

SITERIGHT

Customer User Guide

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Your guide to SiteRight audits

This guide shows you how to request, track, and download your SiteRight audits. We'll walk you through each step, from booking a review to getting your final report.



How the SiteRight process works

Our SiteRight audits are a cost-effective way to see how well your business is meeting its health and safety obligations. A SiteRight audit starts when you send us a request. From there, we schedule the work, complete the review, and carry out a quality check before we send you the final report.

Once that's done, we finalise the review, and share your final report.

Getting started - logging in to your Site Safe account

Step 1: Open your preferred web browser and go to the Site Safe website:

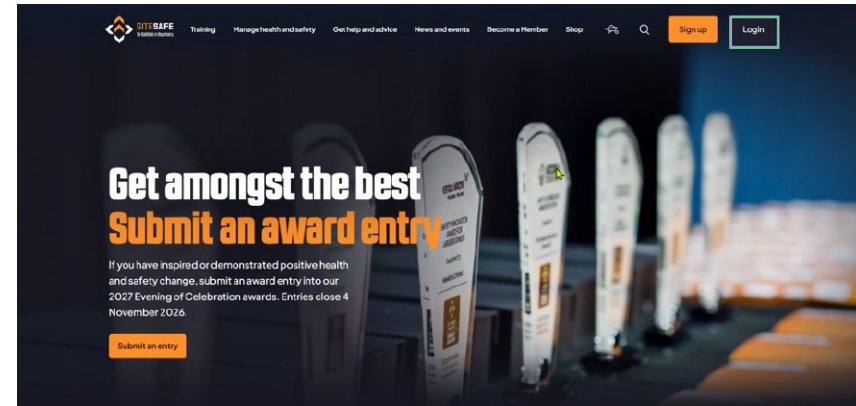
www.sitesafe.org.nz.

Step 2: Click **Login** in the top-right corner.

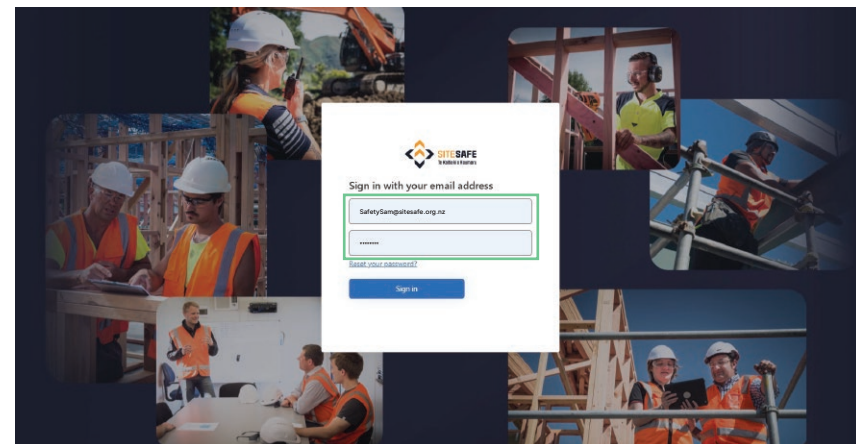
Step 3: Enter your username and password, then click **Sign in**.

Don't have a Site Safe account? Check out the troubleshooting section of this guide on page 12 for information on how to create an account with us.

Step 2



Step 3



Booking a SiteRight audit for a new site

If you're booking a review for a new site, follow these steps.

Step 1: Go to **Site Audits** and click **Book an Audit**.

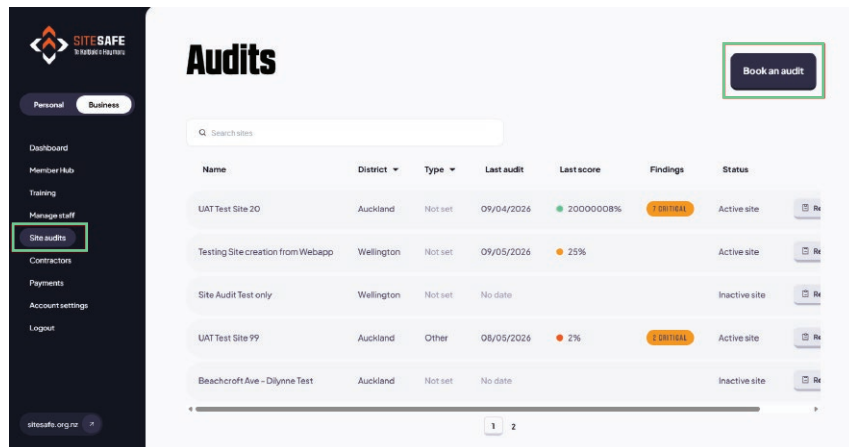
Step 2: Under the Client Details section add:

