

Email

Password

Remember me

LOGIN

2 REQUEST PASSWORD RESET

Logging into your Account

Access your account through the link:
<https://live.ecoportals.com>

1. Your login is the email address you provided to Site Safe. 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”

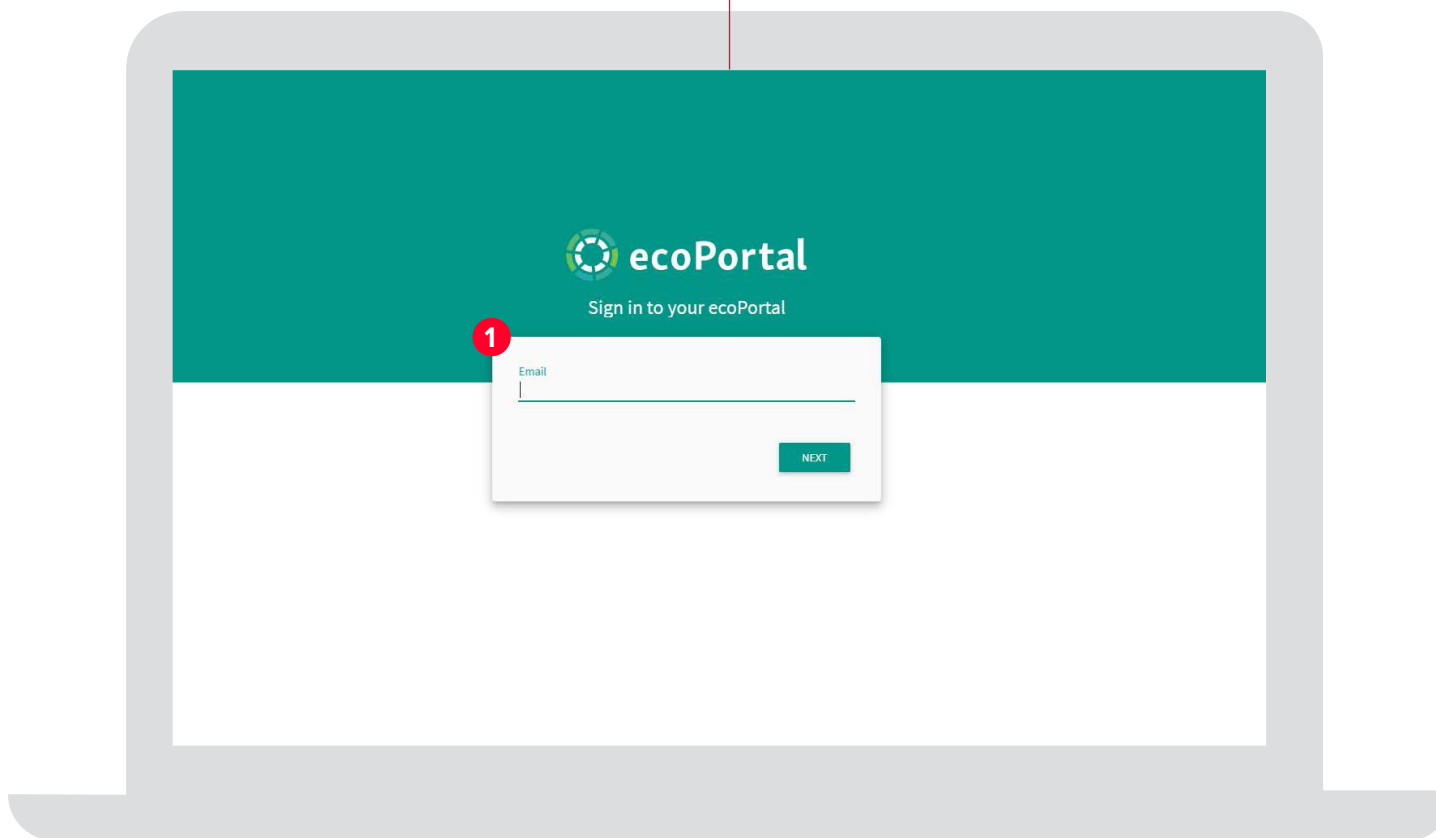
One Sign in per Organisation

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 anyone either within or outside of your organisation that you want to have access. However, be aware that those given access will be able to view all Site Review reports and other statistical information undertaken on behalf of your organisation.

