

# HAMMERTECH

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STEP-BY-STEP GUIDE



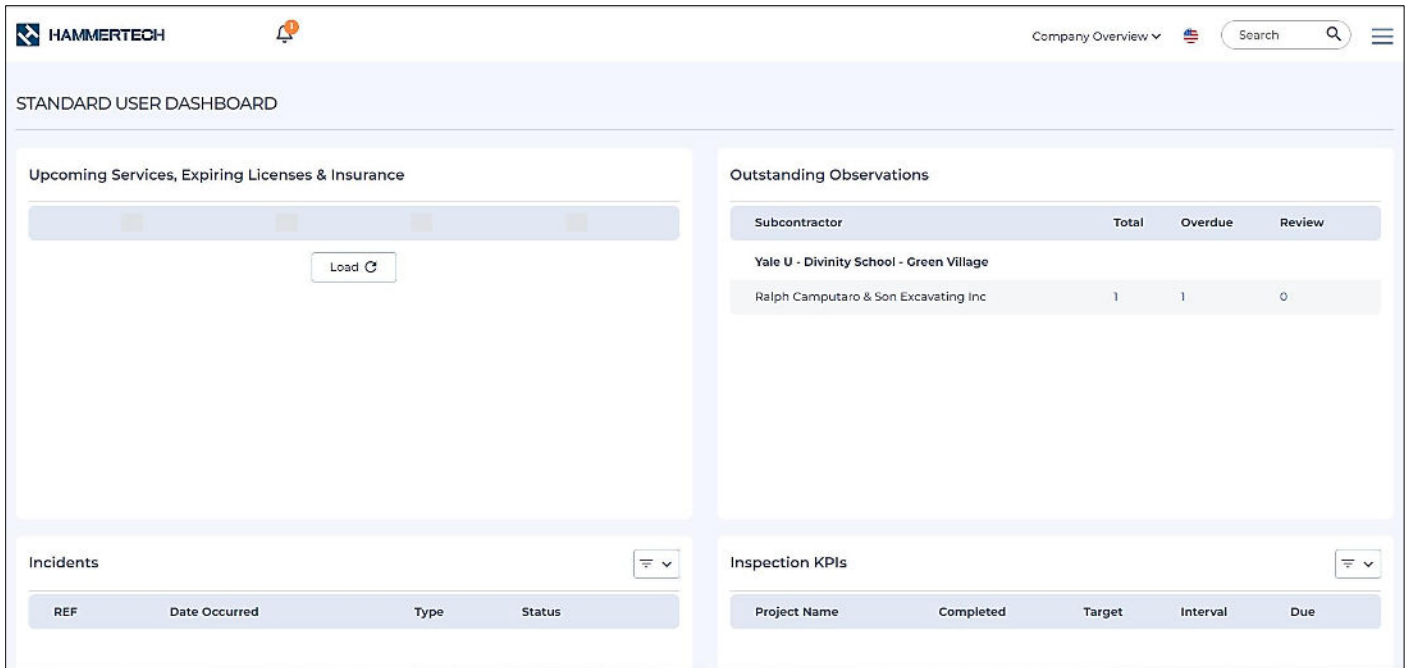
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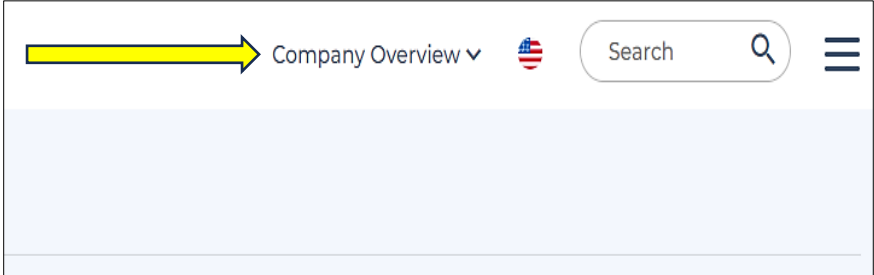
# Getting Started

## Selecting your Project

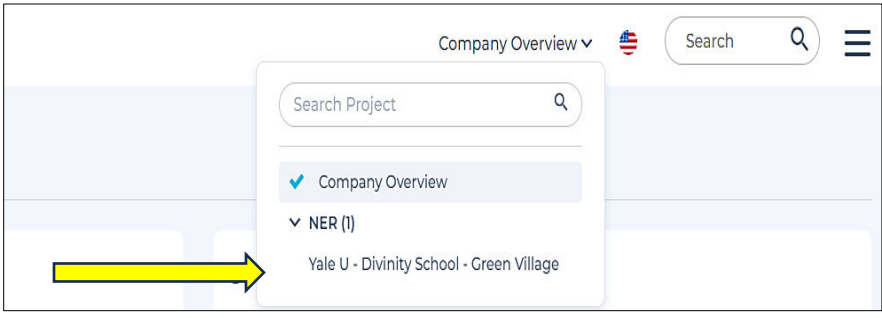
Before you can access any site-related functions, you must first choose your project.



Click the arrow next to **Company Overview** to view list.



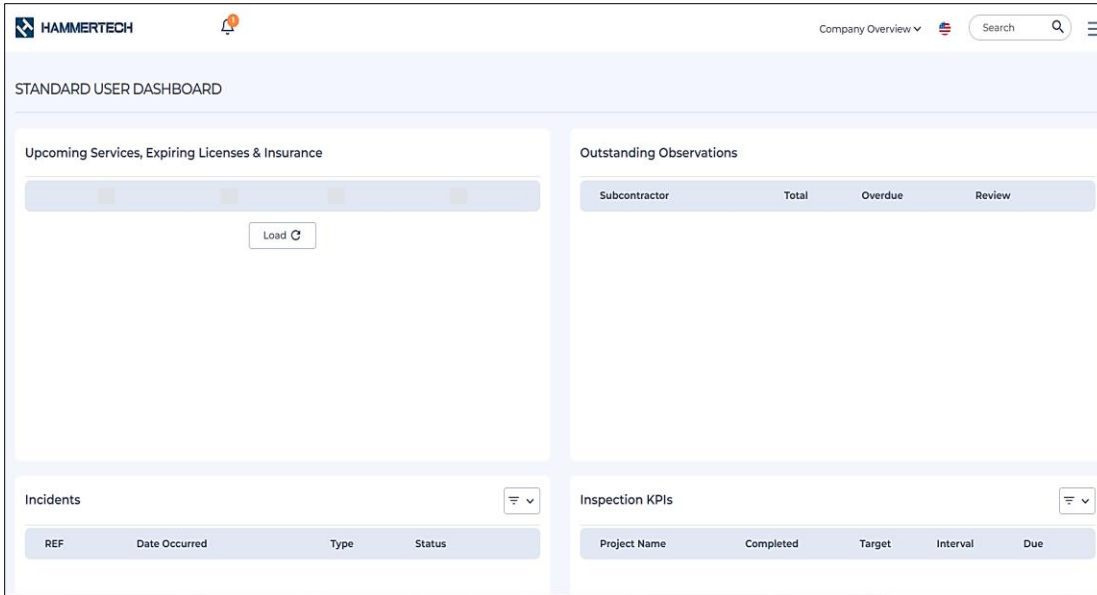
Select your project from the list.



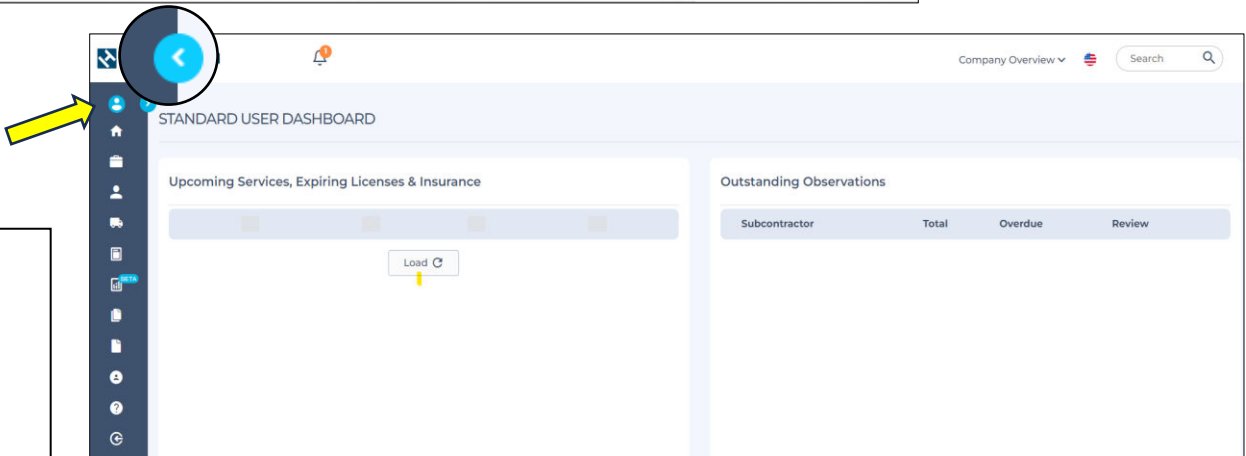
# Side Bar

## Accessing the Side Bar

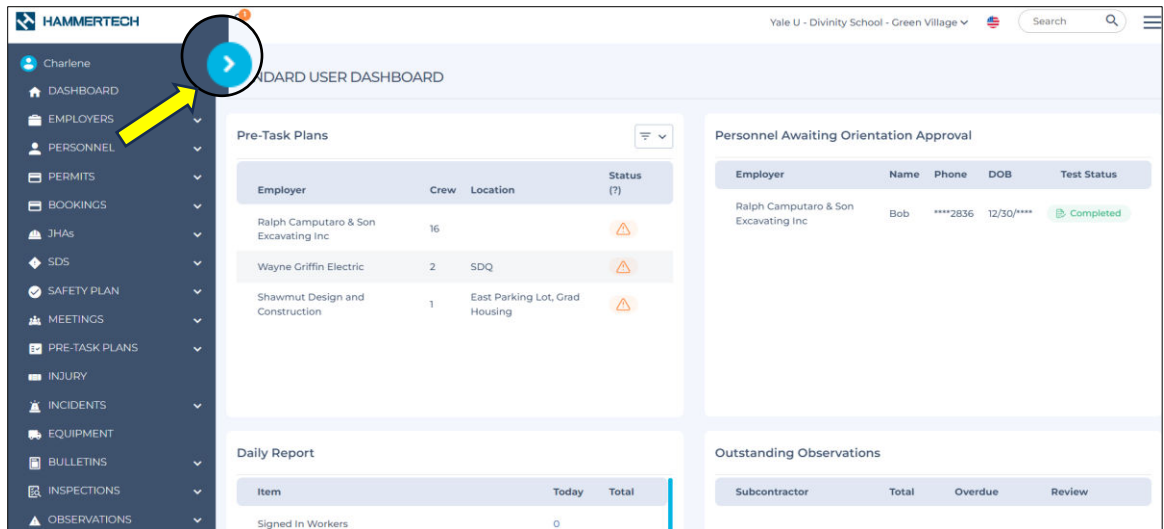
The Side Bar shows all HamerTech menu options. You can access this Side Bar in one of two ways.



Click the 3-line button located in the top right corner of the screen.



Hover over the person icon to display the arrow button to expand/collapse Side Bar menu



## Site Orientation

**Step 1:** Order your site-specific Orientation sign on the Shawmut Safety Supplies ordering form.

*This needs to be completed a week in advance before the start of the project.*

**Step 2:** Individual scans the site specific QR code on the site specific safety Orientation signage

**Step 3:** Individual enrolls in HammerTech.

- Ensure workers have their OSHA card in hand and additional licenses on before starting.
- Read and acknowledge the site-specific safety rules.
- Individuals complete their annual AGC CARE Safety Orientation.
- This will be a separate link delivered via text message.
  - o If individuals have completed their Orientation within the last 12 months, they will be able to bypass this step.

**Step 4:** Field Leadership (Superintendent/Safety) meets with individuals for introductions and to answer questions, emphasize any key points about Shawmut and this specific job – conversation only, no documentation needed.

### Approving Orientation

Once the worker completed the Orientation there are two ways you can access the Orientation for approval. One way is from your Dashboard and the second from your Side Bar.

### From Dashboard

From your dashboard view, in the **Personnel Awaiting Orientation Approval** section click the Orientation you want to open.

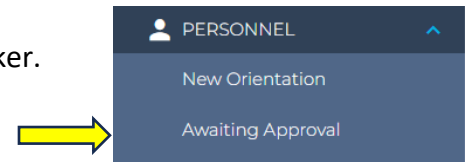
The screenshot displays the 'STANDARD USER DASHBOARD' with two main sections. The 'Pre-Task Plans' section on the left contains a table with columns for Employer, Crew, Location, and Status (?). The 'Personnel Awaiting Orientation Approval' section on the right contains a table with columns for Employer, Name, Phone, DOB, and Test Status. A yellow arrow points from the Status (?) column in the Pre-Task Plans table to the Personnel Awaiting Orientation Approval table.

