

PALMER WOODS LIMITED

ELECTRONIC FORMS

These forms can be use for electronic submission to head office.

Instructions for use:

- Use the link to open the form
- Complete the form
- In the file menu choose send to email recipient and email to accounts@palmerwoods.co.uk.

 Timesheet

 Petty Cash

These forms are in Excel format. If you do not have MS Excel please contact Head Office

GENERIC RISK ASSESSMENTS

 Workplace Risk Assessments

The generic risk assessment can be used where the site activities are of a non specialist nature. Please review and complete the Site Specific parts of the forms.

If the work in hand is of a non specific nature then a new Risk Assessment will need to be prepared. Please consult Head Office or The Health and Safety People for assistance in this regard.