Health, Safety, Environment and Quality in Deep Space

Last reviewed: 7 October 2026 by Lingyu Zeng

This guide covers what Deep Space holds for HSEQ, where to find each register, and what each one is for. It is written for a project team member who is new to the platform.

How HSEQ fits together

Everything in HSEQ is a **form plus a register**. A form is completed on a phone through DS Site or in the Deep Space web app; the register is the list of everything that has been submitted, with the columns and filters you need to review it.

That means two things are true throughout. First, what your forms ask is yours to decide — the questions, the attachments, the sign-offs. Second, if a register looks empty, it is because the matching form has not been completed yet, not because the feature is missing.

The order below is the order you set things up in. Each one depends on the ones above it.

Your company and people directory

Directory → Company Directory

One directory holds every company you work with — subcontractors, suppliers, clients and consultants — along with their contacts and users. It is the source for who can be assigned an incident, an inspection or an action, and who gets notified.

Each company carries a compliance state you can see at a glance in the register, and an **Expiring Documents** tab shows what is approaching expiry across your supply chain.

Pre-qualifying a subcontractor

Company induction is how a subcontractor's business-level compliance reaches you — insurances, work cover, SWMS, safety plans — each recorded with an expiry date.

You configure a company induction form and the email that carries it, then send it to a company from its record in the directory. The form arrives pre-filled with what Deep Space already knows about them, including their ABN. Returned documents can be filed automatically into Company Documents, and expiry notifications are set up from the dates supplied, so a document approaching expiry prompts a request for its replacement without anyone tracking it by hand.

The same arrangement works at worker level, sent to an individual rather than a company, so you can pre-qualify a labour force before anyone arrives on site.

Subcontractors can also maintain their own company details, insurances and employee register through the Subcontractor Portal.

Site Inductions

HSEQ → Inductions & Training → Site Inductions

Workers induct on their own phone, before or on arrival. Every induction form carries both a **QR code** and a **link**, and neither needs a login — so you can send the link to a subcontractor and have their whole crew induct before they reach the gate, rather than queueing at the entrance on day one.

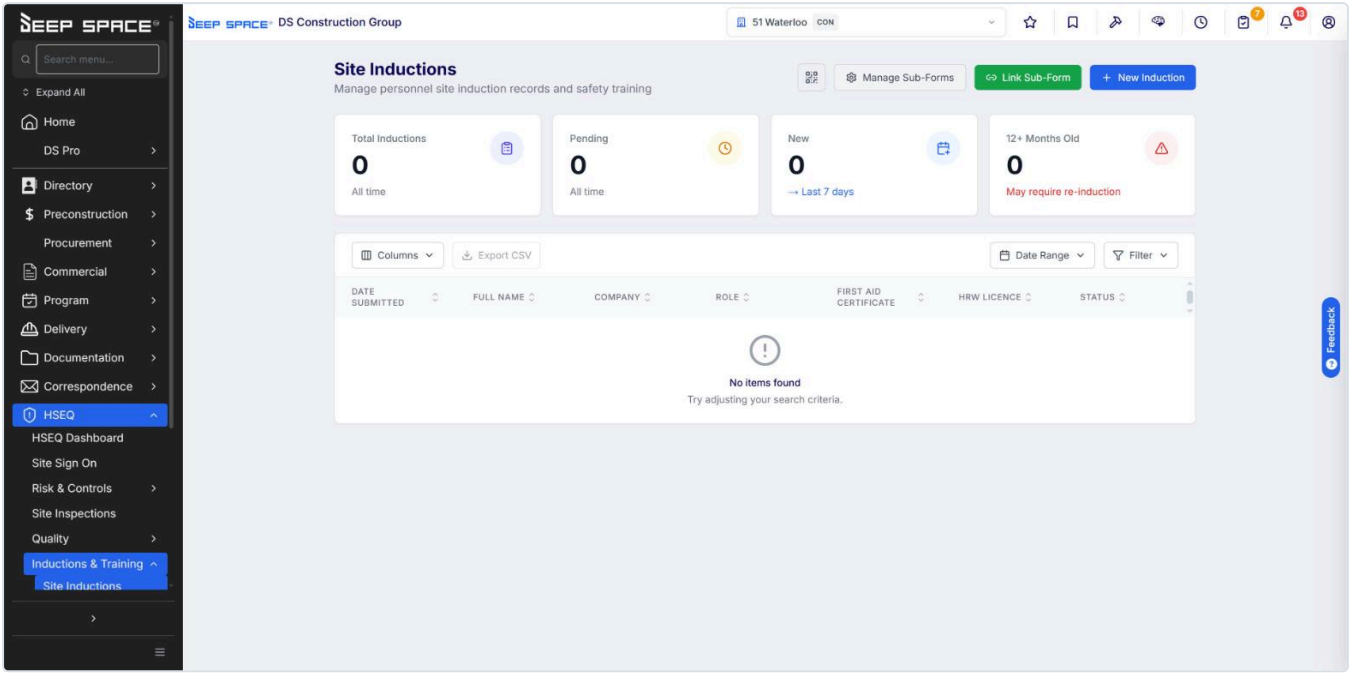
An induction can be general, or bound to a specific project or site. Clearing one does not clear another.