Employer	Crew	Location	Status (?)
Ralph Camputaro & Son Excavating Inc	16		⚠️
Wayne Griffin Electric	2	SDQ	⚠️
Shawmut Design and Construction	1	East Parking Lot, Grad Housing	⚠️

Employer	Name	Phone	DOB	Test Status
Ralph Camputaro & Son Excavating Inc	Bob	****2836	12/30/****	🟢 Completed

## From Side Bar

Click **Personnel**, then **Awaiting Orientation**, and then select the worker.



First Name	Last Name	Employer	Phone	Title	DOB	Hard Hat Sticker Number	Test Status	Status
Bob	Zembko	Ralph Camputaro & Son Excavating Inc	****2836	Carpenter	12/30/****		Completed	Awaiting Approval

**Helpful Tip:** The **Test Status** column will state **Completed** or **Incomplete**. If it states **Incomplete**, the worker will have to rescan the Orientation QR code and fill out the first page. Once they click **Submit**, the system will take them back to the PowerPoint slide and they can read then answer the test questions again.

STANDARD USER DASHBOARD

Pre-Task Plans

Employer	Crew	Location	Status (?)
Ralph Camputaro & Son Excavating Inc	16		⚠
Wayne Griffin Electric	2	SDQ	⚠
Shawmut Design and Construction	1	East Parking Lot, Grad Housing	⚠

Personnel Awaiting Orientation Approval

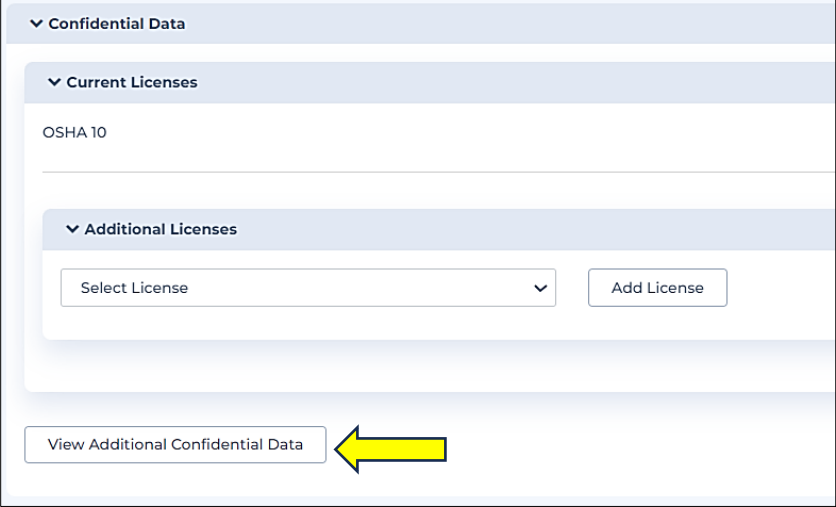
Employer	Name	Phone	DOB	Test Status
Ralph Camputaro & Son Excavating Inc	Bob	****2836	12/30/****	Completed

First Name	Last Name	Employer	Phone	Title	DOB	Hard Hat Sticker Number	Test Status	Status
		Ralph Camputaro & Son Excavating Inc	****2836	Carpenter			Completed	Awaiting Approval

## Navigating Approval

Once you are in the workers' Orientation, you should review a few items.

1. Ensure they have a profile picture or ID uploaded.
2. In the **Confidential Data** section, click **View Additional Confidential Data**.



▼ Confidential Data

▼ Current Licenses

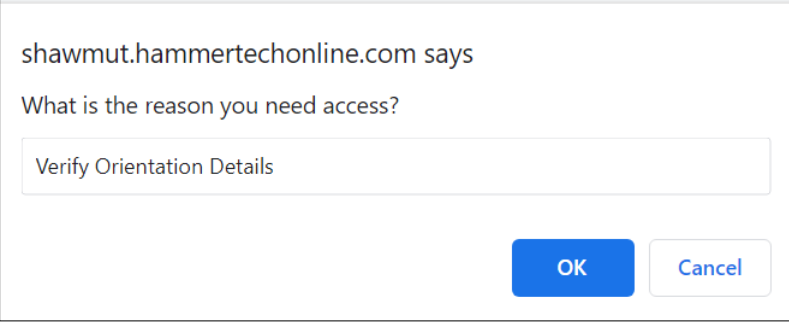
OSHA 10

▼ Additional Licenses

Select License ▼ Add License

View Additional Confidential Data ←

3. A pop-up will appear with prepopulated information **Verify Orientation Details**. Select **OK**.



shawmut.hammertechonline.com says

What is the reason you need access?

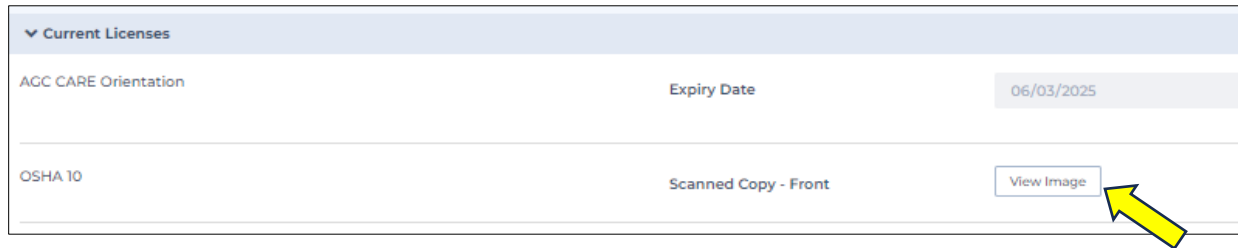
Verify Orientation Details

OK Cancel

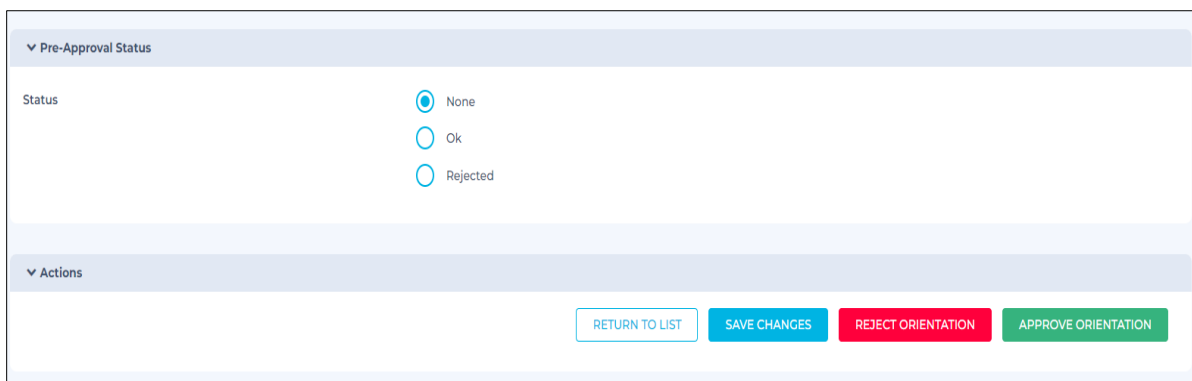
**Helpful Tip:** *If you need to access a person's phone number, emergency contact information, and/or view additional licenses, follow the same step but in the pop-up box, you will have to type your reason for viewing the information and then select OK.*

4. Click the **View Image** button next to each license to verify them. *(They may have taken a picture of their finger, so make sure you always check!)*

5. Ensure the worker has completed their **AGC CARE Safety Orientation** which will appear in their profile under current licenses. See below screenshot.



6. After verifying the Orientation, you can choose **Approve Orientation** if all licenses are uploaded, the tests are completed, and all the required information have been completed.
7. If you are waiting for more information, click **OK** in the **Pre-Approval Status** section, and then click **Save Changes**.

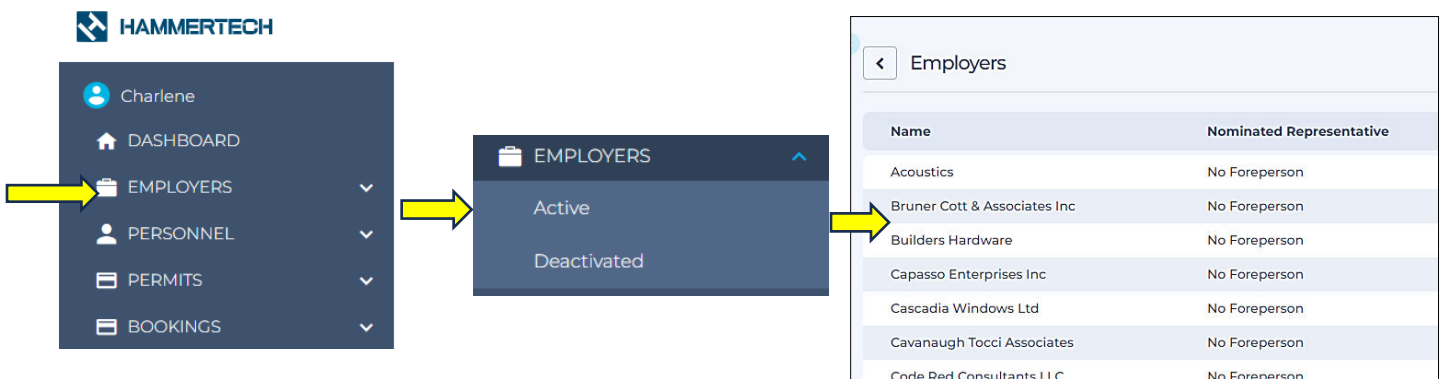


## Adding a Competent Person/Foreperson

The person you add should also be the jobsite competent/Foreperson. He/She must have a 30 -hour OSHA card and must have uploaded it during Orientation. Once added the Foreperson will be able to complete Pre-Task Plans, Toolbox Talks, Inspections, and all other required items. *This is the Superintendent's responsibility.*

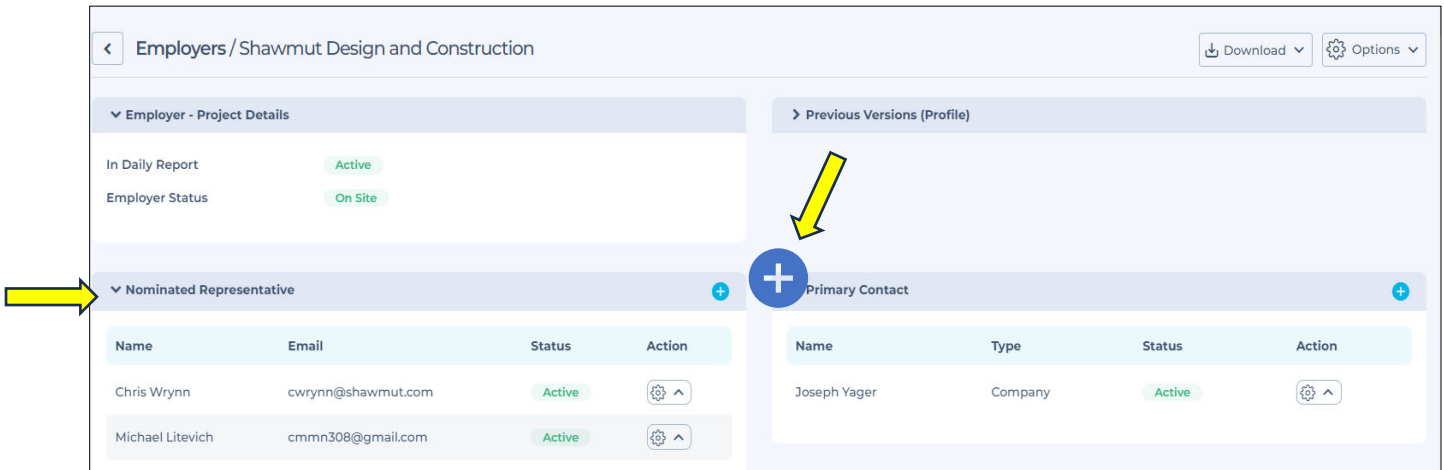
**(This is required immediately so the Foreperson can complete Pre-task Plans, Inspections, and Toolbox Talks)**

