



STAFF PORTAL

Operations Manual

Accessing the portal, navigating staff tools, completing forms, issuing documents and retaining records.

ACCESS	NAVIGATE	COMPLETE	REVIEW	ISSUE + FILE
Sign in with an approved staff account	Choose Safety Forms or Operations	Enter accurate, site-specific details	Preview and correct the document	Download/email and retain the record

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Protecting property, assets and people.

01 | USING THIS MANUAL

Purpose and scope

This manual explains the live Securatech staff portal workflow. It is for authorised employees completing workplace safety records and operational commissioning documents on desktop, tablet or mobile.

Core rule

Complete every form using the actual site conditions and information available at the time. A generated document does not replace consultation, supervision, permits, licences, emergency procedures or task-specific controls.

Standard workflow

1	Access	Open the staff login and sign in with your approved Securatech account.
2	Navigate	Use the Portal, Safety forms and Operations links or the page breadcrumbs.
3	Complete	Fill all required fields marked with an asterisk and add site-specific details.
4	Review	Select Preview and check names, dates, hazards, controls, actions and sign-off.
5	Issue	Submit/email the completed PDF.
6	Retain	Confirm the email and automatic Safety Register filing succeeded, then action follow-up items.

What the portal does

- Restricts internal pages to authenticated Wix member sessions.
- Builds branded, print-ready records from browser form entries.
- Validates mandatory fields before preview, download, print or submission.
- Emails the completed PDF to info@securatech.com.au and any nominated additional recipient.
- Automatically saves supported safety-form PDFs into the correct OneDrive Safety Register subfolder.

Important

Wait for confirmation that the form was emailed and saved. If submission fails, download the PDF and retain it manually before leaving the page.



02 | ACCESSING THE STAFF PORTAL

Sign in securely

Open <https://www.securatech.com.au/employee-login>. Choose Sign in if you already have an account. New staff select Create account, then choose “Sign Up” on the Wix screen.

1	Use the correct account	Sign in using an approved @securatech.com.au member account.
2	Allow the redirect	After successful authentication, the site returns you to /staff or the protected page you requested.
3	Confirm access	The portal shows “Authenticated staff session”.
4	Sign out	Use Sign out in the desktop header when the session is no longer required.

If access fails

Returned to login	Your session is not active. Sign in again and allow cookies required for authentication.
Account not approved	Confirm the email address is the approved Securatech account and ask an administrator to review membership.
Page seems stale	Refresh the page. On mobile, close and reopen the browser tab after signing in.
Password issue	Use Wix account recovery. Securatech cannot view or retrieve staff passwords.

Security

Do not share credentials, leave a signed-in device unattended, or store client/security information outside approved systems.



03 | NAVIGATING THE PORTAL

Find the right tool

The fixed staff header provides three quick links. On smaller screens they appear as a three-column row beneath the brand and breadcrumb.

Portal	Returns to the staff portal home: safety tools, insurance certificates and Operations.
Safety forms	Jumps to the Safety Tools section on the portal home.
Operations	Opens internal operational forms organised by system type.
Breadcrumbs	Shows your current location and provides a path back to the parent section.
Sign out	Ends the staff session from the desktop header. On mobile, return to the login/account controls when sign-out is not shown.

Portal areas

Safety Tools	SWMS, Risk Assessment / JSA, Toolbox Talk, Incident & Hazard, and Safety Record.
Built to grow	Insurance Certificates, Operations, and placeholders for future resources and training.
Operations	Alarm Systems, including the current Alarm System Commissioning Sheet.

Mobile tip

Keep the device in portrait orientation for data entry. For wide zone/contact tables, swipe horizontally inside the table area. Review the final PDF before leaving site.

04 | SAFETY FORMS OVERVIEW

Choose the form that matches the work

SWMS	For high-risk construction work and a defined work method. Select applicable HRCW, hazards, controls, PPE and steps.
Risk Assessment / JSA	For identifying hazards, setting initial and residual risk, documenting controls and recording consultation/approval.
Toolbox Talk	For a team safety discussion: topic, hazards, agreed controls, feedback, actions and attendee acknowledgements.
Incident & Hazard	For hazards, near misses, injuries, damage or environmental/security/plant events, including immediate action and follow-up.
Safety Record	For inspections, pre-starts, PPE/access equipment/plant checks, competency verification and other routine records.

Required information

- Client or organisation, job/project reference and workplace/site address.
- Date, completed-by person and reviewer/supervisor where applicable.
- Clear factual details, controls, actions, responsibilities and due dates.
- Typed signatures and declarations where required.

