

1. Work order:

- a. Project name (if we have different projects in the same work site, mention them all)
- b. Who is the worksite manager (*objektijuht*)
- c. Hourly price or fixed price (which hours will be counted separately)

2. Work task / “product”

- a. Describe, **where our work begins and ends**
- b. Demands
 - i. **Quality: how to understand that we have met our goal**
 - ii. **How do we check the quality - who and when does what**

3. Work plan and schedule

- a. **“Does anybody have time limitations?”**
- b. What are the goals for today
- c. What is the work process (step by step)
- d. In what order shall the tasks be done
- e. Divide tasks between team members
- f. Breaks and lunch - when and where
- g. *Inventory / daily stand up*
- h. Packing --> leaving

“Questions, notes, comments?” (write them down)

“(Name) explains with his/her own words, how he/she understood everything. If needed, the others will add to it.”

4. Capturing and reporting the work

- a. What must be captured (photos and videos)
- b. What must be described in the report form

5. Work safety and risk analysis

- a. **Last Minute Risk Analysis (LMRA).**

Whole team answers question: “What are the dangers in this work site today?”

- b. Take five seconds (*take my 5*) before each new task
- c. Go over the rescue plan
- d. Make sure that everybody has the necessary personal protection equipment

6. Rigging / setting up ropes

- a. Show the team which anchor points it’s OK to use
- b. Draw or show how to set the ropes
- c. Make sure the ropes are protected

7. Communication

- a. Control room number; emergency services: 112
- b. Radio channel and sound check
- c. Hand signals and other signals

8. General

- a. Where are the bathrooms
- b. Keep it clean: garbage is collected, equipment is cleaned, batteries are loading
- c. Safety first! Two points, protecting ropes, keeping tools attached to oneself

“Questions, notes, comments?”