1. From the Side Bar select **Employers**, and then select **Active**, and then select the **Employer**.

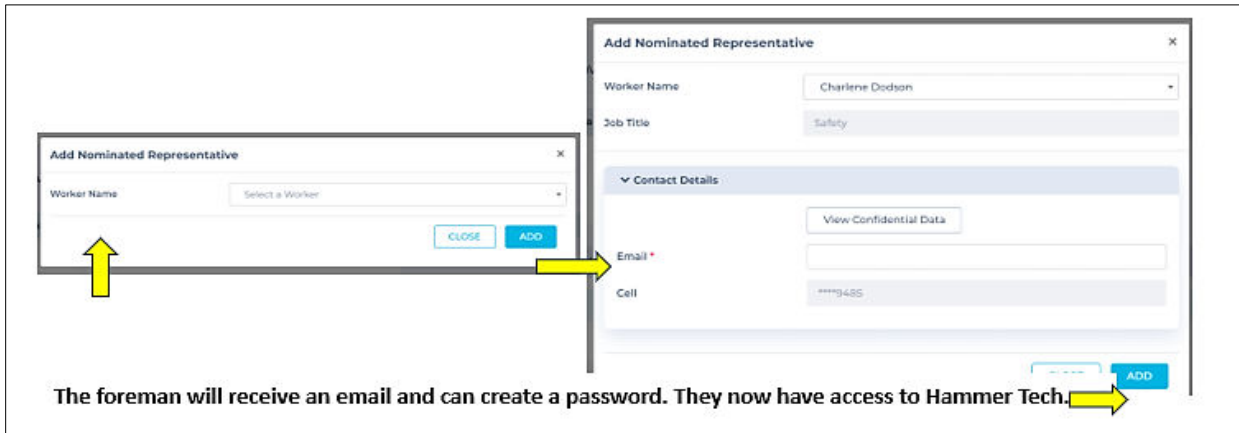




2. In the **Nominated Representative** section, click the plus sign + button.



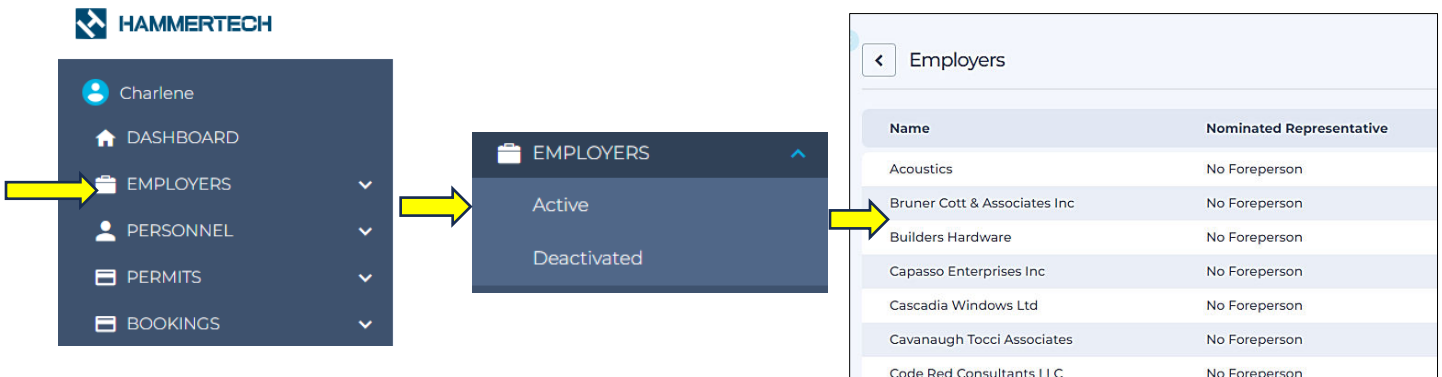
3. Select **Worker** from the drop-down list. If the **Email** field is blank, add the Foreperson's email, and then click **ADD**.



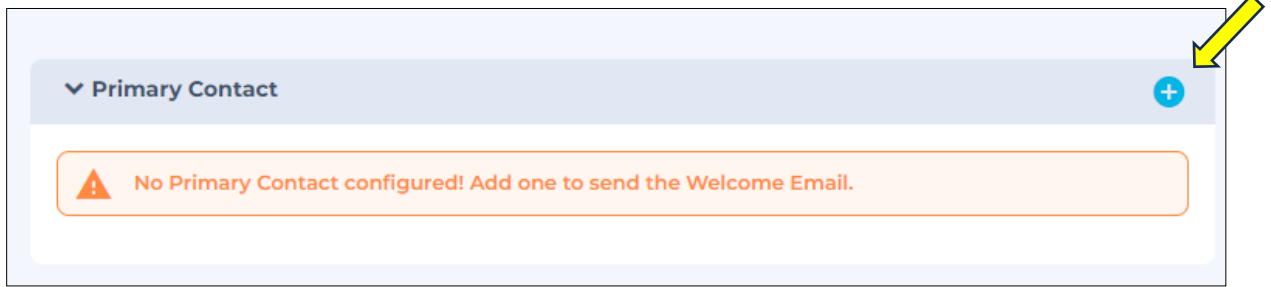
## Adding a Primary Contact

The person that should be added as a Primary Contact should be the subcontractor's employee that is responsible for submitting their safety documentation. *This is the project management team's responsibility.*

1. From the Side Bar select **Employers**, and then select **Active** and the **Employer**.



2. In the **Primary Contact** section click the plus sign + button.



3. Select **New** from the drop-down list, and then enter the contact's email. From there, click **Validate** and then continue to enter the contact's name and cell phone number. Always select **Project Level Contact** when entering **Contact Type**.

A screenshot of the "Add Primary Contact" form. The form is titled "Add Primary Contact" and has a close button (X) in the top right corner. It is divided into two main sections: "New Primary Contact Details" and "Welcome Email".  
In the "New Primary Contact Details" section, there are several fields:

- "New/Existing" dropdown menu with "New" selected.
- "Email" text input field containing "DemoSub@SDCDEMO.COM" and a "Validate" button to its right. A yellow arrow points to the "Validate" button.
- "Contact Type" dropdown menu with "Project level contact" selected. A yellow arrow points to this dropdown.
- "First Name" text input field containing "Demo".
- "Last Name" text input field containing "Sub".
- "Cell" text input field containing "123-123-1234".
- Two checkboxes: "Receive Site Notifications" and "Has Access To Confidential Information", both of which are checked.

  
In the "Welcome Email" section, there is a checkbox "Send Welcome Email Immediately" which is checked. A yellow arrow points to this checkbox. Below it is a text area labeled "specific instructions to send?" which is currently empty.  
At the bottom right of the form are two buttons: "CLOSE" and "SUBMIT".

4. Below is a copy of the **Welcome Email** that is automatically sent out once submitted. This email includes all requested documents, instructions on how to log into HammerTech, and instructions on how to submit their safety documentation.

Welcome to Demo Project

Shawmut (Demo Project) <noreply@shawmut.hammertechonline.com>  
To: Chelsea Lindberg, Chelsea R.

Reply Reply All Forward

Thu 7/11/2024 10:11 AM

**SAUTION: External Email**

Dear Chelsea Lindberg,

Congratulations on being awarded this project! Shawmut has a strict safety program to ensure all of your workers are given the safest work environment possible. Please take the time to review our safety policies highlighted in your contract and also review our Environmental, Health and Safety Manual on our website at: [Shawmut Safety Manual](#).

To help us create the safest work environment possible, prior to beginning work, we request the following information to be uploaded to HammerTech. Furthermore, we require specific documentation to be submitted during construction, as plans change, and work develops.

- **Company Safety Manual/Plan** - Please upload a copy of your Site Specific Safety Plan and/or company's safety manual.
- **Identify Competent Person and Management Safety Designee** - Upload a letter on your company's letterhead identifying the competent person that will remain on site throughout the duration of the project. This person must have knowledge on the work activities you are performing and be able to identify hazards associated with those activities. This person will also have the authority to immediately stop work to correct hazards or to stop unsafe work activities. The Management Safety Designee is the person in charge of implementing your safety program, conducting safety audits and training staff as needed. (Letter included)
- **Job Safety Analysis (JSA)** - JSA's for specific high risk tasks will be required; which include but are not limited to: falls from heights, crane activities, large scaffold erection, roof work, electrical start up and shut downs, panel entry, painting, epoxy, steel erection, miscellaneous metals, hoisting, concrete, masonry, demolition, glazing, make safe, shaft work, site work, and confined space work.
- **Training Certificates** - for all employees who operate equipment such as forklifts, cranes, scissor lifts, boom lifts, lulls or other powered industrial vehicles. Other proof of training for scaffolding, OSHA 30 hour construction training may also be required depending on the project. Employees will not be allowed to begin work without the proper documentation.

The below documents can be emailed:

- **Emergency Contact List** - Provide the Shawmut project team with a list of emergency contacts from your company related to this specific project.
- **Copies of the Safety Data Sheets** for all chemicals to be brought on site.
- **Contact Information for your Site Foreperson** (if different than competent person)
- **Additional Paperwork**, such as: Heavy equipment inspection logs, crane lift plans (for all crane work), steel erection checklists, stamped.

Please ensure the following steps are completed within HammerTech prior to arriving on site:

1. **Login to the HammerTech system**
  - o If this is your first time using HammerTech for Shawmut:
    1. You will receive a separate email titled "New HammerTech User Account"
    2. Click on the link within that email and set your password.
  - o If you have previously used HammerTech for Shawmut:
    1. Go to <https://shawmut.hammertechonline.com>
    2. Enter your Username and Password to login
  - o Upon Logging in the Support Guide is available under "Support" in your module list

# Permits

## Types of Permits

- Hot Work Permit (Each Day)
- Confine Space (Each Confine Space/Each Day)
- Concrete Pump Truck Safety Checklist (Initial Setup)
- Crane Safety Checklist (Initial Setup)
- Electrical Live Work
- Fall Protection
- Ladder Permit
- Lift Plan (No Crane)
- Panel Entry (Each Day)
- Written Exposure Control Plan (Initial Setup)

## Add Permit Zone

To get started, you will need to set up your **Permit Zones**. Go to **Configure Zones** on the **Permits** tab.

In the **Name** field, write the name of your job and check all boxes, and then scroll down and select **Create**.

The screenshot displays the 'Permit Zones / Create' interface. On the left, a dark sidebar contains a menu with 'PERMITS' selected and 'Configure Zones' highlighted with a red box. The main content area shows the following form fields and options:

- Name:** Yale Divinity School
- Color to Represent Zone:** # [color picker]
- Is this an exclusion Permit?:**
- Permit Types:** A list of 12 permit types, all of which are checked with a blue checkmark:
  - Concrete Pump Truck (Boom) Safety Checklist
  - Confined Space
  - Crane Safety Checklist
  - Electrical - Live work permit
  - Fall Protection Work Plan
  - Hot Work Permit
  - Ladder Permit
  - Lift Plan (Non-Crane)
  - Panel Entry Safety
  - Staging Hoist Lift Plan
  - Written Exposure Control Plan (WECP)

## View and Approve Permits

The competent person will complete the permit either in their **Pre-Task Plans** or create a new permit in the **Permit** tab on the Side Bar.

1. To view and approve permits, select **Permits** from the Side Bar, and then click **View All** or **Review Pending**. If you added permits on your Dashboard during customization they will appear there as well.

The screenshot shows a sidebar menu with 'PERMITS' selected. A yellow arrow points to the 'PERMITS' header. Below it, options include 'Create New', 'View All', 'Review Pending', 'View Board', 'View Map', and 'Configure Zones'. The main content area is split into two panels. The left panel, titled 'Daily Report', has a table with columns 'Item', 'Today', and 'Total'. The right panel, titled 'Permit Summary', has a table with columns 'Employer', 'Type', 'Location', 'Status', 'Starts', and 'Ends'. A yellow arrow points to the 'Permit Summary' header.

Item	Today	Total
Signed In Workers	0	
Reported Workers on Site	0	
Reported Visitors on Site	21	

Employer	Type	Location	Status	Starts	Ends
Macri Roofing	Ladder Permit	Yale Divinity Zone	Overdue - Awaiting Approval	10:06 AM 1/17/2024	10:06 AM 1/17/2024

2. You will see a list of all permits, click **Details**.

The screenshot shows a list view titled 'Permits / Pending Review /'. It includes a 'Download' button, a 'Filter' dropdown, and a '+' icon. The table has columns: 'Permit Details', 'Location', 'Employer', 'Signed In', 'Proposed Start time', 'Proposed End time', and 'Status'. A yellow arrow points to the 'Awaiting Review' status in the 'Status' column. A 'Details' button is visible at the bottom right.

Permit Details	Location	Employer	Signed In	Proposed Start time	Proposed End time	Status
PER-6954 Ladder Permit	Yale Divinity Zone	Macri Roofing	N/A	3:40 AM 2/6/2024	3:50 AM 2/6/2024	Awaiting Review

3. Click **Options**  in the up corner, and then click **Edit**. Review the permit, and then scroll down to the bottom and click **Approve** or **Reject Permit**.

The screenshot shows the 'Permits / Details' view. It includes a 'Download' button and an 'Options' dropdown menu with a yellow arrow pointing to it. The view is divided into two main sections: 'Permit Details' and 'Subcontractor Details'. The 'Permit Details' section includes fields for Reference, Permit Type, Zone(s), Location, Description, and Created Time. The 'Subcontractor Details' section includes fields for Subcontractor, Representative(s), and Personnel.

