Northern Arizona University / Facility Services
530 E Pine Knoll Dr Bldg 77
Flagstaff AZ 86001

#266169

CONSTRUCTION

Safety Services Company

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C064: Working as a Team

Introduction: Working together in harmony with your colleagues promotes balance, consistency, orderliness, and safety. Teamwork increases performance and productivity which enables your company to complete production obligations and make payroll. An old proverb states, "Many hands make the work-load light." This has always been true. Two workers united in a task can accomplish nearly three times as much as a lone worker. Looking out for each other and collaborating on a project provides for a safer, more efficient workplace.

Teamwork means cooperation among all members of the company, and then by extension, all affiliated suppliers and support services.

Operations must be organized so that tasks are not piled on top of one another. All plans and schedules must allow for their different parts to be accomplished within acceptable time frames.

Here are some highlights of these concepts and principles:

Management organizing with supervisors: Communication and teamwork at this level is vital so that schedules for material and labor resources may be properly directed to a given project. Management must convey vital information, *including safety*, to all the supervisors and workers in writing! Written documentation is crucial for proper communication and to effectively implement *safety policy* on the job. Clearly written communication helps to prevent confusion and possible misinterpretation of verbal directives. Scheduling of production should proceed in a way that allows the various aspects to be accomplished in an orderly fashion. Operations must be organized so that tasks are not piled on top of one another. All plans and schedules must allow for their different parts to be accomplished within acceptable time frames.

Supervisors coordinating with other workers on the project: Many processes in production require different departments to work in tandem on certain aspects of project cycles. Lack of cooperation and communication results in disharmony. If this happens, schedules, production, and *safety* all suffer. Workers must be deployed in a manner that allows for safe success. Workers from different departments in contention with each other over competing for the same materials, tools, etc. due to poor scheduling will cause production to suffer. Communication and consideration are also vital at this level because nobody wants to be set up to fail.

Supervision connecting with journey/trade/lead persons: Quality front line production depends on good interaction between these two elements. In order for workers to accomplish assigned tasks *safely*, adequate resources must be provided. Supervisors must communicate daily with personnel to highlight workplace hazards and specific *safety concerns*. Personnel must in turn also communicate safety concerns and needs to supervisors such as faulty equipment or need for personal protective equipment.

Tradesmen/lead men collaborating with general laborer/apprentices/helpers: This is the last level of the production team. All previous components merge here in order for project operations to proceed successfully. If there are any lapses or shortfalls up to this point, they become apparent here. If workers are pressured to meet production deadlines, *safe work practices* suffer.

Cooperation among the team workers is vital to the life of any company: Safety, production, and quality all depend on the ability and skill of the workers to act together as a team. Whether this means willingly taking direction from supervisors, looking out for your coworkers, helping the new worker to develop safe job skills, or tasks such as team lifting heavy items, ground guiding a forklift, etc. All aspects of the job will go more smoothly with cordial cooperation and team spirit.

Conclusion: Electricity is a delicately confined source of energy and should be handled with care. Its behaviors and currents are unpredictable, and it is subject to a magnification of intensity when it comes into contact with highly conductive materials such as water or metal. Take caution when working on tasks in which electricity is a primary factor and do not come into contact with its sources without proper training.

Employee Attendance: *(Names or signatures of personnel who are attending this meeting)*

_____ _____ _____
_____ _____ _____
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