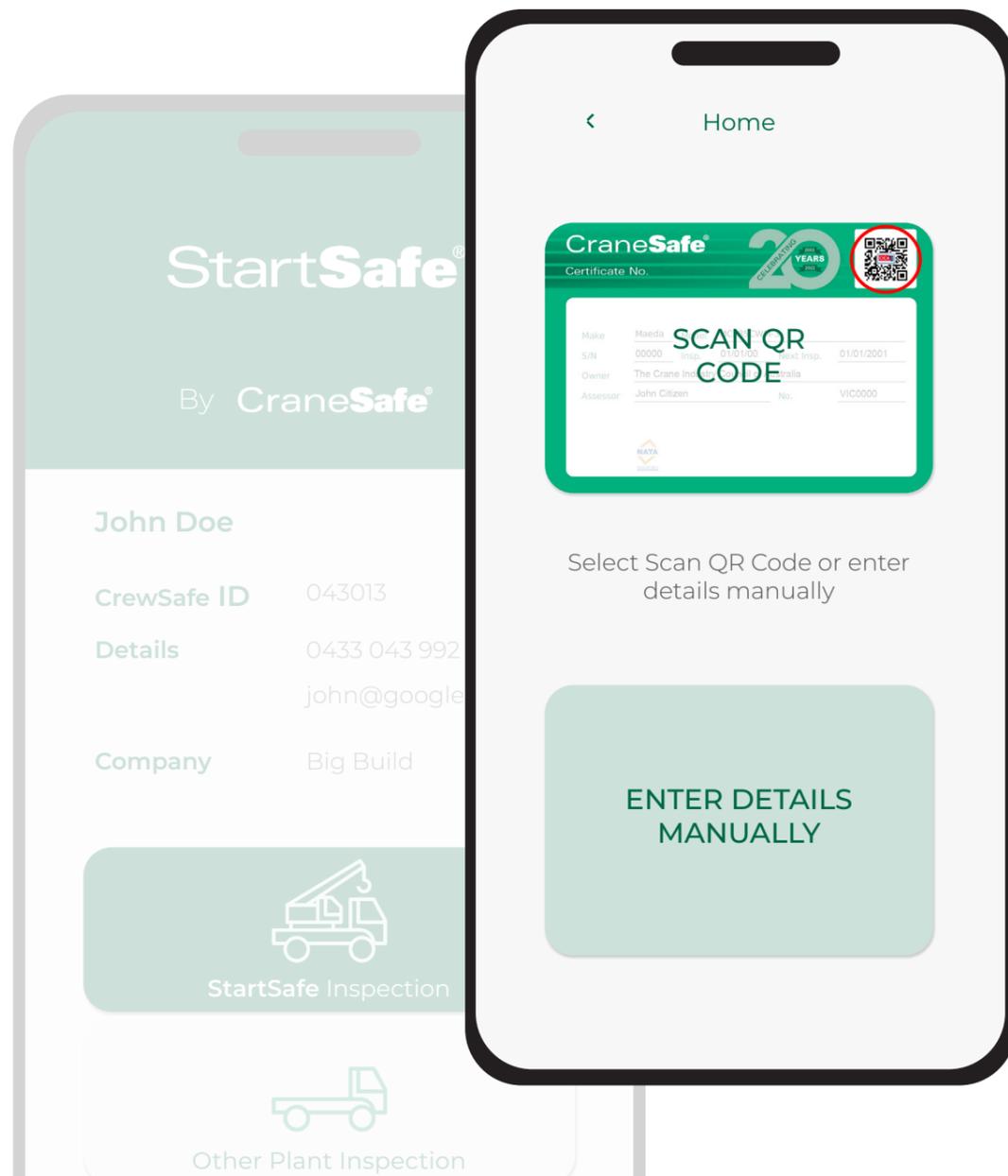
If you see WEEKLY, MONTHLY, or QUARTERLY as options when starting a StartSafe these are routine inspections, created by the company, and unless explicitly directed to do so should not be selected.

Select Inspection Type

Daily

Starting an Inspection

To begin a StartSafe inspection click on the **StartSafe Inspection** button on the home screen of the application. When you initiate a StartSafe Inspection you'll be given the option to either scan a CraneSafe Green Sticker QR code or enter the information manually.