It is recommended to only provide access to those requiring instant oversight of your organisation’s commissioned reviews. For others, you can PDF and send specific reports as required (see page 6).



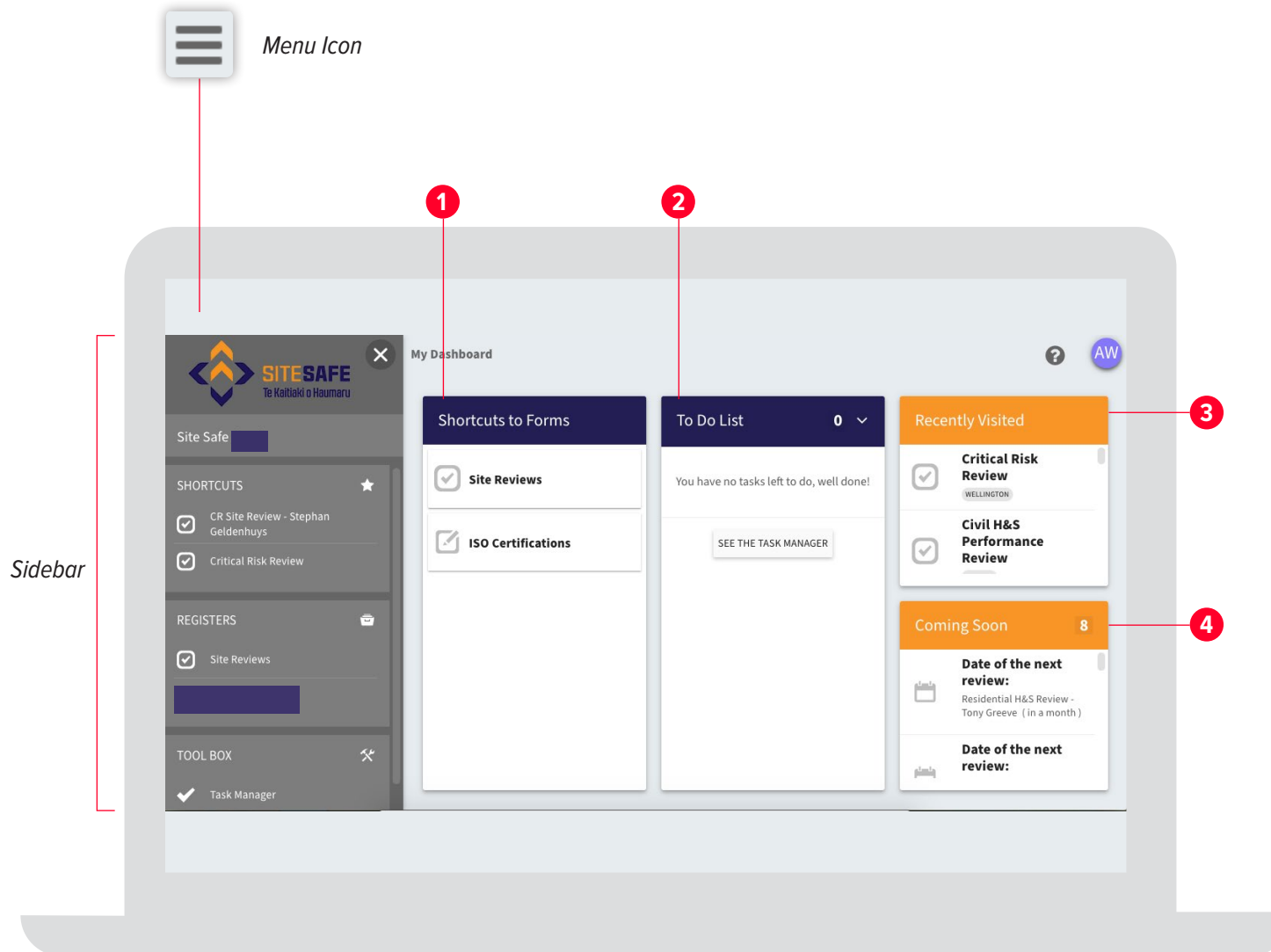
Your Dashboard

Once logged in you will be taken to your dashboard.

Here you will have quick access to:

1. Shortcuts to forms
2. A list of your to do's
3. Quick links to items you have recently visited
4. A list of things coming soon

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



Here in the sidebar you are able to access your organisation's site reviews by clicking on the "Site Reviews" button listed under "REGISTERS"

