

VISITOR AND CONTRACTOR MANAGEMENT

Product Catalogue



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ABOUT US

Our mission is quite simple – we aim to succeed by helping you succeed.

This entails;

- Assisting in compliance with statutory regulations and standards, reducing risk exposure.
- Providing solutions that exceed quality expectations and delivering a standard of service above that of any service provider.
- To continue to strive for excellence in providing real, cost efficient, and effective solutions.

VISITOR MANAGEMENT

VISITOR SIGN-IN BOOKS

MINIMISING THE RISK



Time In	Name	Meeting With or Responsible To	Company Name	Date
THIS PASS MUST BE RETURNED TO ISSUE POINT UPON DEPARTURE				
COMPACT SYSTEMS AUSTRALIA				
Pass No. <input type="text"/>				

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Signing- in Visitors to your workplace is no longer just a formality.

In the face of added security concerns and increasing regulatory compliance requirements, the identification and protection of people other than workers in the workplace has never been more paramount.

Compact has a range of Visitor Management Systems that provide cost-effective solutions that target these key compliance objectives:

- All state Health & Safety Acts stipulate that employers have duty of care obligations in regard to the safety of visitors and the information they provide to them whilst they are in the workplace.
- Compliance with the relevant Fire and Emergency Evacuation Regulations and/or recommendations that exist in each State.
- Compliance with Australian Privacy Principles 3 & 4 which require an organisation to protect the personal details of all visitors who present to and provide their details to that workplace.

Our solution

Custom Designed book systems including your corporate logo, ink colours the ability to display your specific safety and internal protocol standards that allow you to focus visitors on the issues of concern. Create a key safety plank and a premium corporate image – from only 38 cents per entry

HOW DO YOU CURRENTLY SIGN-IN YOUR VISITORS?

Date	Time In	Time Out	Visitor's Signature	Representing	Calling to Site
21/11	9:30		[Signature]	PT Group	St. Louis
21/11	9:30		[Signature]	PT Group	St. Louis
21/11	9:30		[Signature]	PT Group	St. Louis
Tuesday 30 September 2008					
20/11	7:50		[Signature]	Newstate	St. Louis
20/11			[Signature]	NT	St. Louis
20/11			[Signature]	NT	St. Louis
20/11	9:00		[Signature]	NT	St. Louis
20/11	7:00		[Signature]	NT	St. Louis
20/11	8:00		[Signature]	NT	St. Louis

NON COMPLIANT ❌



FULLY COMPLIANT ✅

Consider the shortcomings of the open register

- Visitors not prompted to be aware of safety policies, potential hazards & workplace conduct
- No privacy protection for visitor – not compliant with NPP 3 & 4.
- Visitors have no sign-out prompt. Therefore no awareness of who is on site in an evacuation
- Visitors travel around the workplace totally unidentifiable to your staff.

Compare the difference that our solution will give you

- Visitors are aware of your organisation's expectations in relation to health & safety regulations
- Provides key site specific information on the pass
- Visitor's privacy totally protected by the glued-on Privacy Sheet
- Summary Register sheet provides a permanent audit record of sign-in & sign-out time and date and becomes the visitor fire evacuation record in the event of an emergency
- ID Pass is clearly visible to everyone in your workplace. Visitor is prompted to sign-out

THREE SIMPLE STEPS TOWARDS HEALTH & SAFETY COMPLIANCE:

Complete and Detach Pass



Insert into Pass Holder



Display pass whilst in the workplace



CONTRACTOR MANAGEMENT

CONTRACTOR SIGN IN BOOKS

WHEN COMPLIANCE MATTERS



WELCOME CONTRACTORS

The Health & Safety of you and your employees is **Important** to us.

in the unlikely event of a fire or emergency evacuation, this register is the only means of determining who is currently visiting this site. To ensure accuracy of information for Fire Officers or Managers, it is essential that you complete the register on entry and departure. Your safety could depend on this information.

Signing In:

Failure to complete these procedures may risk your 'Preferred Contractor' status.

- Please complete our Contractor Register and obtain your "Authorisation Permit".
- Read our "Conditions of Entry" carefully.

While Working On Our Premises:

- Wear the Contractor Permit **VISIBLY** at all times.
- Smoking is not permitted except in Designated Areas.
- Observe all safety signage, regulations & instructions of the Health & Safety or Authorising Officer.
- Wear Personal Protective Equipment (PPE) as required for the work being undertaken.
- In the event of fire or emergency evacuation, follow the instructions of Fire Ward Management.
- Report any incidents / accidents immediately.

On Departure - **IMPORTANT!**:

- Return to **THIS ENTRY POINT**.
- Register your "Time Out" in the Contractor Register.
- Sign the Register to certify that your work area(s) has been left in a safe condition.
- **RETURN** your Contractor Permit, Keys or Access Cards.

