# 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
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**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
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| 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
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| 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
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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.**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?
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