**\_\_\_\_\_\_\_\_\_\_\_ PROJECT**

**WEEKLY HEALTH AND SAFETY REPORT**

**\_\_-\_\_-\_\_\_\_ to \_\_-\_\_-\_\_\_\_**

**Week \_\_**

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# Statistics

### Man Hour / Man Shift Statistics

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ORGANISATION****Man Hours WK \_\_** | **THU** | **FRI** | **SAT** | **SUN** | **MON** | **TUE** | **WED** | **Week** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ORGANISATION****Man Shift WK \_\_\_\_** | **THU** | **FRI** | **SAT** | **SUN** | **MON** | **TUE** | **WED** |
|  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |

### Medicals

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Number of Entry Medicals** | **Number of Periodical Medicals** | **Number of Exit Medicals** |
|  |  |  |  |
| **TOTAL** |  |  |  |

### Incident Statistics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Week**  | **Week**  | **Week**  | **Week**  |  |
| **Week ending** |  |  |  |  | **M/Total** |
| **Fatality**  |  |  |  |  |  |
| **LTI** |  |  |  |  |  |
| **Medical Treatment** |  |  |  |  |  |
| **First Aid Treatment** |  |  |  |  |  |
| **Sec.24** |  |  |  |  |  |
| **Property Damage** |  |  |  |  |  |
| **Near Miss** |  |  |  |  |  |
| **Environmental** |  |  |  |  |  |
| **Non-Work related** |  |  |  |  |  |
| **Total - Week** |  |  |  |  |  |

### Lost Time Incident Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Week** | **Week** | **Week** | **Week** |
| **Week** |  |  |  |  |
| **Days without LTI** |  |  |  |  |
| **Date of last LTI** |  |  |  |  |
| **Hours since last LTI** |  |  |  |  |
| **Project Hours** |  |  |  |  |
| **Weekly Man Hours** |  |  |  |  |
| **Total Man Hours for the Month to date** |  |  |  |  |

### Incident Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Date** | **Time** | **Description** | **Area** | **Incident Classification** |
|  | None |  |  |  |  |

#  Observations / Deviations / Audit findings for the period --/--/---- to--/--/----

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Organisation** |  |
|  | Nil |  |  |
|  |  |  |  |  |  |
| Week ending | Week -- | Week -- | Week -- | Week -- | M/Total |
| Number of Observations |  |  |  |  |  |

# Audits (Internal /external /self-audit)

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Type of Audit** | **Score** |
| **Audit Scheduled for the following Week: --** |
|  |  |  |
|  |  |  |
| **Audit Scheduled for the following Week: --** |

# Training

|  |  |  |
| --- | --- | --- |
| **Description** | **Quantity** | **External / Internal Training** |
|  |  |  |
|  |  |  |

# Details of Life Saving Rules Non-Conformance

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Details** | **Name of Person** | **Lifesaving Rules non-conformance** | **Description of Incident** |
|  |  |  |  |

# Toolbox Talks Discussed for the Week

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** |  |  |  |  |
| **Thurs- – Wed** |  |  |  |  |
|  |  | 08-12-2017 - MHPSA Production & Safety Incentive Targets |

# General

* 1. **HSE Campaigns and Promotions**
	2. **Rewards and Recognitions**

**LTI Tree Hours –** The following contractors have achieved 1 million and more LTI free hours since last LTI

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | **LTI Free Hours** | **Date Achieved** | **Date since last LTI** |
| N/A |  |  |  |

* 1. **Policies and Procedures Revised**
	2. **NCR’s issued and closed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor**  | **No of NCR's**  | **Open** | **Closed** |
|  |  | x |  |
|  |  |  |  |

**Other:**

1. **Drug and Alcohol Testing**

|  |  |  |
| --- | --- | --- |
| **Company Details** | **Percentages** | **Results** |
| **Random Testing** |
| N/A |  |  |
| **Post Incident Testing** |
| None Currently required. |  |  |