- Billing Contact Name
- Billing Contact Phone

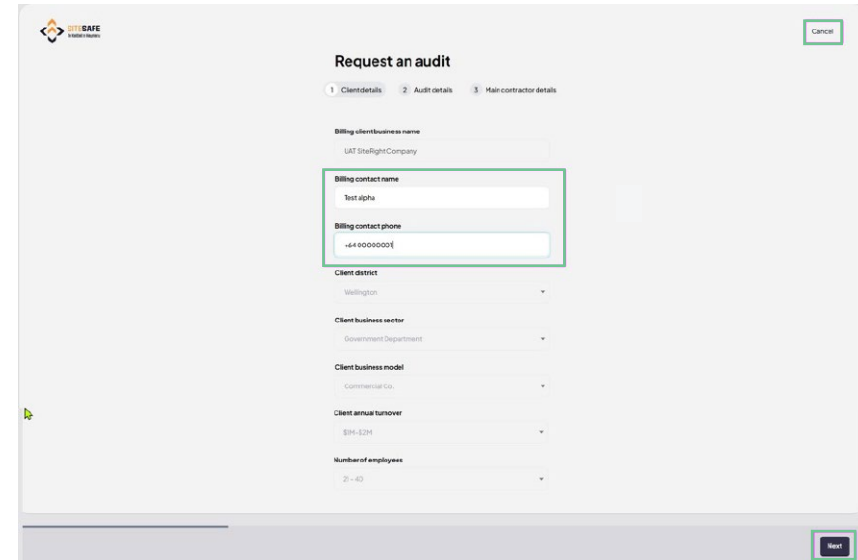
Check the pre-filled Client Details, then click **Next**.

Step 3: In the site dropdown, select **New Site**.

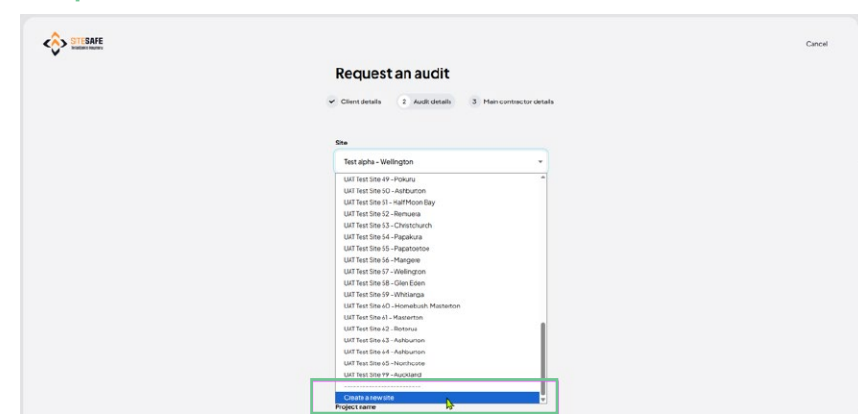
Step 1



Step 2



Step 3



Step 4: Enter the new site details, including:

- the site name and address.
- the project details.

Step 5: Enter the SiteRight audit details, including:

- the type
- preferred dates for the audit to take place, and
- contact details for on the day.

Step 6: Review details and click **Next**.

Step 7: Review the **Main Contractor** details.

Step 8: Click **Submit** to send your request.
We'll take it from there!

Step 6

Preferred date
June 9, 2026

Preferred time
AM

Review frequency
Quarterly

Notice period for site manager
5 Days

Send review to (Name)
Test alpha

Send review to (Email Address)
Test@gmail.com

Postreviewaction option
Blinding From Auditor / Advisor

Previous Next

Step 8

Request an audit

Client details | Audit details | 3 Main contractor details

Main contractor business name
Alpha - UAT

Business type
Asset / Facilities Management

Site manager name
Test Beta

Site manager email
Test@siteSAFE.org.nz

Site manager phone
+64 0000001

Second in charge name (optional)
Test Gamma

Second in charge phone (optional)
+64 0000001

Previous Submit

Booking a SiteRight audit for an existing site

If your site is already in the system, follow these steps to book a new site review.

Step 1: From the left-hand menu, click **Site Audits**.

Step 2: Click **Book an Audit**.

Step 3: In the **Client Details** section, check that your organisation details are correct. Update the billing address if you need to, then click **Next**.

