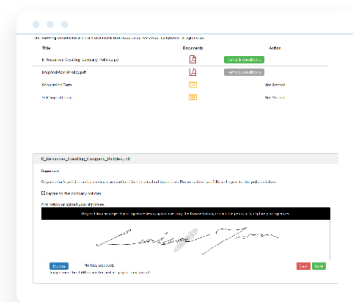
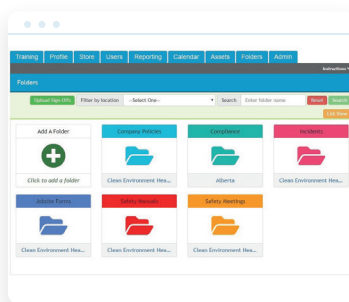


DIGITAL FOLDERS

Cloud Based Policy and Procedure Storage



Upload hundreds of documents into one **cloud based storage** location for your team to access, view, and digitally sign.



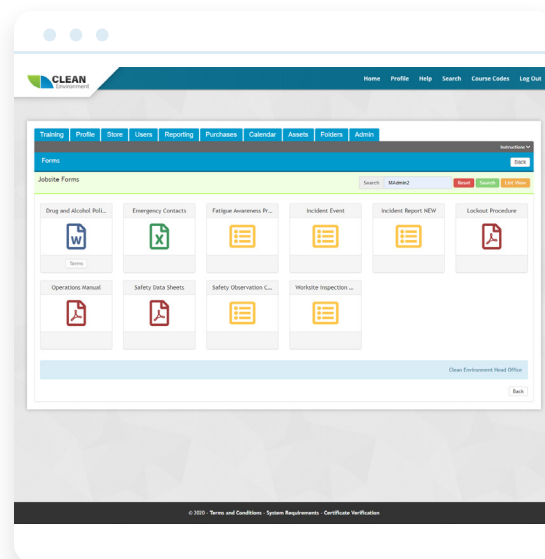
Upload documents into one cloud based storage location

Your team can access and view hundreds of documents

Easily sign off on digital forms and store them securely

Secure Online Document Storage, Access, and Sign Off.

Upload policies, procedures, forms, and other documents, such as drug and alcohol policies and working alone procedures, to an online foldering system where all or select employees can be granted permission to download, view, complete, and sign using their mobile device.



The Features



Sign Off Reports



Mobile Compatibility



Digital Signatures



Permission Management

Has received industry fatigue awareness information? Yes No

Understands that fatigue is a state of mind and body that might have negative effect on the worker and co-workers safety? Yes No

Understands that the effect of fatigue can be compounded by the abuse of alcohol, poor diet, lack of exercise, personal problems, depression, lack of sleep or sickness? Yes No

Will not attempt to undertake situations that might create hazards for himself, his coworkers or the public while fatigued? Yes No

3. Job Site Conditions

Will wear all required PPE? Yes No

Will inspect all equipment and advise supervisor of any concerns prior to beginning shift? Yes No

Will work safely and communicate any concerns with co-workers and job site supervisors? Yes No

4. Comments

All shift have been spoken to about fatigue management and have agreed to review the policy in detail and follow it diligently.

5. Acknowledgement

You can drag and drop the image of your electronic signature into the space below or upload one using the Upload File button. Alternatively, you can sign directly in the white space with your mouse (or finger on a mobile device). When you are satisfied, please click 'Sign'.

M. White

Choose File | Clear Signature | Sign

Images in .jpg or .png format must be less than 4 MB.

► Notification System

The best part of the foldering system is the automatic notifications. When new policies, procedures, forms, or other documents are uploaded to a folder, notifications are sent to users letting them know that new or updated items are available for review and sign off.

► Folder Assignment

With the ability to grant folder access by employee, company role, location, or a combination of role and location, Digital Folders help your company reach new levels of compliance while reducing administrative costs.

Assigned	In Progress																																																								
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