What an induction form can contain: worker and company details; licences and qualifications with expiry dates; a slideshow or presentation the worker must watch before continuing; quiz questions; attached site documents such as the site map, safety management plan, evacuation plan and site rules; links to SWMS for sign-off in the same pass; and an on-screen signature.

Because a worker has to work through the content before they can submit, the induction form is also how you put site rules, an evacuation plan or a safety video in front of someone and record that they have seen it.

Once a worker has entered their details on any form, those details follow them and pre-fill on later ones, so repeat inductions are short.

The register lists induction submissions with the worker's name, company and role, the licence fields your form captures, and a status. Tiles across the top show the total, how many are pending, how many arrived this week, and how many are more than twelve months old and may need re-inducting.



The Site Inductions register, showing the tiles and columns before any inductions have been submitted.

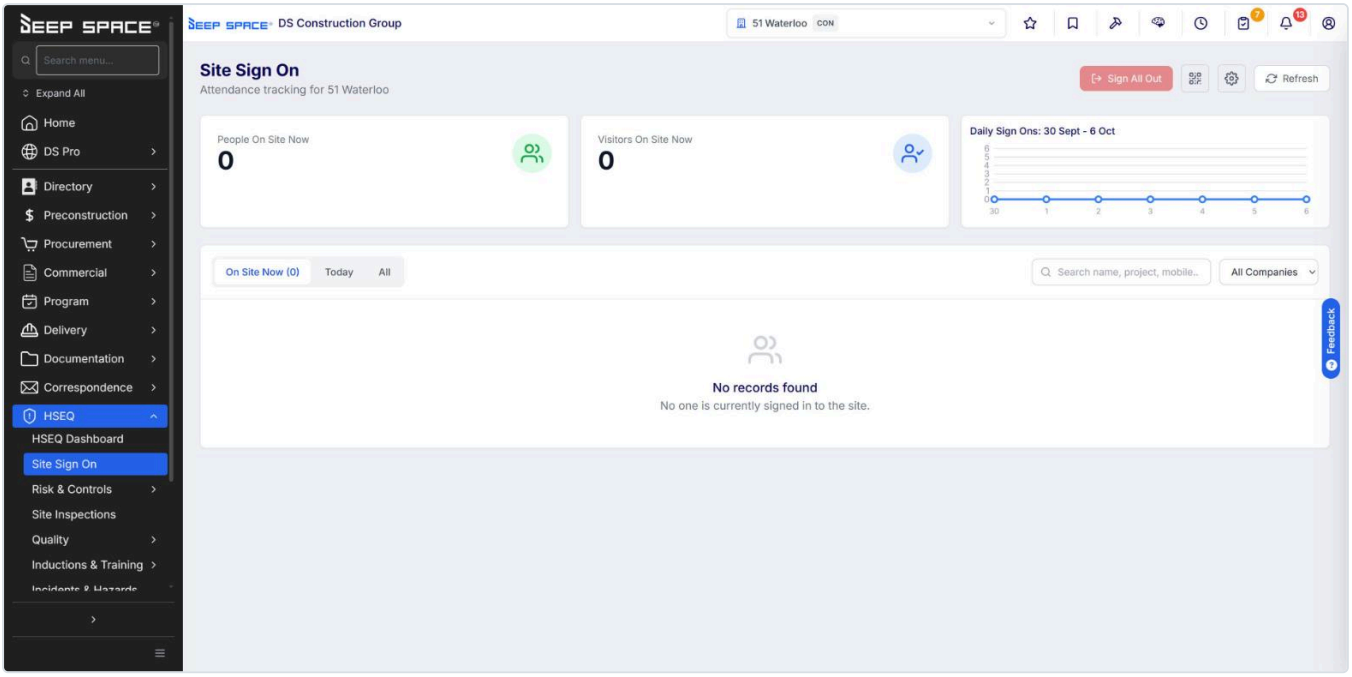
Site Sign On

HSEQ → Site Sign On

Workers sign on by scanning the site QR code or from DS Site. The code carries the project, so nobody can sign on to the wrong site. The register shows who is on site now and who has been today, with induction status against each person, and visitors can be admitted without a full worker induction.

The page issues **two QR codes — one to sign in, one to sign out.** Both can be downloaded and printed.

Signing on is done by each worker from their own device. A shared tablet at the gate works, but each worker signs in to their own account and out again afterwards, so for most sites a printed QR code and the worker's own phone is the simpler arrangement.



The Site Sign On register, showing who is on site now, visitors, and the week's sign-on trend.

Stopping someone signing on without a current induction

You can make a current induction a hard requirement for signing on.

