

DAILY PRE-TASK BRIEFING RECORD

FORM — ONE PAGE, AT THE WORKFACE

The start-of-shift talk for the task — what, who, permits open, the RAMS reference, questions, signatures

KD-POW-PB-002 Rev A0

CDM 2015 reg 15: the contractor plans, manages and monitors its work and gives the people doing it the information they need; MHSWR 1999 reg 5: the arrangements are put into effect, which for a task means every shift, not once. The RAMS briefing record (KD-SITE-RB-008) is signed once per revision and records the briefing of the document. This sheet is the supervisor's talk at the start of the shift about today's task — what, where, who, what is open, what has changed — with the POWRA (KD-POW-RA-001) read out. A toolbox talk on a subject is a KD-TBT sheet; consultation is KD-CDM-WC-011; the site manager's own walk before work starts is KD-SITE-DC-014, which checks the site, not the gang's task. Five minutes, at the workface.

1 THE BRIEFING

PROJECT / SITE REF	SITE	DATE	BRIEFED BY (SUPERVISOR)
THE TASK TODAY		LOCATION	RAMS / SSW REF AND REV
POWRA REF	PERMITS OPEN (NUMBERS)	ISOLATIONS IN PLACE	BRIEFED AT

2 WHAT WAS COVERED — TICK AS SAID, NOT AS INTENDED

- ☐ The task and today's sequence: what happens first, what next, where the day stops
- ☐ The hazards for today and the control for each — the POWRA read out, section 2 first
- ☐ What is different from the RAMS today, and what the gang does about it
- ☐ Permits and isolations: the numbers, what they cover and what they do not
- ☐ Who is working above, below and alongside; the exclusion zones; the drop zones
- ☐ The PPE and RPE for this task — on the job now, not in the van
- ☐ Stop conditions: what stops the task, who stops it, who is called and on what number
- ☐ Emergency: the first-aider, the muster point, and the rescue plan where height, a confined space or an excavation is involved

3 QUESTIONS ASKED — AND THE ANSWERS GIVEN

QUESTIONS AND ANSWERS

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4 THE GANG — I WAS AT THIS BRIEFING, I UNDERSTOOD IT, AND I KNOW WHAT STOPS THE TASK

NAME (PRINT)	EMPLOYER	ROLE	SIGNATURE

Briefed by — I gave this briefing at the workface before the task started, and the people above heard it:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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continued

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KD-POW-PB-002 Rev A0

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.