Project / Site (full name)		
Description of Powerline Activities (e.g. Bush clearing, foundations, assembly, erection, stringing & regulation, etc.)	**Description of Substation Activities** (e.g. Bush clearing, earthworks/civil works, electrical works, commisioning, etc.)	**Description of Telecommunication Projects**: (e.g. foundation, erection, commissioning etc.)

Administration & Controls:	**Yes**	**No**	**In case of Emergency/Supply Interruption Notify:**	
Daily Activity Record (Reference No, Date, Signed) – Contractor Construction Manager			Full Name:	
Daily Activity Record (Reference No, Date, Signed) - Client Site Manager			Contact (Land line and Cell No.):	

Change Management					
	Yes	**No**		**Yes**	**No**
Any change of Scope of Work (Planned Work/Scheduled Work?			Any change in the SWP/MS?		
Any change of key personnel on site (Construction Manager, Supervisors, OHS Officer etc)			Were the changes discussed with everyone?		
Comments					

Pre-task Planning							
Resources (Employees):	**Yes**	**No**	**N/A**	**Documentation:**	**Yes**	**No**	**N/A**
Correct no. of People Assigned for the Job				Authorized Construction designs / drawings			
Competence & Experience (certificates)				Method Statement & Safe Work Procedure			
Medical Certificate of Fitness				Fall Protect Plan & Rescue plan			
Valid Authorisations, Permits / Licences				Risk Assessments & Daily Site Task Instructions (DSTI)			
Plant, Machinery & Equipment:				Planned Task Observations (PTO's)			
	Yes	**No**	**N/A**		**Yes**	**No**	**N/A**

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Construction Vehicles (licences)				Environmental Authorisations			
Machinery (test certificates)				Environmental Management Plan (EMP)			
Lifting Machine & Tackle (cranes, slings, etc.)				Environmental Permits & Licences			
Tools & Equipment				Contract Quality Plan (QCP)			
Personal Protective Equipment (PPE)				Inspection & Test Plans (ITP's)			
Rescue Kit				Security Management Plan			
First Aid Equipment				**Registers:**			
						Yes	**No**
Fire Equipment				Employees' breathylizer results			
Waste bins and Toilets				Issue based risk assessment in place?			
Drip trays and Spill kit				Risk Assessment (DSTI)			

Emergency Preparedness and Response (EP&R)					
	Yes	**No**		**Yes**	**No**
Emergency numbers displayed in strategic areas?			Emergency Preparedness and response Plan available and authorised?		
Were the employees made aware about the EP&R for the site and work area position?			Are drills being conducted as per schedule and record available and shared with respective committees?		

Comments

Authorised by: **Contractor – Construction Manager or/and {Supervisor CR8(7)/CR8(8)}**	**Signature:**	**Acknowledged by:** **Client Site Manager or {Client Site Representative}**	**Signature:**
Full Name:	**Date:**	**Full Name:**	**Date:**

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