1. Open the site sign-in form in the DS Site admin interface.
2. Add a **dependency**.
3. Set the validation target to your worker induction form, requiring at least one submission.
4. Set the target to **Submission** and the failure behaviour to **Error**.
5. Set the window you want to accept — twelve months is common.
6. Save.

A worker who tries to sign on without a qualifying induction now sees an error and cannot submit.

The same mechanism works for SWMS.

The window is yours to set — same day, monthly, annually — so the same arrangement covers a daily declaration as easily as an annual re-induction.

The block applies to the whole form. If you want contractors blocked but visitors admitted, run two forms and two QR codes — a contractor funnel with the block, and a visitor funnel without. This is the stronger arrangement and it is what most sites settle on.

Automatic sign-out

Workers forget to sign out, and the hours come out wrong. Under the settings icon on this page, **Auto Sign-Out** signs everyone out at a set time each day so your attendance records stay accurate.

A **Sign All Out** control on the same page clears the whole roster at once when you need to.

Recording where someone signed on

You can add a location capture field to the sign-on form. It records where the worker was when they submitted, and requires them to provide it.

Deep Space reads a worker's location only at the moment they choose to send it. It does not track anyone in the background, and there is no geofence that signs a worker on automatically as they arrive.

It records; it does not block. A sign-on from off site is captured and visible afterwards, not prevented at the time.

SWMS Register

HSEQ → Risk & Controls → SWMS Register

SWMS arrive through company pre-qualification, are registered, reviewed against your own templates and approved, with the approver and date recorded against each one.

SWMS documents can be linked into your induction form, so a worker acknowledges them in the same pass as inducting rather than as a separate exercise.

