

ASBESTOS SITE WORK SIGNING-IN LOG

THIS LOG MUST BE COMPLETED BEFORE CARRYING OUT ANY WORK DISTURBING THE FABRIC OF BUILDINGS ON THIS SITE BY ALL PERSONS INCLUDING CONTRACTORS, MEMBERS OF STAFF, CARETAKERS AND TENANTS.

Date:		Time in:		Time out:	
Company Name:					
Location of work:					
Purpose of Visit:					
Visit requested by:					
Declaration (please tick the appropriate box or mark it Not Applicable i.e. N/A)					Tick
1.	I have received Asbestos Awareness Training and fully understand my duties under the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012				<input type="checkbox"/>
2.	<u>Minor non-intrusive maintenance works</u> <ul style="list-style-type: none"> • I have read the asbestos register, reviewed the available supporting plans and asbestos survey reports. I am fully aware of the location and type of asbestos containing materials in the area where I intend to work. <input type="checkbox"/> • I understand the limitations of the asbestos register and Asbestos Management Survey Reports and that they are <u>only</u> sufficient for non-intrusive maintenance works. <input type="checkbox"/> • I will take care and assess every stage of my work to avoid disturbing concealed asbestos that may not have been included in reports or previously identified. <input type="checkbox"/> • In the event that any materials are to be disturbed that cannot be positively identified as non-asbestos for instance metal, stone, wood, brick, block I will presume that they contain asbestos until proven otherwise <input type="checkbox"/> • If I discover materials I suspect contain asbestos or inadvertently cause the release of dust or fibres suspected of containing asbestos I will immediately stop work and follow The Emergency Procedure (Appended to the Asbestos Management Plan). <input type="checkbox"/> 				
3.	<u>An Asbestos Register/ NO asbestos survey reports are available on the premises.</u> <ul style="list-style-type: none"> • I have contacted Vertas Property Management Area Property Services Manager (North) 01502 674800/ 07771 943 574, (West) 01284 758680/ 07884 235 918 or (South) 01473 264600 / 07543 237096 <input type="checkbox"/> • Further instructions have been received and I am now fully aware of the way to proceed with the work. <input type="checkbox"/> 				
4.	<u>Visiting premises in an emergency (out of normal office/ working hours):</u> <ul style="list-style-type: none"> • I am aware of my responsibilities and duties regarding the prevention of exposure to asbestos fibres to both myself and anyone affected by my actions. <input type="checkbox"/> • Where I cannot confirm that asbestos containing materials are NOT present, I will presume the area/material contains asbestos until proven otherwise and will organise the necessary measures to protect myself and others. <input type="checkbox"/> <p>Contd.</p>				

