
 Date Modified: 02/09/26 Next Revision Date: 02/09/28

Focus for this shift is:

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Date:	Location:
1. Detail any Incidents or Hazards that occurred on the previous shift:	
2. Detail all Hazards Discussed at the daily pre-shift:	
3. Detail all maintenance planned for the shift:	
4. Detail all deliveries/dumping planned for the shift:	
5. Detail the procedures/ JHA's that are current and determine if any are required:	
6. Detail any visitors/sub-contractors scheduled:	
7. Are all personnel fit for duty? Yes/No, Is anyone on medication? Yes/No	
8. Does any personnel need PPE replaced? E.g. Torn, Damaged, Discoloured or passed its Expiration.	
9. Activities planned for the shift: (clearing stripping trenching etc)	
1.	3.
2.	4.
10. Are all employees working on the project aware of the emergency process? Yes/No	

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Comments:	
11. Workplace Inspection (daily) Tick when complete	
1. Has the work area been inspected for Hazards? ☐	7. Are there allocated vehicle park up areas? ☐
2. Is area free of rubbish? ☐	8. Are there Safety Data Sheets for chemicals on site? ☐
3. Is there appropriate signage? ☐	9. Is there a designated smoking area? ☐
4. Are all Safety road signs still in place, standing up and facing the correct way? ☐	10. Have all visitors been inducted? ☐
5. Is the access to the area safe? ☐	11. Have all sub-contractors been inducted? ☐
6. Is the allocated safety equipment in place? ☐	
Comments:	
11. Personnel assignments for the shift: (Driver, Operators, ground pers etc)	
Task/Role	Name and their initials
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

 Email to dockets@mckgroup.com.au once in service.

Remind Employees – report hazards to supervisors, report unexpected changes to your work process.

Meeting Conducted By: _____

Signed: _____