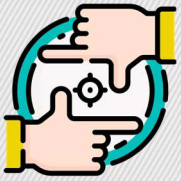


PRE-SHIFT MEETINGS

A Champion's Guide: How to Reach Exemplary Status



Daily Focus

The meeting should occur prior to every shift and include a review of activities & tasks to be performed during the shift, including potential hazards & risks.

Supervision Attendance

All supervision - superintendent, field engineer, foreman, and general foreman should be in attendance and active participants in the meeting.



Craft Participation & Engagement

Craft employees should be actively engaged; providing input and asking questions if applicable. High performers should be given the opportunity to lead the meeting.

Relevant Demonstrations

Meetings should be conducted in a structured, well-planned, and informative manner. Safety topics may be centered around toolbox talks, and supervision should consider giving real world demonstrations on relevant items.



Stretch & Flex

Stretch & Flex should be completed prior to, during, or directly after the discussion.

LSA Categories & Safeguards

Specific focus should be given to the LSA categories and what the proper safeguards may be for the LSA's that employees may be exposed to during the day.



Pre-shift meetings are important to building a strong safety culture and reinforcing our commitment to protecting our workers.

Holding daily pre-shift meetings can help raise awareness on daily operations and recognizing daily exposure to hazards.

The variety of topics covered allow us to also introduce new procedures we are implementing as well as to provide reminders on existing.

By following each step, it guarantees the success of our safety program as we kick-off each workday!

STEP BY STEP GUIDE

1 - SAFETY FOCUS

- ✓ FLS will deliver a Safety Moment or Toolbox Talk.
- ✓ As a group, discuss any safety concerns from yesterday, POD, and action to be taken to mitigate.

2 - DAILY PLAN REVIEW

- ✓ FLS will review the Daily Plan with the crew and encourage feedback.
 - LSA Risk(s) and Safeguards
 - Any Training and Permits Required
 - Quality Requirements
 - Material, Tools and Equipment Needed
 - Production Goals
 - Well defined roles and responsibilities for each crew member

3 - STRETCH & FLEX

- ✓ FLS will lead or select a craft employee to lead the daily Stretch & Flex exercises.

4 - OPERATIONS START CARD

- ✓ All crew members to participate and provide feedback in reviewing daily operational tasks, identifying “what could kill us/you” (Life Changing Category) & mitigating associated LSA risk(s) with each task.
- ✓ FLS must visually verify and sign-off that all safeguards are in place before work can begin.

EXPECTATIONS



All craft employees will attend a pre-shift meeting on time. Follow agenda and stick with a time limit.



Meeting must be in open area, free of obstructions and noise.



Meeting is presented in a language that employees can understand. Be professional.



All employees attending the meeting must be engaged by providing feedback. Ask open ended questions.

STOP WORK IF

- **UNSURE**
- **UNSAFE**
- **CONCERNED**

