



Contractor's Weekly EHS Report

Week Ending ___/___/_____

Report Date: ___/___/_____

Project Name:		Prime Contractor:	
SURF Project Manager:		SURF EHS POC:	
Subcontractors on-site this week		EHS Attachment s included:	

Major Activities Completed

Weekly Statistics

#	OSHA Recordable Injuries:
#	First Aid Cases:
#	Near Misses:
#	Releases/Spills of Hazardous Materials:

Weekly Inspection Summary

Weekly Inspection Findings and Resolution:

Safety Suggestions:

Contractor Site Superintendent	Name:	Contractor Safety Officer/Rep	Name:
Sign and date:		Sign and date:	

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Instructions:

This form is to be completed at the end of each week that work is performed by a contractor on SURF property. The form is to be turned in, with all of the pertinent attachments, to the SURF POC by Tuesday of the following week.

Fill in the top portion of the form with the requested information. List all subcontractors that worked on the project during the week being reported.

List all attachments that accompany this form. The following is a list of possible required attachments.

New and Revised JHAs:	Confined Space Entry Permits
Weekly Inspection Form	Toolbox Talk with Attendance Roster
Hot Work Permits	First Report of Injury/Incident
Excavation Permits	Incident Data Collection Form
Daily Trenching Log	Investigation Reports
Mobile Equipment Inspections	Personal Sampling Results
LOTO Documentation	Site Orientation Documentation for New Workers
First Aid Log if New Entries Have Been Made	

Report all major activities completed to include EHS activities

Report the number of OSHA recordable injuries occurring during the week with a brief description of each and attach a copy of the First Report of Injury/Incident Form, Incident Data Collection Form, and any Tap Root, or other investigation documents. The originals documents must be turned in within the following timeframes as specified in the CEHS Manual and copies included with this report.

Initial Report	As soon as the scene is stabilized (but not more than 1 hour)
First Report of Injury/Incident Form	By the end of shift
Preliminary Investigation Report	24 Hours
Detailed Investigation Report	4 Days

Report any First Aid cases or Near Misses reported to you either verbally or in writing to include those reported on the 5-point cards.

Report all Environmental releases

Contractors are required to do a documented self inspection at least once each week. Report the findings from that inspection and any other inspections conducted and the resolution of those findings. Attach a copy of the inspection form to this report.