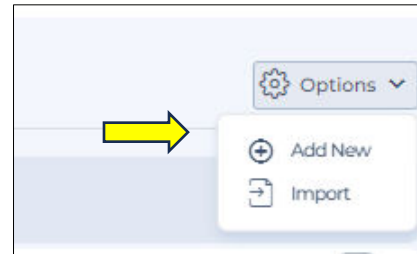
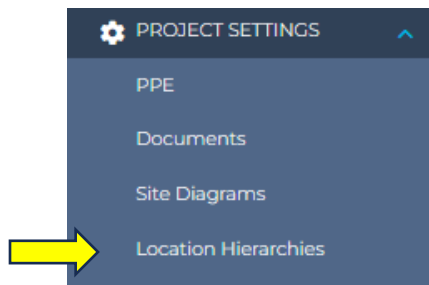
Permit Details	
Reference	PER-6954
Permit Type	Ladder Permit
Zone(s)	Yale Divinity Zone
Location	
Description	
Created Time	10:07 AM 1/17/2024

Subcontractor Details	
Subcontractor	Macri Roofing
Representative(s)	Dan Gagnon Nicholas Mestuzzi Robert Mason
Personnel	Rene Mintalvo Robert Mason

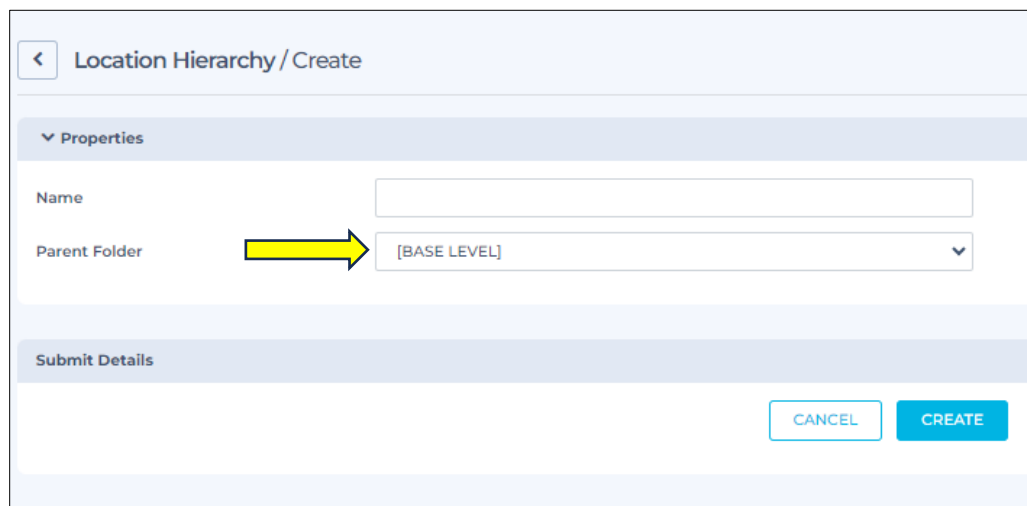
## Adding Locations

Adding a location help you identify the location where the tradeperson are conducting their operations. The locations you create will appear on Pre-Task Plans and Permits for the workers to select from.

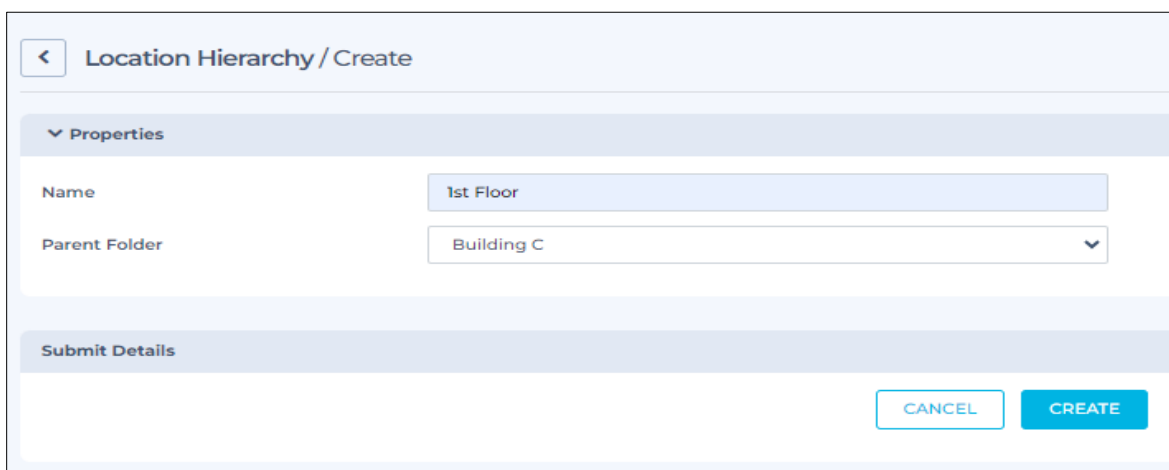
1. Go to **Project Settings**, and then click **Locations Hierachies**. Next, go to **Options**, and then click **Add New**.



2. Name your location. Leave **Base Level** as the parent folder. If it's a main location for example Building C.

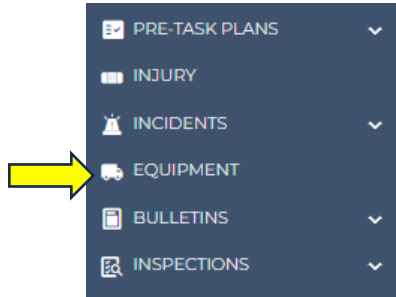
A screenshot of the 'Location Hierarchy / Create' form. The 'Name' field is empty. The 'Parent Folder' dropdown menu is set to '[BASE LEVEL]'. A yellow arrow points to the dropdown menu. At the bottom, there are 'CANCEL' and 'CREATE' buttons.

3. If you want to add a floor/location within a building, put the floor/location in the **Name** field then change the **Base Level** to the building the floor is located in using the drop-down. Remember, you have to create the main location before you can add floors within it, and then, click **Create**.

A screenshot of the 'Location Hierarchy / Create' form. The 'Name' field is filled with '1st Floor'. The 'Parent Folder' dropdown menu is set to 'Building C'. At the bottom, there are 'CANCEL' and 'CREATE' buttons.

## Adding Equipment

You must add the equipment onsite before you are able to conduct an inspection on them. Chose **Equipment** from the Side Bar, and then click the blue plus sign in the right hand corner.




Date	Name	Subcontractor	Unique Code	Status	Make & Model	Registration / Plant Number	Serial Number	Date Last Service	Date Next Service
10/26/2023	Skid steer / Bobcat	Environmental Designs Inc		On Site	SVL 75				
10/5/2023	Excavator	Ralph Camputaro & Son Excavating Inc		On Site	Cat 322				
10/5/2023	Skid steer / Bobcat	Ralph Camputaro & Son Excavating Inc		On Site	JD 319				

1. Enter the **Equipment Type** from the drop-down box. Choose the **Subcontractor** and then fill out the **Equipment Details** section.

▼ Equipment Type Selection

Equipment Category: HAMMERTECH Vehicles

Equipment Type: Dump Truck

Example Equipment Type Photo: 

Is Equipment Shared ?

▼ Orientation Overview

Subcontractor: Shawmut Design and Construction

Date: 12/14/2023

▼ Equipment Details

Rental Company: HT Training-Sunbelt

Make: HT Training-Mitsubishi

Model: HT Training-FG1BNGLP

Registration / Plant Number: HT Training-CM2343

Serial Number: HT Training-0004567897643R

2. The **Authorized Operators** section, any worker with a certification will appear in this section, you need to check the box next to authorized personnel. Then click approved at the bottom.

**Authorized Operators**

**License/s Required:** - Forklift

The following workers have been selected as being authorized to operate this piece of equipment.

**Shawmut Design and Construction**

Sara Johnson  
**License Details:**  
- Forklift  
Card / License No:

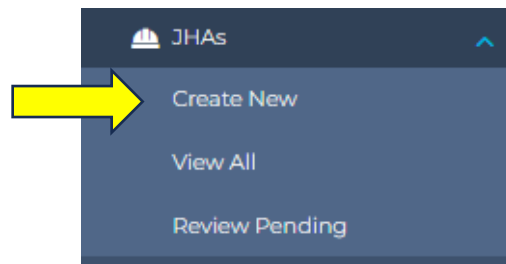
Michael Litevich  
**License Details:**  
- Forklift  
Card / License No:

Workers without relevant licences

*Helpful:* The subcontractors are able to register their own equipment.

### **Inputting a JHA**

1. On the Side Bar click **JHA**, and **Create New**. If the subcontractor uploaded the JHA go to review pending.



2. Complete the field **JHA Details** and then upload a copy in **Digital Copy** section, if applicable. Review the JHA then click **Upload and Accept Review** in the **JHA Details**.

JHA/Create

**JHA Details**

Employer [Select Employer]

Activity Name

Description

Actions

Upload And Accept Review

Just Upload

**Digital Copy**

Upload a scanned or PDF copy of the JHA (10MB Size Limit)

Select File Choose file No file chosen

Additional Details



3. Scroll down to **Personnel Assigned to JHA**. All of the orientated workers associated with the company will be listed. Select all personnel who needs to sign the JHA.

▼ Personnel assigned to this JHA

- Ralph Boyle
- María Filomena Chavix cux
- Dominic D'Onofrio
- Thomas D'Orvilliers
- Charlene Dodson

4. Complete the **JHA Review Checklist**

▼ JHA Review Checklist

Please complete the following checklist.

Are all of the steps listed of this task starting from the beginning to finish? (delivery of any materials, shake out and install method)

Yes  No  N/A

Are all hazards & risks listed for each task?

Yes  No  N/A

Are all control measures listed for each risk of each task of how each hazard will be mitigated?

Yes  No  N/A

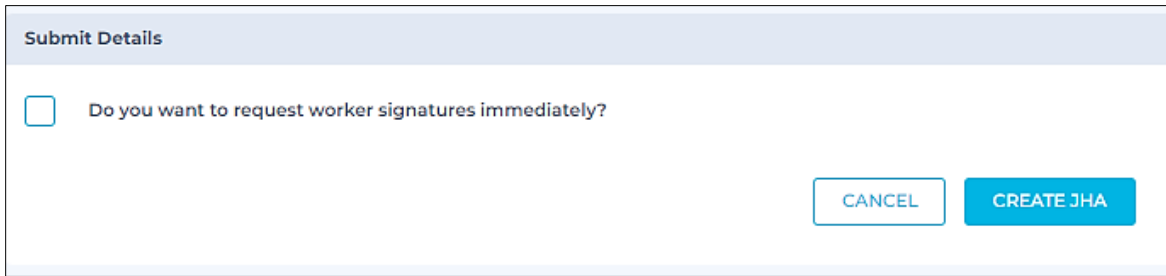
Have all employees listed on this JSA been assigned to sign?

Yes  No  N/A

Have all employees signed the JSA?

Yes  No  N/A

5. In the **Submit Details** box, it asks **Do you want to request worker's signature immediately?**. Check this box only if you want to send a text message to all the workers you assigned to the JHA immediately. If you check this box, they will receive a text message link where they can download the JHA and sign it. Next, click **Create JHA**.



Submit Details

Do you want to request worker signatures immediately?

CANCEL CREATE JHA

**Helpful Hint:** If you would like the workers to sign at a later time, you can select **View All** under JHA from the Side Bar, choose the JHA of your choice, scroll down and click sign next to each name and allow them to sign from your tablet. You can also reopen the JHA and check the box next to **Do you want to request worker's signature immediately?** to send a text for first time, or click **Send Reminder** and text link will be resent to the worker(s).



Michael Mckelvey

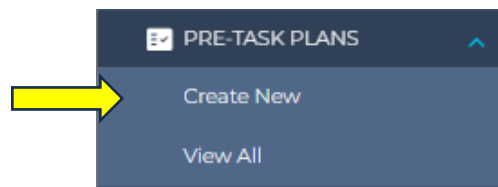
Sign Send Reminder

## Pre-Task Plans

### Instructing Foreperson on How to Complete Pre-Task Plans

This is a helpful tutorial that you can review with your Forepersons to aid them in completing their Pre-task Plans for the first time.

1. Go to **Pre-Task Plans** on the Side Bar and click **Create New**.



2. The subcontractor employer will be prepopulated. Enter a **Title**, and then click **Create**. (You can put Daily” in the title because it’s a required field)

The screenshot shows a web form titled "Pre Task Plans / Add New". Under the "Details" section, there are three fields: "Work Date & Time" with the value "01/07/2022 12:31 PM", "Employer" with a dropdown menu showing "Altoona Contracting", and "Title" with the text "Confined Space Work 1/7". A yellow arrow points to the "Title" field. Below the form is a "Submit Details" section with a blue "CREATE" button, also highlighted with a yellow arrow.

3. Pick the **Location(s)** where the subcontractor will be conducting operations.

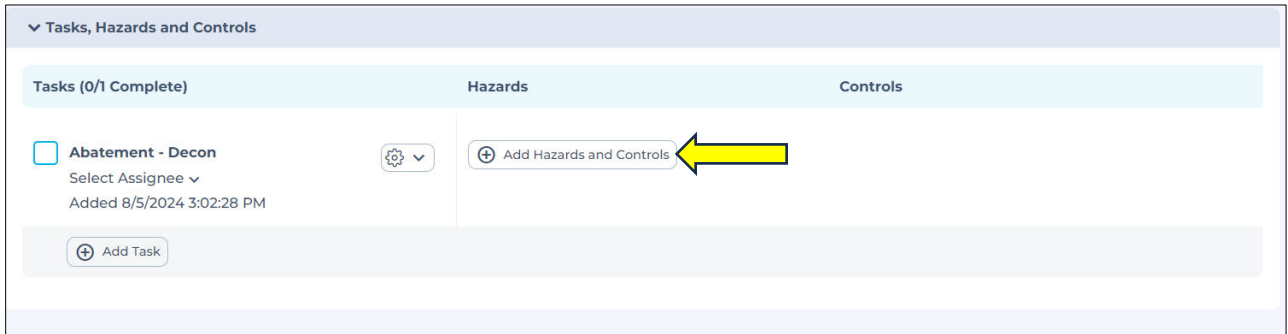
The screenshot shows a "Location" selection screen with a list of four options, each with an unchecked checkbox: "SDQ", "Grad Housing", "East Parking Lot", and "Building C" (which has a right-pointing arrow next to it).

