

HOW TO ALLOCATE WORKERS TO SIGN ONTO A SWMS

- 1 Within the SWMS record go to Personnel assigned to this SWMS and select [Add Workers](#).
- 2 Select relevant workers and [Assign](#).
- 3 Select the relevant option to [Sign SWMS](#) or [Send Reminder](#).

[Send Reminder](#) sends a text message to the worker for them to read and sign the SWMS.

SWMS and other supporting documentation only:

▼ Additional Attachments

Document Name	Version / Revision	Attach File

▼ Personnel assigned to this SWMS

Kristen Knott

1

2

1

2

Worker Details

Assign Workers to SWMS : Tree Felling, 24 HOUR HOSE PTY LTD

☐ Select All
 ☒ Kristen Knott
 ☐ Emma Pacecca

2

CLOSE

ASSIGN