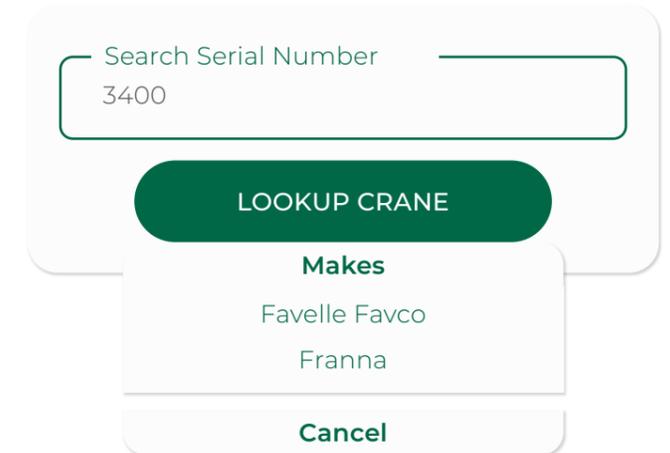
Using the QR Code

To scan a QR code point your phones camera at the center of the code on the Green Sticker attached to your crane. If your camera doesn't immediately pick it up you can force your camera to focus on it by tapping the screen.

Entering Details Manually

To enter your cranes details manually, you must provide serial number of the machine you'll be conducting your check on.

After entering the serial number, the system will attempt to automatically fill in the make. If there are multiple makes with the same serial, the system will display options as a dropdown.



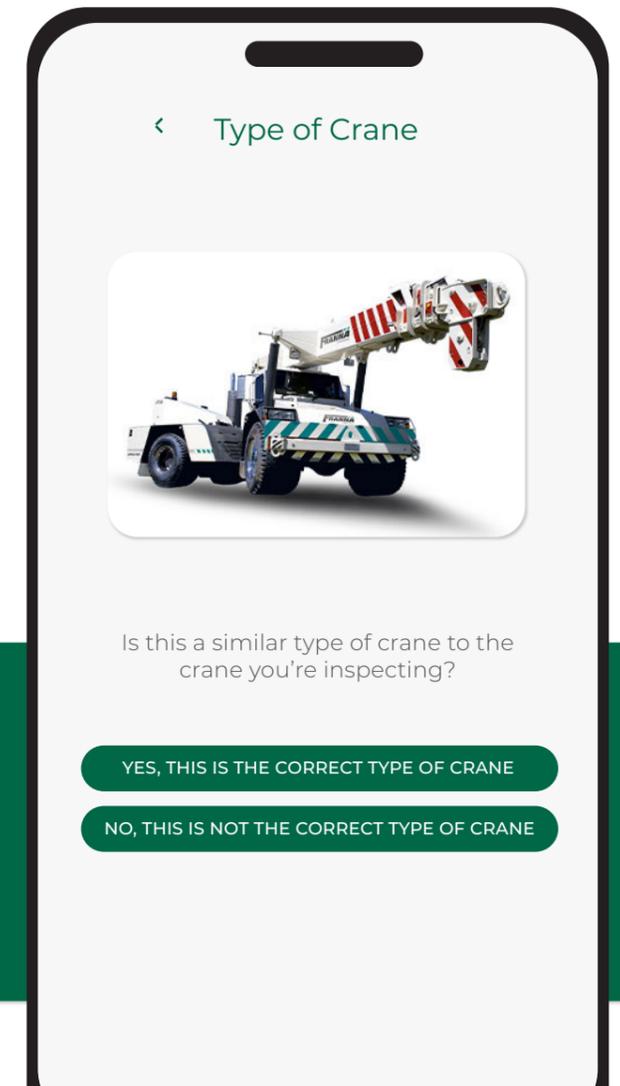
Manual Selection for Crane Types

You can manually select the crane **type** if it isn't automatically populated. This may be because you're offline, or your crane's data isn't yet available.

You will be given a list of crane types, and shown an example image of a crane of that type.

It may not be the specific model or brand of crane that you are inspecting.

If you enter a crane type manually you will then have to enter the Company Name, Crane Model, and Serial Number before starting your inspection.



Verifying Manual Information

If you're entering the details for your crane manually you'll need to provide photos verifying the information entered. These are marked with **orange camera** icons.

Click the camera icon to take a photo when you see it in the StartSafe app.



