

Daily site diary

Foreman

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PROJECT / SITE	DATE	WEATHER	COMPLETED BY
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WHO WAS ON SITE

NAME	COMPANY	TRADE	START	FINISH	HOURS

WORK COMPLETED TODAY

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DELIVERIES RECEIVED

WHAT	SUPPLIER	TIME

VISITORS TO SITE

NAME	COMPANY / REASON	TIME

DELAYS AND DISRUPTIONS — WHAT HAPPENED, WHAT CAUSED IT, HOW LONG

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INSTRUCTIONS, VARIATIONS OR DIRECTIONS RECEIVED

FROM	HOW (VERBAL / EMAIL)	WHAT WAS INSTRUCTED

SAFETY

Toolbox talk held? ☐ Yes ☐ No · Incident or near miss? ☐ Yes ☐ No · New workers inducted? ☐ Yes ☐ No · Photos taken? ☐ Yes ☐ No

DETAIL (IF YES TO ANY OF THE ABOVE)

SIGNATURE	NAME AND DATE
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Keep this diary with your project records. A dated entry written on the day is worth far more later than one written from memory.

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