

Safety briefing record

Record topics, understanding checks and attendance

Project / site	Date / time / duration
Instructor / role	Reason / location
Topic / activity	Language / communication

1 · Topics and materials used

Hazards / controls / required conduct	Material / version

2 · Understanding check and open points

Method / result / follow-up briefing required

3 · Attendance acknowledgement

Name	Company / role	Date / signature

Prepared / date: _____ Reviewed / date: _____

Use and review

Attendance acknowledgement records attendance; it does not replace checking understanding. Adapt content to the work, hazards and communication needs.

Deliver the actual briefing, invite questions and follow up open actions. Retain records according to the organisation's documented arrangements.

Adapt to the project and obtain a competent professional review before use. Record only necessary personal data and store it securely.

Safety briefing record

Record topics, understanding checks and attendance

Project / site Example site A (fictional)	Date / time / duration 15.04.2026 / 07:15 / 20 min
Instructor / role Person A / supervisor (fictional)	Reason / location Start of work / meeting room A
Topic / activity Access routes and material deliveries	Language / communication English; questions invited

1 · Topics and materials used

Hazards / controls / required conduct	Material / version
Use pedestrian routes; keep delivery area clear; resolve questions before work. Project emergency routes explained.	DEMO-P1 / 0.1

2 · Understanding check and open points

Method / result / follow-up briefing required
Questions on pedestrian access and deliveries; Person B explains the route. Open action: communicate revised delivery time before the shift.

3 · Attendance acknowledgement

Name	Company / role	Date / signature
Person B (fictional)	Example company A / installer	Example only; not signed

Prepared / date: _____ Reviewed / date: _____

Use and review

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