

# Daily Site Diary

Contract	Date								
<b>Weather &amp; Ground Conditions:</b>									
Fine <input type="checkbox"/> Overcast <input type="checkbox"/> Drizzle <input type="checkbox"/> Wet under foot <input type="checkbox"/> Raining <input type="checkbox"/> Raining overnight <input type="checkbox"/> Downtime because of wet weather .5 <input type="checkbox"/> 1 <input type="checkbox"/>									
<b>Plant / Machinery on Site*</b>									
Please record Engine Hours at the end of each week									
<b>Labour on Site</b>		Please record who was on site to date							
<b>Visitors</b>		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					
<b>Days Activities</b>		Please record daily activities here							
<b>Quality and Environmental Incidents</b>		This section is to include suggested improvements, customer complaints, changes in documentation and environmental incidents							
<b>Health and Safety</b>		This section is to include hazards identified, accident & incidents, issuing of PPE, trail evacuations							
<b>Variations</b>		Record any variations to contracts here.							
<b>Traffic Management Checked</b> Y <input type="checkbox"/> N <input type="checkbox"/>		Comments are to be recorded in the quality section							

*Each site may change the content in the form but not the form*