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| --- | --- | --- |
|  | Estates and Digital Services Division | HS3/PP60-61-62 form |
| Management of contractors – Monitoring work on site - HS3 form  |
|  |  |  |  |
| Project/work and location |  |
| Contractor |  | Contact No. |       |
| Date |  | Time |       |
|  |  |  |  |
| **Observations**  |
|  | Exc – Exceeding Standards / Adequate – Meeting Standards | Exc | Ade | No | N/A | Details |  |
|  | Access & Egress – areas free from hazards? E.g. Slip and trip hazards | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Falls from heightE.g. ladders in good condition, tied or footed. Guardrails, mid-rails and toe-boards used to prevent people and materials falling, scaffolds netted, fragile roof surfaces protected | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Excavations E.g. shored, covered or barriers to prevent falls, excavators or power tools not used near buried services | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Lighting – sufficient? E.g. general movement and task lighting | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Electricity safety E.g. tools, cables, systems, isolation, locked off, HV, LV enclosures  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Asbestos – any risk? E.g. drilling into building fabric | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Hazardous substances? E.g. used and stored safely or controlled like dust produced from work  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Personal Protective and Respiratory Equipment (PPE & RPE) E.g. protective footwear, high visibility clothing near site traffic, hard hats where there is risk of head injury or falling objects,  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Vehicles or Plant E.g. reversing with audible and visible alarms, turned off and keys removed when not in use, suitably parked, not blocking exits or obstruct emergency service vehicle routes? | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Segregation of works E.g. barriers, fencing, warning signs and not just cones and hazard tape, public protected  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Noise/Vibration E.g. minimal disruption  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | First Aid? E.g. first aider, first aid kits, Safe Zone App on mobile phone  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Emergencies E.g. aware of evacuation procedures, where assembly points are? | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Work equipment and tools, including equipment for working at heightE.g. inspection record, scaftag, PAT, no visible signs of damage  | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
|  | Reset CardsE.g. all workers have their individual Reset cards and qualifications in date. [Use Reset Verifier Web App](https://www.rcscard.co.uk/user/page/reset-app/50) to check qualifications (Note: Reset membership not required on closed sites where Principal contractor is in charge or exemption confirmed with your line manager and Health and Safety Business Partner) | [ ]  | [ ]  | [ ]  | [ ]  |       |  |
| **Monitoring carried out by (name and signature):** |  |

|  | **Photographs** | **Description** |
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