Permits to Work

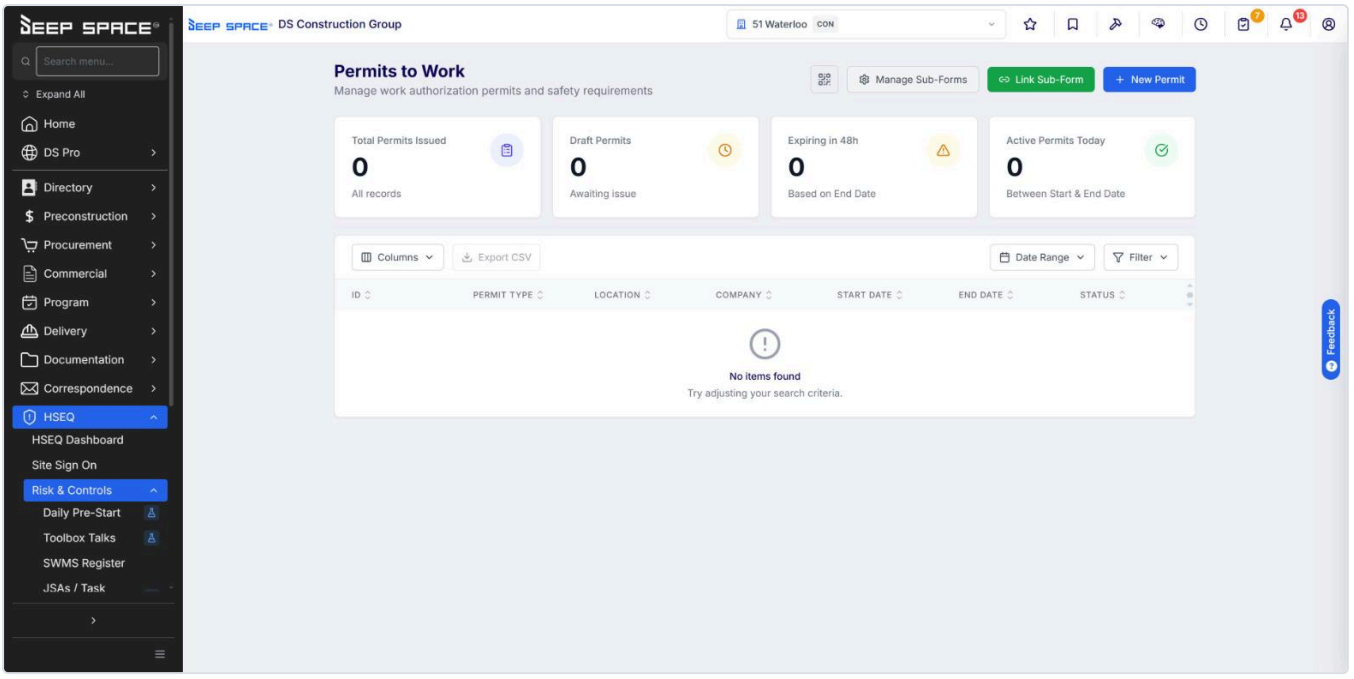
HSEQ → Risk & Controls → Permits to Work

A single register for every permit type, each raised from its own template: **Hot Works, Working at Heights, Confined Space Work, Excavation & Trenches, Structural Alteration or Demolition, Work Near Live Electrical Installations, and Work in or Near Traffic Corridors.**

A permit records who is responsible for the work, the company requesting it, a description of works, the start and end dates, any supporting documents and any special conditions. Permits can be sent

for approval, and a location can be linked to the permit once it exists.

The tiles show how many permits have been issued, how many are drafted and awaiting issue, how many expire within forty-eight hours, and how many are active today.



The Permits to Work register, showing the permit tiles and columns.

Site Inspections

HSEQ → Site Inspections

Inspections run from reusable templates, completed on site from the app, with photos and signatures where your form requires them. The same form is submitted repeatedly by different people — typically weekly by the site supervisor, monthly by the project manager, and as needed by an H&S advisor.

An inspection is set up as a title, a type — **Safety, Quality or Environmental** — an assignee, and one or more **inspection items**, each with a phase, a date and the activities to be checked. Phases run from Pre-Start and Site Establishment through Groundworks, Slab and Frame stages to Practical Completion.

Each inspection can also carry **observations**: a named observation with a description and your own tags, recorded against the inspection, and markable as private.

