

Site Diary Report

SITE DETAILS

Site details

01

Project / job: SITE-001
Supervisor: Alex Morgan

DAILY CONDITIONS

Working day and weather

02

Working day: 07:00 - 15:30
Working-day notes: Normal working day with a morning toolbox talk.
Conditions: Fine and sunny
Temperature: 22°C
Rainfall: 0 mm
Wind: Light
Weather notes: Good conditions for external works.

PEOPLE

People on site

03

Contractor / trade	Workers	Hours	Notes
Example Concrete Pty Ltd	5	40	Slab preparation and concrete pour
Example Electrical	2	16	Temporary power and rough-in

PROGRESS

Work completed today

04

Activity	Contractor / trade	Area	Status	Notes
Pour eastern slab	Example Concrete Pty Ltd	East wing	Completed	Finished and cured area ready for tomorrow.
Install temporary power	Example Electrical	Site compound	In progress	Final testing still required.

EXCEPTIONS

05

Problems or delays

From	To	Workers	Description	Cause / notes
09:15	09:45	5	Concrete truck arrived late	Delivery delay / Work continued with preparation tasks.

RISK

06

Safety / incidents

Type	Time	Location	Description	Action taken
safety	10:30	Site compound	Loose lead identified near the compound	Lead secured and area checked

RECORD

07

Notes

Note 1: End-of-day notes

Concrete pour completed to the eastern slab. Housekeeping checked before close of site.