

# Responsibilities When Direct Reports Work for Others

## **Ensure everyone understands nature of work**

- equipment, materials, locations, schedule
- physical requirements
- possible new medical certifications
- new training needs specific to the work

## **Keep normal lines of communication open**

- performance feedback – use work for others forms
- personnel issues – ensuring new training information is identified and available
- reinforce mechanisms for getting answers to safety questions or resolution for concerns about safety