MAKE SAFE REPORT



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| **Job Details** | |
| **DATE** |  |
| **TIME** |  |
| **JOB ADDRESS** |  |
| **HOMEOWNER** |  |
| **PHONE/MOBILE** |  |
| **JOB TYPE** | Make Safe |
| **JOB TYPE OTHER** |  |
| **BUILDER** | Unique Building Services |
| **WORK ORDER/PURCHASE NUMBER** | UBS-xxxxx |
| **ATTENDANCE** | 1st Attendance |

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| **Site Safety** | | |
| 1 | After hours call out? | No |
| 2 | SWMS filled out and completed on site? | Yes |
| 3 | Are all trades wearing the correct PPE? | Yes |
| 4 | Have all trades completed a construction induction (white card)? | Yes |
| 5 | Did trades use safety harnessing while working from heights? | Yes |
| 6 | Have you inspected the site for hazards and risks? | No |
| 7 | List any hazards or risks (if applicable) | N/A |
| 8 | Does the area need to be sealed off to prevent entry? | No |
| 9 | Have all electrical equipment been tested, tagged and fit for use? | N/A – no electrical equipment required |
| 10 | Are there any risks of close contact with overhead powerlines? | No |
| 11 | Is there any risk of falling objects, or fall from heights? | No |
| 12 | Is the area clear of asbestos or dangerous chemicals or materials? | N/A |
| 13 | List any dangerous chemicals or materials (if applicable) | N/A |

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| **General** | | |
| 1 | Single or Double Storey? | Single Storey |
| 2 | Tiled or Metal Roof? | Tiled |
| 3 | Damaged or Affected Items | Pergola and window |
| 4 | Location of Damages | Rear yard area and front window |
| 5 | Cause of Damage (if other, please explain) | Storm |
| 6 | Debris cleaned and removed from site? | Yes |
| 7 | Was debris removed from site? | Debris removed from site and disposed |
| 8 | Method used to dispose of debris? (i.e., tipping, skip bin, other) | Debris disposed by tipping |
| 9 | Was homeowner / tenant satisfied with completed works? | Yes |
| 10 | Additional information (if required) | N/A |

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| **Works Completed** |
| **13/06/21 -** Trades were required to attend site, as property has been impacted by storm damage.  Roof of the pergola has blown off. Trades secured over with caution tape and removal of roof will need to be done at a later date upon approval.  Trades also secured over a damaged window with tarping- window measured 3mt- 4.2  **18/6/21 -** Trades re-attended site to complete rubbish removal of the damaged pergola roof. Pergola roof was cut into smaller sections to allow for removal.  Tip run completed. |

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| **Materials Used** | | |
| **Item** | **Qty** | **On Hire?** |
| Caution Tape | 1 | No |
| Tarp | 1 | No |
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