

Site Safety UAE: The Complete Beginner's Guide

Prepared by: Site Safety LLC

Document Information

Field	Details
Document Title	Site Safety UAE: The Complete Beginner's Guide
Purpose	A step-by-step, tier-by-tier guide for new users to learn and efficiently use every feature of the Site Safety UAE platform.
Target Audience	First-time users, HSE Officers, Site Supervisors, Project Managers

Table of Contents

Section	Topic
1.0	Welcome to Site Safety UAE
2.0	The Free Tier: Getting Started
3.0	The Pro Tier: Full HSE Operations
4.0	The Enterprise Tier: Portfolio Management
5.0	The 52-Module Training Library
6.0	Trust & AI Safety Guidelines
7.0	Support & Troubleshooting
Appendix	Reference Links

1.0 Welcome to Site Safety UAE

If you are reading this, you are likely looking for a better way to manage health, safety, and environmental (HSE) compliance on a construction site in the UAE. Site Safety UAE replaces scattered WhatsApp messages, lost paper forms, and messy Excel sheets with a single, secure digital dashboard [1].

This guide assumes you know nothing about the software. We will walk you through exactly what you get at each pricing level, how to use every feature step-by-step, and provide practical tips to make your day easier.

Key Platform Facts Before You Start:

- **No App Required:** The platform works directly in your phone's browser. You do not need to download anything from an app store.
 - **Offline Capable:** If you lose 4G signal in a basement or on a remote site, the platform saves your work offline and automatically syncs when you reconnect.
 - **Bilingual:** The entire interface is available in both English and Arabic.
 - **Multi-Org Workspaces:** Main contractors can invite subcontractors into the same project. Each organization sees only what they should, but the project maintains a single shared audit trail [11].
-

2.0 The Free Tier: Getting Started

Who is this for? HSE officers or site supervisors who want to test the platform on a single site without spending any money or entering a credit card [2]. **What you get:** 1 active project site, 2 GB of storage, digital Permits to Work, Incident Reporting, Toolbox Talks, and Workforce Management. (Note: There is a 7-day grace period if you hit the storage cap).

2.1 How to Report an Incident or Near-Miss

When you spot a hazard or an incident occurs, you need to capture it immediately before the scene changes.

Step-by-Step:

- 1 Open the platform on your phone and tap the **Report Incident** button.
- 2 **Add Photos:** Tap the camera icon to take photos of the hazard or incident scene.
- 3 **Location:** Allow the browser to access your location so the report is geo-tagged.
- 4 **AI Assistance:** Wait a few seconds. The AI will analyze your photos and suggest a description, hazard categories, and a severity level. The AI even links each suggested finding back to the specific source photo so you can audit its reasoning [13].

- 5 **Review & Submit:** Read the AI's suggestions. Edit anything that isn't perfect, then sign in (if you aren't already) and tap **Submit**.

***Pro Tip:** Add the Report Incident page to your phone's home screen for one-tap access. The form will prefill your location and timestamp, and even works offline with a saved draft [13].*

2.2 How to Manage Permits to Work (PTW)

A Permit to Work ensures high-risk tasks are reviewed and controlled before they start. The Free tier includes the full digital PTW workflow [4].

Step-by-Step:

- 6 Navigate to the **Permits** section in your dashboard.
- 7 Click **Create New Permit** and select the type (e.g., Hot Work, Confined Space).
- 8 Fill in the location, time, and link it to the relevant Method Statement & Risk Assessment (MSRA).
- 9 **Digital Signatures:** The Permit Issuer and Receiver can sign directly on a tablet or phone screen on site. The signature is fingerprinted and geo-stamped.
- 10 **Close-Out:** When the work is done, the Receiver logs back in, confirms the area is safe, and signs to close the permit.

***Pro Tip:** The system features a **SIMOPS Conflict Detection Engine**. If you try to issue a Hot Work permit in the exact same zone where a Confined Space permit is already active, the system will flash a warning to prevent dangerous simultaneous operations.*

2.3 Managing Your Workforce & Toolbox Talks

You need to know who is on your site and ensure they have received their daily safety briefings.

Step-by-Step:

- 11 Add your workers to the **Worker Register**.
 - 12 When conducting a morning Toolbox Talk (TBT), generate a **TBT QR Code** from the dashboard.
 - 13 Have workers scan the QR code with their phones (or you scan their ID badges) to instantly log their attendance.
-

3.0 The Pro Tier: Full HSE Operations

Who is this for? Standard projects that need to manage documents, inspections, subcontractors, and corrective actions. You can test this with a 30-day free trial (no card required) [2]. **What you get:** Up to 3 sites, 50 GB storage, everything in Free, plus Document Control, Inspections, CAPA, AI Drafting tools, Subcontractor Management, and WhatsApp Alerts.

3.1 Document Control & Expiry Alerts

Stop using shared drives where no one knows which MSRA is the latest version [5].

