

Daily Activity Briefing			 Dayworks
Project	Date of shift	Area	
Briefed by	Shift	Weather forecast	
Toolbox talk	Key risk today	Emergency contact	

Planned activities

Activity	Led by	Gang size	RAMS ref.	Permits	Interfaces with other gangs

Plant

Item	Operator	For activity

Deliveries

Time	Description	Supplier	Unloading point

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