



Daily Activity Briefing Register

Project: **Project Vista**

Date: **26/11/2021**

Location on Site: **2nd Floor Briefing Area**

Task/ Activity Details

CONCEPT :- Drilling bore holes South (Front)???, Basement??, access OK?, Please use Boot Protectors entering Tower/Welfare (SCRAPER)

LCA, Building the West Elevation, deliveries, Ensure Restriction zones in place, interface between LCA and CONCEPT needs to be good segregation between the two operations maintained as working too close together, objects from height and man/rig interface two biggest hazards, Restriction Zones from each other to be set up at the start of each shift

VALDAS & Team: L2 East Podium, Machine activities finished, HIAB on Site today to lift them down, Anybody involved in this operation needs to be signed to the separate lift plan,

NICK & Team: Full soft strip on L3 Tower Plant Room, Studio 5 and Middle Podium

VICTOR & Team: Safety and cleaning site wide, walkways, staircases, welfare etc. GLASS ON UPPER FLOORS OF THE TOWER WHERE WINDOWS AND GLASS PARTITIONS HAVE BEEN REMOVED, Barriers, safer Stacking etc'

PACKIE & Team: L2 North Podium, Move to Basement of Podium for Soft Strip, Permit to Demo'/ Soft Strip needs to be in place first, Services walk to be shown any live or potentially live services so can be briefed to team,

SEF & Team: Full soft strip on L1 East Podium

STEFAN & Team: Tower Basement, need to get some clearing.

All Gangs gather their COSHH as they go and move to COSHH Stores, Bulbs etc'

SOFT STRIP/DEMOLITION PERMITS TO BE IN PLACE FOR ALL AREA'S, HOT WORKS PERMITS FOR ANY SUCH WORKS

SEPARATE AREA BRIEFING ON ANY EXISTING SERVICES, (GAS, WATER ,ELECTRICS) ETC', ALL OPERATIVES TO BE SHOWN AND MAKE SURE THEY ARE CLEARLY MARKED UP,

LOCKED OR TIGHTLY CLIPPED HERAS PANELS FOR EXCLUSION ZONES NEED TO BE IN PLACE FOR ALL THROWING DOWN AND MACHINE ACTIVITIES,

RESTRICTED ZONES TO BE IN PLACE FOR SCAFFOLD WORKS AND ANY OTHER WORKS WHERE PEOPLE NOT INVOLVED CAN ENTER

FLOOR LOADINGS, AREA SUPERVISOR TO BE SURE OF FLOOR LOADINGS FOR EXCAVATORS, BOBCATS, FORKLIFTS ETC.

SIGNING IN/OUT, Let Ruby know following day if any issue's with fingers as will affect pay if not registered correctly.

No Lone Working or wandering around the building if no need to

Be aware of our neighbours, start times, noise etc', Any enquiries or complaints to be directed politely to site management

No loitering or Smolking in front of their properties

OBSERVATION CARDS, Please report good or bad issues via your phone scanning QR Code displayed on signage throughout site

ALL, Briefing needs to be attended and sheet signed, even if late get a briefing from your area supervisor and signed with Ruby

WELFARE :- It is everybody's duty to help keep these clean, put hand towels in toilets into bins, Use toilet brushes provided, rubbish from canteen and changing area's also

Friday is the cleaning day for all fridges on L2, please clear off unwanted stuff on Friday.

Supervisors Feedback

- Have you brought your team together at the workplace? Yes No
- Are they all healthy and fit for work? Yes No
- Have you briefed your team on risks & method statements? Yes No



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- 4. Are you happy your team understands approved work methods? Yes No
- 5. Have you briefed your team on changes to the work or work areas? Yes No
- 6. Have you discussed any additional risks associated with changes? Yes No
- 7. Is there anyone nearby that could affect your safety or be affected by you? Yes No
- 8. Could the weather today affect your safety and have you discussed it with your team? Yes No
- 9. Were there any problems arising from yesterday's work? Yes No
- 10. Does everyone have all they need to carry out their jobs safely? Yes No
- 11. Is all your work equipment in good condition? Yes No
- 12. Has your team any feedback on proposed work methods? Yes No
- 13. If there is any work at height, are safe access methods agreed? Yes No
- 14. Do your team feel they can complete their work today safely? Yes No
- 15. Have you carried out a check of work area for sharps or other hazardous materials prior to starting work? Yes No
- 16. Are all hazardous materials being stored correctly within your work area? Yes No
- 17. Was this briefing translated for part/ all of the team? If yes, please note the full name of the translator below and have them initial next to the operative/s signature. Yes No

Comments

Date	Additional Comments
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PPE: HARD HAT, STEEL TOECAP BOOTS, HI-VIS VEST, GLOVES AND GLASSES ARE A MINIMUM AT ALL TIMES,

PLANT / PEOPLE INTERFACE TO BE MANAGED /SEGREGATED AT ALL TIMES

NEVER CARRY OUT ANY ACTIVITY YOU ARE NOT BRIEFED ON OR SIGNED UP TO ON A METHOD STATEMENT,

NEVER USE ANY PEICE OF EQUIPMENT,(SMALL PLANT, DRILLS, SAWS BREAKERS ETC OR CHANGE BLADES, DISCS ETC' THAT YOU ARE NOT TRAINED TO DO,