Step-by-Step:

- 14 Go to **Documents & Compliance Registers**.
- 15 Upload your Method Statements, RAMS, and third-party certificates (like crane inspections or operator licences).
- 16 **Set Expiry Dates:** When uploading a certificate, always input its expiry date.
- 17 **Automated Alerts:** The system will automatically send you an email and WhatsApp alert before that certificate expires, preventing silent compliance failures.

***Pro Tip:** Use the **Acknowledgements** feature. You can send a document digitally to a supervisor and track whether they have actually opened and acknowledged reading it.*

3.2 AI-Assisted MSRA Drafting

Writing a Method Statement and Risk Assessment (MSRA) from scratch takes hours. The Pro tier's AI assistant can help [5].

Step-by-Step:

- 18 In the Documents module, select **Draft MSRA with AI**.
- 19 Type in a plain-English description of the scope of work (e.g., "Installing glass curtain wall panels on level 12 using a tower crane").
- 20 The AI will generate a first-draft MSRA, including suggested hazards and controls based on UAE standards.
- 21 **Crucial Step:** You must manually review, edit, and approve every line. The AI is a drafter, not a certified safety engineer.

3.3 Daily Inspections & CAPA Management

Move your daily site walks from paper clipboards to your mobile device [6].

Step-by-Step:

- 22 Open the **Inspections** module on your phone.

- 23 Select a configurable checklist (e.g., "Scaffolding Check" or "Housekeeping").
- 24 Walk the site, ticking boxes. If something fails, snap a photo.
- 25 **Assign a CAPA:** For any failed item, immediately create a Corrective and Preventive Action (CAPA). Assign it to a specific person (e.g., the subcontractor foreman) with a deadline.
- 26 The assignee will receive a notification and must upload a photo of the fixed issue to close the CAPA.

3.4 People, Training & Subcontractor Compliance

Managing third-party workers is a major legal liability under UAE law.

Step-by-Step:

- 27 In the **People & Training** module, upload worker training certificates. Use the **AI Certificate OCR** tool — it reads the certificate automatically and extracts the holder's name, course title, and expiry date. No manual typing needed.
- 28 View the **Training Matrix**, which shows a live grid of every worker vs. every required training course (Red = expired/missing, Green = valid).
- 29 Run the **HSE Pre-Qualification** checklist before any subcontractor starts work to check their insurance and incident history.
- 30 Use the **Gate Pass** feature: The gate officer scans a worker's QR code each morning. The system instantly confirms valid training and today's TBT attendance before granting access.

***Pro Tip:** The system generates a live **Subcontractor HSE Risk Score** based on their inspection results, incident rate, and document currency. Use this data in weekly meetings to address performance. If a subcontractor repeatedly fails, use the **AI-assisted Warning Letter** tool to formally document the escalation.*

3.5 Advanced Pro Features

Do not miss these powerful tools included in your Pro subscription:

- **LOTO Register:** Link Lockout/Tagout isolation points directly to permits, requiring re-energisation checks before work resumes.
- **Lifting & Critical Lifts:** Track crane certificates, rigger competency, and store lifting plans in one place.
- **Health Surveillance & Fatigue Monitoring:** Track medical fitness and run pre-shift fatigue risk assessments — critical during the UAE summer.
- **Management of Change (MoC):** Document and control any mid-project changes to scope, methods, or personnel.
- **Night Work Permits:** Manage the 5-step approval chain, upload lux-level evidence, and attach NOCs for night operations [13].

- **WhatsApp Alerts for High-Risk PTW:** When a high-risk permit is issued or closed, linked site contacts receive an instant WhatsApp alert to help coordinate inspection rounds [13].
-

4.0 The Enterprise Tier: Portfolio Management

Who is this for? Large main contractors, developers, and PMCs running multiple sites who need to report to UAE authorities [2]. **What you get:** Unlimited sites/users, 1 TB storage, everything in Pro, plus UAE Authority Templates, SAML SSO, ISO 45001 Self-Audits, MOHRE Validation, and a Dedicated Success Manager.

4.1 UAE Authority Reporting & Browser

When Dubai Municipality or ADOSH-SF asks for a report, you shouldn't have to spend a weekend building it from scratch [7].

Step-by-Step:

- 31 Navigate to the **Reporting & Authority Submissions** module.
- 32 Select the required authority template (e.g., MOIAT, ADOSH-SF, Trakhees).
- 33 The system will automatically pull your site's data (incident rates, manhours, open CAPAs) and pre-fill the exact format required by that specific UAE regulator.
- 34 Review the generated PDF, sign it, and submit.

***Pro Tip:** Use the built-in **UAE Authority Browser**. It lets you search every UAE HSE authority by emirate, sector, or keyword, providing direct links to their specific rules and portals [13]. If you find a broken link, you can report it directly to the admins.*

4.2 Management Review Packs & KPI Dashboards

Directors need to see the health of the project at a glance [7].

