



Site Supervisors Weekly Safety Monitoring Record

The purpose of filling out this sheet is to record your compliance with the Council's Safety Management System i.e. the Greenfolder. It will be used with similar sheets by your RSS, 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:				
Roads Service Supervisor:				
Area:				

Instructions for completion:

All questions do not apply to emergency works which should be dealt with in accordance with the Green Folder Section 12.1

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

Q1a. Please attach any SSWP that has been completed for routine works. Those for planned works (e.g. Surface Dressing) can be kept in the planned works folder.

Q1c. Please attach any TMP that has been completed for routine works. Those for planned works (e.g. Surface Dressing) can be kept in the planned works folder.

	Criteria	Yes/No	Sheets attached (tick as req'd)	Comments
1a	Has a SSWP been completed and signed by all staff for each site you have been site supervisor on (except emergency works)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
1b	Did all contractors on site sign the SSWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	
1c	Has there been a Traffic Management Plan for every site you were supervisor on this week?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
1d	Was the Traffic Management Plan implemented by a SLG cardholder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	
2	Was all appropriate PPE worn at all times on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	
3	Did you get a Toolbox Talk this month	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	

General Observations:

After you have entered the necessary information to complete this sheet, please forward it to your Roads Service Supervisor.