



Sample Health and Safety Briefing

Every day should begin with a safety briefing that relates to the work about to be undertaken. See below for a sample briefing:

- General safety considerations are to be reinforced at safety briefings and specific issues covered. All hazards, or potential hazards should be identified and action should be taken to prevent potential accidents on site. In particular, items that can be deadly need to be identified, such as electrical hazards and holes.
- If volunteers feel uncomfortable doing a task they lack competence in, they should undergo more training or be moved to a different task.
- Training should be given in appropriate lifting techniques. Keep the back straight and use the leg power to lift.
- Carry a health and safety notebook with you at all times. Make notes about what will need covering in the briefing. This way you will always have a record of what was covered in the health and safety briefing.