

SECTION 15

The enclosed forms will be used by the Site Manager to record daily events to ensure records of activity are held.

These forms provide the Site Manager with protection against dishonesty should it be practiced on site. An event that initiates a hazard or risk will not necessarily be recognised as such when it is committed - only records of event will enable an investigator to get a clear understanding of the events after the fact of an incident. The Forms are:

Appendix 1 - Pre-start check list - Before starting a job run through the list and address any subjects that have not been addressed with the Contract Manager - record the outcome in Appendix 1b.

Appendix 1a - Agenda for meetings - On large jobs it is likely that the Contract Manager will want to see all Contractors on site to show them the layout. The agenda will enable meetings with contractors to be structured and ensure health and safety elements are covered.

Appendix 1b - Record of site meetings - be it with an operative, contractor, visitor, resident, member of staff of the property or a potential contractor record what the meeting was for and when it took place.

Appendix 2 - Induction Training - Tool Box Talks - Use the Induction Training Record (2a) to record the section number of the induction training that you cover with those who come to site e.g. if you cover COSHH with painters you only need to record the number 6 against their name in the record.

Appendix 3 - Incident Report Form - Once this form is filled out it must be sent to the Safety Manager at Head Office so that the information on the individual can be kept confidential. The records must not be left on site.

Appendix 3a – Incident Statement Form - Use the form to obtain statements regarding the accident or incident – remember Appendix 7f must also be used for incident such as fire or vehicle incident on site

Appendix 4 - Site Diary - Use the diary to record who is on site during the day – it can then be used as a means of a head count in the event of an evacuation of the property. You need to account for everyone who was on site to the Fire Chief or Police when they arrive to deal with any incident that causes an evacuation of the premises.

This a means of accounting for who was on site when and works in relation with Appendix 2.

Appendix 5 -Plant Inspection Form - Use this form to record the condition of the plant on site. Site Manager have total control over all plant and equipment brought to site by hire companies or contractors.

Site Managers must use the example provided to complete the form. The form must be completed at least weekly.

Appendix 6 – General / Scaffolding Inspection form - Use this form to record the condition of the site as a whole or any part of the site that you inspect such as - Scaffold, fire escape routes, security of the area, condition of the area where hot works were carried out etc. It is a general record of the inspections you carry out as a Site Manager.

Appendix 7 - Booking in and out form – Use the Mill Board - All those coming to site must book in and book out. In the event of an emergency you must be able to tell the Fire Chief if the site is vacated or if there is doubt as to whether there is an operative still in the building.

Induction Training must identify this fact as if you cannot inform the Fire Chief that the area is clear he must commit men to search the area and this puts them into danger.

Appendix 8 – Fitness to work - Fitness to work form must be completed by any person who has self-certificated illness and has now returned to work. If someone has stated that they failed to turn up for work due to illness the Company must be satisfied that the person has now returned to a condition that he considers is fit for work.

Appendix 9 – Tools Register - This form will be used when working in secure areas such as mental health hospitals and prisons. Everyone will have to complete a form to say what he/she is taking into the secure area. The Site Manager task is to ensure that what has gone into a secure area comes out of a secure area.

Any tools or equipment lost must be immediately reported to the authority in charge of the security of the site who will initiate a shut down and search.