

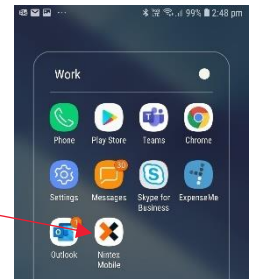
Nintex Mobile Application Safeworking Documentation Instruction (Worksite Protection Plan and Briefing Form)

General

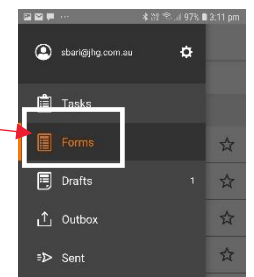
The Worksite Protection Plan and Briefing Form has been designed as a simple tool for Protection Officers to electronically submit photographed Safeworking documentation such as Worksite Protection Plans and Briefing Forms via the Nintex Application.

Opening “Worksite Protection Plan and Briefing” Form

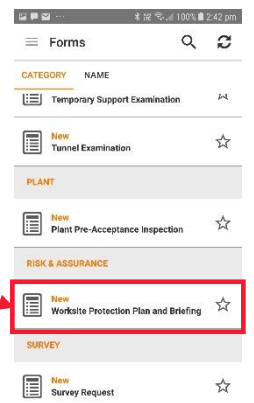
1. **Open** “Nintex Mobile” from your mobile phone



2. **Click** “Forms” to view all available forms under Nintex Application



3. **Open** “Worksite Protection Plan and Briefing” Form under “Risk and Assurance” heading



Completing “Worksite Protection Plan and Briefing” Form

1. **Enter** Authority Number reference(s) in the first box

Note: multiple authorities can be entered

2. **Enter** Protection Officer’s Name by pressing ‘search’

3. **Enter** the Date of Work

4. **Enter** any notes relating to Safeworking



5. **Attach** the documents listed below using the **+ icon**

- Worksite Protection Plan
- Worksite Briefing Diagram
- Protection Officer’s Diary
- Paper based authority documentation, if ETW is not used



Note: The system will not allow you to submit this form without documents being attached.

6. To Submit **press the arrow** at the top right hand corner of the form

Note: When submitted the application will automatically go back back to the “Forms” page.



Note: These forms will be reviewed for quality and compliance to JHR Network Rules, Procedures, Forms & Standards.