

Always Safe

PRACTICAL TASK: OPERATIVE LEADERS

Quality in the pre-job meeting

The aim of the pre-job meeting is to ensure a common understanding of the job we are going to do and what error traps and risks are involved - before the work starts. The purpose of this task is to increase the quality of the pre-job meetings we have in our everyday work.

Trip 1

PREPARATIONS

The offshore installation manager (OIM) is responsible for planning and facilitating the implementation of the additional package and practical task. Use e.g. the 5pm-meeting (SBP meeting) for planning, sharing experiences and summarising. The actual training is carried out where the pre job meeting takes place.

DESCRIPTION OF THE TASK

1. Pair up two and two and choose two tasks or jobs you are doing on this trip that involve HC or electricity, or other tasks that are relevant to you.
2. Participate in a pre-job meeting related to the task or job you have chosen. One of you will observe and provide feedback to the team and provide guidance if needed. The other will observe.
3. The observer provides feedback to their partner: What was good? What could be improved next time? Write an observation card.

Pay extra attention to this in all pre-job meetings you participate in on this trip. On the next trip, you will share experiences and continue to work with the topic.

Trip 2

REFLECTION

- How did we experience practicing the pre-job meeting and using the pocket card on trip 1?
- What have we learned?
- To succeed, we also need to maintain good routines over time. What do we want to focus on going forward to ensure good quality in pre-job meetings and other similar conversations (e.g. the area technician meeting)?

TASK 1

On this trip, you will focus on the area technician meeting, i.e. activation of permit to work. Use the pocket card. Observe and guide the team by asking questions and giving feedback.

TASK 2

Choose a relevant work process from one of the jobs where the team has conducted an area technician meeting during the trip. Review the work process in plenary and ask open-ended questions to explore how the process is understood and used in practice.

Examples of questions you can ask:

- How do we understand this work process?
- What could be unclear here?
- Is there anything difficult or challenging about doing this job in practice, compared to the way it is described in the work process?
- How should we handle this in the best possible way?