

HOW TO CREATE A PRE-START TALK

- 1 Select **Meetings** > **Create New** (Pre-Start talk Meetings can be cloned after created – Option > Clone).

HAMMERTech Demo Project Search

Kim

DASHBOARD

EMPLOYERS

PERSONNEL

PERMITS

BOOKINGS

SWMS

SDS

SAFETY PLAN

MEETINGS

Create New

View My

Meetings / Create

Meeting Details

Meeting Type: Pre-Start Meeting Record

Meeting Time: 22/02/2024 03:19 PM

Title:

Additional Details

PRESENTED BY

Project Manager

Site Manager / Foreman

- 2 Select the **Meeting Type**, **Meeting Date/Time** and enter a **Title**.

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Meeting Details

Meeting Type: Pre-Start Meeting Record

Meeting Time: 22/02/2024 03:19 PM

Title:

- 3 Complete the details required in the Pre-start Talk Record.

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View All

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- 4** Select **Allow Signatures Through Sign in App** to capture workers signing on through site Kiosk app.

Note: Workers can also sign on to the Pre-start Talk meeting via meeting QR code if required, e.g. multiple work locations and pre-start are required on a project site.

- 5** Select **Create**.

*Note: **Create and Complete** will lock the Meeting from editing.*