MAKE SURE ALL DUSTY ACTIVITIES ARE DAMPED DOWN TO CONTROL DUST OR CORRECT RPE IS USED IF NOT POSSIBLE TO DAMPEN

AREA'S MAY BECOME HEARING PROTECTION ZONE IF NOISE LEVELS START TO EXCEED LIMITS

MANUAL HANDLING,DO NOT LIFT OR CARRY ANYTHING THAT IS TOO HEAVY OR AWKWARD SHAPED, ASSESS YOUR LIFT, IF IT FEELS TOO HEAVY GET HELP OR ASK TO HAVE IT MOVED MECHANICALLY IF POSSIBLE .

CHECK YOUR WORK AREA FOR HAZARDS AS A PRE-START INSPECTION, TRIP HAZARDS, HOLES IN FLOOR, OPEN EDGES, WORK OVERHEAD OR BELOW YOU ETC,

DO YOUR WORKS INVOLVE CREATING OR WORKING ON HOLES IN FLOORS, RAMS/SAFE/PROTECTION METHOD OF WORK AND TEMP' WORKS ALL INVOLVED, STOP, ASK, DO NOT CARRY ON IF ANY ONE OF THESE ARE NOT COMPLIED WITH, DO NOT REMOVE ANY COVERINGS

HAVS, MAKE SURE YOU ARE AWARE OF THE EXPOSURE LIMIT TIMES OF THE TOOL YOU ARE USING AND MAKE YOUR SUPERVISOR IS AWARE SO YOUR USE IS RECORDED AND ASSESSMENTS ARE COMPLETED DAILY

MAKE SURE YOU ARE ISSUED WITH PERMITS FOR HOT WORKS, TO DIG, TO DEMOLISH, TO LOAD ETC,

DO NOT CUT OR REMOVE UNMARKED OR UNKNOWN SERVICES, GAS, WATER ELECTRICITY ETC', STOP WORK AND ASKED TO HAVE THEM CHECKED

COSHH, BE AWARE OF THE HARM OF THE SUBSTANCE BEING USED AND THE MEASURES THAT NEED TO BE TAKEN TO REDUCE THE HARM AND FAMILIARISE YOURSELF WITH THE DATA SHEET FOR THE PRODUCT,

IF YOU COME ACROSS ANY SUBSTANCE YOU ARE NOT SURE OF AND THINK IT MIGHT BE ASBESTOS, STOP WORK IMMEDIATELY AND REPORT TO YOUR SUPERVISOR WHO WILL CALL THE ASBESTOS TEAM TO HAVE IT CHECKED,

DON'T WALK BY ANYTHING YOU THINK IS A PROBLEM OR POTENTIAL PROBLEM,, RECTIFY IF POSSIBLE OR REPORT TO AREA SUPERVISOR,

NO TOILETS OR TAPS TO BE USED IN THE BUILDING

KEEP WORK AREAS TIDY

ANY PROBLEMS? ANY QUESTIONS?

Supervisor Declaration

Supervisor Name: Paudie K / Victor D

Signature:



Date: 26.11.2021



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Task/ Activity Acknowledgement

The employees detailed below have signed to confirm that they;

- a) Have received a briefing from their supervisor regarding the task/activity on the front page.
- b) Understand the requirements of this task/activity.
- c) Shall work to the requirements of this task/activity and any control measures identified.
- d) Will notify their site supervisor, should any abnormalities or areas of concern regarding the works
- e) The supervisor and operatives have been issued with all required RPE / PPE to carry out the works

Full Name	Signature	Date
VICTOR DRAGANUT		26.11.2021
P McCowkie		
R McDonald		26-11-21
F. Quinn		26-11-21
KYAMIL ASEN OV		26.11.21
L Gintaras		- 11 -
N.C Elmore		26 11 21
RIMANTAS GREITERIS		26/11/21
Artur Vorobjov		- - -
M. Singh		✓ 1
N. Jones		
ADAM PASHA		1
A. ISOFACHE		- 11 ✓
e. MIELAUB		- 11 -
LUCIAN COSMA		- 11 -
Tom Scarlett		26/11/21
Paluinelu S.M.		
ALEXANDRU VLADUT		26.11.2021
T. Pal		..



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Full Name	Signature	Date
ANTONIO FILIP		26.11.2021
Samuel Richardson		
Nick LAMBERT		
Kieran Hall		
Kyle Hall		
YAKASH KUMAR		
SEAN BLACKWOOD		-1-1-
Seif Shuti		-4-
VALDIAN		-11-
David Ford		- - -
F. SHUTI		- 2
C. ITSEUTIT		
LOKAMB PAF		-11-
RAM OAYOT		-11-
GH. DANILCOAIA		-11-
I. STURUPU		-11-
D. FILIPOV		
A. DANILCOAIA		-11-11-
S. DANILCOAIA		-11-

