

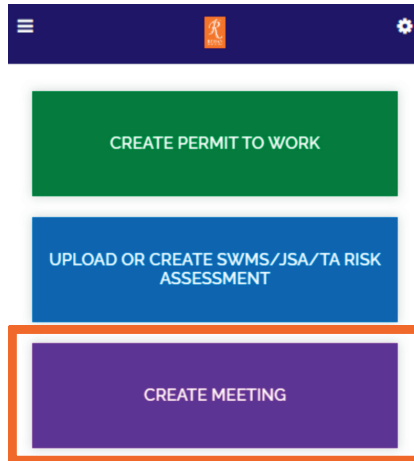


Uploading a Pre-start or Toolbox Meeting



Uploading a Pre-start or Toolbox Meeting

Under your Dashboard click on the purple “**Create Meeting**” button.



1 Begin by selecting your meeting type - **Other** (Contractor Pre-Start Upload, Toolbox, or Pre-Commencement Meeting)

A screenshot of a dropdown menu titled 'Meeting Type *'. The menu is open, showing 'Select...' at the top and 'Other (E.g. Contractor Pre-Start Upload, Toolbox, or Pre-Commencement Meeting)' selected and highlighted in blue. The entire dropdown is enclosed in a red rectangular border.

2 Choose your meeting location, description, date and facilitator

Two screenshots of form fields. The first is 'Meeting Date *' with the value '03/04/2023'. The second is 'Meeting Facilitator *' with the placeholder text 'Type here to search for people'. Both fields are enclosed in red rectangular borders.

3 Upload the completed meeting document

Photograph and attach your completed meeting document

Please ensure all pages are clear and legible

A screenshot of a file upload button with a blue arrow icon and the text 'Drop files here or click to upload'. The button is enclosed in a red rectangular border.

OR use the sections below to record your meeting minutes.

A screenshot of two input fields. The first is 'Meeting Topic' with the placeholder text 'Briefly outline the meeting topic in a few words'. The second is 'Details:' with the placeholder text 'Specify the detail discussed during the meeting'. Both fields are enclosed in a red rectangular border.

4 Upload the signed attendance document (if you haven't already) OR take a photo of the group.

Upload paper attendance document or attendance photo

By taking a photo you confirm that all people present have given verbal consent and were present/understood the meeting. All people must be facing the camera and have their face visible.

A screenshot of a file upload button with a blue arrow icon and the text 'Drop files here or click to upload'. The button is enclosed in a red rectangular border.

Complete