# Daily Briefing (Example)

| **Date** | 19 February 2024 | **Site** | Martin Garden, 123 Ako St, Palmerston North |
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| **Day objectives** | Complete all groundwork. | **Notes** | * Aroha only working until 1200 |

**Tasks**

| **Who?** | **What?** | **When?** | **Instructions** | **Tools, equipment, materials** | **Risks and controls** |
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| Aroha, Matt | 1. Initial set-out of both paving areas | Immediately | 1. Rough perimeter set out for excavation 2. Install profiles and stringlines at 1m spacings at finished ground level | * Spray paint * Tape measures * Timber, pegs, screws for profiles * Stringlines * Drill/driver * Sledge hammer | * Stringlines and profiles - drop when not in use * Use spray paint as per instructions on can * Follow safe work practices for tasks and tool use |
| Aroha, Matt | 2. Excavate paving areas | After set-out | 1. Excavate using hand tools to 160mm below profile level 2. Check depth periodically 3. Excavated fill to be loaded onto trailer, use approved ramps | * Spades/shovels * Wheelbarrows * Trailer | * Always have a spotter when backing the trailer * Trailer to remain attached to ute while being filled and when full * Ute keys held by Chris, ute parking brake on, cab locked |
| Chris | 3. Set out of boardwalk foundations | Immediately | 1. Install profiles and stringlines at correct spacing for Nuraspike piles and at the level of the top of the bearers | * As per task 1 | * As per task 1 * Adhere to marks from underground services scan, if in doubt contact service provider |
| Chris, Matt | 4. Hammer in Nuraspikes | Time permitting | 1. Tap in spike with sledge 2. Place hitting plate on top 3. Hammer spike all the way in with sledge | * 12x Nuraspikes * Nuraspike hitting plate * Sledge hammer | * Follow safe work practices for tasks and tool use * Take turns |

| **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.*  *As if there are any new risks that need to be assessed.* | * Matt to work under direct supervision at all times * Follow approved safe working practices at all times |
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| **Questions** *(for and from team members)* | * Do you have any questions for me? * What depth below finished ground level are we excavating for the paved areas? * What safety controls do we have related to the trailer? * How often should we stop for a drinks break? * Matt, do you know where to find the sunblock? | |