

Site visit form

Date:	Crew:
Site:	Company name:
Are GPS co-ordinates correct to site?	Yes/no
Has the site induction been done and/or the visitor book been signed?	Yes/no
Are two qualified first aiders on site and identified on the daily tailgate meeting form?	Yes/no Names:
Skid plan in place and accurate to site?	
What is the maximum safe stock load for this skid?	
Do the current levels exceed this?	
Is there documented evidence on site to show that [add company name]..... has clearly identified breaking out and/or extraction/shovel risks (and controls) with the crew?	
Have breaking out plans and/or extraction plans been discussed with appropriate crew members and checked for any differences from plans supplied to [add company name].....?	
Is there documented evidence on site to show that [add company name]..... has clearly identified tree falling risks (and controls) with the crew?	
Have tree falling plans been discussed with appropriate crew member and checked for any differences against plans supplied to [add company name].....	
Have there been any near hits/accidents/incidents?	
Are daily tailgate meetings being held and are records up to date?	
Are all emergency procedures in place and current to present site?	
Are all crew on site properly competent to be carrying out the tasks assigned that day?	
Does this crew have a training programme in place?	
Are regular breaks being taken and are there procedures in place to deal with fatigue?	
Is firefighting equipment present on site (as per the requirements of [add company name].....) and are there crew familiar with what to do in a fire emergency?	
Are two escape routes clearly identified on the site plan?	
Roading condition:	
Trucking status:	
Have all issues from the previous site visit been remedied?	Yes/no
List risks and how they were managed:	
Items discussed/comments:	