4. To enter the task, click the plus sign next to the **Add Task** button. You can select from the list below or click **Add Task** to add a new task that is not in the task list. *If you click the arrow next to the plus sign, a drop-down box of prefilled task will appear.*

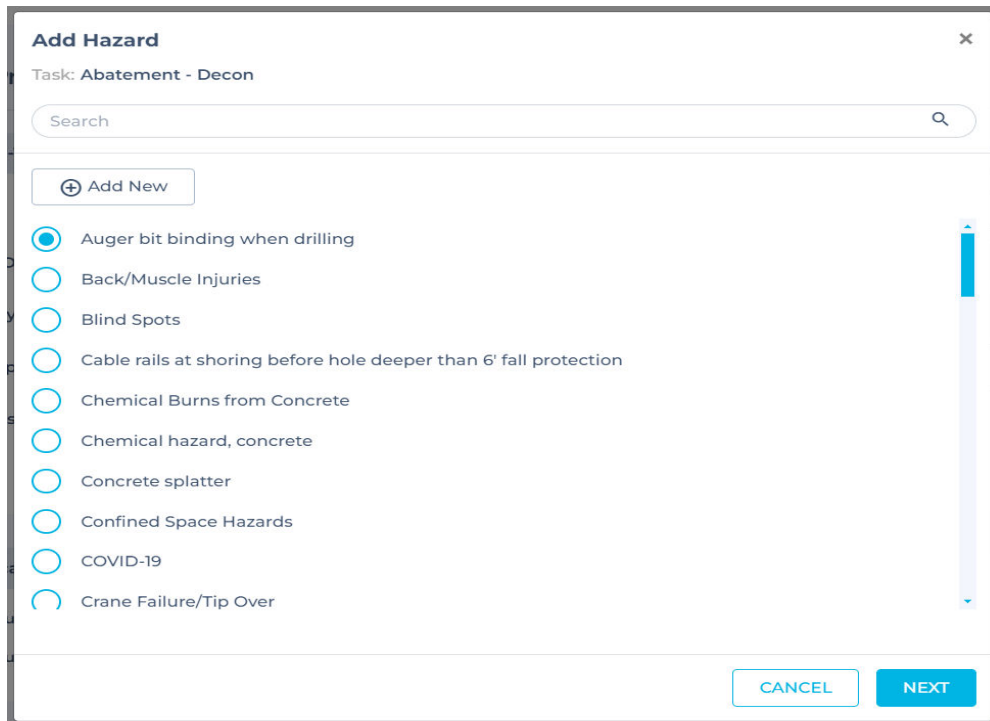
The screenshot shows a section titled "Tasks, Hazards and Controls" with three tabs: "Tasks", "Hazards", and "Controls". The "Tasks" tab is active, and a yellow arrow points to the "Add Task" button, which has a plus sign icon.

The screenshot shows a dropdown menu titled "Add Tasks". It has a search bar at the top and a list of tasks below, each with an unchecked checkbox. A yellow arrow points to the "Add Task" button at the top of the list. The tasks listed include: "Abatement - Air monitoring", "Abatement - Decon", "Abatement - Ensure proper makesafe", "Abatement - load out of ACM", "Abatement - Set up containment", "Abatement - Verify negative air", "Carpentry - Ceiling installation", "Carpentry - Cutting", "Carpentry - Drywall installation", and "Carpentry - General carpentry". At the bottom of the menu are "CANCEL" and "ADD" buttons.

5. Once your task is selected, you can add your hazards and controls by selecting the **Add Hazards and Controls Button**.



6. A pop-up box will appear. Choose a hazard from the list or create a custom hazard if you do not see one applicable on the list then click **Next**.



7. After you click **Next** from the step above, a list of control measures associated with that hazard will appear. Check the boxes next to all steps you are going to do to prevent that hazard from occurring or enter a custom control measure. Then click **ADD**.

**Add Controls**

Task: **Abatement - Decon**

Hazard: **Back/Muscle Injuries**

Search

**All** Project Region Company

+ Add New

- Get a partner for any heavy/awkward items (Company)
- Lift with Legs (Company)
- Proper stretching before lifting (Company)
- Team lifts for all material/objects greater than 50lbs. (Company)
- Use material handling carts (Company)
- Use proper lifting techniques (Company)

BACK CANCEL ADD (1)

8. Below is how it will appear after the Hazard and Control is entered. Repeat steps 5 through 7 to add each hazard associated with the task(s).

Tasks, Hazards and Controls

Tasks (0/1 Complete)	Hazards	Controls
<input type="checkbox"/> <b>Abatement - Decon</b> Select Assignee v Added 8/5/2024 3:02:28 PM	Back/Muscle Injuries  + Add Hazards and Controls	<input checked="" type="checkbox"/> Get a partner for any heavy/awkward items

+ Add Task

9. Answer the questions on the **Daily Safety Checks** list.

Daily Safety Checks

Are you prepared for work today?  Yes  No

Do you have any injury or setback from a previous day or activity?  Yes  No

Are you stretched and warmed up for today's activities?  Yes  No


Do you have the proper tools and equipment to work safely?  Yes  No

Are you mentally and physically prepared for work? Distractions can lead to injuries, so be mindful of your current state.  Yes  No

Has the egress and access changed today?  Yes  No

Are there any crane picks or deliveries impacting your work today?  Yes  No

10. If a permit is required for operations, such as confined space and hot work permit, click the plus sign in the **Permit** section and complete the permit. Please go to the **Permit** section for further information.

Associated Permits 

Select any applicable permits that run over the Pre Task Plan meeting time from the list below

Permit Reference	Permit Type	Location	Start and End Time	Status
------------------	-------------	----------	--------------------	--------

11. **Associated Equipment** and associated JHA will be listed in this section if it has been entered. The subcontractor can click the check box next to the equipment they will be using onsite.

Associated Equipment

Select any applicable equipment that will be used under this Pre Task Plan from the list below


Name	Make & Model	Registration Number	Next Service Date	Status
<input checked="" type="checkbox"/> Forklift	HT Training- Mitsubishi HT Training-FG18NGLP	HT Training-CM2343	1/14/2024	On Site

Associated JHAs

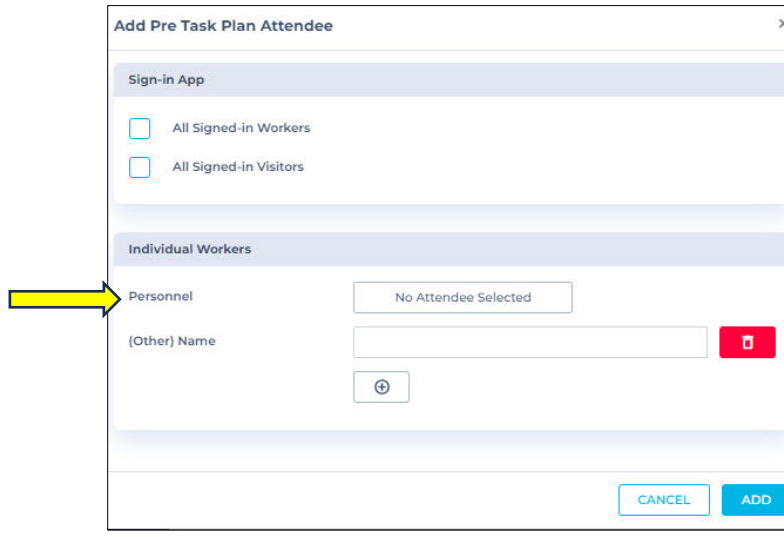
Please confirm with all authorised workers that they have read and understood any JHAs that are selected as relevant to this Pre Task Plan

Activity Name	Status
---------------	--------

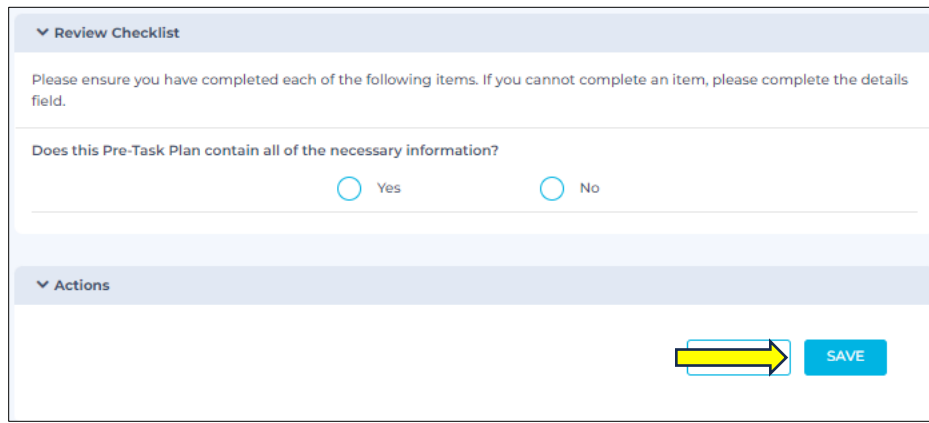
12. Click the plus sign next to worker assignment.

Worker Assignment 

13. A pop-up box will appear. Click **No attendees Selected**. All orientated employees with that company will appear in a drop-down box. Click the box next to the employee(s) and click the **ADD** button. The workers can sign next to their name on your device or once the Pre-task Plan is completed, the workers can scan the QR code and sign from their own devices.



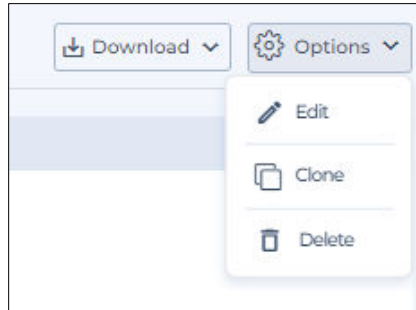
14. Answer **yes** or **no** to the question **Does this Pre-Task Plan contain all of the necessary information?** and then click **Save**.



15. Now that the Pre-Task plan is completed. Select the Pre-task Plan from the list. You will now see the QR Code that was generated for your workers to scan. They will have the option to download the Pre-Task Plan and the workers can sign it from their own device.




16. If contractors are performing the same work over several days, they have the option to clone the Pre-Task Plan. After the Pre-Task Plan is selected, in the right-hand corner select **Options**, and then **Clone**. The hazards and tasks will be pre-filled. The subcontractor must review and complete the other sections of the Pre-Task Plan. To edit a previous Pre-Task Plan, click **Options** and **Edit**.



**Review and Approve Pre-Task Plans**

After subcontractors complete their daily Pre-Task Plan, you will need to review and approve or reject it.

1. Go to **Pre-task Plans** from the Side Bar and click **View All**. Click the **Pre-task Plan** with the status **Pending Review**. *(The Foreperson did not submit the Pre-task Plan if it is in **Draft** status)*

Reference	Date	Employer	Title	Attendees	Status
PTP-108516	2/14/2024	Shawmut Design and Construction	Daily tasks	1 	Pending Review
PTP-108381	2/14/2024	Wayne Griffin Electric	Forman	0	Draft

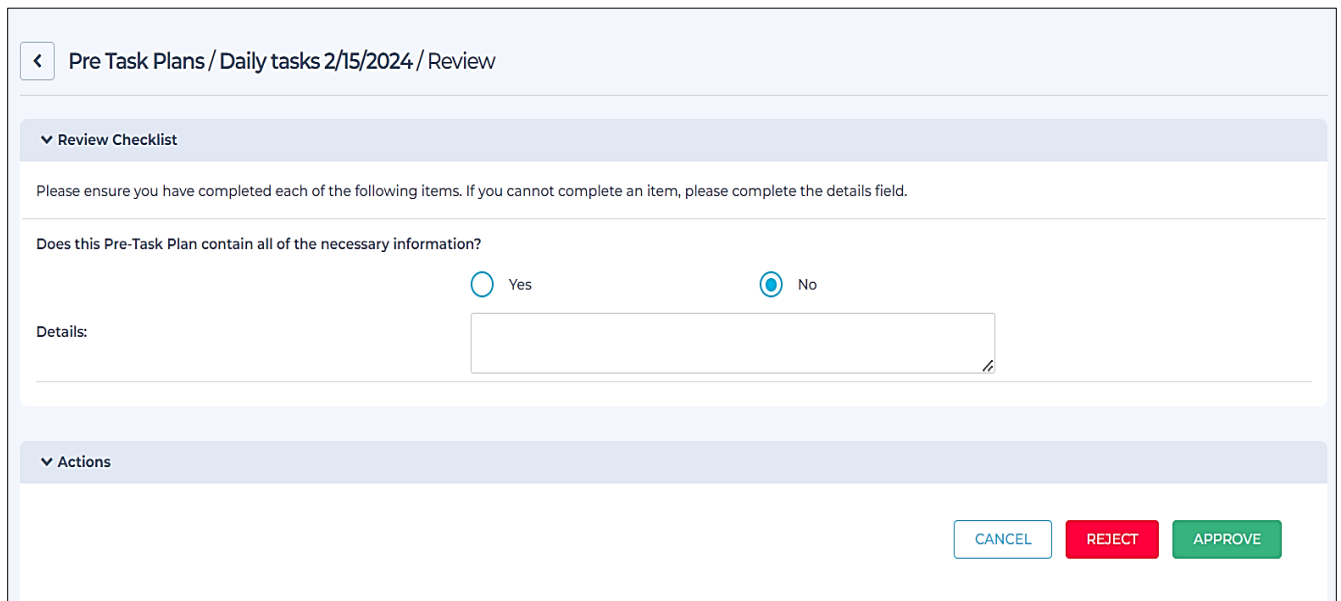
**Note:** Foreperson can complete a Permit in the Pre-task Plan. Any Equipment the subcontractor has register will appear under assigned equipment. Also, JHA that were previously entered will appear here as well.

