



# Safe-T-Net, Inc.



## Daily Pre-Work Meetings: Safety, Production, and Quality All In One!

Over the past twenty years, I've seen many "can't miss" safety solutions tried with little or no impact. However, there is one program that always works: Daily Pre-Work Meetings.

It consists of the foreman or superintendent getting the crew together for five minutes before work starts - EVERY DAY. It combines production, quality, and safety. You could call it "Take 5 to Stay Alive" or just your "Daily Huddle".

Here's how it sounds:

"Okay guys, good, everyone is here today. It's going to be hot again, so I want you drinking lots of water all day. We're going to pour bays 3, 4, and 5 on the ground floor. The concrete has been ordered and will be here in 45 minutes. Bubba, make sure we've got all of our tools ready to go. Remember last week we didn't have all of our forms secured and lost time having to do that after the concrete was here. Pedro, check all the forms. Devin, you check the wire and poly on the slabs. We don't want any delays today."

"Wear your rubber boots and gloves, hard hats, and safety glasses. I want everyone going home safe at the end of the day. Any questions?"

(You should ask each guy to tell you specifically what their tasks are. Asking them for yes or no responses doesn't indicate whether they know how to do their jobs safely).

"Okay, get some water now and let's go to work."

After your meeting is over, if you notice any crewmember is "preoccupied", "glassy-eyed", or just isn't acting normal, take him off to the side and find out what's going on and whether he's fit to work

Other topics you could cover in your meeting: safety policies that pertain to your tasks that day, recent accidents, recent O.S.H.A. inspections, lessons learned.

Also, make a notation in your daily diary to give yourself credit for this meeting. O.S.H.A. loves it.

Do the huddle everyday and your job as supervisor will become much easier. Just 5 minutes with your crew before work will reduce work stoppage because of mistakes and accidents. Generally you will have a more motivated crew. This meeting is about setting expectations and communicating. It's simple, yet powerful. Contractors who consistently conduct these meetings are safer and more productive. Translation: Everyone goes home at the end of the day and we make more money. Everyone wins. JUST DO IT!

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