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DAILY SITE BRIEFING RECORD

AMP-WHS-FRM-007

Project / site		**Date / start time**	
Supervisor / facilitator		**Weather / forecast**	
Client / principal contractor		**Today's work areas**	

Daily briefing
Complete before work starts and repeat when conditions, tasks, people, plant, substances or site interfaces change. This form supplements the pre-start checklist, JSA and SWMS and does not replace them.

Work plan and coordination

Planned task / sequence	Work area	Workers / contractors	Plant / chemicals	Related JSA / SWMS / permit

Today's hazards and controls

Briefing item	Checked / discussed	Control or change required	Responsible person
Changes since previous shift / unresolved actions	☐		
Access, emergency routes and housekeeping	☐		
Other trades, occupants, public and mobile plant	☐		
Asbestos, lead, silica or suspect materials	☐		
Ladders, scaffold, EWP, roof or edge work	☐		
Electrical services, tools, leads and RCDs	☐		
Paints, solvents, spraying, ventilation and ignition sources	☐		
Dust, noise, manual handling and PPE / RPE	☐		

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Briefing item	Checked / discussed	Control or change required	Responsible person
Weather, heat, UV, wind, rain or storms	☐		
Waste, wash-water, environmental and spill controls	☐		
First aid, fire, emergency contacts and rescue arrangements	☐		
Deliveries, storage, exclusion zones and signage	☐		

Changes, issues and actions

Issue / change identified	Immediate action or revised control	JSA / SWMS review needed?	Responsible person	Completion time

Worker briefing and acknowledgment

By signing, attendees confirm today's tasks, hazards, controls, emergency arrangements and changes were explained and understood. Workers must report further changes and stop work if controls are ineffective.

Worker / contractor name	Role / employer	Work area / task	Signature	Time

Sign-off

Briefing facilitator		Signature / date	

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Work authorised by		**Signature / date**	