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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***