| **PREFRAME**  Set the mindset:   * Set the purpose of the pre-start * Set shift goals   What did we do yesterday?  What did we do that could be improved?  What can we learn? | **Project Name:** | **Work location/Section:** | |
| --- | --- | --- | --- |
| **Supervisors / Team Leader:** | ***Date:*** | |
| * Any issues to raise from previous shift or similar works – ask for workers’ input * Provide knowledge of any events, alerts, or notices that are relevant to the works of the day | | |
| **DATA**  Task Allocation:   * The What * The How | * Allocate tasks * Verify work documentation | | |
| **QUESTIONS**  Possible reference to four critical risks:   * Who may be affected by our works? * What could kill or hurt me / you? * Ask questions to confirm the controls we are putting in place? (engineering controls & above) * Can those controls be implemented? | *(Confirm any interaction or possible interaction with other crews or public)* | | |
| *(Confirm critical risk elements of works that could kill or hurt)* | | |
| *(Confirm with workers the controls they are putting in place)* | | |
| *(Confirm the controls can be implemented and if not, how the risk shall be controlled)* | | |
| **COMMITMENT**  Summarise main points:  Gain commitment to agreed work method and controls. Agree to commit to stop works and review in the event of change.   * Can you share your PB5 with the group to remind us of the reasons for staying safe? | *(Visual and/or verbal confirmation required of workers)* | | |
| By signing below, you acknowledge that you understood the information, have had the opportunity to provide feedback, and confirm that you are fit for work and free from impairment. | | |
| **Attendee Name:**  **(Inc. subcontractors)** | | **Signature:** |
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