



Area Engineer Monthly Safety Monitoring Record

The purpose of filling out this sheet is to record your compliance with the Council's Safety Management System, the Greenfolder. It will be used with similar sheets by your Ganger, Foreman, EE, SEE and SE to record the implementation of the Greenfolder. This helps demonstrate Donegal County Council's commitment to Safety Health and Welfare of all its employees.

Reporting period:	From Date:		To (Date):	
Name:				
Senior Executive Engineer:				
Area:				

Instructions for completion:

All Questions please tick yes or no For no answers please provide comments.

Q1b: This question should be answered following review of the RSS monitoring sheets.

Q5a & 5b & 5c. This question includes all sites in your area that hold a budget for including contractors centrally procured.

Q6a & Q6b These apply to Contractors including those who are PSCS or PSDP. While Framework Contractors have been pre qualified as contractor and PSCS they must be assessed prior to appointment with IPB and the Safety Officer.

	Criteria	Yes/No	Sheets attached (tick as req'd)	Comments
1a	Have you received completed Safety Monitoring Records from all RSS' this month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	
1b	Has the RSS raised any issues in relation to his safety monitoring with you in the past month which he couldn't resolve?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	Provide details
2a	Have you forwarded all toolbox talks to the H&S officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	Please highlight any issues that need raising
2b	Have any additional training needs been identified by you the RSS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Please attach any courses you believe are required
3	Have you updated the database of lifting equipment in the last month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	
4a	Have you recorded all safety incidents in your area over the last month and notified these to the Safety Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4b	Have you completed any investigations of incidents that occurred in your area over the last month? Please attach any investigation form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
5a	Have all construction sites in your area of responsibility have a PSDP and PSCS appointed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

5b	<p>Have all contractors that have been appointed PSCS in your area in the last month a:</p> <ul style="list-style-type: none"> • Site Specific Risk Assessment • Site Specific Traffic Management Plans • Adequate PL and EL Insurances • Approved Safety Statement 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
5c	<p>Have all contractors for which DCC are PSCS in your area over the last month have:</p> <ul style="list-style-type: none"> • Adequate PL and EL Insurances • Approved Safety Statement • Plant inspection sheets • Appropriate CSCS cards 			
6a	<p>Have you used the inspection sheet for contractors provided in the Section 13 of Green folder over the last month?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Attach any inspection forms as per section 13 of Green Folder
6b	<p>Have you had to remove a contractor from site due to failure to carry out their responsibilities as a designer contractor or project supervisor</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
7	<p>Have all sites in your area for which DCC are PSCS got a temporary works design (planned TMP) or a works design (e.g. surface dressing) in place?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Please provide details of any jobs where this has been completed over the last month

General Observations:

After you have entered the necessary information to complete this sheet, please forward it to your Senior Executive Engineer.