ALL

The "ALL" tab lists all the site reviews for your organisation. Within this tab you can see that there are nine columns of information:

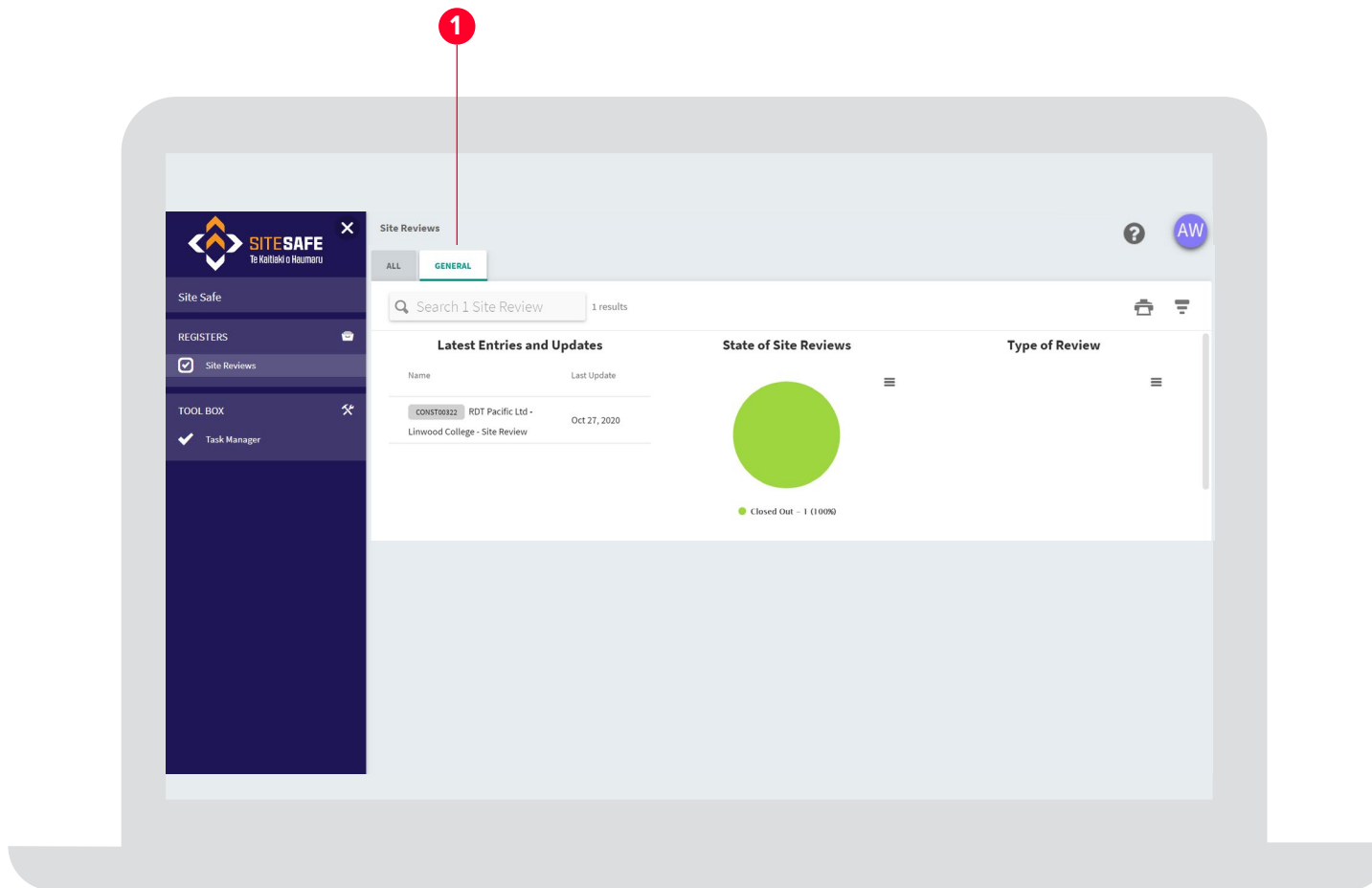
1. The name of the site review (generally the site name)
2. The date the site review is scheduled for, or when it was undertaken
3. Name of the Site Safe auditor who has undertaken the site review
4. Your organisation's details
5. The type of site review i.e. Construction H&S Performance Review or Critical Risk Management Review etc
6. Any significant findings identified as part of the review
7. The percentage score.
8. Records the date that the site review report was last updated.

