

## **HSE MANUAL APPENDICES BOOK - 1**

## **APPENDICES**

APPENDIX 1	CONTRACTORS PASS
APPENDIX 2	CONTRACTOR EMPLOYEE INDUCTION RECORD
APPENDIX 2a	INDUCTION RECORD CHECK LIST
APPENDIX 3	SHORT TERM CONTRACTOR'S PASS
APPENDIX 4	VISITORS PASS
APPENDIX 5	LIGHT VEHICLE SITE ACCESS REPORT
APPENDIX 6	LONG TERM VEHICLE PASS
APPENDIX 7	MATERIAL GATE PASS
APPENDIX 8	HOT WORKS PERMIT
APPENDIX 9	PERMITS TO DIG
APPENDIX10	COSSH OR HAZARD ASSESSMENT
APPENDIX11	FUTURE USE
APPENDIX12	NEAR MISS REPORT
APPENDIX 13	MOBILE EQUIPMENT INSPECTION REPORT
APPENDIX 14	CONTRACTORS REGISTERED EQUIPMENT
APPENDIX 15	WORKBOX/MANHOIST PERMISSION SHEET
APPENDIX 16	PERMIT FOR SUBCONTRACT WORK ON AL KHODARI SITES
APPENDIX 17	DAILY REPORT EXAMPLE 1-3
APPENDIX18	RISK ASSESSMENT FORM
APPENDIX 18a	RISK ASSMENT EXAMPLE FORM
APPENDIX19	RISK ASSESSMENT EXAMPLES
APPENDIX 20	SITE SPECIFIC SAFETY PLAN EXAMPLES
APPENDIX 21	TASK SPECIFIC METHOD STATEMENT EXAMPLES
APPENDIX 22	CHAIN SLINGS INSPECTION FORM
APPENDIX 23	SITE FIRE PLAN



## **Guide to Using the Appendices**

- The Purpose of these appendices is to provide wherever possible a practical example of what is required to carry out the responsibilities of HSE on Al Khodari Sites.
- Although comprehensive they cannot cover every eventuality and there is no substitute for risk assessments to determine what needs to be done on your site.
- It is hoped that anything that is not covered here and that is identified by you will be sent to be included in this document to help and assist further users.
- Please remember only you can decide on the levels of safety required to carry out your project and it is your responsibility to do so.
- From time to time clients rules may well supersede these because they are better for a given project but these rules will always form the minimum requirements on Al Khodari Sites and Projects.