SITE BRIEFING SHEET

NB1003 | Meadow Park foundations | Wednesday 7 October 2026 | Day shift

FICTIONAL DEMONSTRATION ONLY · Generated site photos and sample acknowledgements · Not an issued RAMS or live safety briefing

PROJECT	CLIENT	SITE LEAD	SHIFT / CREW
Meadow Park foundations	Meadow Park Properties	Rachel King	08:00–16:30 · 3 people

1. Work scope and sequence

Prepare and trim foundation trench runs within the marked residential plot; check formation against the fictional drawing revision MP-FND-04; segregate excavated material; complete a visual supervisor check and leave the work area ready for the next construction stage.

Sequence: establish barriers and access route; complete start-of-shift checks; brief exclusion zones and communications; excavate in agreed sections; stop for service uncertainty, ground instability or changed conditions; inspect formation; remove loose spoil; record handover status.

2. Main hazards and controls

HAZARD / EXPOSURE	CONTROL TO APPLY	STOP AND REPORT WHEN
Moving plant and reversing	Agreed one-way route; trained operator; banksman where visibility is restricted; keep people outside swing radius; eye contact before approach.	A person enters the exclusion zone or the banksman cannot be seen.
Open excavations and unstable edges	Barriers at open runs; safe crossing points; keep spoil and plant back from edges; inspect after weather or ground change; no entry into unsupported excavation.	Cracking, water ingress, collapse, unsupported faces or uncertain depth.
Underground / overhead services	Use current service information and locating process; mark known routes; hand dig where required by site controls; protect overhead clearances.	Service records conflict, a service is exposed or an unidentified obstruction is found.
Public, residents and deliveries	Keep boundary secure; marshal deliveries; maintain signed pedestrian route; do not block emergency access.	Boundary is breached, route is obstructed or public access cannot be controlled.
Dust, noise, manual handling	Use suitable dust suppression and hearing protection; plan lifts and use mechanical aid; keep walkways tidy.	Visibility or breathing is affected, or a task cannot be done safely with the planned controls.

3. Plant, PPE and communications

Illustrative plant: excavator EX01 and dumper DP02. Before use, confirm operator authorisation and complete the machine-specific checks for guards, alarms, seat belt, tyres/tracks, attachment and leaks. PPE: hard hat, hi-vis, boots, gloves and eye protection; add hearing or respiratory protection when required. Radio channel 3. First aider: Rachel King. Muster at the signed entrance; keep the east gate clear.

4. Changed conditions and stop-work authority

Anyone may stop work. Make the area safe and contact the site lead if the ground, services, weather, barriers or method differ from the plan, or after a near miss. Reassess and brief again before restarting.

BRIEFING, CHECKS & ACKNOWLEDGEMENTS

NB1003 | Meadow Park foundations | Fictional demonstration record

This sheet illustrates what a briefing can contain. The names, timings and acknowledgements below are invented; no real worker was briefed or signed.

Pre-start discussion

Review the boundary, sequence, services, plant route, excavation controls, emergency plan and roles. Invite questions and confirm changed conditions before starting.

Pre-start check prompts

CHECK	EXAMPLE STATUS	FOLLOW-UP / RECORD
Current drawing and service information at point of work	Reviewed in this fictional example	Confirm revision and local permit process before any real work.
Boundary, barriers and pedestrian route	Shown as established in example	Inspect at start and after any delivery or change.
Plant walk-around and operator authorisation	Illustrative check only	Complete the real machine-specific record before use.
Emergency access, first aid and muster point	Discussed in this example	Confirm actual contacts and site arrangements.
Ground/weather conditions and excavation edges	No issue described in fictional scenario	Reassess after rain, vibration, water ingress or ground change.

Team briefing acknowledgements

Each entry below is a generated example signature, shown once and tied to this fictional job and shift. It does not represent consent, training, approval or a real briefing.

SUPERVISOR ACKNOWLEDGEMENT	Rachel King | 07 Oct 2026 · 08:05		ILLUSTRATIVE SAMPLE - NOT A REAL SIGNATURE
PERSONAL ACKNOWLEDGEMENT	Tom Baker | 07 Oct 2026 · 08:07		ILLUSTRATIVE SAMPLE - NOT A REAL SIGNATURE
PERSONAL ACKNOWLEDGEMENT	Mia Patel | 07 Oct 2026 · 08:08		ILLUSTRATIVE SAMPLE - NOT A REAL SIGNATURE

Supervisor close-out prompt

Before work starts, answer questions, check controls and confirm the team knows how to report a change. Re-brief after any material change.

SAMPLE SHEET · NB1003 · Version 0.1 · Prepared for a product demonstration · Not for operational use