

## 1.2.2.3 Site Daily Diary

<b>Site Location/Name:</b>		<b>Date of report:</b>	
<b>Technically Competent Manager Name:</b>			
<b>Time In:</b>		<b>Time Out:</b>	

Check Items		Circle as applicable			Comments/Issues
1	Any non-permitted waste?	Y	N	n/a	Describe:
2	Is dust / mud leaving site?	Y	N	n/a	Describe:
3	Is there excessive noise/vibration?	Y	N	n/a	Describe:
4	Is there a strong odour on site?	Y	N	n/a	Describe:
5	Are security measures fully operational? (gates, fences/walls, locks, CCTV etc.)	Y	N	n/a	
6	Is pest control in place?	Y	N	n/a	
7	Any smoke/dust generated on site?	Y	N	n/a	Describe:
8	Are radiation detectors functioning?	Y	N	n/a	
9	Any significant maintenance/construction work in progress?	Y	N	n/a	Describe:
10	H&S and Env. signage in place?	Y	N	n/a	
11	Traffic routes clear of debris?	Y	N	n/a	
12	Loading/Unloading/Tipping areas suitable? (ground condition, gradient, weather conditions etc.)	Y	N	n/a	Describe:
13	Vehicle and pedestrian circulate in a safe manner; pedestrian walkways and crossings in good condition and pedestrians wearing high-vis, safety helmet & correct PPE?				
14	Process plant operating?				<b>Machine Name</b>
					<b>Start</b>
					<b>Finish</b>
15	All emergency exits clear?	Y	N	n/a	
16	Dust curtain/netting intact?	Y	N	n/a	
17	Any plant/equipment breakdown?	Y	N	n/a	Describe:
18	Housekeeping / litter controlled?	Y	N	n/a	Describe:
19	Spillages cleared up?	Y	N	n/a	
20	Any complaints received?	Y	N	n/a	
21	Bunded Storage sound & secure? (ELV, Derv/Gas Oil, Drums, Turnings, Engines etc)	Y	N	n/a	
22	Dust suppression in use?	Y	N	n/a	Describe:
23	Fire Fighting equipment operational?	Y	N	n/a	
24	Fire watch / checks completed?	Y	N	n/a	Describe:
25	Discharge point running clear?	Y	N	n/a	
26	Gullies, drains, interceptor inspected?	Y	N	n/a	
27	Site free from flooding/ponding?	Y	N	n/a	
28	Any Waste rejected from site	Y	N	n/a	
29	Batteries stored correctly? (Ref. EPP 2.3)	Y	N	n/a	
30	Other Issues to note (e.g. external activities potentially causing a nuisance/impact):				

<b>Weather</b>	General Description (e.g. Dry, rain, snow etc.)	Temperature:	Wind: (Speed, direction)
<b>AM</b>			
<b>PM</b>			

Additional Action taken due to weather (for example dampening down):

<b>Issue:</b>	1	<b>Version:</b>	7	<b>Date:</b>	22-Sep-2021	<b>Parent document:</b>	
<b>Approved for IMS:</b>	Danny Swygart		<b>Document owner:</b>	Regional SHE Manager - South East		Page 1 of 1	