

Daily Site Tasks.

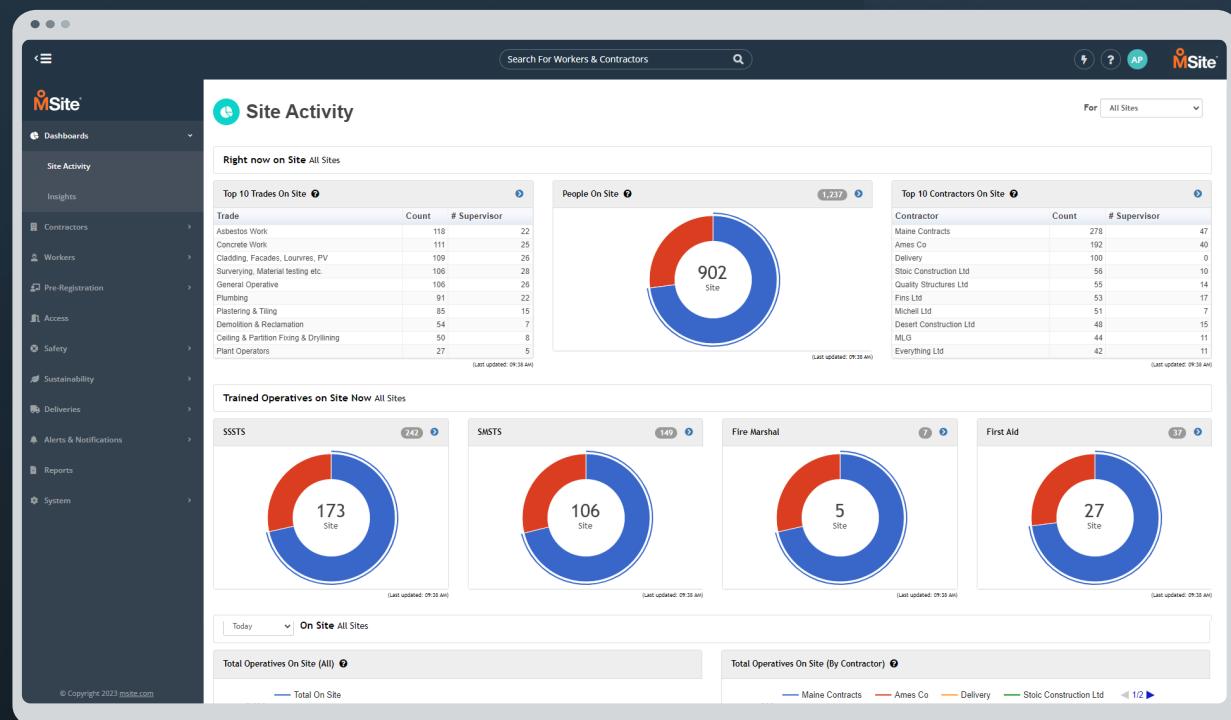
Here are a group of common activities site teams undertake, during the day-to-day operation of the MSite system.



Daily Site Tasks.

In this part of the course, we will cover the most common **Daily Site Task's** we have identified whilst working with our customers.

- Induction Bookings
- Marking Workers as Inducted
- Capturing Worker Image
- Checking Accreditations
- Daily Site Numbers
- Transaction Diagnostics Report



Daily Site Tasks.

- **Induction Bookings**

Is a **report** in MSite that allows site teams to view which workers have completed their online pre-registration and are ready to be **inducted on-site** in the MSite system. This is a useful tool when planning how many workers will be onsite for a given day to be inducted.

The **Induction Bookings** report can be found in the **Reports** section of MSite under the sub-section **Training and Accreditations**.

Site	Contractor	Worker	Trade	Role	Date	Actions	Overall Readiness	Prerequisite Training	Online Induction Accreditations	Training Accreditations
Head Office	MSite	Rob Maclean	Bricklaying and Stonework	Manager	11/11/2024 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	N/A
Head Office	Mylchreest Windows	Steven Mylchreest	Asphalt & Bitumen Work	Supervisor	11/11/2024 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	N/A
Head Office	Amber HRS	Joe Bloggs	General Operative	Operative	10/11/2024 00:00	INDUCT CANCEL	Not Ready	N/A	N/A	N/A
Head Office	Mylchreest Windows	stevenn test	Asbestos Work	Office Staff	25/11/2024 00:00	INDUCT CANCEL	Ready	N/A	N/A	N/A

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- **Marking Workers as Inducted**

Marking workers as inducted is the process the site team must complete for **any workers** arriving to site for the **first time**.

