Daily Team Briefing: Lifting Operations

| Attendees: | Name: | Company | Signature: | Date & Time |
| --- | --- | --- | --- | --- |
| {{line\_items\_role}} | {{line\_items\_name}} | {{line\_items\_company}} | {{line\_items\_image\_signature}} | {{line\_items\_date}} |

| **Part 2**. Forecast Wind Speed | | | |
| --- | --- | --- | --- |
|  | {{windspeed}} | Forecast Gust Speed: | {{gustspeed}} |
| Forecast Weather Conditions and Temperature: | | | |
| {{weatherconditions}} | | | |

| **Part 3**. Site Details | |
| --- | --- |
| First Aider Name: | {{first\_aider}} |
| Location: | {{site\_location}} |
| Muster point Location: | {{muster\_point}} |
| **Please consider the complexity of lifting activity throughout the day inclusive of the weather forecast, amount of planned and unplanned lifts, labour requirements and any new starters today. If this risk rating is high, then review the operations planned for the day with the site management team** | |

| **Changes:** To site layout, to lifting team, new restrictions, new amended lifting risk assessments, etc. |
| --- |
| {{changes}} |
| **Any Other Business:** |
| {{anyotherbusiness}} |
| **Lifting Schedule:** Details of planned lifts for the day, includes unusual deliveries & lifts. |
| Todays’ Sub-Contractor/ Main contractor Lifting requirements:  {{lifting\_schedule}}  **Confirm Whistles are working before work commence.**  **During a blind lift, should be CONSTANT CLEAR COMMUNICATION, if the Slinger, Crane Supervisor stops giving instruction the Crane Operator MUST cease operations until clear, stable communication has been re-established.**  \*\*ENSURE DAILY ZONING AND ANTI-COLLISION CHECKS ARE UNDERTAKEN PRIOR TO START OF LIFTING OPERATIONS\*\* |
|  |

| Have you covered the following? | Tick |
| --- | --- |
| Is everyone clear on which crane they are responsible for? | {{q1}} |
| Are all activities planned? | {{q2}} |
| Are all expected deliveries scheduled? | {{q3}} |
| Have you communicated any site / environmental changes? | {{q4}} |
| Have you reminded everyone to carry out the daily pre-use accessory checks? | {{q5}} |
| Is everyone clear on ‘Safety First’, if unsure stop the lifting operation and re-assess? | {{q6}} |
| Is tower crane secured each floor for unauthorized personnel to access the crane? | {{q7}} |
| Do all Slinger/Crane Supervisor have handheld Whistles and checked they are working | {{q8}} |
| Has a radio check been completed for all lifting operatives? | {{q9}} |

\*\*Reporting of defects and incidents\*\*

The appointed person should ensure that there is an effective procedure for reporting defects and incidents. This procedure should include notification to the appointed person, recording of action taken to rectify any defects, and clearance of the crane for further service. This procedure should include the immediate notification of the following:

a) Any defects found during daily and weekly checks.

b) Defects found at any other time.

c) Incidents, accidents or near misses however slight.

d) Shock loads, however, they occur.

e) Dangerous occurrence and reportable accidents.

f) Report any radio communication issues to the principal contractor.

{{email}}

| **Appointed Person Resident:** {{ap}}  **Lifting Supervisor:** {{sup}} | | |
| --- | --- | --- |
| **Date** | **Name** | **Signature** |
| {{supervisordate}} | {{supervisorname}} | {{image\_logo\_sup}} |