

PRE-JOB PLANNING

THE FOUNDATION OF SAFE AND EFFICIENT WORK



WHAT IS PRE-JOB PLANNING?

The process of defining the work and methods for identifying hazards and their controls, job safety analysis (JSA), scheduling, specific task assignment and pre-job briefing

WHAT DO I NEED TO KNOW ABOUT PRE-JOB PLANNING EXPECTATIONS?

If there is a JSA for the task to be performed, it WILL be reviewed prior to starting the task

SIF: A life-threatening, life-altering, or fatal injury

SIF Critical: A task with identified potential to cause a serious injury or fatality

WHAT TOOLS ARE AVAILABLE FOR PRE-JOB PLANNING?

JSA	<ul style="list-style-type: none"> helps identify the safe job steps, associated hazards for each step, and safe work practices to eliminate or control exposure to each hazard
VIDEO JSA	<ul style="list-style-type: none"> serves as a supplement to the JSA to bring increased awareness and visualization of SIF exposures only watching the video JSA is not adequate pre-job planning – the JSA must also be reviewed
DOCUMENTS & PROCEDURES	<ul style="list-style-type: none"> HSE standards & guidelines and HSE procedures provide clear and concise direction on how to perform tasks safely
COMPASS CARD	<ul style="list-style-type: none"> helps to facilitate a JSA or conduct a hazard analysis on a new job that may not have a JSA especially beneficial with any change in job scope or if an existing JSA is not accessible <i>*The Compass Card does not replace the JSA*</i>
FLEXCHECKS	<ul style="list-style-type: none"> FlexChecks serve as the foundation for all SIF Critical Tasks, streamlining pre-job planning by consolidating essential tools for Drillers and Rig Managers. They enhance accountability, track crew experience by task and position, and leverage data insights to improve planning and execution.

9 SIF CRITICAL TASKS

- Rig Move Operations
- Skidding/Walking Operations
- Forklift Operations
- Nipple Up/Nipple Down
- BOP Testing
- Rig Up/Down Cement Equipment
- Casing Operations
- Handling BHA/Collars
- Tripping Operations

WHAT ARE THE SIF CRITICAL PRE-JOB PLANNING EXPECTATIONS?

WHO LEADS Driller or Rig Manager WHO IS PRESENT All Involved + Rig Manager	DRILLER <ul style="list-style-type: none"> • Lead and/or supervise pre-job planning • Know the SIF Critical tasks • Assign tasks according to experience • Notify Rig Manager prior to pre-job planning • Empower crew to stop the job if job scope changes • Verify crew understands jobs and specific tasks assigned • Notify Rig Manager if JSAs are not accessible or if tablet and/or TV are not working properly
RIG MANAGER <ul style="list-style-type: none"> • Lead and/or supervise pre-job planning • Know the SIF Critical tasks • Identify tasks that may need a permit to work • Ensure tablets and/or TVs are working properly • COACH Driller on leading pre-job planning 	CREW <ul style="list-style-type: none"> • Actively participate in all pre-job planning meetings in which you are a participant in the task • Understand job and specific tasks assigned • Recognize and stop the job if job scope changes • Review any associated videos before task
	SUPERINTENDENT <ul style="list-style-type: none"> • Enforce expectations • Know the SIF Critical tasks • Participate when possible • COACH Rig Manager and Driller on leading pre-job planning • Ensure tablets and/or TVs are working properly



COACH CYCLE

Care: Invest in others by Caring

Observe: Reinforce safe work practices and correct at-risk behaviors

Approach: Approach someone when you see something

Converse: Specific/Behavioral/Timely/Sincere

Help: Employee understand behavior/ provide recourse and remove barriers



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