

4 Week Health, Safety & Environmental Plan		Section	HEALTH AND SAFETY		
		Status	Proforma		
		Reference	KSC 26		
		Revision	4	Date:	Jan 07
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The purpose of this document is to review all Health, Safety and Environmental aspects of this contract. It must cover both ongoing and future works covered by the next 4 week period as a minimum.

CONTRACT:

CONTRACT NO:

Date:

Minutes by:

Persons Present:-

Apologies:-

Documents to be prepared prior to meeting:-

The following information must be available for the start of the meeting:-

1. 6 Week programme
2. Drawings applicable to future works
3. Sketches (temporary works/access arrangements)
4. List of Specialists on/due on site
5. List of Method Statements in place/ to be prepared
6. Project Environmental Aspects & Impacts Review

Item	Action
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1.0 Review of Minutes from Last Meeting

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2.0	Review of Current Site Activities	

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Item		Action
3.0	Summary of results of Weekly Audits	
4.0	Review of Environmental Management System Audits	
	Insert results of any EMS Audits held on the project and include details of any observations, non-conformance's and corrective actions required and progress against the actions.	
5.0	Review of Visits e.g. HSE, Management, Client, Contractors Safety Officers etc.	

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Item		Action
6.0	New Work Operations Planned for the Next 4 Weeks	
	<p>Use the following 'Register of New Works' to list all new contractors, trades or operations due on site within the next 4 week period. Each should have its start date; note its designation as high risk (if applicable) and any special considerations relevant to the work operation.</p> <p>Reference to particular hazards is given below (Hazard Identification Titles) and should be used to prompt discussion of high risk elements to each given work operation.</p>	
Ref	Hazard Identification Title	
6.1	Height work/scaffolding	
6.2	Method Statement / Risk Assessments for Al Khodari & specialists	
6.3	Confined spaces	
6.4	Excavations	
6.5	Overhead/underground services (stats Liaison)	
6.6	Working over/adjacent to rivers/railways/roads	
6.7	Work in public places	
6.8	Additional plant due on site	
6.9	Lifting operations	
6.10	Manual Handling	
6.11	Specialists on/due on site	
6.12	Site tidiness/material management (Storage/Waste)	
6.13	Temporary works required/Liaison with Technical Services	
6.14	Environmental considerations, inc:- <ul style="list-style-type: none"> Noise and Vibration Air Pollution Water Pollution Waste Management Ecology Lighting/visual impact 	
6.15	Personal Protective equipment required	
6.16	COSHH	
6.17	Noise	
6.18	Out of hours work / supervision	
6.19	Night work / supervision	
6.20	Holiday cover required	
6.21	Registers/Weekly Inspections	
6.22	Fire Safety	
6.23	Other	

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6.0 Register of New Work Operations

[illegible]

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6.0 Register of New Work Operations (Cont.)

[illegible]

Item								Action
7.0	Accidents/Incidents/Near Misses/Disciplinary Action in Previous 4 Weeks							
Breakdown of Site Accidents over the last month.								
	CUTS	BRUISES	SPRAINS	FOREIGN BODY	BURNS	FRACTURES	OTHER	TIME LOST (HOURS)
HEAD								
EYES								
ARMS								
HANDS								
TORSO								
LEGS								
FEET								
Totals								

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8.0	Environmental Incidents	
	<p>Insert details of any environmental incidents occurring on site. Categorise them as follows:</p> <ul style="list-style-type: none"> Major – any pollution incident requiring a visit from the Environment Agency/ Local Authority Environmental Health Officer and/or exceeding 100 litres of petrol or 20 litres of oil/diesel, and/or adjacent to a watercourse/ sensitive site (SSSI or similar). Also, any occasion where noise restrictions have been breached, and any applicable environmental consents have been breached Minor – Any spillage or leak not exceeding the thresholds for a Major incident <p>Insert details of reasons for the incident and the actions taken to prevent a repeat incident.</p>	
9.0	Public Communications	
	<p>Insert details of any complaints, actions taken and the nominated persons accountable for closing out the actions.</p> <p>Insert details of any letters sent out to local residents and businesses informing them of our works.</p> <p>Highlight any forthcoming activities that will require letter drops to local residents & businesses.</p>	

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10.0	Specialist Contractors Performance	
	<p>Contractors should be marked as follows:-</p> <p>5 = Excellent - Exceeding Al Khodari Group standards 4 = Satisfactory – Achieving Al Khodari Group standards 3 = Not Satisfactory – Improvements required 2 = Improvement Notice served – Improvements required 1 = Prohibition Notice served – Major Improvements required immediately.</p>	
11.0	Safety/Environmental Tool Box Talk Programme	

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Item						Action
12.0	Al Khodari Staff Training & staff holidays cover					
13.0	Health & Safety File requirements (Al Khodari & subcontractors)					
14.0	Measurements of Safety/Environmental Performance					
	Company Standards Not Company Standards					
15.0	Reasons for Success / Failure to Achieve Company Standards					
	1.	Attitude of Site Team				
	2.	Preparation and Planning				
	3.	Failings in Current Site Activities				
	4.	Site/Office Tidiness/ Material Management				

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Item		Action
	Actions to be taken to achieve Company Standards	
16.0	AOB	

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17.0	Weekly Supervisors Meeting		
	Date of next Supervisors Meeting = Specific Topics to be covered in next Supervisors Meeting are:-		
18.0	Date of Next Meeting:		
	Who Prepares for the Next Meeting		
	Person who Reviews Plan Weekly		
	Attendees to Next meeting (inc. any Specialist Contractors) Distribution:- All site staff Notice Board Health & Safety Plan		