Quality

HSEQ → Quality

Quality inspections and defects sit separately from safety inspections, so a site manager's checks, an H&S advisor's checks and an external consultant's review each run from their own template without interfering with one another.

Incidents & Hazards

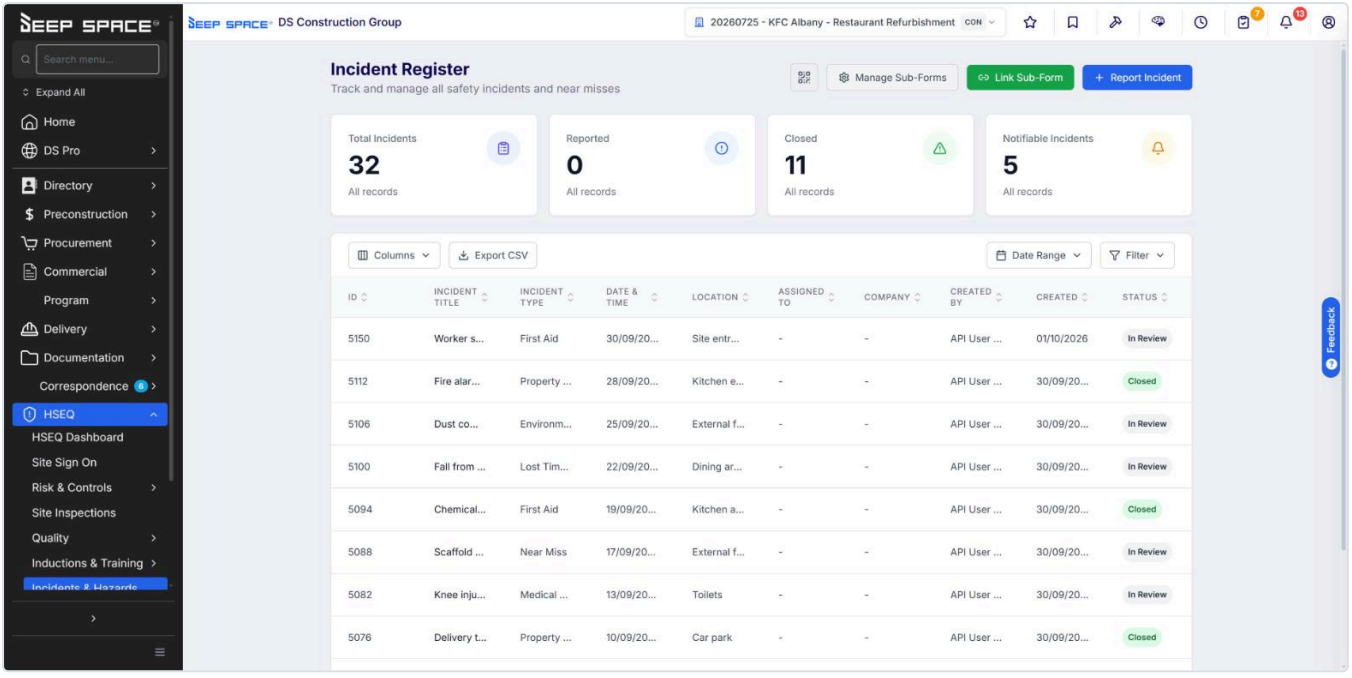
HSEQ → Incidents & Hazards

The incident register tracks incidents and near misses through their lifecycle. An incident records a title, a type, the date and time, the location, a severity, a root cause and a description, and can be assigned to a person and a company.

Incident types are Near Miss, First Aid, Medical Treatment, Lost Time Injury, Environmental Incident and Property Damage, with severity recorded as Low, Medium or High.

The tiles show total incidents, how many are still to be reported on, how many are closed, and how many are **notifiable**.

The incident form is yours to configure. If you report against a particular regulator's categories, the form can be built to match them.



The incident register, showing incident types, locations and status across a live project.

