**CONTRACTS MANAGER HS&E ACTION REPORT FORM:**

FORWARD PLANNING/PERFORMANCE MONITORING

**Introduction**

The purpose of this form is to allow the Contracts Managers (CM) to formally record their findings when carrying out a site visit. HS&E issues should be recorded and also any quality concerns that have been observed. The form can be also be used as prompt site management for various other wider site matters.

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| --- | --- | --- | --- |
| Contracts Managers Name: |  | Date: |  |
| Site Managers Name: |  | | |
| Site Name: |  | | |

**Site activities relating to this report (Tick)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occ Health: Manual Handling |  | Work at Height: Scaffold |  | Plant & Equipment |  | Environment- Habitat & Bio-Diversity |  | Lifting Operations |  |
| Occ Health: Hand Arm Vibration |  | Work at Height: Joist/Truss Installation |  | Traffic Management |  | Environment- Hazardous Materials |  | Training Records |  |
| Occ Health: Respiratory Protection |  | Work at Height: Roofwork |  | Fire and Emergency Arrangements |  | Environment- Releases to Air |  | Evidence of Worker Engagement |  |
| Occ Health: Skin Protection |  | Work at Height: Stairwell |  | Welfare |  | Environment – Utility Management |  | Notice Boards |  |
| Occ Health: Eye Protection |  | Work at Height: Use of Ladders |  | Site Security/Protection of the Public |  | Environment – Waste Management |  | Telehandler Operations |  |
| Work at Height: Scaffold |  | Excavations/Confined Spaces |  | Housekeeping |  | Environment – Water Environment Management |  | PPE – General Usage |  |

|  |  |
| --- | --- |
| **CM Observations and Actions Required** | **Expected Completion Date** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

|  |  |
| --- | --- |
| **Action Taken by Site Management** | **Completed Date,**  **SM Initials** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |