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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | |  | | | | | |

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