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| --- | --- |
| Contract | Date |
| **Weather & Ground Conditions:** Fine 🞎 Overcast Drizzle 🞎 Wet under foot 🞎 Raining 🞎Raining overnight 🞎 Downtime because of wet weather .5 🞎 1 🞎 |
| **Plant / Machinery on Site\* Please record Engine Hours at the end of each week** |
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| **Labour on Site Please record who was on site to date** |
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|  |  |  |  |  |  |  |  |  |  |
| **Visitors Induction to include explaining daily hazards, site movements, evacuation point and process, PPE, site rules, and any special information** |
| Name | Time In | Time Out | Safety equip | Inducted |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Days Activities** **Please record daily activities here** |
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| **Quality and Environmental Incidents** **This section is to include suggested improvements, customer complaints, changes in documentation and environmental incidents**   |
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| **Health and Safety** **This section is to include hazards identified, accident & incidents, issuing of PPE, trail evacuations** |
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| **Variations Record any variations to contracts here.** |
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|  |
| **Traffic Management Checked Y** □ **N** □ **Comments are to be recorded in the quality section** |

***Each site may change the content in the form but not the form***