Step 2

The screenshot shows the 'Audits' page in the SiteRight system. The left-hand navigation menu is visible, with 'Site audits' highlighted. The main content area displays a table of audits with the following columns: Name, District, Type, Last audit, Last score, Findings, and Status. A 'Book an audit' button is highlighted in the top right corner.

| Name | District | Type | Last audit | Last score | Findings | Status |
|-----------------------------------|------------|---------|------------|------------|----------|---------------|
| UAT Test Site 20 | Auckland | Not set | 09/04/2026 | 20000008% | 1.000000 | Active site |
| Testing Site creation from Webapp | Wellington | Not set | 09/05/2026 | 25% | | Active site |
| Site Audit Test only | Wellington | Not set | No date | | | Inactive site |
| UAT Test Site 99 | Auckland | Other | 08/05/2026 | 2% | 0.000000 | Active site |
| Beachcroft Ave - Dilyne Test | Auckland | Not set | No date | | | Inactive site |

Step 3

The screenshot shows the 'Request an audit' form in the SiteRight system. The form is titled 'Request an audit' and has a progress bar with three steps: 1. Client details, 2. Audit details, and 3. Plan contractor details. The 'Client details' section is highlighted, showing fields for Billing client business name, Billing contact name, Billing contact phone, Billing address, Client district, Client business sector, Client business model, Client annual turnover, and Number of employees.

Step 4: In the site dropdown list, select the existing site you want audited.

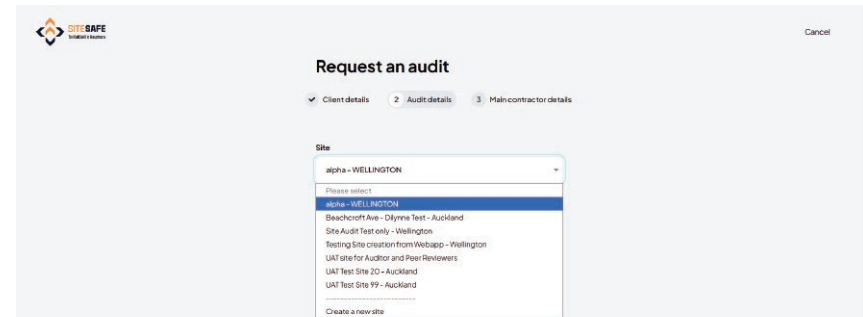
Step 5: Complete the **Audit Details** section, including the expected completion date, review type, preferred date and time, and contact details.

Step 6: Check that all required fields are complete, then click **Next**.

Step 7: Review the **Main Contractor** details.

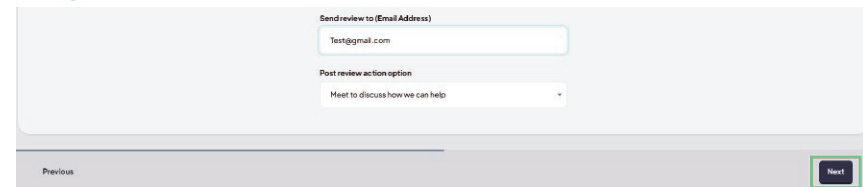
Step 8: Click **Submit** to send your SiteRight audit request. We'll take it from there.

Step 4



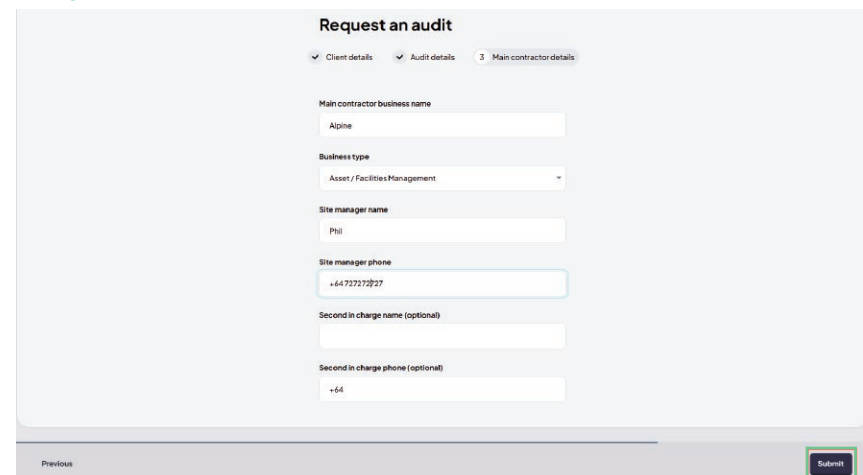
The screenshot shows the 'Request an audit' form with three steps: 1. Client details, 2. Audit details, and 3. Main contractor details. The 'Site' dropdown menu is open, displaying a list of sites. The first option, 'alpha - WELLINGTON', is selected and highlighted in blue. Other options include 'Beachcroft Ave - Dymna Test - Auckland', 'Site Audit Test only - Wellington', 'Testing Site creation from Webapp - Wellington', 'UAT site for Auditor and Peer Reviewers', 'UAT Test Site 20 - Auckland', and 'UAT Test Site 99 - Auckland'. There is also a 'Create a new site' option at the bottom of the list. A 'Cancel' button is visible in the top right corner.

