|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Date Trained** | **YES** | **NO** |
| **PRINCIPAL CONTRACTOR DETAILS** |
| Policies And Procedures |  |  |  |
| Responsibilities And Duties |  |  |  |
| Organisational Structure |  |  |  |
| Communication and Consultation |  |  |  |
| Competence & Training |  |  |  |
| Health & Safety Goals for The Project |  |  |  |
| **RISK ASSESSMENTS / METHOD STATEMENTS** |
| Site Specific Hazards |  |  |  |
| Safe Systems of Work |  |  |  |
| Permits To Work |  |  |  |
| **EMERGENCY PROCEDURES** |
| Fire |  |  |  |
| First Aid |  |  |  |
| Accident Reporting |  |  |  |
| Environmental Emergencies |  |  |  |
| Reporting Requirements |  |  |  |
| **WELFARE ARRANGEMENTS** |
| Facilities |  |  |  |
| Cleaning |  |  |  |
| **OCCUPATIONAL HEALTH** |
| Provisions / Issues (Weils Disease etc) |  |  |  |
| **TRAFFIC MANAGEMENT** |
| Speed Limits |  |  |  |
| Pedestrian Routes |  |  |  |
| Traffic Management Plan |  |  |  |
| Parking |  |  |  |

|  |
| --- |
| **SITE RULES** |
| Worker Taken Through Rules |  |  |  |
| Housekeeping |  |  |  |
| Use of Mobile Phone / Radio etc |  |  |  |
| Drugs and Alcohol Misuse |  |  |  |
| Disciplinary Procedure |  |  |  |
| Copy Issued and Accepted |  |  |  |
| **SITE SPECIFIC ISSUES** |
| Role of the Site Manager and other Key Members |  |  |  |
| Mandatory PPE |  |  |  |
| Plant and Equipment |  |  |  |
| Locality Risks (Schools, neighbourly matters, etc) |  |  |  |
| Access / Working Hours |  |  |  |

|  |
| --- |
| **Comments From Employee** |
| Signed: Date: |
| **Comments From Trainer** |
| Signed: Date: |