Construction Site Sign-In Sheet

Daily record of everyone on site. Keep one sheet per day, per site, and retain it for your safety records.

ORGANISATION

DATE

Site details

PROJECT / SITE NAME

SITE ADDRESS

DATE

PRINCIPAL CONTRACTOR

SITE SUPERVISOR ON DUTY

EMERGENCY ASSEMBLY POINT

FIRST AID OFFICER

EMERGENCY CONTACT NUMBER

> Everyone entering the site signs in on arrival and signs out on departure, including deliveries, inspectors and visitors. In an evacuation this sheet is the roll call, so it only works if it is complete and current.

Personnel on site

Tick the induction column only once you have sighted a current site induction record for that person.

NAME	COMPANY	TRADE / ROLE	IND.	TIME IN	TIME OUT	SIGNATURE

NAME	COMPANY	TRADE / ROLE	IND.	TIME IN	TIME OUT	SIGNATURE

End of day check

- [ ] All personnel signed out and site is clear
- [ ] Exclusion zones and barricades left in place
- [ ] Incidents or near misses recorded separately
- [ ] Plant and equipment shut down and secured
- [ ] Site left secure, gates and hoarding locked
- [ ] Sheet filed with the site safety records

I confirm this record is a true and complete account of the personnel on this site for the date shown.

SITE SUPERVISOR SIGNATURE

PRINT NAME

DATE