Step 6



The screenshot shows the 'Request an audit' form with three steps: 1. Client details, 2. Audit details, and 3. Main contractor details. The 'Send review to (Email Address)' field is filled with 'Test@gmail.com'. The 'Post review action option' dropdown menu is set to 'Meet to discuss how we can help'. A 'Next' button is highlighted in a red box at the bottom right of the form.

Step 7



The screenshot shows the 'Request an audit' form with three steps: 1. Client details, 2. Audit details, and 3. Main contractor details. The 'Main contractor business name' field is filled with 'Alpine'. The 'Business type' dropdown menu is set to 'Asset / Facilities Management'. The 'Site manager name' field is filled with 'Phil'. The 'Site manager phone' field is filled with '+64 727272727'. There are also optional fields for 'Second in charge name (optional)' and 'Second in charge phone (optional)'. A 'Submit' button is highlighted in a red box at the bottom right of the form.

Viewing and navigating your site audit report

Step 1: Open a **report** for the site you want to look at.

Step 2: You can view:

- Benchmarking of the Site with various type of review conducted. (1)
- Click on the Site Review you want to look at.(2)

Step 1

Audits

| Name | District | Type | Last audit | Last score | Findings | Status |
|------------------|--------------|-----------|------------|------------|----------|-------------|
| Test alpha | Wellington | New Build | 10/04/2026 | 46% | 13/20/26 | Active site |
| UAT Test Site 99 | Auckland | New Build | 09/05/2026 | 2% | 13/20/26 | Active site |
| UAT Test Site 20 | Christchurch | New Build | 09/04/2026 | 40% | 13/20/26 | Active site |

Step 2

Test alpha

Wellington

Average audit score

| Date | Type | Auditor | Status | Score | Report |
|------------|--|----------------|-----------|-------|--------|
| 10/04/2026 | Civil&S Performance Review | UAT Auditor 01 | Completed | 46% | Report |
| 10/04/2026 | Construction H&S Performance Review (RESECTIONS) | UAT Auditor 01 | Completed | 90% | Report |
| 09/04/2026 | Civil&S Performance Review | UAT Auditor 01 | Completed | 84% | Report |
| 08/04/2026 | Civil&S Performance Review | UAT Auditor 01 | Completed | 98% | Report |
| 09/05/2026 | Civil&S Performance Review | UAT Auditor 01 | Completed | 100% | Report |

1

2

Step 3: From here, you can view:

- A summary chart showing **significant findings, opportunities, and positive results.**(1)
- The site description, activities, key findings, and recommendations.(2)
- You can also use **Compare This Audit With** to compare the results with past reviews or average results.(3)
- Uploaded images and documents, if available.(4)

Step 3

The screenshot shows the SITERIGHT audit report interface. A sidebar on the left contains navigation options: Summary, Significant Findings (6), Opportunities (8), Site Details, and General. The main content area is divided into several sections:

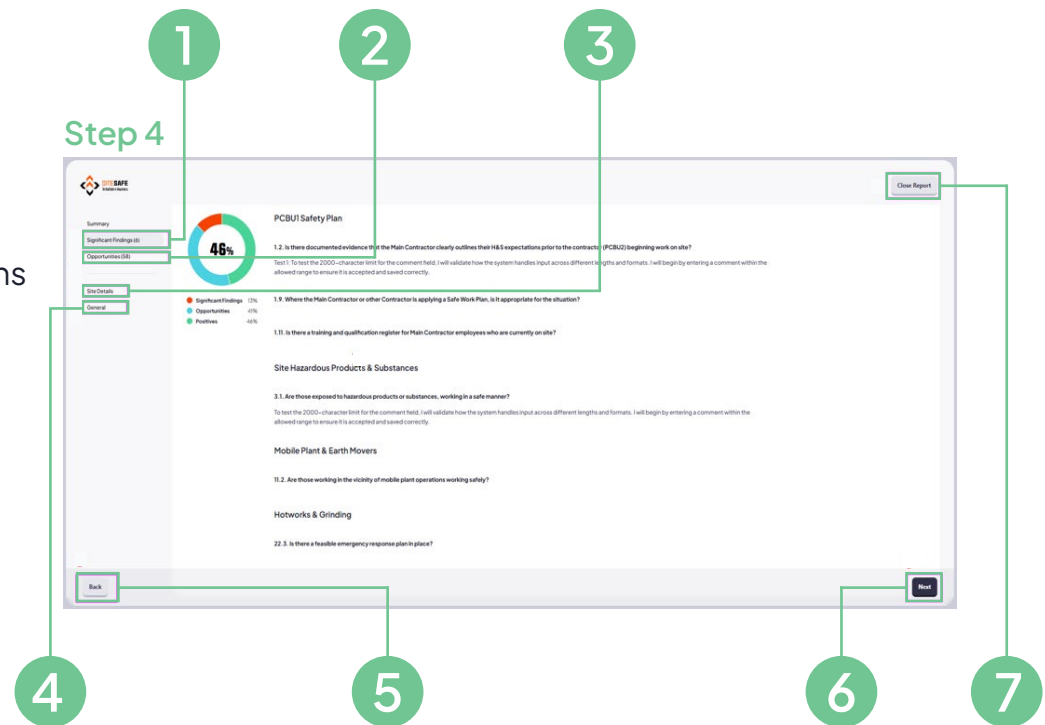
- 1:** A circular summary chart showing 46% for Significant Findings (red), 48% for Opportunities (green), and 46% for Positives (blue).
- 2:** A large text area containing 'Auditor's comments', 'Site description and activities', and 'Key findings and recommendations'. The 'Site description and activities' section includes several numbered test questions (1.2 to 1.15) related to HSE expectations, comment field validation, Safe Work Plan, and training registers.
- 3:** A 'Compare this audit with' section featuring a dropdown menu set to 'Your last audit' and two performance bars: 'THIS SITE ABBT' at 46% and 'LAST ABBT' at 90%.
- 4:** An 'Images & documents' section with a plus sign icon for uploading files.

