



# HSE Documents

Procedure/Document	Purpose	Forms/Records
Health & Safety Policy	Defines company commitment and approach to managing HSE.	Health & Safety Policy Document
		Review and Update Log
Construction Phase Plan (CPP)	Outlines health and safety management for the construction project.	Construction Phase Plan Template
		Approval and Revision Logs
Risk Assessments (RA)	Identifies and mitigates risks for specific tasks.	Risk Assessment Template
		Task-Specific Risk Assessments
Method Statements	Details safe work methods for high-risk activities.	Method Statement Template
		Signed Approval by Responsible Parties
Site Induction Procedure	Ensures all workers understand site-specific risks and rules.	Induction Checklist



## HSE Documents

		Induction Attendance Records
<b>Accident and Incident Reporting</b>	Records and investigates workplace accidents/incidents.	Incident Report Form
		Near-Miss Reporting Form
		Investigation Records
<b>Emergency Preparedness Plan</b>	Provides response protocols for emergencies like fire, injury, or structural collapse.	Emergency Response Plan
		Fire Evacuation Plan
		Emergency Contact List
<b>Fire Safety Management</b>	Manages fire risks on-site, including fire-fighting and evacuation measures.	Fire Risk Assessment
		Fire Extinguisher Inspection Log
		Fire Drill Records



## HSE Documents

<b>PPE Management Procedure</b>	Ensures proper provision, usage, and maintenance of PPE.	PPE Issuance Log
		PPE Inspection Checklist
		PPE Training Attendance Sheet
<b>Work at Height Management</b>	Details safety measures for working at height.	Work at Height Risk Assessment
		Scaffolding Inspection Checklist
		Harness Inspection Log
<b>Excavation Safety Procedure</b>	Prevents risks related to excavation work.	Excavation Inspection Checklist
		Daily Excavation Log
<b>Manual Handling Procedure</b>	Minimizes risks of injury during manual handling tasks.	Manual Handling Risk Assessment
		Training Records



# HSE Documents

<b>COSHH Assessment</b>	Controls hazardous substances exposure.	COSHH Assessment Forms
		Monitoring Logs for Hazardous Substances
<b>Demolition Safety Procedure</b>	Ensures demolition is conducted safely with appropriate controls.	Demolition Method Statement
		Structural Survey Report
		Temporary Works Design and Review Records
<b>Dust and Air Quality Management</b>	Manages dust generation and workers' exposure to hazardous air.	Dust Control Plan
		Air Quality Monitoring Reports
		RPE Fit Testing Records
<b>Permit-to-Work System</b>	Controls high-risk activities (e.g., hot works, confined spaces).	Permit-to-Work Forms
		Permit Logs



## HSE Documents

<b>Welfare Facilities Management</b>	Ensures suitable welfare facilities are maintained.	Welfare Inspection Checklist
		Maintenance Logs
<b>First Aid Plan</b>	Provides protocols for managing on-site injuries.	First Aid Risk Assessment
		First Aid Kit Inventory
		Training Records
<b>HSE Audit Procedure</b>	Regularly evaluates compliance with HSE requirements.	Internal Audit Checklist
		External Audit Reports
<b>HSE Training Matrix</b>	Tracks required and completed training for employees.	Training Matrix Template
		Training Certificates
<b>Noise and Vibration Management</b>	Controls exposure to excessive noise and vibration.	Noise Assessment Report



## HSE Documents

		Monitoring Logs
<b>Inspection and Maintenance Procedure</b>	Regular inspection and maintenance of plant, machinery, and equipment.	Inspection Schedule
		Maintenance Records
<b>Worker Consultation and Engagement</b>	Ensures workers are involved in HSE management.	Meeting Minutes
		Toolbox Talk Attendance Sheets
<b>Temporary Works Procedure</b>	Ensures temporary works are planned, designed, and checked.	Temporary Works Checklist
		Supervisor Approval Logs
<b>Signage Management</b>	Ensures appropriate signs are placed and maintained on-site.	Signage Placement Plan
		Signage Inspection Checklist
<b>Waste Management Plan</b>	Details disposal methods for hazardous and general waste.	Waste Transfer Notes



## HSE Documents

		Site Waste Management Plan
<b>Working Hours Policy</b>	Manages risks related to fatigue and overworking.	Time Log Records
		Fatigue Risk Assessment
<b>Vehicle and Traffic Management Plan</b>	Minimizes risks from site vehicles and equipment movement.	Traffic Risk Assessment
		Vehicle Inspection Logs
<b>HSE Communications Plan</b>	Provides updates on HSE performance to stakeholders.	Monthly HSE Reports
		Meeting Records