

**Division of Municipal Infrastructure
Form 18 – Daily Site Report**

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March 2023

| | |
|-----------------------|---------------------------------|
| Project Name: _____ | Date: _____ |
| MI Project No.: _____ | Report No.: _____ |
| Location: _____ | Superintendent: _____ |
| Weather: _____ | Temperature: _____ Winds: _____ |

GENERAL HEALTH, SAFETY, AND ENVIRONMENTAL REVIEW:

| | | | |
|--|--|-------------------------------|--|
| Items Observed: ✓ = Okay * = Requires Attention N/A = Not Applicable | | | |
| Site Documentation | | Security & Public Safety | |
| Qualifications/Training | | First Aid Requirements | |
| Tailboard Safety Meeting | | Emerg Preparedness & Resp. | |
| Hazardous Materials (MSDS req'd) | | Working at Height | |
| Personal Protective Equipment | | Confined Space (permit req'd) | |
| | | Hot Work (permit req'd) | |
| Ladders | | Blasting | |
| Scaffolds | | Environmental Permits | |
| Cranes/Hoists | | Site-Cleanup/Housekeeping | |
| Electrical Equipment | | | |
| Work Equipment | | | |
| Excavation (permit req'd) | | | |

CONTRACTOR'S WORK FORCE

| Trade | No. of Workers | Man Hours | Location, Description and Quantity of Work Performed |
|------------|----------------|-----------|--|
| Foreperson | | | |
| Pipefitter | | | |
| Labourer | | | |
| Operator | | | |
| Flagperson | | | |
| Other | | | |

Contractors Hours

CONTRACTOR'S EQUIPMENT ON SITE

| Equipment | Machine Hours Worked | Location, Description and Quantity of Work Performed |
|-----------|----------------------|--|
| Excavator | | |
| Loader | | |
| Tandem | | |
| Dozer | | |
| Other | | |

GENERAL REPORT

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| Remarks (covering in detail progress, shortages, requirements, visitors, etc.) |
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Delays

Special instructions received or given or Force Account details

Site/Progress Photos. Requires at least four (4). Additional photos to be added as required to explain conditions and progress.

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Signature of Site Representative

Date