Additional interface elements include a 'Close Report' button in the top right, a 'Next' button in the bottom right, and the SITERIGHT logo in the top left.

Step 4: You can dive deeper into specific sections including:

- Significant Findings (1)
- Opportunities (2)
- Site Details (3)
- General (4)

Use **Next** (6) and **Back** (6) to move between sections and click **Close Report** (7) when you're finished.



Downloading your SiteRight report

Step 1: Open the report you want to view.

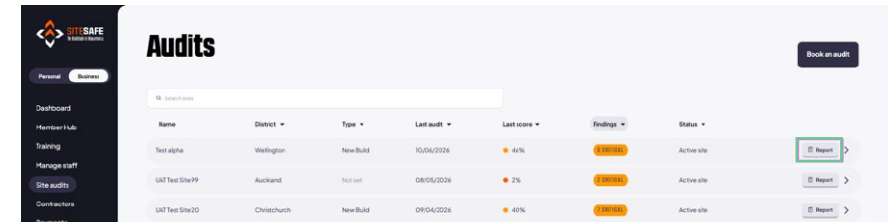
Step 2: Click on the Site Review you want to download the report

Step 3: In the top-right corner of the page you can choose from one of three available download options:

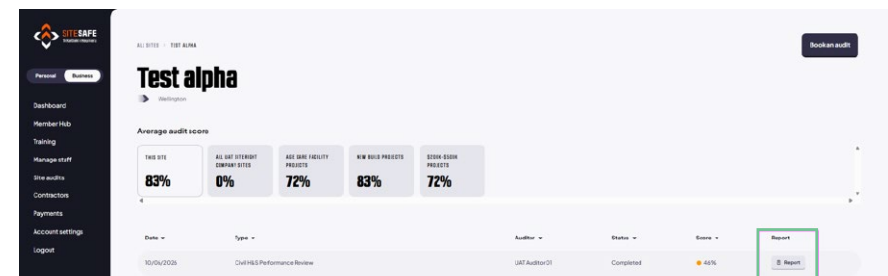
- **Download SIR (1)** to download your Safety Improvement Report.
- **Download summary (2)** to download the summary page only.
- **Download Full Report (3)** to download your full report.

Step 4: Your download will begin automatically and save to your device based on its download settings.

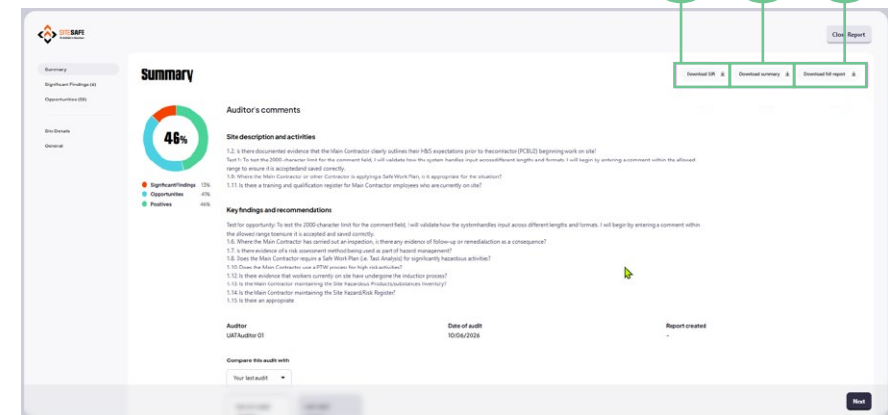
Step 1



Step 2



Step 3



Troubleshooting

This section helps you with any common issues you might encounter.

