



## Safety Message of the Day for IMEA Members



### Task Planning Safety Message

Today more than ever, demands at work are at an all-time high. Productivity is recognized and rewarded in the workplace. Working fast, however, does not always equal working productively and efficiently. When we go to do a work task it is very important to plan out the time and resources it might take beforehand. Poor planning and inefficiency in the work process creates many problems and affects our ability to work safely and productively.

### Task Preplanning

When more than one work task needs to be completed in a day and there is not adequate time or resources to complete the tasks, there is a breakdown in the workers' day.

### Adjusting Work Plans

While we can plan all we want, there will still be changes that we will have to account for and adjust for. Things such as equipment breakdowns, employee absences, and weather are just a few common problems that could throw off the original plan for the task.

### Weather Considerations

Weather is one item that should always be planned for during every task.

### Discussion point:

-What other considerations should we take account for when planning for a work