

SITE EMS DAY DIARY CHECKS FORM

RECORD THE FOLLOWING	YES	NO	NOTES BELOW
Duty of Care documentation, Site Diary records, environmental monitoring records, Environmental Permit and Environmental Management System kept secure in site office.			
Fabric of existing buildings and hard standing areas in good condition.			
Site lighting in working condition.			
End of week walk over survey – all of the following in good condition? Hard Surfacing, drainage structures, and buildings (note any silting or blockages).			
Any rejected loads of wastes.			
Any escape of dust, fibres or particulate likely to pollute neighbours?			
Any noise complaints? If yes record actions taken.			
Any spillages of materials onto highway? If yes, record actions taken.			
Daily inspection of perimeter. Any litter escapes? If yes, retrieve within 24 hours and record below.			
OTHER SIGNIFICANT EVENTS TO BE RECORDED:			
Plant breakdowns and maintenance.			
Emergencies – e.g. fire or major infrastructure problems.			
Site inspections.			
Damage to security provision and action taken.			
Spillages of materials and action taken.			
Daily weather conditions – record below.			
Dispatch of records.			
New Complaints received today and recorded in complaints log.			

WEATHER CONDITIONS	Wind strength & direction	
	Sunny, dry, showers, rain, snow	

NOTES (continue overleaf if required)

DATE	
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NOTES - continued