Associated Permits				
Permit Reference	Permit Type	Location	Start and End Time	Status
PER-4721	Confined Space	Eastern lot/Duct Bank	8:26 AM 11/15/2023 - 3:00 PM 11/15/2023	Approved 11/15/2023



2. After reviewing the Pre-Task Plan for accuracy, scroll to the top and scroll down and ensure the task, hazards/controls, checklist, and all workers have signed. In the **Options** drop-down click **Review**.
3. Next, click **Yes** or **No** where it asks **Does this pretask plan contain all the necessary information?** If it does, click **Yes** then **Approve**.
4. If it **does not** contain all the necessary information such as :
  - a. Task
  - b. Hazard/Controls
  - c. Missing Signatures
  - d. Incomplete Checklist

Click **No**. In the **Details** section, state the items that need to be corrected and click **Reject**. Once rejected the subcontractor can edit the Pre-task Plan and resubmit again for review.

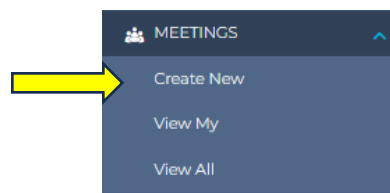


## Meetings

Meetings are used for **Toolbox Talks, All Hands Meetings, Subcontractor’s Kick Off Meeting, Foreperson Checklist, Pre-Steel Erection Checklist, Pre-Excavation Checklist, Weekly Foreperson Meeting, Fall Protection Work Plan, and Proximity Work**. You will also go to meetings to see if your subcontractors have completed their weekly toolbox talk.

### Creating a Meeting

1. Go to the **Side Bar** and select **Create New**. To see subcontractors click **View All**.



2. Next, choose your **Meeting Type** from the drop-down menu and enter a **Title** for the meeting. A different form will appear with each meeting type. The first one in the drop-down menu is the **01. All Hands Meeting**.

Meeting Details

Meeting Type: 01. All Hands Meeting

Meeting Time: 02/14/2024 10:35 AM

Title

Overview

3. This is a blank all hands meeting where you can create your own agenda items to review at the meeting. To create your own agenda items, click the plus + button.

Additional Details

Meeting Agenda

Agenda Item	Agenda Details	Attachments	Action
		<input type="button" value="Choose file"/> No file chosen	<input type="button" value=""/>

4. After reviewing/completing the form go to the **Meeting Attendance** tab and either add a photo of the sign in sheet in the **Photo Evidence** section or go to **Attendees** and click **Add Attendee** button.

Meeting Attendance

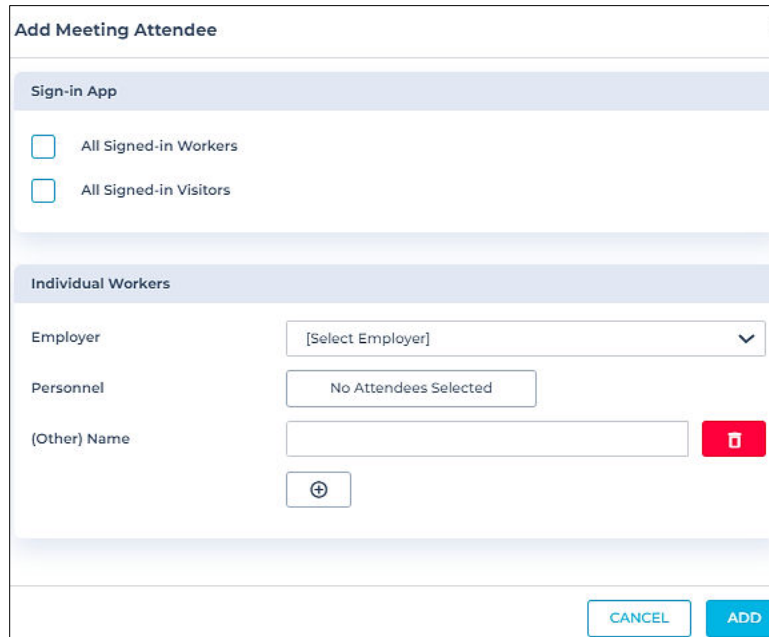
Evidence Type

Individual Worker Signatures  
 Upload Photo Evidence of Attendance/Signatures

Photo Evidence

Attendees

5. A pop-up box will appear. Select the **No Attendee Selected** button and a list of all the orientated employees will appear. Check the box next to the workers and then click **ADD**. If the meeting attendees have not gone through Orientation, enter their name in **(Other) Name** field and check the box next to the worker, and then click **ADD**.

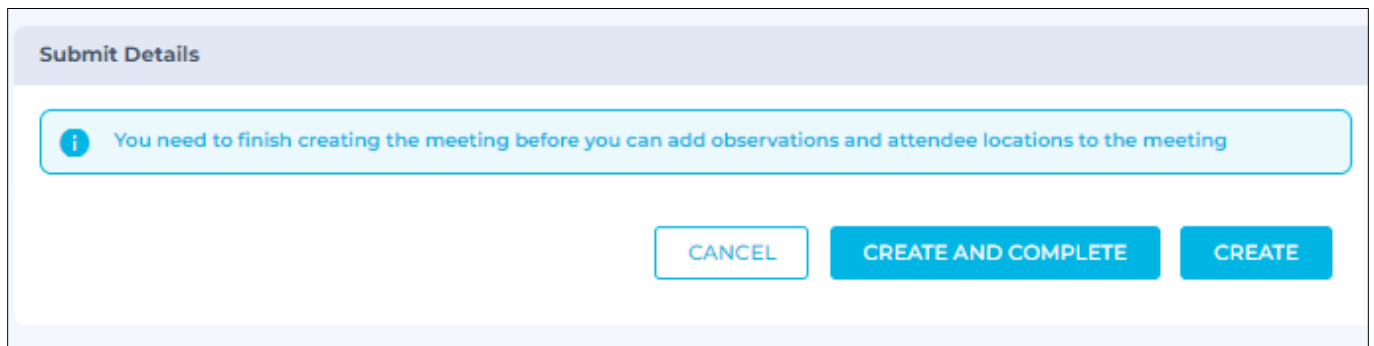


The screenshot shows a dialog box titled "Add Meeting Attendee". It has a close button (X) in the top right corner. The dialog is divided into two main sections: "Sign-in App" and "Individual Workers".

- Sign-in App:** Contains two checkboxes: "All Signed-in Workers" and "All Signed-in Visitors", both of which are currently unchecked.
- Individual Workers:** Contains a dropdown menu for "Employer" with the text "[Select Employer]" and a downward arrow. Below it is a "Personnel" field with the text "No Attendees Selected". There is an "(Other) Name" input field with a red "X" icon to its right. Below the input field is a plus sign icon (+).

At the bottom right of the dialog, there are two buttons: "CANCEL" and "ADD".

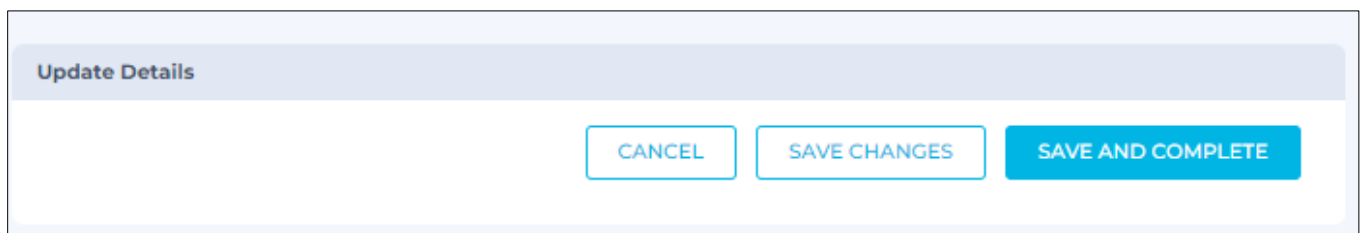
6. The names selected will appear in the **Attendees** tab. If all the meeting attendees sign from your device, click **Create and Complete**. If the meeting attendees are going to sign at a later time, click **Create** a QR code will populate. Attendees can then scan the QR code, download a copy and sign.



The screenshot shows a dialog box titled "Submit Details". It features a blue information banner at the top with a white 'i' icon and the text: "You need to finish creating the meeting before you can add observations and attendee locations to the meeting".

At the bottom of the dialog, there are three buttons: "CANCEL", "CREATE AND COMPLETE", and "CREATE".

7. Once everyone has signed, you must click on the meeting to reopen it, then **Options, Edit**, and scroll down and click **Save and Complete**.



The screenshot shows a dialog box titled "Update Details". It has a light blue header bar with the title. At the bottom of the dialog, there are three buttons: "CANCEL", "SAVE CHANGES", and "SAVE AND COMPLETE".

## Inspections

In the **Inspections** section you can complete your Superintendent's inspection and view all the subcontractor's completed inspections.

### Types of Inspections –

- Concrete Pump Daily Checklist
- Daily Scaffold Checklist
- Daily Lift Inspection
- GFCI Inspection Checklist
- Heavy Equipment
- Mast Climber Inspection
- Electrical Panel
- RADAX/ Headless Hoist Daily Inspection
- Scaffolding Inspection
- Safety Inspection
- Superintendent/Field Safety Report
- NFPA FPPM Inspection

### Accessing Inspections

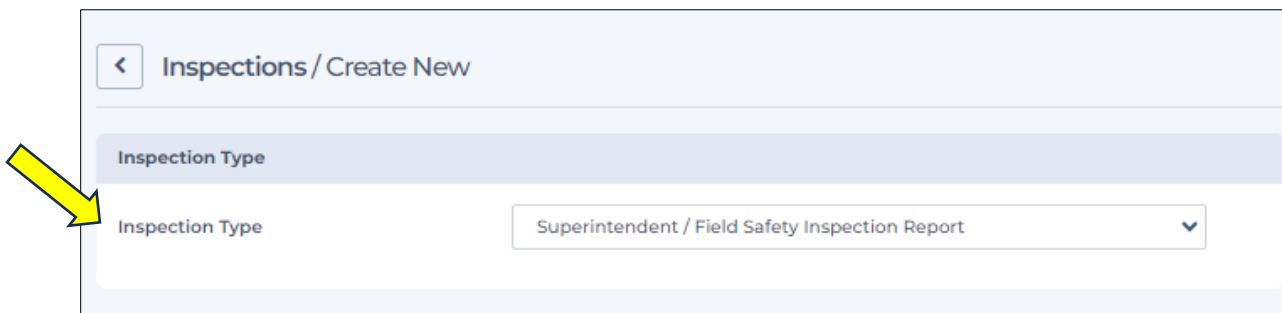
To create a new inspection, continue inspection in draft mode, and to view completed inspection, go to the Side Bar and scroll down to the **Inspections** tab.



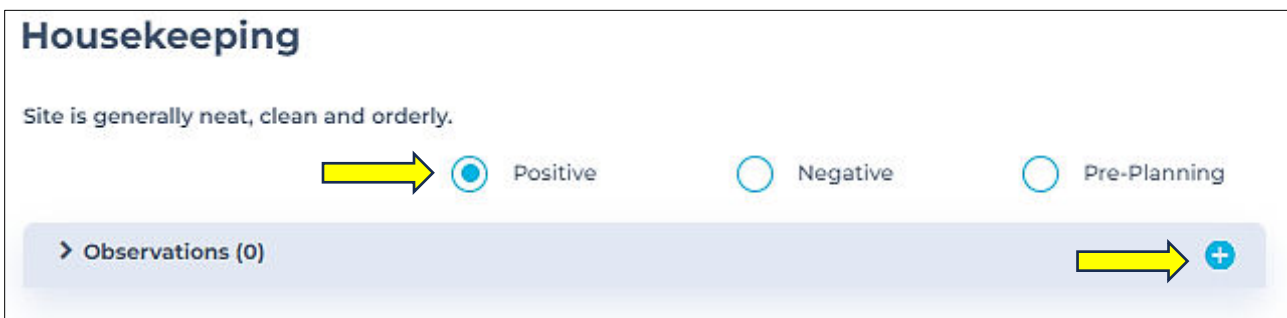
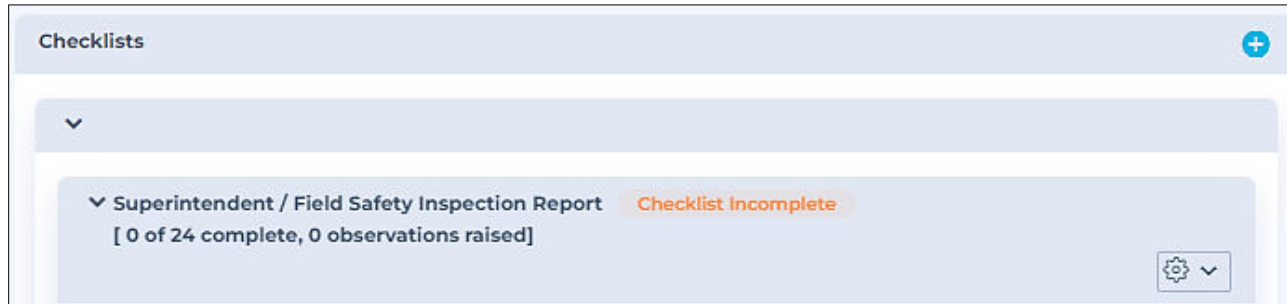
**Note:** **Active Inspections** are inspections that are in progress but have not been submitted yet. Once you start a new inspection and you choose to complete it at a later time, you will find all open inspections in this section.