Creating a Site Safe account

No Site Safe account? No problem.

Step 1: Open your preferred web browser.

Step 2: Go to the Site Safe website, www.sitesafe.org.nz.

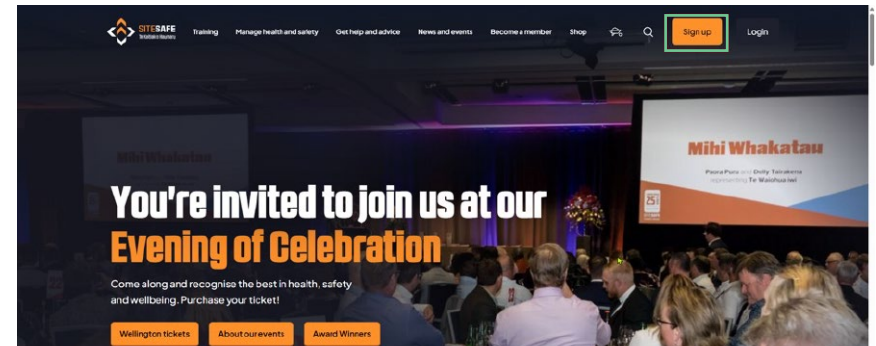
Step 3: Click Signup in the top-right corner of the page.

You can create your account. If you find you're unable to proceed at any stage, make sure all required fields in each section are completed before continuing.

Step 4: Fill in your personal information, including your name, email, and contact details.

Click **Continue** to move to the next step.

Step 3



Step 4

A screenshot of the "Create an account" form on the Site Safe website. The form is titled "Create an account" and has a progress indicator showing three steps: "1 Personal details", "2 Business options", and "3 Create a login". The "Add your contact details" section is highlighted with a red border and contains the following fields: "First name", "Last name", "Personal email", "Date of birth" (with dropdowns for DD, MM, and YYYY), "Mobile number", "Postal address" (with a "Search for address" button), and "District" (with a "Please select" dropdown). A "Continue" button is located at the bottom right of the form.

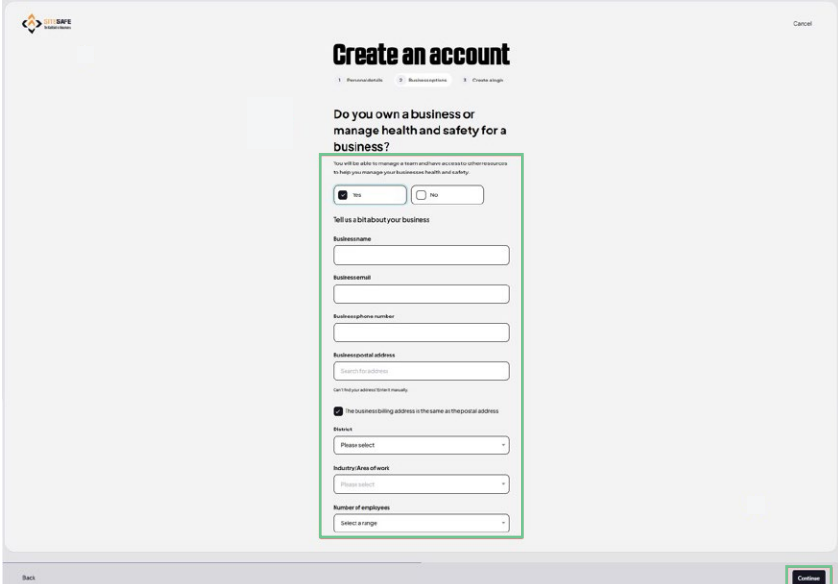
Step 5: Provide your business information, such as your business name, contact details, and address.

Once completed, click **Continue**.

Step 6: Set up your login credentials by entering your email and creating a secure password. After completing this step, click **Continue**.

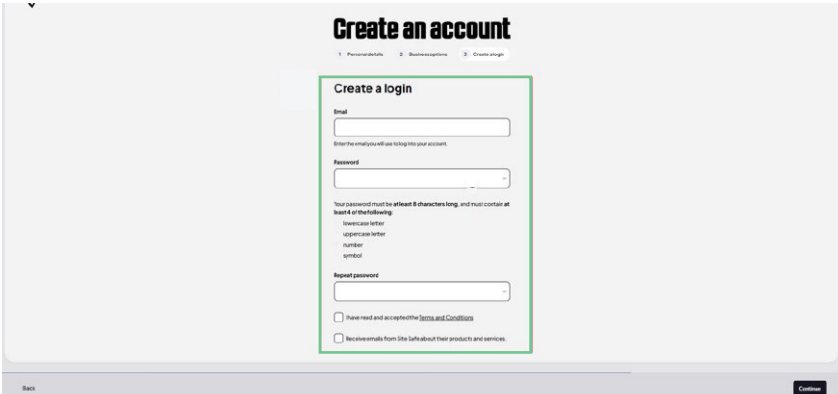
You're ready to go! Now you can log in anytime using the email and password you created during setup.