Do not reuse blindly

Templates speed up entry, but every record must be checked and changed to reflect the actual task, people, equipment, environment and site conditions.

05 | SWMS WORKFLOW

Safe Work Method Statement

Open the SWMS Builder from the portal. Use it when the work involves high-risk construction activities or when a structured safe work method is required.

1	Select a template	Choose the closest work type. Treat prefilled scope, hazards, controls, PPE and steps as a starting point.
2	Enter job details	Complete client, site, job reference, preparer, supervisor, dates and the work scope.
3	Select applicable HRCW	Tick only the high-risk construction work that applies. Review generated hazards and controls.
4	Add site hazards	Record access, services, public interface, weather, other trades and changed conditions.
5	Confirm PPE and equipment	Select required PPE and state plant, tools, permits and isolations.
6	Review work sequence	Check each work step, hazard and control. Add or edit steps to match how the work will be done.
7	Consult and sign	Record consultation and complete the typed approval/signature fields.
8	Preview and issue	Preview, download the PDF, print or email, then file the final controlled record.

Stop and review

If the scope, site conditions, equipment, personnel or controls change, stop and review the SWMS before continuing work.

06 | RISK ASSESSMENT / JSA WORKFLOW

Assess risk before work

1	Start with the closest template	The template can prefill the work scope, common hazards, PPE and equipment.
2	Enter job and site details	Identify the client, job reference, site, preparer, supervisor and review date.
3	Select hazards	Choose applicable hazards; the form builds an editable assessment row for each selection.
4	Set initial risk	Rate the risk before controls using the available Low, Medium, High or Extreme options.
5	Review controls	Edit the proposed controls so they are specific, practical and implemented at the site.
6	Set residual risk	Rate the remaining risk after controls. Escalate work that is not acceptably controlled.
7	Record supporting information	Add extra hazards, extra controls, PPE, plant, equipment, permits and people consulted.
8	Approve and issue	Complete typed signatures, preview, download/print/email and retain the final PDF.

Quality check

Specific	Name the actual hazard and exposure, not just "be careful".
Controlled	Use the hierarchy of controls and identify who must implement each measure.
Current	Reassess after changes, incidents, new information or ineffective controls.
Communicated	Ensure affected workers understand the assessment before work starts.

07 | OPERATIONAL SAFETY RECORDS

Toolbox, incident and inspection forms

These three forms share a common structure: document/site details, record type, findings, actions, sign-off, preview and issue.

Toolbox Talk	Select the topic; record the reason/trigger, hazards discussed, agreed controls, questions or changed conditions; add actions and attendees with typed acknowledgement.
Incident & Hazard	Choose the event type; record event date/time, risk, affected people, witnesses, notifiable status, isolation, what happened, immediate actions and causes.
Safety Record	Choose the inspection/check type; set status and next review; document items checked, defects/observations, and immediate controls/actions.

Action rows

Use + Add action for each corrective measure. Assign a responsible person, set a due date and select Open, In progress or Closed. Do not mark an action closed until it has actually been completed and verified.

Sign-off

Enter the completed-by typed signature and date, reviewer details where applicable, close-out notes, and tick the declaration confirming that the record reflects the workplace information and actions have been communicated.

Incident escalation

For injury, serious risk or a potentially notifiable event: make the area safe, obtain emergency assistance, notify management immediately and preserve the site where legally required. The online form does not replace urgent escalation.

08 | ALARM COMMISSIONING

Commission and hand over an alarm system

Go to Operations > Alarm Systems > Alarm System Commissioning Sheet.

1	Client and site	Enter the date, client/account references, site contact, address, email and phone.
2	Billing	Use "same as site" where accurate, then verify the copied billing details.
3	Zones	Describe each zone, select hardware and area. Add/remove zones as required; use Other for unlisted hardware.
4	Contacts and response	Enter contact order, user codes, names, phone numbers, voice/duress instructions and patrol response.
5	Operating hours	Record open/close times for each weekday, weekend and public holiday.
6	System information	Enter panel type/location, SIM/phone, power, automatic test, monitoring plan and access/report options.
7	Handover	Record customer and technician names, typed signatures, date and declaration.
8	Images	Attach relevant panel, device, wiring and completed-installation photos for inclusion in the PDF.
9	Issue	Preview, download the branded PDF or email the completed commissioning record.

Protect sensitive information

Commissioning records can contain access, alarm response and contact details. Send only to authorised recipients and store only in approved locations.



