



WORKSITE RECORDS

G 09

Principle

Worksites should be monitored on a daily basis to determine the human resources and equipment used on the different worksites on the shoreline.

In order to do this, forms should be filled up at the end of each day, summarising the operations conducted and listing the means deployed, site by site, during the day.

These daily worksite monitoring forms are a key element in response management:

- *during the crisis*, they constitute a valuable management and communication tool, in that they give a constant overview of human and material resources used on the worksites, meaning that a detailed picture of the worksites (number, means used...) is available at all times
- *after the crisis*, they are the basis for experience feedback, archiving and even compensation procedures.

Filling in the forms

Content

The information required on the worksites in operation mainly concerns the following points: location, date, human resources and equipment (number, origin), operations (type) and results (volumes of waste).

NB: personal protective equipment (oilskins, disposable overalls, masks, goggles, boots etc.) and manual tools (shovels, scrapers, bags etc.) should not be listed daily for each individual worksite but rather on a weekly basis by the advanced response centre. Their provision must nonetheless be taken into account (in terms of requirements for the following days).

Writer

An individual worksite form (cf. datasheet G01) should be filled in at the end of every working day by the different worksite leaders and taken to the advanced response (ARC) centre for the evening meeting.

The ARC will compile all these forms (cf. datasheet G02) and transfer them to the operational response centre and the permanent response centre.

A model form, taken from the French national contingency plan revision guide written by *Cedre*, is presented below.

When filling in the form, the worksite leader should be as accurate as possible in the description of the means used on the site.

Form 1 – DAILY WORKSITE MONITORING – INDIVIDUAL FORM

Response centre:	Date:	Site:
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PERSONNEL		TYPE OF OPERATIONS	EQUIPMENT USED			COLLECTED WASTE	ADDITIONAL COMMENTS (INCIDENTS, CHANGES, TEAMS, FAILURES ETC.)	REQUIREMENTS FOR THE FOLLOWING DAY PERSONNEL/EQUIPMENT
WORKFORCE	ORIGIN ⁽¹⁾		QUANTITY	TYPE ⁽²⁾	ORIGIN ⁽¹⁾	QUANTITY (M ³)		

How to fill in the form

(non exhaustive list to be adapted to suit the situation in hand)

<p>(1) Origin of resources</p> <p><u>Equipment</u> Local authorities*, Fire Service, Army*, private company*, other*</p>	<p>(2) Type of equipment</p> <p><u>Heavy duty machinery/logistics</u> earthmoving equipment (e.g. power shovels) farm machinery (e.g. tractors, trailers...) water supply equipment (e.g. tanker ...)</p> <p><u>Specialised equipment</u> Sand screeners, HP washers, transfer pump, impact hose... storage (tanks, big-bags...)</p>	<p>(3) Type of operations</p> <p><u>Disposable products</u> Geotextile, sorbents, washing agents, other*</p> <p><u>Manual recovery</u> Mechanical screening HP washing etc.</p>
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* specify

Form 2 - DAILY WORKSITE MONITORING - SUMMARY FORM FOR RESPONSE CENTRE USE

Date:	Response centre:
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WORKSITES	PERSONNEL		TYPE OF OPERATIONS ⁽³⁾	EQUIPMENT USED			COLLECTED WASTE	ADDITIONAL COMMENTS	REQUIREMENTS FOR THE FOLLOWING DAY
	(NAMES OF SITES)	NUMBER		ORIGIN ⁽¹⁾	NUMBER	TYPE ⁽²⁾	ORIGIN ⁽¹⁾	QUANTITY (m ³)	(INCIDENTS, CHANGES, TEAMS, FAILURES ETC.)
1									
2									
3									
4									
5									
6									

(non exhaustive list to be adapted to suit the situation in hand)

<p>(1) Origin of resources</p> <p><u>Equipment</u> Local authorities*, Fire Service, Army*, private company*, other*</p> <p><u>Personnel</u> Local authorities*, Fire Service, Army*, volunteers, private company*, other*</p>	<p>(2) Type of equipment</p> <p><u>Heavy duty machinery/logistics</u> earthmoving equipment (e.g. power shovel, bulldozer, loader etc.) farm machinery (e.g. tractors, trailers...) water supply equipment (e.g. tanker ...)</p> <p><u>Specialised equipment</u> Sand screeners, HP washers, transfer pump, impact hose, storage (tanks, big-bags...)</p>	<p>(3) Type of operations</p> <p><u>Manual recovery</u> Mechanical screening HP washing etc.</p> <p><u>Disposable products</u> Geotextile, sorbents, washing agents, other*</p>
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* specify