### Create an Inspection

1. Click **Start New Inspection** from the **Inspections** tab on the Side Bar. Choose the inspection type from the drop-down list then scroll down and click **Create**. We are going to focus on the **Superintendent/Field Safety Report**.

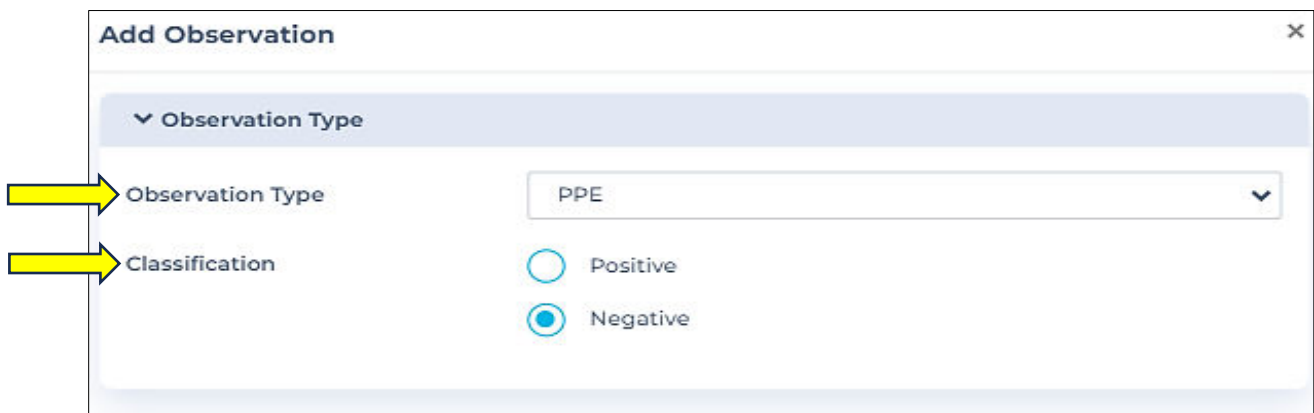


2. Now to complete the checklist, you must click **Positive**, **Negative**, or **Pre-Planning** for each line item. If it does not apply, leave it blank. If you click an answer by accident, just click the same box to remove the selection.
3. If you click **Positive** and would like to add details about observation, click the plus sign. If you click **Negative**, a pop-up box will automatically appear.



### Adding an Observation

- A. Select the **Observation Type**. This is a drop-down list of item subjects such as PPE, Scaffolding, Housekeeping, Hot Work, and much more. Ensure you choose **Positive** or **Negative** in the **Classification** section.



- B. Choose the responsible subcontractor. If there are multiple responsible subcontractors, you can add them by clicking the **Add Additional Responsible Party** button.

Responsible Parties

Subcontractor

+ Add Additional Responsible Party

- C. Choose the **Location** where the observation occurred from the drop-down list.

Observation Location

Location

- D. For **Negative** observations select a **Priority** level in **Resolution** section. The options are **Low, Medium, High, and Critical**.

Click here if the contractor has already corrected the deficiency.

Select a **Due Date** and check **Required Fix Photo** if you want the sub to upload evidence of repair.

Resolution

Priority [Select Priority]

Already Resolved?

Due Date mm/dd/yyyy

Require Fix Photo?

**Note:** The **Resolution** section will not appear on the form if it's a **Positive** observation.

- E. In the **Observation Details** section, describe the negative or positive event in the **Description** box, and then choose the **Risk level**. If it is a positive observation, choose **Positive**. If it is a negative observation, choose **Low, Medium, High, or IDLH** (Immediately Dangerous to Life and/or Health).

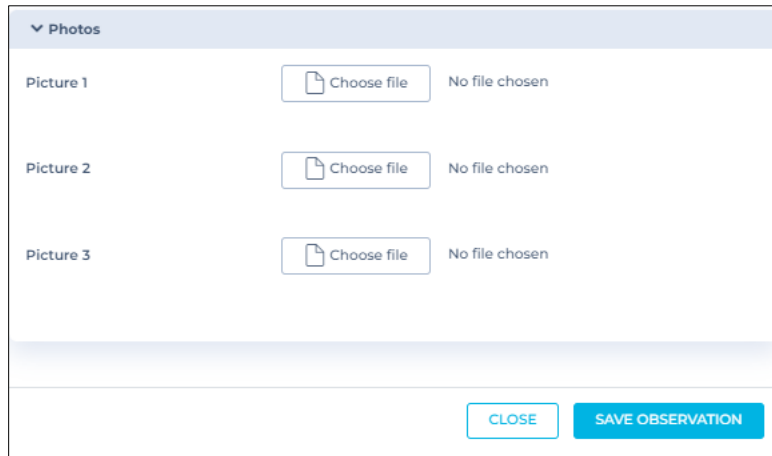
Observation Details

Description

Risk Level \*

**Note:** The IDHL selection will send a separate email to the Safety Department to prompt them for the emergency for you to receive immediate assistance.

F. Finally, add your photos, and then click **Save Observation**.

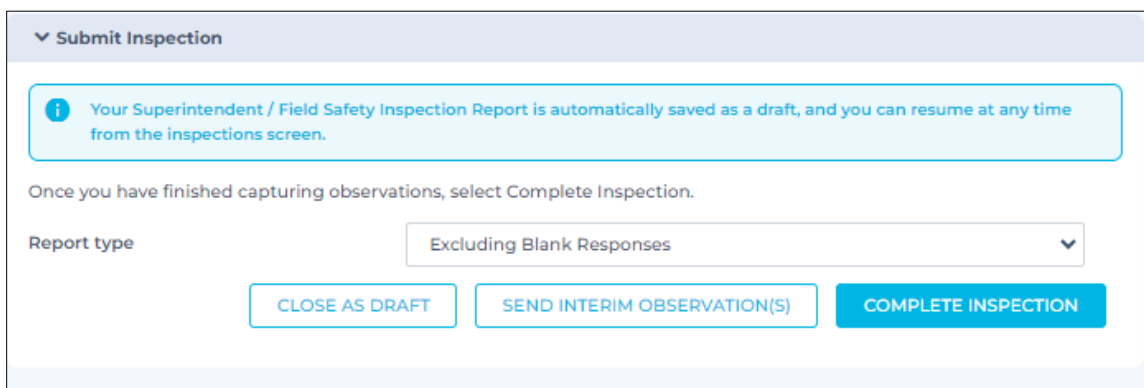


▼ Photos

Picture 1	<input type="button" value="Choose file"/>	No file chosen
Picture 2	<input type="button" value="Choose file"/>	No file chosen
Picture 3	<input type="button" value="Choose file"/>	No file chosen

**Note:** Photos are optional, but they are very helpful in depicting the conditions. Repeat steps for each observation you would like to enter.

G. To complete, scroll to the bottom, and click **Complete Inspection** button. If you are not finished with the inspection select **Close as Draft**.



▼ Submit Inspection

**i** Your Superintendent / Field Safety Inspection Report is automatically saved as a draft, and you can resume at any time from the inspections screen.

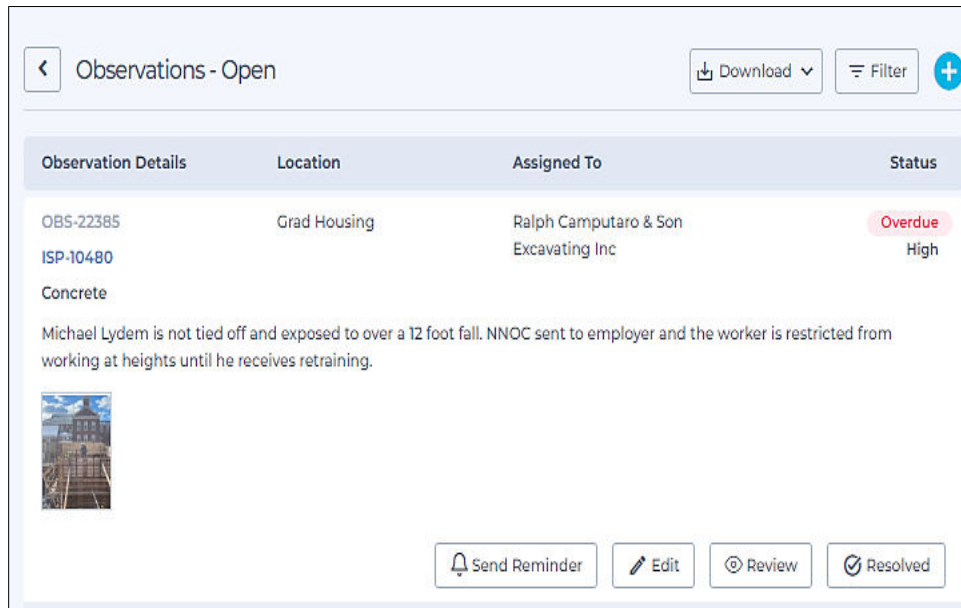
Once you have finished capturing observations, select Complete Inspection.

Report type

**Helpful Hint:** If you are not finished with the inspection report but want to send the negative observation(s) you have already created, you can click **Send Interim Observations**, and then select **Close as Draft**. The **Send Interim Observation** button will immediately send all negative observations that you have created so the contractor can start correcting the deficiencies immediately.

## Resolving Open Observations

1. Go to **Open Observations**- (See buttons)
  - a. **Send Reminder**: Sends Responsible Contractor a Notification to correct observation.
  - b. **Edit**: Change the original observation.
  - c. **Review**: Add additional Comments, upload a fixed photo and mark as resolved.
  - d. **Resolved**: Complete the same task as review.



2. To resolve an observation, click **Resolved**, a pop-up will appear. In the **Comments** section, indicate the corrective actions. Upload a picture of the correction (optional). Click **Mark Resolved** to close out the observation.

The screenshot shows a pop-up window titled 'Mark Observation as Resolved'. It has a close button (X) in the top right corner. The form contains the following fields:

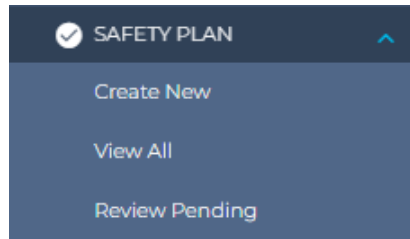
- Description**: Toeboards are not installed correctly. They leave a gap and are not secured.
- Upload Picture of Fix**: A 'Choose file' button and the text 'No file chosen'.
- Comments**: A large, empty text area for entering corrective actions.

At the bottom of the form, there are two buttons: 'CANCEL' and 'MARK RESOLVED'.

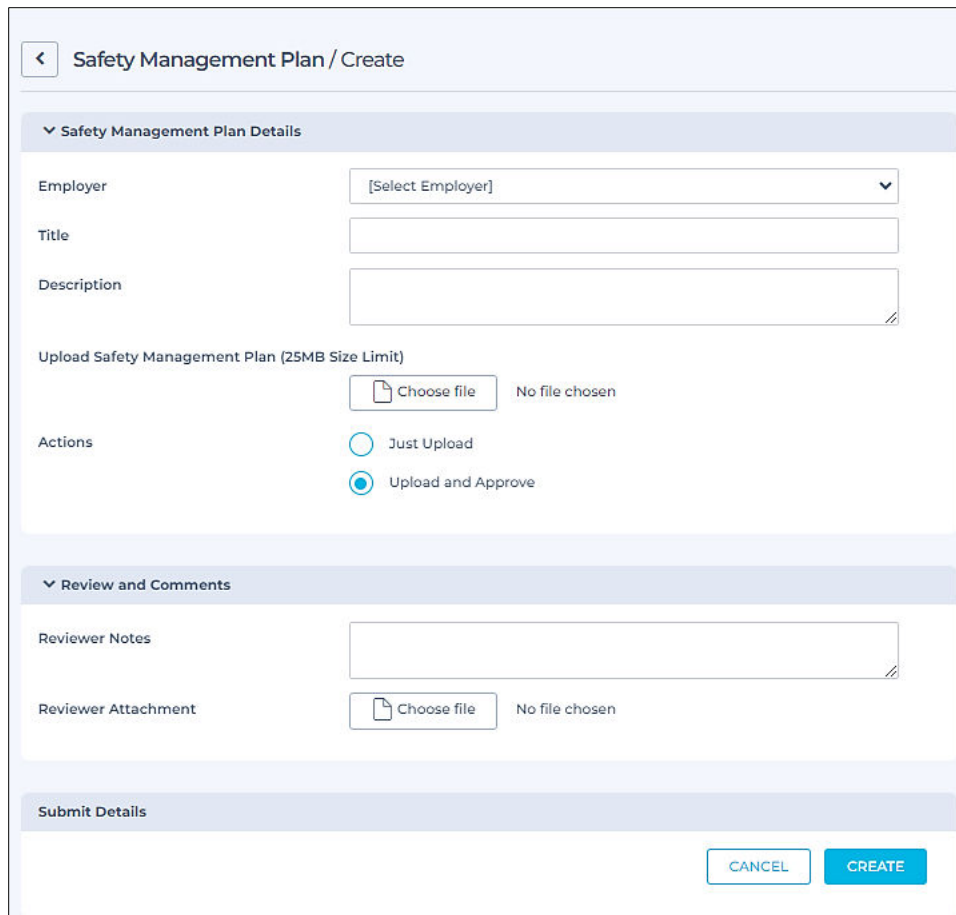


## Adding Safety Plans

1. On the **Side Bar**, click **Safety Plans**, and then **Create New**.



2. Select the **Employer**, enter a **Title**, and then click **Choose File** in the **Upload Safety Management Plan** section and upload the Safety Manual. In actions, click **Upload and Approve**. Then scroll down and click **Create**.

