# Appendix 4

to Occupational Health and Safety Requirements for Contractors and Visitors

**WEEKLY REPORT REGARDING OCCUPATIONAL HEALTH AND SAFETY AT KEY INWESTMENT PROJECTS**

**PURSUANT TO CONTRACT No. …………………………………… for the period of: …………………………………..**

|  |  |  |
| --- | --- | --- |
| **No.** | **Information** | **Description** |
| 1 | Contractor (name) |  |
| 2 | Project Name |  |
| 3 | Worksite |  |
| 4 | Works in progress |  |

1. **Contractual information**
2. **Information on the staffing**
   1. Number of workers (total): …………………………………………
   2. Direct supervision (number): …………………………………………
   3. OHS supervision (number): …………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Company name** | **Scope of work** | **Number of workers** |
| 1 |  |  |  |
| 2 |  |  |  |
| … |  |  |  |

* 1. Information about Subcontractors:

1. **Safety indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Type** | | **Number in the reporting period** | **Total** |
| 1 | Accidents at work (total) | |  |  |
| 2 | includ.: | Fatalities |  |  |
| 3 | Severe injuries |  |  |
| 4 | Collective accidents |  |  |
| 5 | Near misses | |  |  |
| 6 | Number of safety inspections / walk-downs | |  |  |
| 7 | Number of safety trainings (mandatory trainings not included) | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Short description** | **Consequences/possible consequences** | **Incident location** | **Affected party (company name)** | **Actions taken/Recommendations** | **Information on recommendation implementation** | **Comments** |
| **Accidents at work** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| **Near misses** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| **Non-conformities/Unsafe condition/Unsafe behaviour** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |  |
| **Positive behaviour** | | | | | | | |
| 1. |  | n/a |  |  | n/a | n/a |  |
| 2. |  |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |  |

1. **Detailed information**

|  |  |  |
| --- | --- | --- |
| **Photo documentation** | | |
| Photo 1 | Photo 2 | Photo 3 |
|  |  |  |
| Photo 4 | ……… | ……… |
|  |  |  |