The screenshot shows the SITESAFE web application interface. The left sidebar contains navigation options: Site Safe, REGISTERS (with Site Reviews selected), and TOOL BOX (with Task Manager, File Manager, Data Sets, Hour Data, People Manager, and Organisation Settings). The main content area displays a table of site reviews under the 'ALL' tab. The table has the following columns: State, Name, Date of audit, Auditor, Client, Type of audit, Significant findings, Score percentage, and Last Update. Red circles with numbers 1 through 8 are overlaid on the table headers to indicate the columns of information.

1	2	3	4	5	6	7	8	
State	Name	Date of audit	Auditor	Client	Type of audit	Significant findings	Score percentage	Last Update
OK	308 Remuera Road Site Review	May 22, 2020	Gary Norman Hyndman		Construction H&S Performance Review		98	Aug 10, 2020
OK	Woolworths - CD Wainuiomata	Jun 17, 2020	Jeffrey Strampel	Woolworths New Zealand	Construction H&S Performance Review		91	Sep 7, 2020
OK	Sparta Construction NZ Ltd	May 29, 2020	Pavel Kaska	Sparta Construction NZ Ltd	Construction H&S Performance Review	1.9 Is there a training and qualification register for Main Contractor employees who are currently on site?	82	Aug 10, 2020
OK	Scarb - Charter - UoA Wynyard Street	May 28, 2020	Gary Norman Hyndman	Scarb Construction Holdings Ltd	Construction H&S Performance Review		93	Sep 7, 2020
OK	Scarb - Charter - HNZ Penrose	Jun 9, 2020	Gary Norman Hyndman	Scarb Construction Holdings Ltd	Construction H&S Performance Review		88	Sep 7, 2020
OK	Department of Corrections - Hawkins 2017 Ltd	Jun 8, 2020	Anthony Michael Greeve	Department of Corrections	Construction H&S Performance Review	1.9 Is there a training and qualification register for Main Contractor employees who are currently on site?	85	Oct 5, 2020
OK	Savory Construction Audit - Southern Cross Hospital	May 28, 2020	Ann Chia	Savory Construction Ltd	Construction H&S Performance Review		96	Sep 7, 2020
OK	Scarb - Charter -	Jul 13, 2020	Pavel Kaska	Scarb Construction	Construction H&S		80	Sep 7, 2020

The General Tab

1. The GENERAL tab provides an overview of the number and types of site reviews undertaken for your organisation, average site review score etc



Viewing your Site Review report

Return to the *All* Tab and select the site review that you're interested in.