This is required to give the worker **access to site** through any of MSite's **Access and Attendance** functions, such as:

- Pods / Turnstiles
- MSite Face Mini
- Supervisor App
- Workforce App

The screenshot shows the MSite software interface. On the left, a sidebar menu includes 'Dashboards', 'Contractors', 'Workers' (selected), 'Add New Worker', 'Import Worker from CSCS', and 'Worker Actions' with sub-options like 'Print Enrolment Form', 'Link Workforce App', 'Import CSCS Card', 'Capture Image', 'Print Card', 'Add Manual Punch', 'Add Incident', 'Restrict Access', 'Fix Access Issues', 'Redistribute', 'Access Restriction History', 'Pre-Registration', and 'Access'. The main content area shows a worker profile for 'Joe Bloggs' with fields for First Name (Joe), Last Name (Bloggs), Contractor (Bloggs Construction), Role (Operative), Trade (Asbestos Work), Date of Birth (14/05/1985), Postcode (L7 9PW), Contact Number (07500000000), Email Address (steven.mylchreest@msite.co.uk), and Vehicle Registration (nv74 abc). To the right, a 'Site Association' dialog box is open for 'Site 01 - Liverpool'. It shows 'Mode of Transport' (Car (Electric)), 'Lodgings Postcode' (empty), 'Induction Date' (20/02/2025), and 'Inducted' (Yes). A confirmation message states: 'Please confirm that this worker's Contractor, Trade and Role selections are correct:'. Under 'Contractor', 'Trade', and 'Role', checkboxes are checked for 'Bloggs Construction', 'Asbestos Work', and 'Operative' respectively. The 'Access Rights' section shows 'Liverpool' with a checked checkbox. At the bottom of the dialog are 'Cancel' and 'Update' buttons. The top right of the interface shows 'mylchreest' in the search bar, 'MSite' logo, and 'Profile needs updating' status.

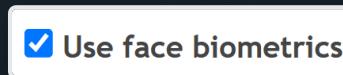
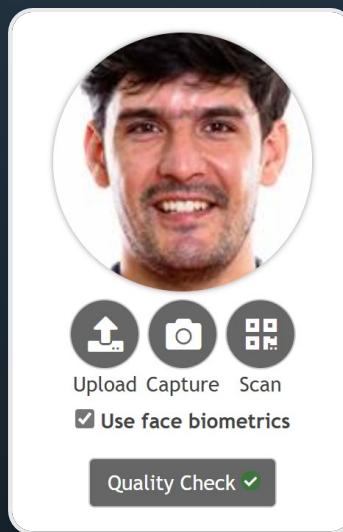
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- Capturing Worker Image

If facial recognition is being used with your **chosen Access & Attendance** MSite products, a worker image will be required to complete the profile. The worker will need to give **consent** for the use of their **biometrics** during the pre-registration process.

To capture the image:

- Select the camera icon
- Follow the **Quality Check** guidelines when capturing the image
- Ensure the “**Use face biometrics**” box is ticked
- **Save** the profile



Quality Check

- ✓ Image contains a face
- ✓ Image resolution or face distance from camera
- ✓ Image brightness
- ✓ Image sharpness
- ✓ Eyes Open
- ✓ Face not covered/no sunglasses

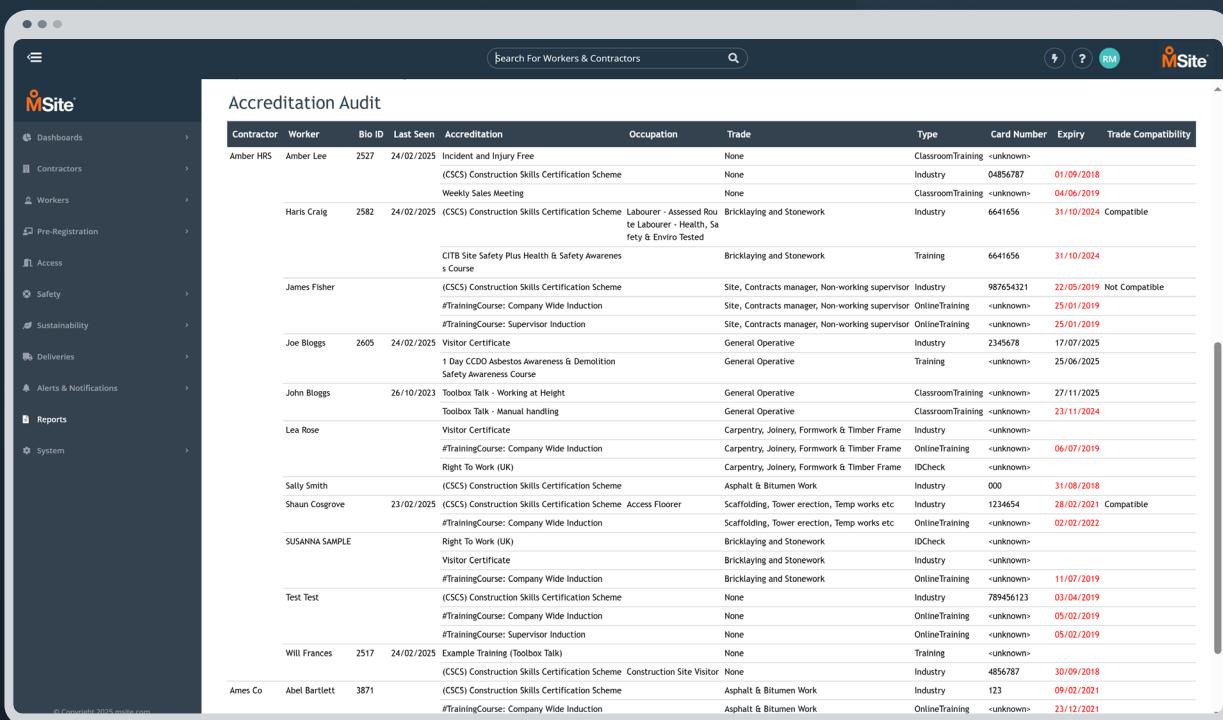
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- Checking Accreditations

