

## Prestart Talk and Site Attendance Record

Project: \_\_\_\_\_ Foreman: \_\_\_\_\_  
 Project No.: \_\_\_\_\_ Date: \_\_\_\_\_

Works Location	Work's Activities and other important information	SWMS Number

**Note:** All works listed above require a Safe Work Method Statement (SWMS), where required, and a Job Safety Analysis (JSA) signed by all personnel involved with the activity, including Foreman and Leading Hand.

Site Issues	Description	SWMS / JSA

Subcontractor Works	Description	SWMS / JSA

Health, Safety and Environment (HSE)								
HSE Issues	Description						Action Required	

Topics to discuss	Y	N	N/A	Topics to discuss	Y	N	N/A
Work Permits Reviewed				Safety Alerts or Reported Incidents			
Traffic Management Plan Reviewed				PPE Required additional to site rules			
Prestart checklist from plant completed				Barricading and Signage			

Production Goals (Used to track goals not rates e.g. tonnes placed, m <sup>3</sup> placed)				
DJC Item No.	Description of Works	DJC Production Goal	Actual Goal Achieved	Achieved? (Y/N)

Signature: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## Daily Prestart - Key Points

**Note:** For a prestart talk **all member** of the work force must be covered, this can be done in smaller groups but these sheets must be kept as a record for all groups to demonstrate due diligence by the managing staff. The following **mandatory points** must be covered at the prestart talk with wording similar to what has been shown in **bold and italics**.

Mandatory Points
<p><b><i>“Firstly is there any safety or environmental concerns from the previous work shift that have come to your attention that we need to attend to before we start.”</i></b></p>
<p><b>Note:</b> If any issues are raised they must be recorded and address as required before starting.</p>
<p><b><i>“Before we start can we confirm that everyone has had a site specific induction?”</i></b></p>
<p><b>Note:</b> It is a requirement that all workers have undergone a site induction; therefore if any worker (including subcontractors,) indicate they have not done so, they cannot commence work until this has been carried out.</p>
<p><b><i>“Can I confirm that everyone here has signed onto &amp; understands their relevant Safe Work Method Statement (SWMS) for today, if you have any concerns please raise them now.”</i></b></p>
<p><b>Note:</b> It is a requirement that all workers have sign on and understood their SWMS before commencing work, and that risks that relate to both safety, and environment are controlled.</p>
<p><b><i>“Can I confirm that you have your permits and they are current for the work we are doing today, and that you have a copy of them for your team?”</i></b></p>
<p><b>Note:</b> It is a requirement that all permits are in place and current, this includes Permit to Work Near Service, Hot Work Permits and etc. Further permits are to be kept with the team at all times as a reference, and training provided e.g. Working Near Services Induction Manual is mandatory if you dealing with them on site.</p>
<p><b><i>“Finally use your Job Safety Analysis (JSA) to identify any hazards that you need to control in your task that may have changed or are specific to your work today for both safety and environment. If you have not got a JSA to sign onto and use, see me before you start.”</i></b></p>
<p><b>Note:</b> It is important that all team use and understand how to implement their JSA to identify any hazard that relate to their task. If the risk is assessed as high they must not proceed without further controls and approval. It should also be used to identify anything new and unexpected, stop, think, assess and report.</p>

General Points (Optional)
<p>Further site’s specific points then need to be covered some examples are: Subcontractor’s works; HSE issues; Delivery Driver Induction; Access points for deliveries; escorting of deliveries; what haul routes will be used; new hazards and controls put in place, is rain expected check your environmental controls; other major works on site and adjacent that may impact the group.</p>
<p><b><i>Does everyone understand what they are trying to achieve today in relation to their production?”</i></b></p>

**Note:** To drive production it is important that all members of the team understand what they are trying to achieve in their daily production, for critical items that drive the project an Inspection and Test Plan (ITP) should be used.

This task can be allocated to the team leaders such as leading hands or sub-foreman during the day.

## Daily Prestart and Site Attendance Record

Project: \_\_\_\_\_ Foreman: \_\_\_\_\_

Project No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete as a record for site attendance and prestart participation.**

**Note:** If you were not at the prestart meeting you must read the issues on the 1st sheet and contact the Site Foreman if any issues concern or affect you before commencement of work and signing this record. By signing in, you confirm that you understand and will comply with site rules, JSA, SWMS, PPE requirements, incident reporting procedures, and other safety and environmental requirements.

Sign in				Sign out			
Name	Company	Date In	Time In	Date Out	Time Out	Have you sustained an injury today? (Y/N)	Signature
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**All incidents are to be reported and recorded immediately.**

Injuries recorded today: \_\_\_\_\_

Foreman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Visitor Daily Attendance Record

Project: \_\_\_\_\_ Foreman: \_\_\_\_\_  
 Project No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete if you are a site visitor or are project staff who are not required to attend a prestart meeting.**  
 By signing in, you confirm that you understand and will comply with site rules, JSA, SWMS, PPE requirements, incident reporting procedures, and other safety and environmental requirements.

Sign in							Sign out			
Name	Host / escort name	Visitor induction (Y/N)	Areas permitted	PPE issued	Date In	Time In	Date Out	Time Out	Have you sustained an injury today? (Y/N)	Signature
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**All incidents are to be reported and recorded immediately.**

Injuries recorded today: \_\_\_\_\_

Foreman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_