Organisations who regularly engage contractors are placing an increasingly high priority on implementing strategies that will reduce the risk of workplace injuries or incidents that have resulted from the presence of contractors in the workplace. It is therefore important that an incoming contractor is safely complete their task in accordance with established strategies.

Facts that you need to know about managing contractors:

All State Health & Safety Acts are similar in the way they define acceptable compliance management of contractors. Very briefly, each Act requires an employer to observe and comply with the following protocols:

- A business who engages contractors must provide sufficient information to the contractor that will assist them to comply with your safe work systems and other site regulations for the primary purpose of maintain their own safety and that of your employees in the workplace.
- A contractor should be made fully aware of the key safety elements along with any existing hazards that will apply to the type of work and location that their duties will consist of.

"Thank You for observing our Health & Safety Procedures."



Compact's Sign-In System – a cost effective alternative

1. Business Compliance - to assist in meeting duty of care obligations within the Health and Safety Acts of each State.
2. Risk Management – to become an integral part of the overall workplace risk management strategy
3. Duty of Care – to help protect the welfare of contractors and in turn, your own employees
4. Organisational cost-efficiency – to provide an effective solution without destroying your budget
5. Privacy compliance - to maintain complete confidentiality of the contractor's personal and business details

Key system objectives

- Assist users to comply with important elements of the Health & Safety Act in each State.
- Help minimise the potential risk from contractors injuring themselves or your employees whilst on your premises. Reduces the potential legal liability that workplace accidents can create.
- Ensuring that the security of the organisation is not compromised by the presence of un-authorized people in your workplace.
- Creates a compliance culture within the organisation by showing contractors that their safety and the safety of others in the workplace is a high priority in the overall business plan.

CONTRACTOR MANAGEMENT

CONTRACTOR SIGN IN BOOKS

WHEN COMPLIANCE MATTERS

DATE <i>9.7.04</i>	CONTRACTOR NAME <i>S. Simpson</i>	PHONE No. <i>0403 241 784</i>	WORK AREA <i>Basement</i>	<input checked="" type="checkbox"/> I.D. Checked	<input checked="" type="checkbox"/> Safety Product
TIME IN <i>12.30 pm</i>	COMPANY NAME <i>Abel Electrical</i>	VEHICLE REGO No. <i>491 ELE</i>	DESCRIPTION OF WORK <i>Fitting additional Lighting to Archive Room</i> AUTHORISED CONTRACTOR SIGNATURE	
APPROX. TIME OUT <i>2.30 pm</i>	TYPE OF CONTRACTOR <i>Elecs</i>	KEYS / ACCESS CARDS ISSUED <i>#89</i>		<input type="checkbox"/> HAZARD REGISTER SIGNATURE	

AUTHORISED CONTRACTOR

THIS PERMIT MUST BE RETURNED TO ISSUE POINT UPON DEPARTURE

COMPACT
SYSTEMS AUSTRALIA

WELCOME TO ALL CONTRACTORS
Your Health and Safety are Important - Please Read Carefully

Note: Your Signature in the box above indicates understanding and acceptance of the following entry conditions

- This permit authorises you to proceed with the work in the area and on the specified.
- Work area to be left in a safe condition upon departure.
- This Permit must be worn at all times whilst on the premises.
- On departure please return to your point of entry, return this permit, record "Out" and "Signature" in the Register.
- Smoking is not permitted on these premises except in designated areas.
- Please observe all Safety Signage and the instructions of the Workplace Health & Safety Officer.
- All contractors must wear Personal Protective Equipment (P.P.E.) as required.
- In the event of a fire or emergency evacuation, follow the instructions of the Workplace Health & Safety Officer.

Our sign-in registers provide three distinct layers of control that will not only manage the potential risks associated with contractors but also ensure that your business is fully compliant with National Privacy and Health & Safety regulations.

The Customised Sign-In Pass

With the complex information that often needs to be exchanged between the Contractor and the workplace, the custom designed pass is the preferred option of our customers. It allows the user to create their own unique ID pass that will include their logo, company colours and your site-specific conditions of entry – including prompts and checks that are critical to your safe work systems.

Contractor Privacy Secure Overlay

Secured to the Information Summary to ensure that your contractor's personal and business details are protected.

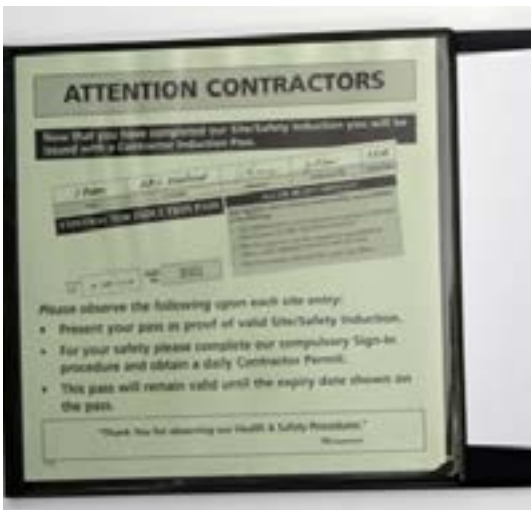
Information Summary Register

Retained in the book as a record of all contractor activities and it becomes a valuable audit tool when checking for compliance issues – it records date of visit and in/out times of work, where the work was performed and when they exited the building. The register also provides a means to ensure that all contractors are accounted for in an evacuation situation.



