



DAILY HUDDLE

FOREMAN: _____

DATE: _____

ITEM	AM HUDDLE	PM HUDDLE	GOAL ACHIEVED?	TOMORROW'S TARGETS
 SAFETY & RISK (1–3 min) • Today's Activities / Trade Coordination • Key Hazards & Watch Areas • Equipment / PPE Check				
 PRODUCTION & GOALS (2–4 min) • Today's Goal(s) • Success Measure • Where It Is Visible				
 QUALITY & ACCOUNTABILITY (1–3 min) • Issue or Challenge • Ownership • Solution / Action Plan • Quality Expectations Clear? ☐ Yes ☐ No				
 TOOLS, MATERIALS & SUPPORT (1–3 min) • Tools Available? ☐ Yes ☐ No • Materials Available & Onsite? ☐ Yes ☐ No • Deliveries On Track? ☐ Yes ☐ No • Equipment Working? ☐ Yes ☐ No • Roadblocks / Support Needed / Questions or Concerns				
 CREW INPUT (1–2 min) • Questions / Concerns / Announcements				