

# Always Safe

## PRACTICAL TASK: OPERATIVE PERSONELL

# 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 line manager is responsible for planning and facilitating the implementation of the additional package and practical task. Use existing meeting arenas such as morning meetings, 3pm-coffee meetings or similar for planning, sharing experiences and summarising. The actual training is carried out where the pre job meeting takes place.

### DESCRIPTION OF THE TASK

1. Choose a task or job you are doing on this trip that involves HC or electricity, or another task that is relevant to you.
2. Conduct a pre-job meeting related to the task or job you have chosen, focusing on open-ended questions and involving everyone. Use the pocket card as a tool in preparing and conducting the meeting.
3. Afterwards, summarise and write an observation card based on the questions: What made the conversation good? What can we do better in the next conversation?

Pay extra attention to this in all pre-job meetings you have 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 the permit to work. Use the pocket card and practice asking open-ended questions to increase the quality of the conversation.

### TASK 2

Choose a relevant work process from one of the jobs where you have 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?