CONTRACTOR INDUCTION

WORKING IN HARMONY



Keep track of your contractor induction management has never been easier. With our Contractor Induction Pass Register you can verify a contractor's compliance status quickly and efficiently.

The Contractor Induction System bridges the gap between the initial induction process and the actual site work request where the contractor only needs to complete the Compact Sign-In Permit for their site entry pass. The Induction Expiry date is recorded prominently on the front of the pass as a reminder for the contractor of impending expiry.

Here's how it works:

Step 1

Having successfully completed the induction process, the contractor now receives the Induction Verification Pass which becomes the means of verification each time the contractor enters the work site. The Induction Pass is usually completed by internal site staff and provided to the contractor prior to their first entry.

Step 2

Creating the Induction Pass simultaneously updates the Contractor Induction Register form which sits underneath the pass and provides for:

- A permanent record of each induction for potential audit purposes
- An up to date Register of Approved Contractors that can be referred to when work is required to be undertaken
- Provides a prompt for the employer of forthcoming document expiry dates relative to each contractor

Step 3

Fold the Induction Pass at the centre perforation to obtain a business card sized pass slip ensuring that the printed side of the pass faces outward. Place the folded pass inside one of our "cold-laminate" pouches and press firmly together with the heel of the hand to form a waterproof sealed card.

Step 4

Hand the sealed induction card to the contractor for their retention.

A simple to use yet incredibly effective system of ensuring that both Employer and Contractor are fully aware of each other's obligations in this important compliance process. Available in both fully customised to your corporate specifications or in off-shelf generic format.

ELECTRONIC VISITOR & CONTRACTOR MANAGEMENT

ENTRY SIGN

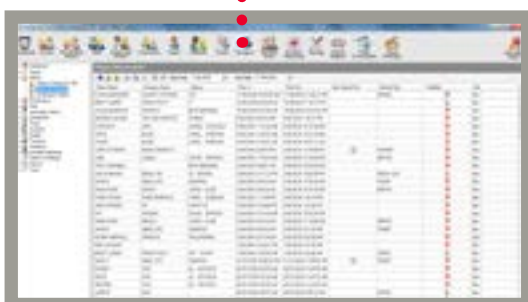


EntrySign is the original award winning visitor management system from Osborne Technologies and marketed/distributed by Compact Business Systems in Australia.

EntrySign is a state of the art touch screen system which can be personalised to match your corporate identity. EntrySign will help you comply with your duty of care obligations under WHSE/OHS legislation and assist with emergency evacuation planning by instantly providing a clear and accurate view of all staff, visitors and contractors who are on your site at any given time.

EntrySign simplifies the process of screening and signing visitors and contractors into your site, printing customised passes whilst capturing important information which can be used to generate detailed reports afterwards.

All EntrySign systems include front screen customisation featuring your company logo, colour schemes and even accreditation logos.





Visitor Management



Contractor Management



Staff Sign In/Out



Pre-Booked Visitors



Authorised Visitors
eg. Cleaners



Fire Evacuation Report



Events



Events



RFID Card Printing



QR Codes

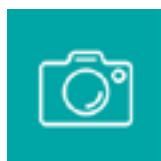


Photo Capture



ID Badge Printing

Main Features

- With document/licensing monitoring
- Quick and easy visitor management with self service sign in/out.
- Customisable visitor policy acceptance page prior to signing in.
- Optional photo and signature capture with photo ID badge printing.
- Ability to pre-book expected visitors and contractors for even quicker sign-in.
- Staff sign in/out plus optional staff ID-card bolt on.
- Monitor Staff attendance and time keeping.
- Event management allowing visitors to sign in to events.
- Comprehensive back-office suit for administration and reporting.
- Search for visitors and contractors by name, company or vehicle registration number.
- One-click fire evacuation report to phones, emails and printers
- Simple to use with an intuitive user interface
- Low running costs - no printer ink, just sticky labels.
- Integrates with existing door access control systems.
- Variety of mounting options including wall or desk pole brackets.
- ID-card bolt-on makes signing in and out effortless for staff, by simply presenting an ID card to the screen

Compact Business Systems Pty Ltd

PO Box 1617 Browns Plains BC Q 4118

Phone: 1800 777 508

Fax: 07 3376 2001

sales@compact.com.au

www.compact.com.au

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