

DAB script

Good morning everyone. I hope everyone is well on this lovely sunny morning. It's time for the daily toolbox meeting. As per usual we'll begin with the Health and Safety briefing and then move on to the daily work plan.

Thanks to those of you who have updated the safety register. There has been one addition since yesterday. The steel fabricators are on site and will be lifting some beams into place today. You'll need to keep well clear of the area as they'll be using a crane to lift them into place, and we can't have any other trades in the area.

Once the crane arrives, I will be putting up a cordon around the area. If you need to enter the area, you'll need to get permission from Mike. The fabricators have a lot to get through today, so you may have to wait until they stop for morning tea or lunch before he'll give you access to the area to do whatever you need to do.

The excavator will be digging out the last of the holes for the column foundations, so please make sure that you keep clear of the digger. And make sure you all have your high-viz vests on.

There will be more trucks entering and exiting the site today, taking the excavated soil away. So please keep out of their way and make sure that they have clear access to where the excavator is working.

Matt, I saw you using the grinder yesterday without your safety glasses on. I'm glad you put them on after Anna reminded you. Thanks Anna! Please everyone, remember that safety glasses, ear protection, and hardhats must be worn when required. No If you see anyone not wearing their safety gear, make sure that you remind them. We are all responsible for the health and safety of everyone on this site.

If anyone has any other health and safety topics or concerns to bring up, now's the time. Or have a chat with me after the meeting so I can update the safety register.

A quick reminder: in case of an emergency, the assembly point is just outside the worksite entrance on Maytown Road.

Let's move on to today's work activities.

The weather forecast is for a fine day, with no rain expected until the weekend. The weather isn't looking too good for next week, so the roofers have a few more people on site today with the aim of having the roof finished for the main section of the building by Friday.

We still have a bit of work left to finish off the roof framing and with extra roofers on site, we don't want to hold them up. Jack has had a chat with Steve, and I understand he's asked a couple of his team members to help Jack's crew keep ahead of the roofers. Thanks for stepping up.

We have the concrete truck booked for first thing tomorrow morning to fill the foundation holes the excavator is digging out today.

The steel reinforcing cages are ready to go, so as soon as the excavator is finished and out of the way, Queenie and Rob will be getting them set up ready for concrete in the morning.

We need to get those footings poured before the weekend. The steel fabricators have scheduled to erect the columns on Monday and are working on another site for the rest of next week. We really don't want any delays, otherwise it'll be a week or more before we can get the fabricators back on site.

I gave the engineer a call on Monday, and he is booked in to do the inspection on those foundations this afternoon. Queenie, please let me know if there are any issues that might delay the concrete going in tomorrow and I'll reschedule the concrete for Friday morning.

The architect and client will be on-site today to check on progress, so please make sure that you keep an eye out for their safety. Dave, if they haven't done a safety induction, can you do that with them before they enter the site.

If no one has anything else to add, we'll wrap up the meeting now. Let's have a productive and safe day.