A screenshot of a web form titled 'Safety Management Plan / Create'. The form is divided into several sections. The first section is 'Safety Management Plan Details', which includes a dropdown menu for 'Employer' (currently showing '[Select Employer]'), text input fields for 'Title' and 'Description', and a file upload section for 'Upload Safety Management Plan (25MB Size Limit)'. The file upload section has a 'Choose file' button and the text 'No file chosen'. Below this is an 'Actions' section with two radio buttons: 'Just Upload' and 'Upload and Approve', with the latter being selected. The second section is 'Review and Comments', which includes a text input field for 'Reviewer Notes' and another file upload section for 'Reviewer Attachment' with a 'Choose file' button and 'No file chosen' text. At the bottom of the form is a 'Submit Details' section containing two buttons: 'CANCEL' and 'CREATE'.

## Incident/Injury

### Injury

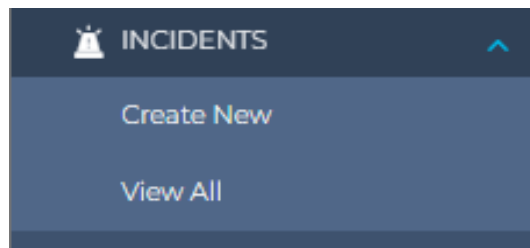
The **Injury** section which can be accessed from the Side Bar. A list of all previously entered injuries is displayed. In **Injured Persons Type, Inducted Personnel** means the worker went through Orientation. When you click on the injury, a copy of the report will display.



Reference	Injured Person Type	Person Injured	Date Added	Injury Date	LTI	Reported By
INJ-359	Inducted Personnel		1/10/2024 8:02:03 AM	1/10/2024 7:52 AM	TBC	Charlene Dodson

### Incident

1. To enter a new incident, go to the Side Bar and select **Incidents**, and then click **Create New**.
2. If you need to edit an incident that has already been created, go to **View All**, and then select the incident.



3. In **Description of Events** and **Additional Details** be sure to put the injured worker's statement, witness statement(s), treatment, emergency services, and other pertinent information.
4. Complete the form and click **Submit**. This will automatically notify [IncidentReporting@shawmut.com](mailto:IncidentReporting@shawmut.com), and the company nurse will contact you.

## Additional Tools, FAQ's and Pro Tips

### Dashboard Customization

Dashboard customization is a great tool to help improve your workflow. It helps keep you organized with items you need to review and approve daily, whether it is Pre-Task Plans, Orientation Approvals, Observations, and/or Permits. The items of your choosing will be on the main screen every time you log in and select your project.

### Dashboard View

**STANDARD USER DASHBOARD**

**Pre-Task Plans**

Employer	Crew	Location	Status (?)
Ralph Camputaro & Son Excavating Inc	16		⚠
Wayne Griffin Electric	2	SDQ	⚠
Shawmut Design and Construction	1	East Parking Lot, Crad Housing	⚠

**Personnel Awaiting Orientation Approval**

Employer	Name	Phone	DOB	Test Status
Ralph Camputaro & Son Excavating Inc	Bob	****2836	12/30/****	Completed

**Daily Report**

Item	Today	Total
Signed In Workers	0	

**Outstanding Observations**

Subcontractor	Total	Overdue	Review
---------------	-------	---------	--------

### Personalize your Dashboard

To customize your Dashboard, select your Side Bar, and then select **My Account** and click the arrow to expand.

**PROGRESS**

**DAILY REPORT**

**INSIGHTS BETA**

**REPORTS** ▾

**PROJECT SETTINGS** ▾

**DOCUMENTS** ▾

**MY ACCOUNT** ▾

**SUPPORT**

**LOG OUT**

**MY ACCOUNT** ▾

- Observation Text Template
- Change Password
- Dashboard Settings**
- Notification Preferences

## Step 1

Choose to customize this project or have the same Dashboard for multiple projects you are assigned to.

Dashboard Settings

Dashboard Options

Use the same Default for project

Customize for project

Default Dashboard

Dashboard Tab

Tab Name: Default

Dashboard 1: Pre-Task Plans

Dashboard 2: Personnel Awaiting Orientation Approval

Dashboard 3: Today's Daily Report

Dashboard 4: Outstanding Observations By Employer

Add Another Tab

## Step 2

A. For **Dashboards 1** through **4**, select a category to be displayed.

**Helpful Tip:** Choose **Personnel Awaiting Orientation Approval** and **Pre-task Plans** as two of your options.

B. To display more than 4 items, click the **Add Tab** button and repeat this step.

C. Click **Save Changes**.

Default Dashboard

Dashboard Tab

Tab Name: Default

Dashboard 1: Pre-Task Plans

Dashboard 2: Personnel Awaiting Orientation Approval

Dashboard 4: Outstanding Observations By Employer

Personnel Awaiting Orientation Approval

Today's Daily Report

Upcoming Services, Expiring Licenses & Insurance

Outstanding Observations By Employer

Recent Injuries and Incidents

Outstanding JHAs

Employers Starting In Future

Safety Management Plans

Employer Self Service - Awaiting Review

Equipment Servicing

Permits Summary

My Inspections

Incidents

Inspection KPIs

Signed In Workers

Pre-Task Plans

CANCEL SAVE CHANGES

Lastly, Click the Home  button to return to your Dashboard view and see your results.

## Troubleshooting Issues with Android Phones for Orientations

Android Phones experience some issues when workers are trying to complete Orientations. The best practice when a worker is experiencing issues is to utilize their Foreperson's phone (if they have an iPhone) or to utilize an iPad that the job has available.

The worker will enter their credentials, using their cell phone number and complete the Orientation process. Their personal phone will receive a verification code that they will enter on the device they are using (if it's not their own). If they do not have a cell phone number, they are to use their Foreperson's cell phone number; their Foreperson can provide the verification code for them to enter.

Once they have completed the Orientation process in HammerTech, they can then scan the QR Code for the **AGC CARE Orientation** that the Superintendent has available.

## HammerTech TV

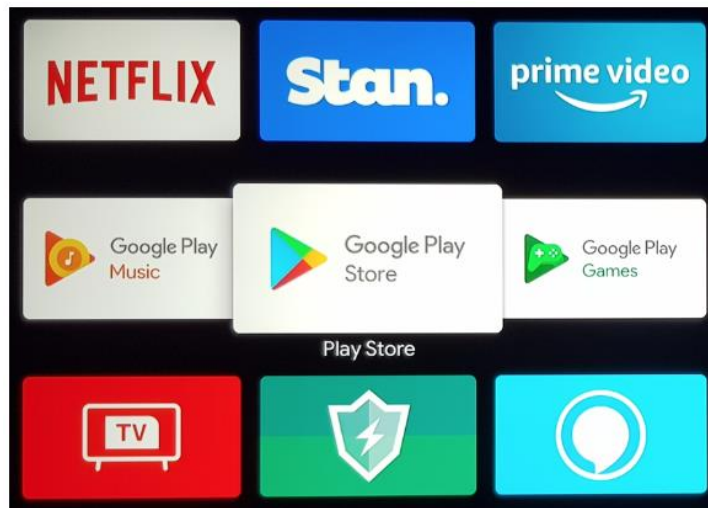
HammerTech TV allows you to display essential information for the operation of your site. The sections available to display are Bulletins, Outstanding Observations, Bookings, Booking Map, Permits and Permit Map. These all assist in communicating essential information to personnel on site.

This can be installed on most Android Smart TV's that are connected to the internet.

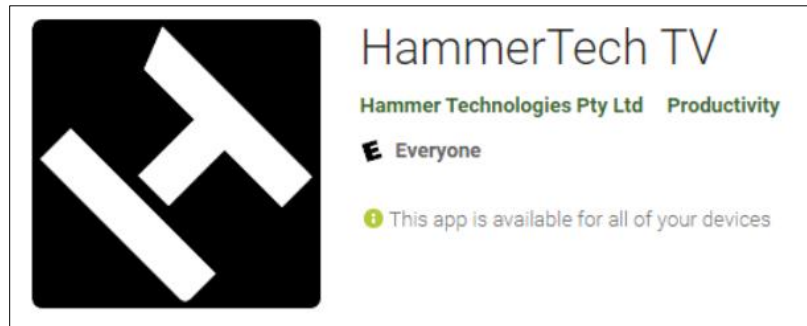
Navigate through the app using the devices remote. Set the screens to rotate automatically or pause on a selected screen.

To use the HammerTech TV App, follow these steps to install.

1. Make sure your TV or streaming device is connected to the internet. Open the Google Play Store.



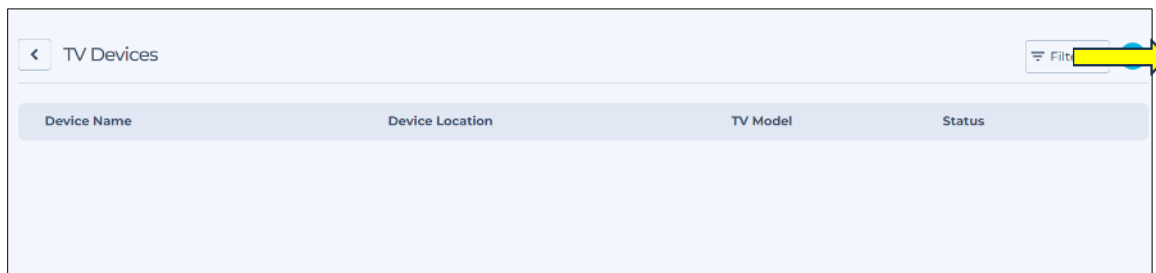
2. Search for **HammerTech** and install the **HammerTech TV Application**. You will see this icon below.



3. Once the app has been installed, it will display an activation code that you will need to enter in your HammerTech system.

4. In HammerTech, go to your project and then **Project Settings**, and then **TV Devices** and follow these steps.

a. Click the blue + button add a new device.



b. Enter the activation code and a name for your device, and then click **Create**.

c. You will get confirmation that it has connected successfully.

d. You can now select which screens you would like displayed on your TV.

▼ Configure Screens

The screens you select here will be the screens shown in the TV rotation. You must have at least 1 screen selected

- Permit Board
- Permit Interactive Map
- Bookings Board
- Bookings Interactive Map
- Outstanding Observations
- Bulletins

e. You can now drag and drop or use the number drop-down under each image to set the order in which they display. You can also configure how long they display.

▼ Screen Preview

Site Entrance Closed - Gate 01  
Please do not attempt to enter the site for access to the site. Contact the Site Manager for more information.

Bulletins

1

120 Seconds

City Resource Apartments Permit Board  
Last Updated: 2/18/2024 at 10:00:00 PM

Type	Project	Status	Start	End	Notes
Permit	123456789	Approved	2/18/2024	2/18/2024	123456789
Permit	987654321	Approved	2/18/2024	2/18/2024	987654321
Permit	111111111	Approved	2/18/2024	2/18/2024	111111111
Permit	222222222	Approved	2/18/2024	2/18/2024	222222222
Permit	333333333	Approved	2/18/2024	2/18/2024	333333333
Permit	444444444	Approved	2/18/2024	2/18/2024	444444444
Permit	555555555	Approved	2/18/2024	2/18/2024	555555555
Permit	666666666	Approved	2/18/2024	2/18/2024	666666666
Permit	777777777	Approved	2/18/2024	2/18/2024	777777777
Permit	888888888	Approved	2/18/2024	2/18/2024	888888888
Permit	999999999	Approved	2/18/2024	2/18/2024	999999999

Permit Board

2

15 Seconds

f. Lastly, select if you want a screen to be skipped when there is no data to display, and then click **Save Changes**.

▼ Configure Rotations

Skip Screen in Rotation if No Data

g. Start the slide show from the TV.