|  |  |
| --- | --- |
| Site Name: |  |
| Date: |  | Day: |  |
|  |  | Weather AM: |  |
| Current Week No. |  | Weather PM: |  |
|  |
| Pre-Start Briefing Reference |
| Work Undertaken |  |
| Instructions Received / Required / Comments |  |
| Safety Incidents / Complaints |  |
| Tool Box Talks |  |
| Visitors / New Arrivals |  |
| **Resources Record** | Number | Sick | Absent | Hours | Total |
| Senior Management |  |  |  |  |  |
| Site Manager |  |  |  |  |  |
| Site Supervisor |  |  |  |  |  |
| Construction Operatives |  |  |  |  |  |
| Top man |  |  |  |  |  |
| Burner |  |  |  |  |  |
| Asbestos Operatives |  |  |  |  |  |
| Plant Operatives |  |  |  |  |  |
| Sub-Contractor 1 |  |  |  |  |  |
| Sub-Contractor 2 |  |  |  |  |  |
| Sub-Contractor 3 |  |  |  |  |  |
| Total Personnel / Visitors on Site |  |
| Number of RIDDOR Accidents |  |
| Site Manager Signature |  |

|  |  |  |
| --- | --- | --- |
| Time | Comments / Notes | Actions |
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