Crane Information

After you Scan the QR code or Manually enter the Serial Number the cranes information will populate and be shown on screen. The information will include the Crane Type, an image of the crane if available, the Serial Number, and the last recorded Lower Hours and Kilometres.

Hours and Kilometres Recorded

You can enter the hours and kilometres at the beginning or the end of the inspection. It is always **mandatory** to take a photo to verify these fields.



Selecting Inspection Types

You will be prompted to choose your inspection type. These options are determined by the needs of the crane owner. Unless explicitly directed otherwise, choose the **'Daily'** inspection option.

Recording Incidents

If an **incident** occurs to the machine (i.e., the windscreen gets smashed) you can record the incident using the option on the dropdown.

Recording Maintenance

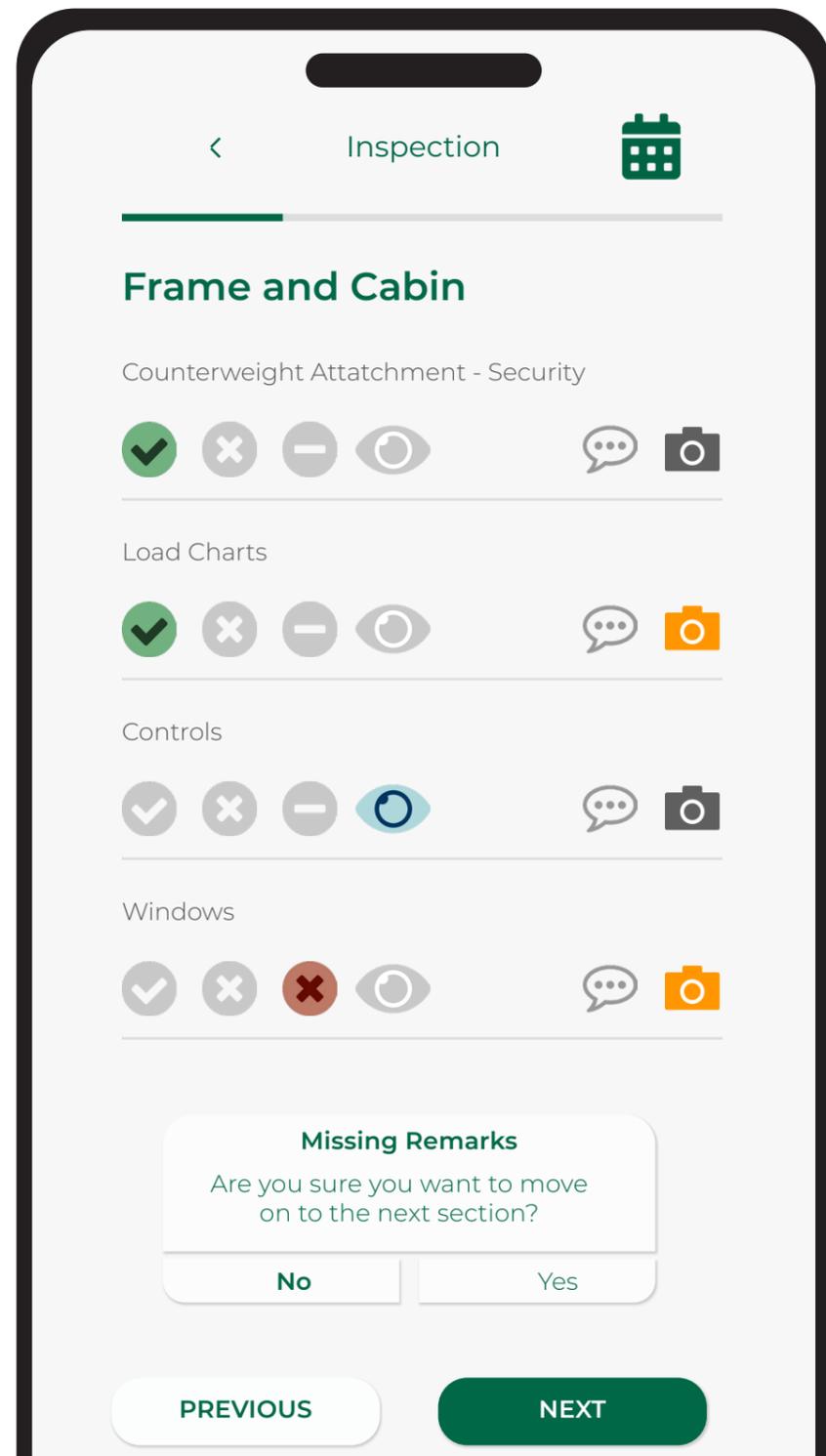
If you complete **maintenance** on the crane (i.e., grease the boom) this also be recorded on the appropriate option from the dropdown.

