# Daily Briefing

| **Date** |  | **Site** |  |
| --- | --- | --- | --- |
| **Day objectives** |  | **Notes** |  |

**Tasks**

| **Who?** | **What?** | **When?** | **Instructions** | **Tools, equipment, materials** | **Risks and controls** |
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| **General risks and controls** | *Run through the Work Risks and Control Plan, and highlight key risks and controls not covered above. Add other general safety information to the right.* |  |
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| **Questions** *(for and from team members)* | * Do you have any questions for me? | |