

# Always Safe

## PRACTICAL TASK: OPERATIVE PERSONNEL

### Executing the debrief meeting

The debrief meeting is the conversation the operative work team has after the work is done. The purpose of the conversation is to identify and share learning - what went well and what can be improved for next time? The purpose of this task is to increase the use of the debrief meeting in everyday work.

#### Trip 1: Executing the debrief meeting

##### PREPARATIONS

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

##### DESCRIPTION OF THE TASK

1. Choose a task or job you are doing on this trip that involves «In the line of fire», work at height or another task that is relevant to you.
2. Conduct a debrief 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 debrief meetings you have on this trip. On the next trip, you will share experiences and continue to work on the topic.