During your StartSafe inspection you'll be pressing icons to report the condition of the line items being inspected and navigate the application. Use the **StartSafe Key Icons** table on the following page as a reference while you're learning what they all represent.

StartSafe Key Icons

-  Item is **okay** and safe to use
-  Item is **faulty** and requires repair
-  Item is **not applicable** for this crane
-  Item is showing signs of wear and **may require repair**
-  A photo **can** be taken of the item
-  A photo **must** be taken of the item
-  A photo **has** been taken of the item
-  A comment **can** be made about the item
-  A comment **has** been made about the item
-  A comment **must** be made for this item
-  A required comment **has** been made for this item
-  Click this to see the **calendar**

Running an Inspection



The line items you see will be specific to the crane you're currently conducting an inspection on. Inspect each line item and interact with the correct icon for the condition of the item, add photos and/or comments where needed, and click next to progress through the inspection.

Progress and History

Refer to the top green bar to check your progress in the inspection, you can click the calendar icon in the top right to view inspection history for your machine.



Recording Condition

Click on one of the icon options to record condition for each line item.



Comments and Photos

Click on the speech bubble to leave a comment and the camera to take a photo or video. Mandatory comments and photos will be marked **orange**. Once a mandatory comment or photo has been uploaded it will turn **green**.

Missing Line Items

You'll be prompted to fill in any missing line items or remarks when you attempt to leave a section. If a line item is not completed during the inspection the missing items will be shown at the conclusion of the inspection, you can fill this information in directly without needing to navigate back through to the appropriate section.

Using StartSafe Offline

The process of doing a StartSafe inspection is the same whether you are online or offline.

You will not have full access to the crane's specific data, but you will have access to the empty form to fill for the make and type of crane.

Your inspection will be saved under Offline Forms, and will automatically be uploaded when your phone has access to mobile data or wifi again.

Differences Between Running Online and Offline Inspections

The process of doing a StartSafe inspection is the same whether you are online or offline.

You will not have full access to the crane's specific data, but you will have access to the empty form to fill for the make and type of crane.

Finishing an Inspection

< Notes 

View notes from last StartSafe

Notes

Add Notes

Crane Model

Serial Number

Lower Hours - Last Recorded: 1

Kilometres - Last Recorded: 1

This crane's Daily Prestart checks, which includes reporting and recording of any damage or defects have been completed in accordance with safe work practices, workplace specific procedures and policies, and manufacturer requirements and is ready for use.

Notes and Hours/Kilometres

If hours and kilometres have already been recorded at the start of the inspection you will not have to fill them out again here. You can also leave notes about the machine, and view prior notes.

The hours must be equal to or greater than last recorded.

Declaration

You must toggle the declaration at the bottom of the screen acknowledging that you have conducted the inspection in accordance with procedures, policies, and requirements.

Finalising Your Inspection

To finalise your StartSafe inspection add your final notes, hours and kilometres recorded, and click the declaration at the bottom of the screen. Operators do not need to take further action after this.

Report Generation

Once you've successfully completed your StartSafe inspection you have the option to start over, and may have the option to view or email the report depending on your access level. The report is automatically uploaded to the StartSafe CICA Portal.

CRANE TYPE Report

Inspection Date

COMPANY
Big Build
ABN 00 000 000
1/2 Main Street CBD VIC 3000



REPRESENTATIVE
Jane Doe 0414 034 001
Email jane@google.com

ASSESSED BY
John Doe
CrewSafe ID 043013
Phone 0433 043 992
Email john@google.com

CRANE

LOWER HOURS 1	SERIAL NUMBER 000 0
KILOMETRES 1	PLANT NUMBER C213
MAX LOAD 0 KG	
NUMBER OF AXLES 2	

Frame and Cabin

Counterweight Attachment - Security	OK
Load Charts	OK
Controls	OK - MONITOR
Windows	NOT OK