Step 5



The screenshot shows the 'Create an account' page with a progress indicator at the top: 1 Personal details, 2 Business information, 3 Create login. The main heading is 'Create an account'. Below it, a question asks 'Do you own a business or manage health and safety for a business?' with 'Yes' and 'No' radio buttons. A section titled 'Tell us a bit about your business' contains several input fields: Business name, Business email, Business phone number, Business postal address (with a search icon and a note 'Can't help? address form nearby'), a checkbox for 'The business billing address is the same as the postal address', a 'State' dropdown menu, an 'Industry/Area of work' dropdown menu, and a 'Number of employees' dropdown menu. A 'Back' button is at the bottom left and a 'Continue' button is at the bottom right.

Step 6



The screenshot shows the 'Create an account' page with a progress indicator at the top: 1 Personal details, 2 Business information, 3 Create login. The main heading is 'Create an account'. Below it, a section titled 'Create a login' contains an 'Email' input field, a note 'Enter the email you will use to log into your account.', a 'Password' input field, a note 'Your password must be at least 8 characters long, and must contain at least 4 of the following: lowercase letter, uppercase letter, number, symbol', and a 'Repeat password' input field. At the bottom, there are two checkboxes: 'I have read and accepted the Terms and Conditions' and 'Receive emails from Site Safe about their products and services.' A 'Back' button is at the bottom left and a 'Continue' button is at the bottom right.

Resetting your password

We all have so many passwords to remember and resetting your Site Safe password is no hassle.

Step 1: Open your preferred web browser.

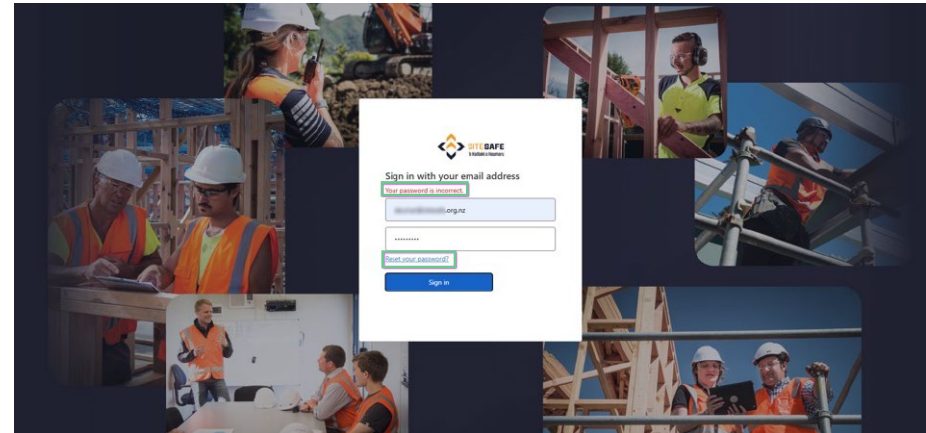
Step 2: Go to the Site Safe website, www.sitesafe.org.nz.

Step 3: Click **Login** in the top-right corner of the page.

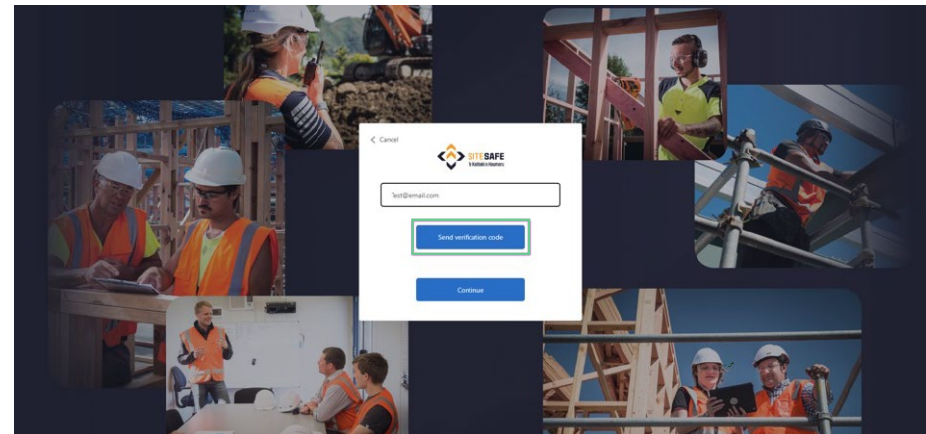
Step 4: On the sign-in screen, select **Reset your password**.