Plant Inductions

HSEQ → Inductions & Training → Plant Inductions

A register for plant and equipment inductions, run on the same form-and-register pattern as site inductions.

Photos and evidence

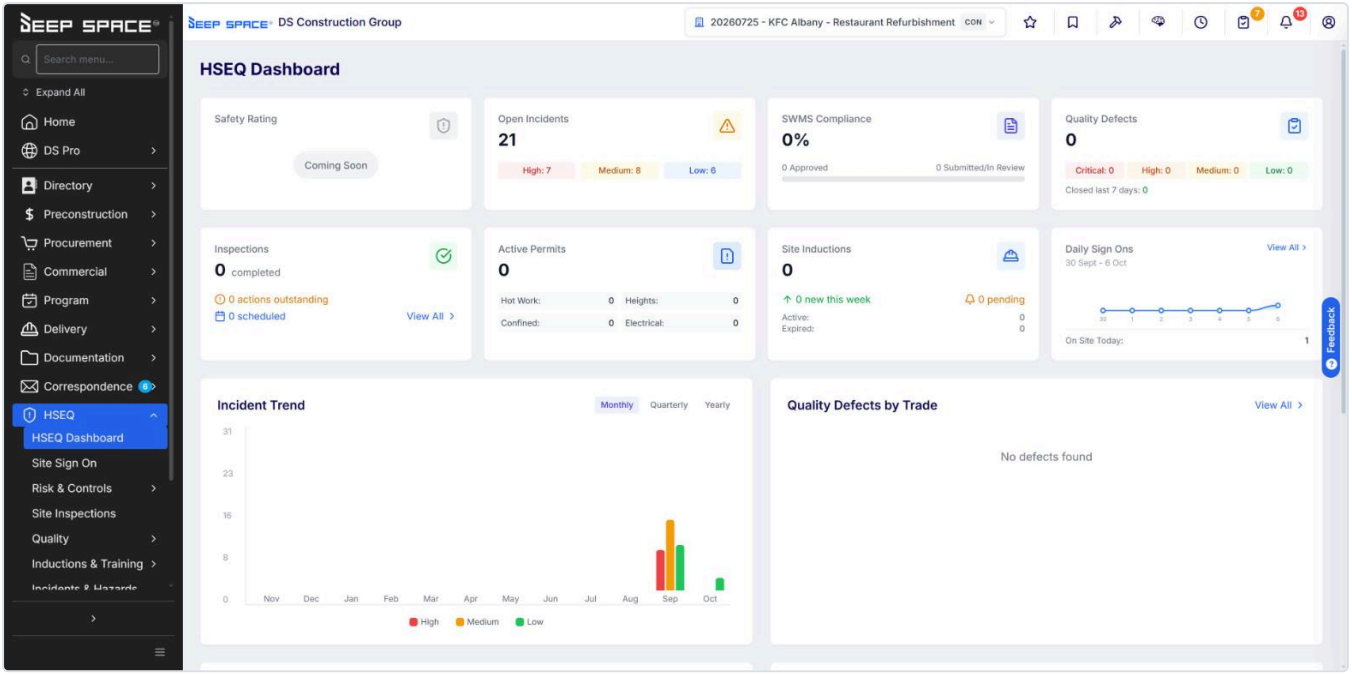
Photos taken against a form — an inspection, an incident, an observation — are stored on that submission, so the evidence stays attached to the record it supports rather than sitting on someone's phone. A photo field can carry a location tag.

Where you want photographs gathered in their own right rather than against a record, a site photo form collects them and files what it captures into the Documents area.

HSEQ Dashboard

HSEQ → HSEQ Dashboard

A live view of the project's H&S position in one page: open incidents by severity, SWMS compliance, quality defects, inspections completed and outstanding, active permits by type, site inductions active and expired, and the week's daily sign-ons. Below those, an incident trend chart and a breakdown of quality defects by trade.



The HSEQ Dashboard for a live project, showing open incidents by severity and the incident trend.

