

# PRE-JOB PLANNING

## Pre-Job Planning

Proper planning takes a good dose of planning, collaboration, and constant oversight. It isn't so much about how fast you get the job done, it's more about the quality at which you do it. Fast work doesn't always equal efficient work. Everything we do here at Integrated Water Services takes careful planning and time to do the right way. Jobs must be carefully and thoughtfully planned out if they are to finish successfully. Here at IWS we must start every day by planning our work and then go about our day by working that plan.

### What is Pre-Job Planning?

Have you ever assembled a wood dresser or a wood office desk? There are so many parts and small pieces that have to be assembled in the right order. When I was young, it seemed like I was always having to redo my errors on the complicated projects like these. Mostly because I wasn't paying attention, or I was hurrying too fast. As I got older, I learned to focus more on planning and patience (and reading the instructions). Boy did that make life so much easier.

Quite simply, pre-job planning will save your bacon. It means holding a morning safety meeting with all site workers at the beginning of the day. The first topic should focus on the job itself, and the tasks that need to be completed. The order that the tasks must be completed in is very important. Your team should talk about the safety hazards associated with the tasks. At IWS we require you to review a Job Hazard Assessment (JHA) with the entire crew during the pre-job safety meeting. The JHA form will remind you of all the hazards that must be observed and controlled. Here are some examples of what the JHA should cover:

- Overview of all the critical tasks that need to be completed throughout the day
- What are the hazards that might be encountered with each task, including injuries that could occur?
- What equipment will we be using and what could go wrong with the equipment?
- What type of inspections are required?
- What are the hazards that could get someone hurt or cause a slowdown and how will we control them?
- What materials will be installed and what tools will be required?
- Do we have all the right materials and tools? (for today and future needs)
- Are we required to complete a permit for any activities?
- Has everybody completed all their required training?
- Do we have good drawings and P&IDs and do we understand them?
- Will subcontractors be onsite?
  - Have they completed their orientation?
  - Did they complete a pre-job safety meeting?
- What should we do if we see something wrong? (Good Catch)
- Is my crew sober and fit to perform the days work?

Project superintendents have a difficult and demanding job. There are many responsibilities that keep supers on their toes all day every day. As a superintendent it is important that you ask questions of your workers and make sure they understand their assignments. Many people are shy, and they won't ask questions in a group. Take your workers aside and have brief one-on-one conversations.

Also, it's very important to Inform all workers that if they see something wrong, or even something that doesn't seem right, they have an obligation to briefly pause (good catch) the job and investigate the concerns. When a Good Catch is called, it is important that the concerns are discussed and resolved before work resumes.

Many times, there are multiple jobs being done at the same time. For everything to come together in the end, pre job planning needs to be done with the entire team at the beginning of the day. A lack of planning can result in injuries or incidents and lost productivity.

The timing and resources that are needed for each job begins with management. Conversations must be conducted with the suppliers, project management, the craft workers, and the customer. The safety requirements must be planned, and the workers needs must be addressed. Everybody on the project must be communicating and collaborating about what is needed to make the parts fit together, and what must be done to prevent failures or errors on the project. Without a good plan, we can plan to fail.

### What To Do When Work Plans Need To Be Adjusted

There are going to be times that plans have to be adjusted. You can have the best laid out timeline, and things will get in the way requiring some tweaks to be made in the plan. It could be a multitude of things.

An important step in planning is preparing for these hiccups that can come along. This is going to cut down on wasted time. When changes need to be made, the backup plan can immediately go into play. Sometimes you will have to bring in a new employee or find a replacement piece of equipment. This may set you back on your timeline, but having a backup plan in place will reduce the amount of extra time it takes to recover.

Start (and manage) your day with a plan that involves your entire team, and I promise your team plan will pay dividends!