Step 5: Enter your registered email address, then click **Send verification code**.

Step 4



Step 5

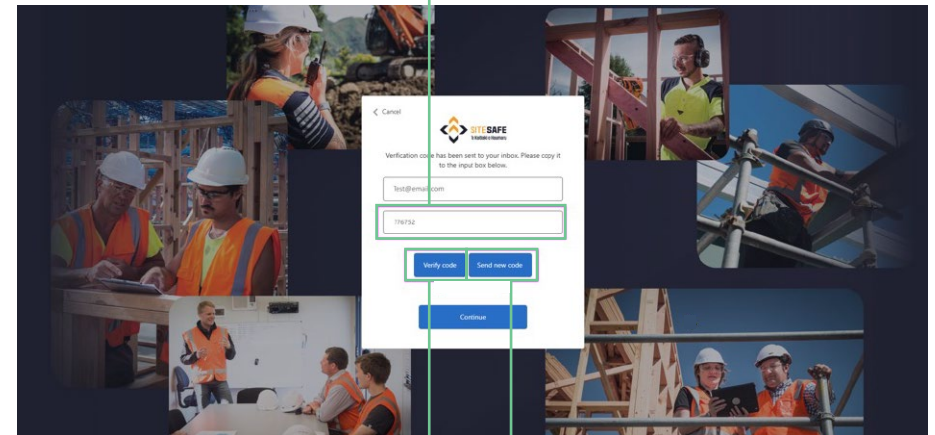


Step 6: Check your email for the **verification code**, then copy and paste it into the code field (1).

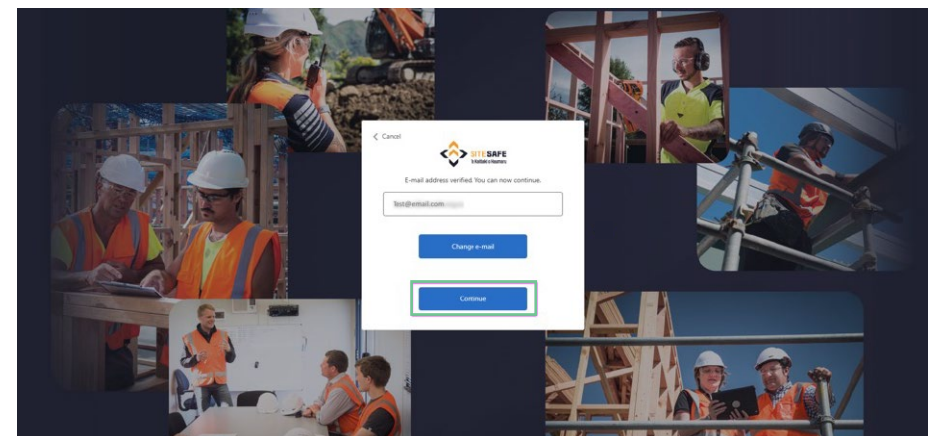
Step 7: Click **Verify code** (2). If the code doesn't arrive, click **Send New Code** (3) and try again.

Step 8: Click **Continue**.

Step 6/Step 7



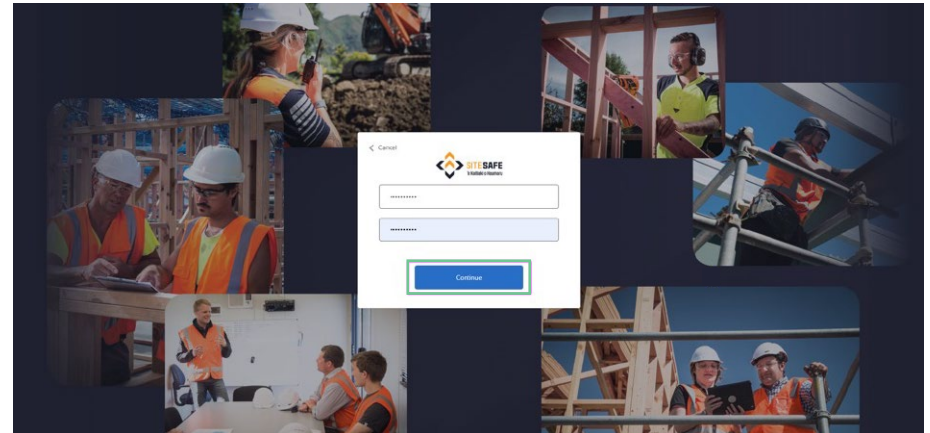
Step 8



Step 9: Enter your new password, then click **Continue** to save the change.

Step 10: You'll be taken back to the login page. Sign in with your email address and new password.

Step 9



Step 10