09 | PREVIEW, PDF, PRINT AND EMAIL

Issue the completed document

Preview document	Runs required-field validation and opens the branded record. Read the entire preview before issue.
Download PDF	Creates a PDF from the completed record. Use this as a local backup when required.
Print	Opens the browser print workflow. Select Save as PDF if a direct download is unavailable.
Email completed form	Submits the PDF for email and OneDrive filing. info@securatech.com.au always receives a copy; a valid nominated recipient is added when entered.

Before sending

- Confirm the recipient spelling and authority to receive the information.
- Check client/site identifiers, dates, document type and sign-off.
- Make sure no placeholder text or empty action rows remain unintentionally.
- For image-heavy commissioning records, check every image is relevant and legible.

Submission status

Wait for confirmation that the PDF was emailed and saved. Supported safety forms are automatically filed in the matching OneDrive Safety Register subfolder. If submission fails, download the PDF and email/file it manually using approved business systems.

Verify success

Do not assume delivery or filing solely because the button was clicked. Keep the page open until submission completes and read the final status message.

10 | FILING AND FOLLOW-UP WORKFLOW

Retain the controlled record

When a supported safety form is successfully submitted, the PDF is automatically saved in the appropriate subfolder of the Securatech Safety Register in OneDrive:

Safety Register location

C:\Users\SECURATECH(TAS)PtyLt\OneDrive - SECURATECH\WHS 2026\Safety Register

SWMS	Automatically filed in SWMS.
Risk Assessment / JSA	Automatically filed in Risk Assessments.
Toolbox Talk	Automatically filed in Toolbox Talks.
Incident & Hazard	Automatically filed in Incident & Hazard Reports; also escalate immediately as required.
Safety Record	Automatically filed in Safety Records.
Alarm Commissioning	Retain in the approved operational/client location; do not place sensitive commissioning data in a public folder.

File naming

The system generates a safe filename using the document type, client, site and submission timestamp. For a manual backup use: YYYY-MM-DD - Client - Site - Document Type - Job Ref.pdf.

Close the loop

1	Confirm status	Check that the portal reports both email and OneDrive save success.
2	Verify if needed	Open the Safety Register copy when the record is high priority or the workflow reported an issue.
3	Notify	Send the document to the required supervisor/client/manager only.
4	Track actions	Monitor open actions and due dates using the approved management process.
5	Update	When conditions change, complete a reviewed replacement record rather than altering an issued PDF.

11 | IMPORTANT LINKS

Web addresses and quick access

Main website	https://www.securatech.com.au/
Staff login	https://www.securatech.com.au/employee-login
Staff portal	https://www.securatech.com.au/staff
SWMS Builder	https://www.securatech.com.au/safety/forms/swms
Risk Assessment / JSA	https://www.securatech.com.au/safety/forms/risk-assessment
Toolbox Talk	https://www.securatech.com.au/safety/forms/toolbox-talk
Incident & Hazard Report	https://www.securatech.com.au/safety/forms/incident-hazard-report
Safety Record	https://www.securatech.com.au/safety/forms/safety-record
Operations	https://www.securatech.com.au/staff/operations
Alarm Systems	https://www.securatech.com.au/staff/operations/alarm-systems
Alarm Commissioning	https://www.securatech.com.au/staff/operations/alarm-systems/alarm-system-commissioning
Insurance Certificates	https://www.securatech.com.au/legal#insurance-certificates
Public safety information	https://www.securatech.com.au/safety
Support email	mailto:info@securatech.com.au

Protected links require an authenticated, approved staff account. Bookmark the staff login rather than a Wix authentication callback URL.

12 | QUICK REFERENCE AND TROUBLESHOOTING

Finish every form correctly

1	Complete	Use accurate, site-specific information and all required fields.
2	Preview	Read the generated record from start to finish.
3	Correct	Close the preview and amend anything incomplete or inaccurate.
4	Issue	Download the PDF and/or email it to the authorised recipient.
5	File	Save the verified PDF in the correct controlled record location.
6	Follow up	Escalate incidents and track corrective actions to completion.

Troubleshooting

Button appears inactive	A required field or declaration is incomplete. Scroll to the first browser-highlighted field.
Preview will not open	Check required fields, refresh once, and retry. Avoid private browsing if authentication is being lost.
PDF layout issue	Use Download PDF first. If printing, select A4 and default scale; inspect every page.
Email failure	Verify the address, wait for the status, then download and send manually if required.
Mobile table difficult	Swipe horizontally inside wide tables or rotate briefly to landscape for review.
Session expired	Return to the staff login and sign in again; protected pages redirect automatically.

Need help?

Email info@securatech.com.au or telephone 0400 106 833. Include the page address, device/browser and a description of the issue. Do not email passwords.

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