

Standard Operating Procedure (SOP)

Workforce Briefing and Task Assignment

This SOP details the process for **workforce briefing and task assignment**, emphasizing effective communication of daily objectives, safety protocols, and individual responsibilities. It ensures all team members are informed about their specific tasks, timelines, and expected outcomes, fostering coordination and productivity. The procedure includes briefing techniques, role delegation, monitoring progress, and addressing any questions or concerns to maintain operational efficiency and workforce alignment.

1. Purpose

To standardize the daily workforce briefing and task assignment process for improved operational efficiency, safety, and clarity in role distribution.

2. Scope

This SOP applies to all team leaders, supervisors, and workforce personnel involved in project/site operations.

3. Responsibilities

Role	Responsibility
Team Leader/Supervisor	Conduct briefings, assign tasks, ensure workforce understanding, monitor progress, address queries.
Workforce Personnel	Attend briefings, seek clarification as needed, execute assigned tasks, report progress or issues.

4. Procedure

- Preparation**
 - Review daily objectives, safety protocols, and project priorities.
 - Prepare briefing materials (task lists, schedules, safety reminders).
- Briefing Session**
 - Gather the workforce at a designated meeting area before work begins.
 - Communicate daily objectives and expected outcomes clearly.
 - Highlight key safety protocols and site-specific requirements.
 - Encourage workforce participation and questions to ensure understanding.
- Task Assignment**
 - Review the day's task list and delegate roles based on skillsets and experience.
 - Clearly state timelines, deliverables, and reporting channels.
 - Record attendance and assignment details for accountability.
- Monitoring & Support**
 - Regularly check-in with personnel to monitor progress and address issues.
 - Provide guidance or reassign tasks if needed, ensuring goals remain achievable.
- Questions & Feedback**
 - Allow time for personnel to ask questions, raise concerns, or suggest improvements.
 - Document feedback for future briefings and process improvements.

5. Documentation

- Daily briefing attendance sheet
- Task assignment tracker
- Incident/Issue log (if applicable)
- Feedback and improvement records

6. Safety Considerations

- All safety protocols must be communicated and adhered to before task commencement.
- Personal Protective Equipment (PPE) checks included in every briefing.

7. Review and Continuous Improvement

- Briefing process reviewed monthly or after significant incidents.

- Adjustments made based on documented feedback and lessons learned.

8. References

- Company Health & Safety Policies
- Project Management Guidelines

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Date: [Insert Date]

Approved by: [Name/Title]