







The background is a solid teal color. It is decorated with several large, thin, curved lines in various colors including light blue, yellow, pink, and red, which sweep across the frame in a dynamic, organic pattern.

Health and Safety Reboot 2026

POWRA & SAFETY BRIEFING

-  Commitment to H&S
-  Hazards, Risks, Controls, PPE
-  Emergency Procedures & First Aid
-  Incident Reporting
-  Site Arrangements & Traffic Management
-  Housekeeping & Safe Actions

YouMatter



DAILY SITE BRIEFINGS

MAKING IT BETTER

Apollo ref: 4022-2

A Simple Guide to Daily Point of Works Safety Brief

McLaughlin & Harvey

The daily brief must be prepared in advance for any tasks as part of the planning process and will take place each morning before work commences.

The daily brief is an opportunity to discuss the following:

- Schedule of works for the day.
- Deliveries to the site.
- Restricted areas and other hazards all workers must be aware of.
- Permits required or open.
- New work commencing and introducing new team members.
- Any communications from the SHEQ department.
- Any matters arising on-site are to be settled.

The supervisor should review and update the brief document if something changes or a specific risk is encountered. The daily brief document must be returned to McLaughlin & Harvey Site Office.

The daily brief does not replace the RAMS but complements them as they are finalised on the day at the worksite. For more complex tasks, Risk Assessments and Method Statements will be developed.

Debrief: Key learning that are gained during the job are to be considered at the next daily briefing session.

1

The Task

Enter a brief description of today's task.

2

Before the Briefing

Planning of the task is critical. Prior to carrying out the briefing ensure, you have checked permits, RAMS, etc.

3

During the Briefing

Discuss with the team what is needed to proceed safely.

4

The Task Hazards

Tick the box as a 'heads-up' for each hazard likely to be encountered for this task and discuss these with the team.

5

Specific Point of Work Hazards

Discuss any specific hazards for the task and detail any immediate controls that are needed

6

Feedback from Operatives

Detail any feedback and specific actions that may be required, for example, checking equipment, fire watch for hot works etc.

7

Name the People attending the Daily Brief

Print the names of the operatives attending the daily briefing session.

8

Stop

If something changes or a specific risk is encountered the work must **STOP** and the task immediately reviewed, and documents updated.

!

Introduction: brief overview of the day's agenda and the importance of safety.

!

Review recent incidents: encourage discussion on incidents/misses.

!

Key points: highlight hazards, procedures, and any changes in the work.

!

Encourage questions: team feels comfortable expressing concerns.

!

Relevant and concise information: relevant information, keep it short.

!

Documentation: record that the briefing has taken place, and any actions.

!

Continuous improvement: use feedback to improve the content and delivery.

ENGAGING

Daily Safety Briefings should be

INFORMATIVE

ACTIONABLE

McLaughlin & Harvey

POINT OF WORK RISK ASSESSMENT IS IT SAFE TO PROCEED?




RISK ASSESSMENT & POWRA

WHAT ARE THE RISKS?

<p>Ask what we need to do this job safely...</p> <p>Tick where appropriate and comment overleaf.</p>	Specific - PPE	Manual Handling	Electricity	Tools and Equipment	Hazardous Substances	Work at height	Weather Conditions
							
	Tick		Tick		Tick		Tick
	Housekeeping	Lifting	Excavation	Traffic Safety	Confined Spaces	Permit to Work	Other (please specify)
							<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Tick		Tick	Tick		Tick	Tick	

Tick the box as a ‘heads-up’ for each hazard likely to be encountered for this task and discuss these with the team.

*Use this section to record anything that’s not in the list



REMINDER: If something changes or you are unsure, **STOP WORK** and let your supervisor know

RISK ASSESSMENT & POWRA

WHAT ARE THE H&S RISKS?

These sections are so important – take the benefit of experience from the experts on the ground

<p>What are the point of work-specific hazards?</p> <p>What are the controls?</p>	Point of Work Specific Hazard	Detail the immediate controls implemented to make the task safe	Is it now safe to Start?	
			YES	NO
	Hot Works	<p>Discuss any specific hazards for the task and detail any immediate controls that are needed</p>		
	Plant /Vehicle Movement			
	Crane Operations			
	Live services			
	Power tools/ Hand tools			
	Noise			
	Scaffolding			
Working Near Water				

<p>Ask the team if there is anything else that should be considered.</p> <p>Who (Name) will do it?</p>	Feedback from Operatives	Action	Responsible
	<p>Detail any feedback and specific actions that may be required, for example, checking equipment, fire watch for hot works etc.</p>		

I confirm the task RAMS have been fully briefed to all members of my working party, listed below.	Name of Supervisor:	Signature of Supervisor:
---	---------------------	--------------------------

<p>The names of the working party to be recorded by the supervisor confirming they have attended the point-of-work briefing</p>	Name of Operative Attending	Name of Operative Attending	Name of Operative Attending	Name of Operative Attending
	<p>Print the names of the operatives attending the daily briefing session.</p>			

If something changes or a specific risk is encountered the work must **STOP** and the task immediately reviewed, and documents updated.

RISK ASSESSMENT & POWRA

WHAT ARE THE RISKS?



****CONSIDER WHO CAN BE HARMED AND HOW****

RISK ASSESSMENT & POWRA

YOUR GOLDEN TICKET

POINT OF WORK RISK ASSESSMENT GOLDEN TICKET

Exclusive Access

- Point of Work assessments allow a unique opportunity to identify and mitigate risks before starting a task
- Critical insight needed by everyone to safely navigate work

Safety Assurance

- POWRA helps to guarantee a safer work experience
- In the event of an accident or incident, it shows that procedures were followed

Empowerment

- A POWRA empowers workers to be involved in the safety process
- Gives the site team the tools and knowledge to work safely together

Dynamic & Real time

- POWRA is a unique opportunity to create a dynamic, real-time assessment, tailored to the moment of work
- A situational safety check that adapts to the environment and work

POINT OF WORK

THE ROLE OF THE SUPERVISOR

...and a reminder - Black Hats are the linchpin



Black Hats – Topics for Discussion






- What are your planned activities today?
- What are the key risks today? (refer to RAMS)
- Are there any planned deliveries today?
- Has the design or specification changed?
- Has the work process changed?
- Have you got the correct information and materials for your job?
- Is your work environment and plant & equipment right to start work?
- Does anyone have any concerns with the day's plans?

Safety supervision is essential for maintaining a safer, more efficient, and legally compliant construction environment.

POINT OF WORK RISK ASSESSMENT

SAFETY SUPPORT & LEADERSHIP

Getting safety right, first time, every time.

-  Clear and consistent safety messaging
-  Toolbox Talks, safety stand-downs, safety leadership visits
-  Streamlined processes for planning, reporting and monitoring
-  Document templates (RAMS, POWRA)
-  Quick reference guidance

 **Get out there and see what is happening on your sites!**