

# PERSONNEL ACCOUNTABILITY SHEET

*One copy should be completed by each organization and returned to the IC through the site-safety officer before personnel enter the work area) this form documents the presence of all personnel and their organizational affiliation. This provides the IC with an accurate accounting of everyone onsite for planning and safety purposes.*

<b>TOTAL NUMBER OF PERSONNEL ON-SITE</b>  (NAMES ON THE BACK)	INITIAL DATE & TIME:	
	UPDATE & TIME:	
	UPDATE & TIME:	

<u><b>NAME OF ORGANIZATION:</b></u>	<u><b>ON-SITE TASK(S):</b></u>
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<b>ON-SITE PROJECT MANAGER:</b> _____
<b>CONTACT NUMBER:</b> _____
<b>PAGER:</b> _____
<b>CELLULAR PHONE:</b> _____

<b>OFF-SITE PROJECT MANAGER:</b> _____
<b>CONTACT NUMBER:</b> _____
<b>FAX NUMBER:</b> _____

<b>NOTES:</b>

