MFD Supervision Guidelines:

- MFD management needs to improve how we plan our work, especially when the scope of the job changes. The level of formality required in the plan will be determined by the complexity of the job and associated hazards. In some cases a detailed written plan will be required, in others simple verbal instructions may be sufficient. It will be the responsibility of the Shop or Job Supervisor assigned the job to make that determination. Consult MFD Field Work Plan and Safety Checklist. Job Supervisors will continue holding daily crew meetings to review work plans and hazard analysis.

- Many of the mistakes are being made after normal working hours. We need to make sure our staff has adequate MFD supervision* and is not being over worked.

- Crew assignments, including designation of Job Supervisor will be clearly defined and communicated to crew before the work begins.

- Supervisors will confirm with staff members that they understand their job assignment and they have enough information to perform the required tasks.

- The time required to plan and prepare for work needs to be taken into account. This includes generating the required procedures, forms and authorizations. MFD supervisors will review the Downtime Schedule with project manager to confirm their resource loading estimates are sufficient.

- Karen Holtemann will periodically visit MFD field work sites to provide additional safety assistance.

*Adequate MFD supervision is defined as:

- Each field job will have a MFD Job Supervisor assigned to it.
- Job Supervisor will inform their crew as well as project /area manager requesting work they are the MFD contact for this job.
- Shop Supervisors are responsible for assigning and monitoring all work within their shop.
- Job Supervisors are responsible for assigning and monitoring all work within their field job.
- If Shop or Job Supervisor is unavailable, they must designate another MFD staff member as acting supervisor. All workers and department head must be informed when an acting supervisor has been designated.
- All work performed after normal business hours (including on-call) will require on-site MFD supervision. This supervision may be performed by an MFD supervisor or acting supervisor and may involve overseeing more than one job at time.
- Any change in job scope must be approved by Shop or Job Supervisor.
- Many of our jobs are of a collaborative nature requiring significant input and direction from the customers we are performing the work for. However, MFD supervisors are still responsible for assigning and monitoring all work MFD staff performs.