Each tile links through to the register behind it. The dashboard is a summary of the project's position rather than a work queue.

Custom forms

HSEQ → HSEQ Custom Forms

Any form you build in DS Site can be linked into a project's HSEQ area, so processes that do not fit one of the registers above still live in Deep Space rather than on paper.

The form engine is the same one behind inductions and sign-on, and it predates the rest of HSEQ, so it is well used. Forms can carry text and contact fields, file and photo upload, location capture, a slideshow that must be viewed before continuing, quiz questions and an on-screen signature, and one form can require another to have been completed first.

This is the route for a process that has no register of its own — a daily pre-start, a toolbox talk, a plant or equipment register, a contractor evaluation, an alert that notifies the people you select when it is submitted. Sample forms exist for several of these and are a starting point rather than a fixed template.

Each submission is its own record, carrying its own signature. Where a briefing needs every attendee to sign off, each worker submits the form on their own device and the register lists the submissions. There is no single briefing record that collects several signatures against one entry.

To set one of these up we need to see how you do it today — an existing digital form, a paper form, or a description of the steps is enough.

What Deep Space does not do

Stated plainly, so you can plan around it.

Deep Space does not author your safety content. It holds, registers, reviews and surfaces what you and your subcontractors produce. The exception worth knowing: you *do* author checklists, some permits and your site inspections inside Deep Space, and the registers carry both kinds.

There is no evacuation roll-call tool. The live on-site list is an accurate, real-time roster and is what sites use at the muster point, and Sign All Out clears it afterwards. There is no muster screen that ticks people off as they arrive. If you run several projects on one physical site, configure inductions and sign-on **by site rather than by project** so your roster is one screen rather than several.

Sign-on is attributed to whoever submits it. A site manager can complete a sign-on carrying another worker's details, but the submission is recorded against the manager's account, so for an accurate attendance record each worker signs on from their own device. A worker without a smartphone needs another arrangement on site.

Location capture does not block an off-site sign-on. It records where the worker was; it does not prevent the submission.

There is no automatic check-in as a worker arrives. Location is read when the worker chooses to send it, not continuously.

The day's pre-start is not served to a worker as they sign on. Sign-on and pre-start are separate records.

Active permits are not surfaced for acknowledgement at sign-on.

An alert reaches the people you select, not everyone currently on site. An alert form notifies its chosen recipients when it is submitted. It does not broadcast to whoever happens to be signed on that day. Notices in Correspondence are for contractual correspondence — RFIs, contract instructions and variations — not safety broadcasts.

Compliance status does not gate a payment. You can see whether a subcontractor's documentation is in order in the Company Directory, but nothing stops or warns on a payment to a subcontractor whose documents have lapsed. That check is manual.

H&S reporting is per project. The HSEQ Dashboard covers the project you are in. Reporting runs from a set list of standard reports; there is no report builder for H&S and no companywide incident register or cross-project trend view.

There is no consolidated view of one worker's qualifications. Licences and expiry dates are captured on induction forms and surfaced through the expiring documents report, but they are not gathered into a single profile page per worker.

Not yet available

These appear in the HSEQ menu and are marked **Internal / In Development**. They are being built and are not usable yet. We would rather tell you than have you find a placeholder page.

- **Daily Pre-Start**
- **Toolbox Talks**
- **JSAs / Task Analysis**
- **Training & Licensing**
- **Compliance** — including the Compliance Dashboard, Non-Conformance & CAPA, and the Environmental Register

Several of these can be run today as DS Site forms, as described under Custom forms — the process works, it simply does not have a dedicated page and register yet. Worker licences and expiry tracking are available today through the induction forms and the expiring documents report.

If any of these matter to your timeline, tell us through the feedback portal. What customers ask for shapes what gets built next.

Where to go next

Start with your Company Directory and your induction forms, because everything else depends on them. Get one subcontractor pre-qualified and one worker inducted end to end before you set up the rest — the sign-on block, the permits and the inspections all assume that chain is in place.

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