MJ Hughes Record of Daily Briefing

Reference no.

| Project name: | Project no. | |
|-------------------|-------------------|--|
| Location or site: | Date of briefing: | |

All personnel are to receive a daily briefing before they enter the construction area of a site. This requirement applies to employees, sub-contractors, visitors and any other person starting work.

| Key activities: (including details of Leaders; chain of command; tool and equipment inspections) | | | | |
|---|--|--|--|--|
| Safety Briefing | | | | |
| (Key hazards, risks and controls; what ifs; emergency plan) | | | | |
| Are JHA's and Site Specific Safety Plan in place and being Utilized Yes: [] No: [] in each process? | | | | |
| Key visitors and deliveries: | | | | |
| Key personnel CPR; 1 st Aid; | | | | |
| Attendance record I acknowledge receipt of the daily task briefing detailed above and confirm that I have been | | | | |
| i acknowieuye receipt of the uaily task phenny detailed above and confining that I have been | | | | |

| Name | | Signature | Employer | |
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MJ Hughes Construction 1/15/16

MJH Form: 310-07 Revision 0 - 10/27/2023