Reflow Forms

Form Name		Reason for Form	How often?
HS09	Weekly Inspection Report	This form is used to check that all the plant on site is in good working order with no defects and highlights the safe working gradients of each type of plant. Any defects should be captured by a photo and added to the form. Follow-up call with Plant.	Weekly
HS10	Work & Lift Equipment Inspection Register	All work and lifting equipment are to be itemised on this form and be inspected for good working order and condition. Any defects should be captured by a photo and added to the form. Follow-up call to the plant department for repair and take out of use if necessary.	Weekly
HS11	Plant Arrival Checklist	This form is used to check that the new item of plant is in good working order with no defects. Any defects should be captured by a photo and added to the form. Follow up call with Plant.	To be completed before first use
HS12	Quick Hitch Pre-use Checklist	This is to be completed by the operator to make sure it is in good working order and that the operator is familiar with its type and operational controls. Any defects should be captured by a photo and added to the form. Follow up call with plant.	To be completed before first use
HS14	Permit to Dig	To avoid hitting services by following the Permit procedure.	Every time you excavate the ground or want to drive a pin in?
HS15	Excavation Inspection Register	Use form to record excavations that are likely to be open for long periods and may deteriorate due to weather conditions etc i.e. R&S Drainage, plot drainage, service mains etc	As required by site conditions
HS20	Manual Handling Assessment	When used correctly this form will help prevent manual handling injuries. Follow all the steps and complete in full.	When completing more complex manual handling tasks or are not covered through site Risk Assessment.
HS21	Hand Arm Vibration Record	Using this form helps prevent workers from overusing plant and machinery that can cause HAV health issues. It also keeps a record of an individual's use should evidence be required.	Every time a worker uses a piece of plant / machinery known to cause HAV
HS30	Site Induction Record	Used to run through specific Health & Safety information relating to that construction site such as First Aid, muster points, Traffic Management plans, welfare facilities.	Every time a new starter arrives on site
HS32	TBT Training Register	These TBT's form part of everyone's continued training and awareness around key Health & Safety subjects. Also acts as a reminder	As per the TBT schedule
HS33	Plant Departure Form	To be completed every time a piece of mobile plant leaves site whether MV Kelly or hired.	When Mobile Plant leaves site
HS69	IMS Form	When completing the IMS form it automatically helps the supervisor check their key H&S responsibilities on site. Also gives the H&S department a record of how the site is controlled	Once a month when the client is PC, twice a month when MVK are PC
HS115	Sub-Contractor Pre-start checklist	To ensure the sub-contractor is supplying a competent workforce, plant items and paperwork (RAMS)	Every time a new sub-contractor comes on site to work for MV Kelly
HS142	PC Site Perimeter Inspection Register	This form is used to check the site perimeter on PC sites is secure to prevent unauthorised personnel entering the site at any time. Any issues should be documented and rectified.	Every day on PC sites

As Laid Mains & Services	Provides evidence of correct installation, location, and depth of the services. Records can be used at a later date if further excavations are required in that area.	Every time new mains/services are installed
SHE Site Inspection Report	This form is used to evidence by photos the issues raised during the SHE Inspection have been sufficiently rectified as per the SHE Advisors' advice.	Following a SHE Inspection
Operative Whereabouts	This form lists the operatives' training records presented in a training matrix. It will be sent as a PDF to your email and can be located in the jobs shared folders once complete.	Weekly

Paper Forms

Form Name		Reason for Form	How often?
HS17	Confined Spaces Permit	To ensure you have the correct control measures in place and qualified staff when completing works within a confined space.	Every time entry into a confined space is required
HS18	Permit to Pour	To ensure you have the correct control measures in place and qualified staff when pouring concrete into a temporary works structure.	Every time concrete is poured into a temporary structure
HS19	Hot Works Permit	To ensure you have the correct control measures in place and qualified staff when cutting adjacent to materials that could ignite.	Every time materials are being cut that could ignite
HS26_1	Site Management Handover Form	To ensure that the relevant information has been communicated to the new site management team when handing over the site.	Every time the site management changes
HS52	Permit to Strike	To check the correct action has been taken and the required control measures are in place before striking any shuttering	Every time shuttering is struck
HS55	Temporary Works Register	To ensure the correct control measures are in place before installing any temporary works solutions and to monitor the condition of the temporary works solutions when in use.	Every time Temporary Works Solutions are used
HS130	Excavator Lift Plan Register	This form is used to evidence the correct lifting techniques for each lift on site and to ensure that the lifting team are fully briefed on the safe execution of the lifts.	For every excavator and lifting team

Please request copies of paper forms from your regional SHE Advisor / SHE Admin Department