**DIRECTOR/ HOD HS&E ACTION REPORT FORM:**

FORWARD PLANNING/ PERFORMANCE MONITORING

**Introduction**

The purpose of this form is for Directors and HOD, to formally record their findings when carrying out a site visit. Any HS&E issues must be recorded and also any quality concerns that have been observed. The form can also be used to prompt site management for various other wider site matters. Copies of this form must be sent to the Contract Manager responsible for the site in order that they can check that any issues have been rectified and closed out.

|  |  |  |  |
| --- | --- | --- | --- |
| Directors/HOD Name: |  | Date: |  |
| Site Managers Name: |  | | |
| Contract 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: Roof work |  | 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 |  |

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| --- | --- |
| **Director/ HOD 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.** |  |