

Always Safe

PRACTICAL TASK: SAFETY SERVICE

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 senior safety representative is responsible for planning and facilitating the implementation of the additional package with practical tasks. Use e.g. the safety representative meeting for planning, sharing experiences and summarizing. 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

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.