

Project name:		RC Project no.	
Location or site:		Date of briefing:	

All personnel are to receive a daily briefing. This will be given by our site manager to the contractors' supervisor as one meeting. The supervisors will in turn relay the briefing information to their workers.

<b>Key activities:</b> <i>(including details of the organisation undertaking the activity)</i>	
<b>Key hazards, risks and controls:</b>	
<b>Unresolved issues from previous day:</b>	
<b>Near misses:</b>	

Are relevant method statements and risk assessments in place?	Yes: [ ]	No: [ ]
Key visitors and deliveries:		
Key personnel <i>(including details of contractors' supervisors)</i>		

Attendance record		
I acknowledge receipt of the daily task briefing detailed above and confirm that I have been briefed on the possible risks for today's work. I will relay this information to workers under my supervision.		
Name	Signature	Employer

	Name	Signature	Employer
Briefing given to contractors' supervisors by:			