Step-by-Step:

- 35 Open your **Live KPI Dashboard** to view real-time metrics like TRIR (Total Recordable Incident Rate), near-miss ratios, and BBS (Behaviour-Based Safety) Analytics.
- 36 The **AI Anomaly Detection** feature will flag unusual patterns before they escalate.
- 37 At the end of the month, click **Generate Management Review Pack**.
- 38 The AI will draft the narrative commentary explaining the data trends (e.g., "We saw a spike in near-misses related to working at height in Sector B").

- 39 Review the pack with your Project Director. It is structured around ISO 45001 Clause 9.3, providing ready-made audit evidence.

4.3 Enterprise-Only Features

- **ISO 45001 Self-Audits:** Run internal audits directly in the platform, track findings, and manage CAPAs with automated emergency alerting [13].
 - **MOHRE Validation:** Bulk import registries via CSV and validate them against MOHRE requirements [13].
 - **Objectives & Targets:** Track HSE objectives with assigned owners, milestones, and progress evidence.
 - **SAML SSO & SCIM:** Enterprise-grade single sign-on and automated user provisioning [11].
-

5.0 The 52-Module Training Library

Site Safety UAE includes a built-in video training library of **52 modules** tailored specifically to UAE construction regulations (like the Midday Break Law and ADOSH-SF requirements). The first 3 modules are free; the full 52-module library requires Pro or Enterprise [8].

How the Library Works:

- Each module includes a narrated video, learning objectives, a 10-question quiz, and a digital acknowledgement form.
- Workers must score 8/10 to pass the quiz.
- Upon passing, the system generates a certificate that is automatically saved to their personnel file in the platform.
- If a worker completes all 10 foundational modules, they unlock a printable "Platform Course-Completion Record" (available in English and Arabic).

How to use it efficiently:

- **New Workers:** Before a worker starts, mandate the "Safety Induction for New Workers" module.
- **Summer Prep:** In May, mandate that all supervisors watch the "Heat Stress Management" and "Fatigue Management" modules. (You can also download the free companion tool: the *Heat Stress Daily Check Form SSU-HS-DC-01* from the platform [14]).
- **High-Risk Work:** Require specific modules like "Confined Space Entry" or "Working at Heights" before issuing permits for those tasks.
- **Culture Building:** Use the "BBS & Coaching", "Toolbox Talk Facilitation", and "Near-Miss Reporting Culture" modules to train your supervisors on soft skills.

6.0 Trust & AI Safety Guidelines

Site Safety UAE uses powerful AI to save you time, but you must use it responsibly [9].

The Golden Rules:

- 40 **AI is an Assistant, Not the Authority:** The AI does not make safety decisions. It cannot see your actual site conditions.
 - 41 **Always Verify:** Before any AI-generated MSRA, incident description, or warning letter is used on site or sent to a client, it **must** be reviewed by a qualified human HSE professional.
 - 42 **Check the Law:** The AI might miss a recent update to Dubai Municipality or ADOSH-SF regulations. Always rely on your own knowledge of current UAE laws.
-

7.0 Support & Troubleshooting

Site Safety UAE is a 100% digital, self-serve platform. This keeps the licence affordable by not bundling mandatory on-site consulting.

- **Free & Pro Plans:** Support is email-first. For bug reports, account issues, or guided setup help, email info@sitesafetyuae.com with your organisation name and a short description. You can also use the "Report an issue" button inside the app [12].
 - **Enterprise Plan:** You get priority support and a dedicated remote success manager for kick-off calls, quarterly reviews, and rollout guidance over video [11].
 - **Response Times:** Standard email inquiries are acknowledged within 2 UAE business days [12].
-

Appendix: Reference Links

[1] Site Safety UAE Homepage: <https://sitesafetyuae.com/> [2] Pricing & Tiers: <https://sitesafetyuae.com/pricing> [3] Report an Incident: <https://sitesafetyuae.com/report> [4] Permits & High-Risk Work: <https://sitesafetyuae.com/modules/permits> [5] Documents & Compliance: <https://sitesafetyuae.com/modules/documents> [6] Inspections & Incidents: <https://sitesafetyuae.com/modules/inspections> [7] Reporting & Authority: <https://sitesafetyuae.com/modules/reporting> [8] HSE Training Library: <https://sitesafetyuae.com/training> [9] Trust & AI Safety: <https://sitesafetyuae.com/trust-safety>

[10] Platform Overview: <https://sitesafetyuae.com/platform> [11] FAQ: <https://sitesafetyuae.com/faq> [12] Support SLA: <https://sitesafetyuae.com/support-sla> [13] Latest Updates: <https://sitesafetyuae.com/updates> [14] Heat Stress Daily Check Form: <https://sitesafetyuae.com/heat-stress-daily-check>