

WORKER CONSULTATION AND BRIEFING RECORD

CDM 2015 — MANAGEMENT

The record that the workforce was briefed, consulted in good time — and listened to

KD-CDM-WC-011 Rev A0

Reg 14: the principal contractor makes arrangements so workers (or their representatives) are consulted in good time on matters affecting their health, safety or welfare, and can inspect relevant information. Consultation is not telling people what was decided — it is asking before deciding, and this record has a section for what came back because that is the part an inspector looks for and the part that actually prevents accidents.

1 THE SESSION

PROJECT / SITE

DATE

LED BY

TYPE

TOPIC

WHAT WAS COVERED

2 WHAT THE WORKFORCE RAISED, AND WHAT HAPPENS ABOUT IT

The two-way half. A blank here on every record is its own finding — nobody raises nothing, week after week.

RAISED	BY	ACTION AGREED — OWNER AND DATE	CLOSED

3 WHO WAS THERE

NAME	COMPANY	TRADE	SIGNATURE

RECORD COMPLETED BY

SIGNATURE

DATE

FILED WHERE

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	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	material	Review action — footer scope statement now this document's own; content unchanged.	— not yet approved —
A0	2026-08-31	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.