GA11 Briefing sheet

Company name		**Project title**	
Location		**Contract no.**	

Briefing for *(tick below)*

Risk assessment		Method statement		Toolbox talk	
Pre-task briefing		Permit briefing		Worker engagement	
Other *(state)*					

Activity/subject	
Project/location	

List of persons attending briefing *(obtain signatures at end of briefing as a record of attendance)*

Name	Trade	Company	Signature

Workforce feedback and comments

Briefing delivered by

Name		**Position**		**Signature**		**Date**	

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