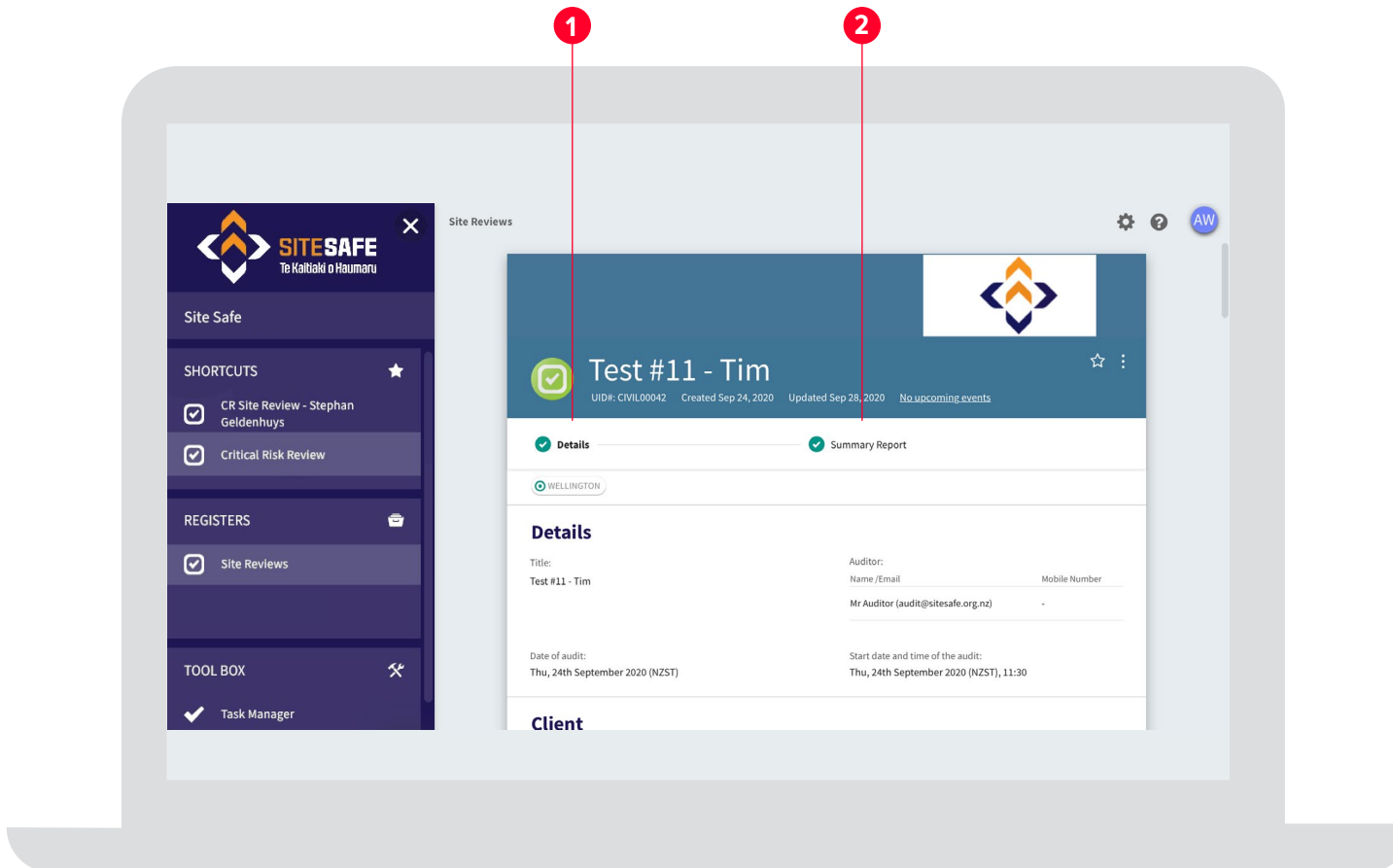
There are two versions of the report:

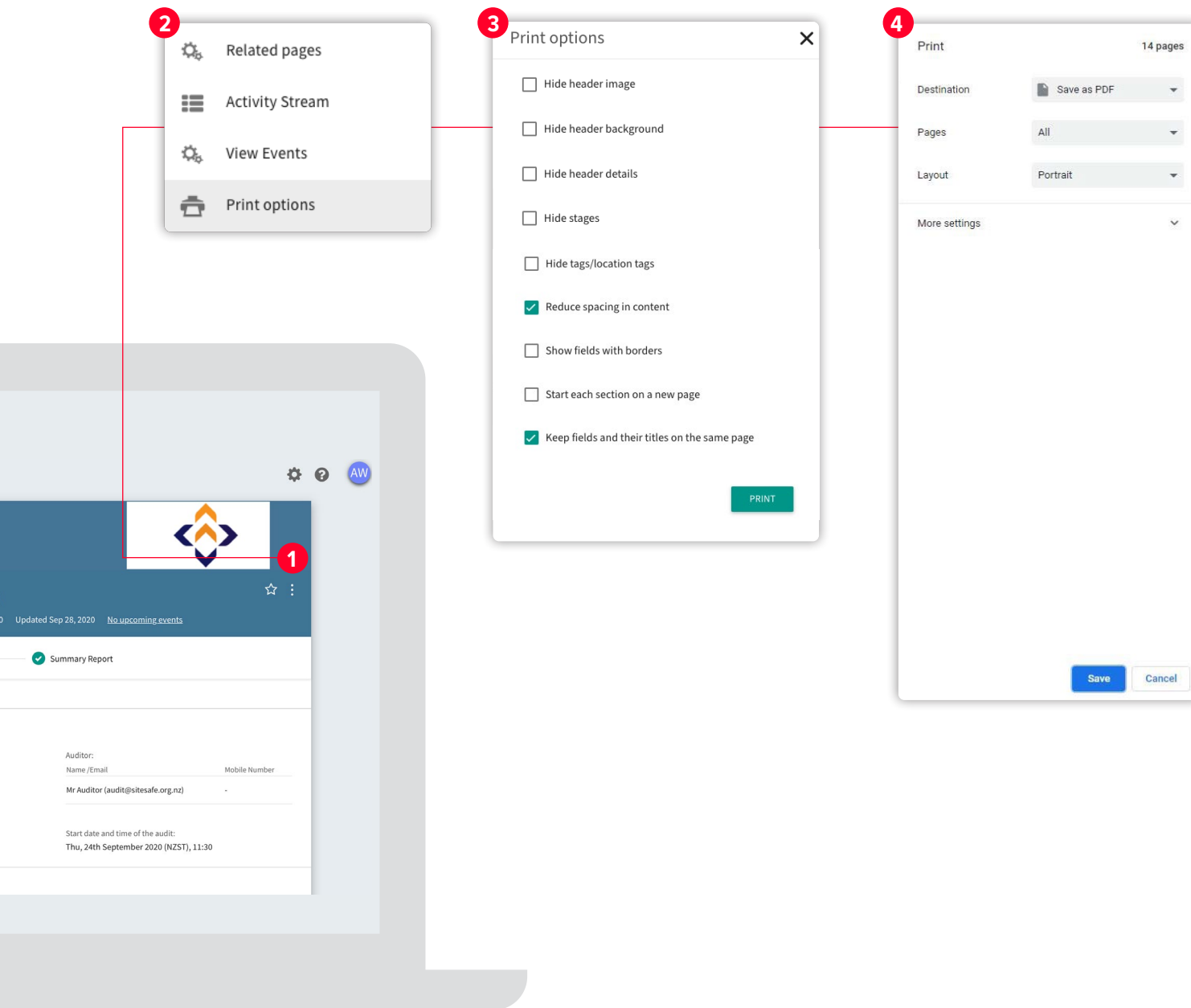
Details – which is pretty-much the review from start to finish as compiled by the auditor

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*.

