

EFCOG Best Practice #150

Best Practice Title: Plan of the Day (POD) Leads to an Effective Pre-Job Brief

Facility: B&W Pantex

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Brief Description of Best Practice: The Plan of the Day (POD) is a document that is used in Maintenance to highlight Safety, Security, & Quality information that leads into the job specific pre-job briefing.

The POD provides a structured, risk-based review of work activities from a human performance perspective and enhances the worker's situation awareness while in the field. This best practice is based on INPO's Human Performance Tools for Workers (INPO 06-002). The POD is performed in the Work Planning phase in preparation for the Pre-job Briefing.

The POD is developed daily and sent to all Maintenance Managers so that they may brief their employees on the topics. Included in the POD are 5 core areas:

- Video (usually Humorous)
- Safety (ISM), Security, or Quality Topic
- Weather (Work Environment)
- How Many Injury Free Days
- Job Tasks To Be Completed for that Day

Why the best practice was used: The objective of an effective pre-job brief is to have open dialogue between the supervisors and the employees related to the task and the associated hazards. If you have been on either side of a pre-job, then you know that this can be difficult. They are usually one sided with the supervisor talking and the employees listening. The POD allows the Supervisor to gain the attention before the Pre-job by showing a video to catch the employee's attention as well as give weather updates and other prudent work related/impact information. The POD acts as a segway to the pre-job and gets the employees talking openly about the upcoming tasks.

What are the benefits of the best practice: The employees went from dreading the inevitable dry pre-job briefing to looking forward to seeing the video and discussing something different each day. The Pantex Maintenance Organization went 223 consecutive days without any type of injury including first aids after using this tool. The situational awareness by all workers has been enhanced to not only include job specific hazards, but general Safety, Security, and Quality issues that they may not be addressed through a normal task specific pre-job.

What problems/issues were associated with the best practice: It takes time each day to build the POD. Usually around one hour can be expected. Information & videos can be somewhat difficult to find, but the key is to keep the information and videos fresh and new.

How the success of the Best Practice was measured: While un-conventional, the best measurement used to gauge the success of this practice has been word of mouth by the maintenance employees. The employees have been surveyed about the POD by asking employees if they liked the POD and did they see value in it. Most employees responded positively (9 times out of 10) and look forward to the next video. The 223 days without an injury can't all be attributed to the POD, but we do know that situational awareness is at an

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all-time high and employees are actively discussing hazards related not only to their jobs, but also discussing hazards related to areas not previously discussed.

Description of process experience using the Best Practice: In approximately 2 years since we have begun using the POD, employees have shifted their paradigms to understand that the Stand-up/pre-jobs are a time to openly discuss a wide range of Safety, Security, & Quality topics to help themselves and others maintain situational awareness and to learn each and every day.

Example: Plan of the Day (POD)

PLANT MAINTENANCE

PLAN OF THE DAY February 27, 2013

Video of the Day
Home Alone.wmv

FALLS

As we continue to melt the snow for the next several days, please be careful when walking or driving as areas will continue to re-freeze. With our last winter storm several falls were reported with first-aids as the result. Please continue to only walk in approved cleared surfaces and if you notice areas that are slick please take the time to apply a coating of ice melt. Also, SWMU'S will be muddy so please stay on paved roadways at all times. Thank you for working with Safety, Security, & Quality.

Thu, February 28	Fri, March 1	Sat, March 2	Sun, March 3
HI 42°	HI 42°	HI 50°	HI 54°

With northerly and northwesterly winds abate, our unreasonably cold weather pattern simply isn't going to change much. In fact, the areas that will remain on the ground Thursday will also help keep things chilly whereas they normally wouldn't be as cold! So, despite mostly sunny to partly cloudy skies on Thursday, most of us will see high temperatures in the upper 30s to middle 40s with areas that have no snow on the ground warming into the upper 40s to around 50 degrees. Winds will blow lightly from the west and northwest at speeds averaging 5-15 mph throughout the day.

16 Safe Days

<http://www.connectamarillo.com/weather>

JOB TASKS

- HVAC CONTROLS
- REMOVAL OF FREON OUT OF EQUIPMENT
- HVAC PM'S
- OVERHEAD DOOR INSTALL
- PM CRANES
- PM FORKLIFTS

SAFETY SECURITY & QUALITY

PANTEX maintenance

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Conclusion: The POD gives the Supervisor as well as the Employees a tool that opens the lines of communication and enhances the pre-job briefing. The POD provides the spark that is missing in the pre-job briefing and allows the communication barriers that can exist to be overcome as the POD is a fun way to learn and get everyone involved.