To check that your workers have a valid and in date accreditation to work on-site, you can use MSite's **Accreditation Audit Report**.

The Accreditation Audit Report, can be found in the **Reports** section of MSite under the sub-section **Training and Accreditations**.

You can also spot-check a workers accreditations using **Skills Check** on the MSite **Supervisor App**.



Contractor	Worker	Bio ID	Last Seen	Accreditation	Occupation	Trade	Type	Card Number	Expiry	Trade Compatibility
Amber HRS	Amber Lee	2527	24/02/2025	Incident and Injury Free (CSCS) Construction Skills Certification Scheme Weekly Sales Meeting	None None	Bricklaying and Stonework	ClassroomTraining <unknown> Industry	04856787	01/09/2018	04/06/2019
Haris Craig		2582	24/02/2025	(CSCS) Construction Skills Certification Scheme	Labourer - Assessed Role Labourer - Health, Safety & Enviro Tested	Bricklaying and Stonework	Industry	6641656	31/10/2024	Compatible
				CITB Site Safety Plus Health & Safety Awareness Course		Bricklaying and Stonework	Training	6641656	31/10/2024	
James Fisher				(CSCS) Construction Skills Certification Scheme #TrainingCourse: Company Wide Induction	Site, Contracts manager, Non-working supervisor	Industry	987654321	22/05/2019	Not Compatible	
				#TrainingCourse: Supervisor Induction	Site, Contracts manager, Non-working supervisor	OnlineTraining	<unknown>		25/01/2019	
Joe Bloggs		2605	24/02/2025	Visitor Certificate 1 Day CCO asbestos Awareness & Demolition Safety Awareness Course	General Operative	Industry	2345678	17/07/2025		
John Bloggs			26/10/2023	Toolbox Talk - Working at Height Toolbox Talk - Manual handling	General Operative	ClassroomTraining <unknown>			27/11/2025	
Lea Rose				Visitor Certificate #TrainingCourse: Company Wide Induction	Carpentry, Joinery, Formwork & Timber Frame	Industry	<unknown>		23/11/2024	
Sally Smith				Right To Work (UK)	Carpentry, Joinery, Formwork & Timber Frame	OnlineTraining	<unknown>		06/07/2019	
Shaun Cosgrove		23/02/2025		(CSCS) Construction Skills Certification Scheme #TrainingCourse: Company Wide Induction	Asphalt & Bitumen Work	Industry	000		31/08/2018	
SUSANNA SAMPLE				Access Flooer	Scaffolding, Tower erection, Temp works etc	Industry	1234654		28/02/2021	Compatible
					Scaffolding, Tower erection, Temp works etc	OnlineTraining	<unknown>		02/02/2022	
Test Test				Right To Work (UK)	Bricklaying and Stonework	Industry	<unknown>			
				Visitor Certificate	Bricklaying and Stonework	Industry	<unknown>			
				#TrainingCourse: Company Wide Induction	Bricklaying and Stonework	OnlineTraining	<unknown>		11/07/2019	
Will Frances		2517	24/02/2025	Example Training (Toolbox Talk)	None	Industry	789456123		03/04/2019	
Ames Co	Abel Bartlett	3871		(CSCS) Construction Skills Certification Scheme #TrainingCourse: Company Wide Induction	Construction Site Visitor	Industry	4856787		05/02/2019	
					Asphalt & Bitumen Work	Industry	123		30/09/2018	
					Asphalt & Bitumen Work	OnlineTraining	<unknown>		09/02/2021	
									23/12/2021	

Daily Site Tasks.

- Daily Site Numbers

Reporting on **Daily Site Numbers** is a common practice and enables site teams to understand the scale of the **workforce on-site** and is also vital for Health and Safety.

As well as the previously mentioned reports like **Roll Call** and **Induction Bookings**, we also have the **Roles On Site Report**. This report is the most accurate way of knowing daily site numbers and displays headcount by role.

The **Roles On Site Report** can be found in the **Reports** section of MSite under the sub-section **Time and Attendance**.

Role	Total	Percentage
Manager	1	14.29
Not Stated	1	14.29
Operative	3	42.86
Supervisor	2	28.57
Totals	7	100



Be safe. Be productive. Be one.