The *Summary Report* report is generally only 6-7 pages long.





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, and

- 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 a client, contractor or sub-contractor.

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 5 "No" answers classified as *Opportunities for Improvement* and 3 "No" answers classified as *Significant Findings*.

Maximum Possible score	100
Less	
5 x "No" (<i>Opportunities for Improvement</i>)	-5
3 x "No" (<i>Significant Findings</i>)	-9
Final score	86
Percentage	86/100 or 86%

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-conformance ("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
- Reflecting required due diligence

The questions that have significant scoring, fall within three key topic areas:

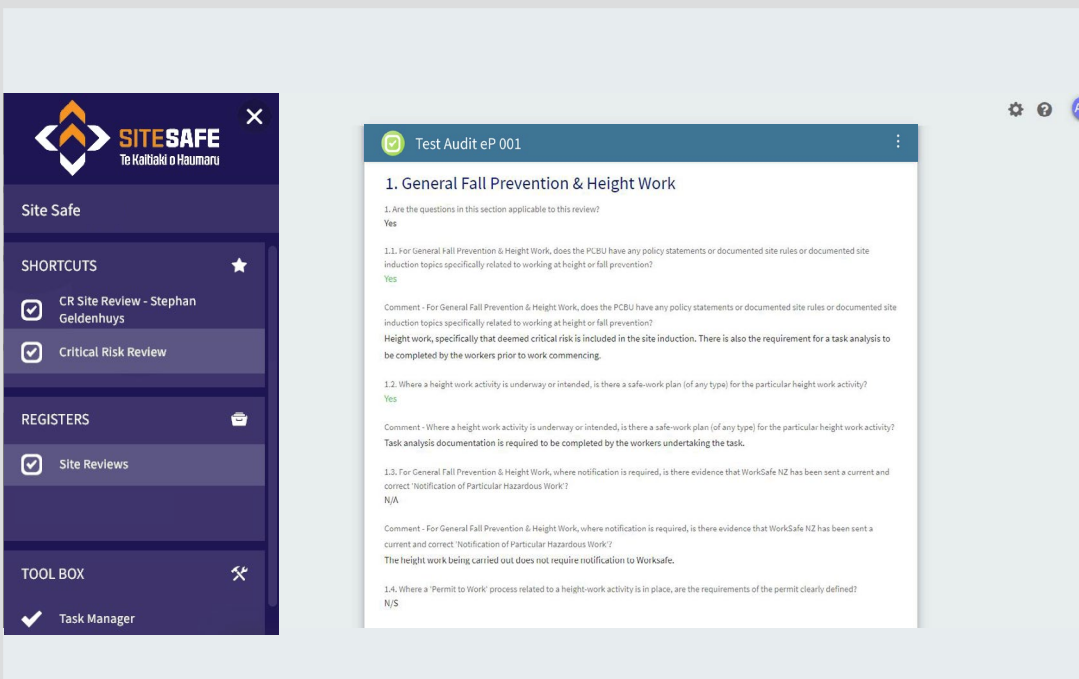
- Rules and/or policies
- Competency
- Planning

"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 review's maximum possible score.

As many sections only have five or six questions, worth 5 or 6 points for compliance, losing 3 points for a *Significant Finding* 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.



Shortcuts

1. Easily find reviews by adding them to the *SHORTCUTS* in the left column 
2. Add a review to your shortcuts by clicking the star in the top right of title page – this will add it to your shortcuts in the sidebar on the left
3. To remove shortcuts either un-star the report or you can hover over *SHORTCUTS* in the column heading until it shows *(EDIT)* – then click on *SHORTCUTS (EDIT)* and remove what you don't require

