



BEST PRACTICES: JOB SITE TOURS

- Coordinate job tour date, time, and project with the school/group representative and with project manager and project superintendent.
- Develop a lesson plan with a learning objective with the teacher or person requesting the tour. What does the person want the students to learn from touring the project?
- In working with the teacher, build-in or suggest possible pre-trip and follow-up activities, research, etc.
- Design the tour of the project based on what the learning objective is for the group.
- Pre-load/plan tour with:
 - ✓ Safety message
 - ✓ Time to observe project work
 - ✓ Brief and planned discussions with tradespeople on the job
 - ✓ Assignment of some sort - it could be a quiz that they are given at the beginning of the tour and have to listen and look for the answers while on the tour.
- Verify the number of students and adults in order to secure the correct number of personal protective equipment sets for each guest. Acquire PPE sets in advance of tour.
- Communicate tour date, time, meeting location, and number of total guests with project staff and school/group representative.
- Recommended group size - no more than 10–12. If you have more than that, divide the group into multiple groups and get additional tour guides.
- Arrange for at least two staff from the contractor to conduct the tour. One person to lead the tour, the second person will be the “caboose” to ensure no one gets lost and that the group stays together.
- Before the actual tour begins:
 - ✓ Sit down with the students and share career pathways of project staff. Pathway presentations could include anyone on the project staff including project manager, superintendent, project engineer, project accountant, foreman, etc.
 - ✓ Demonstrate broad diversity of various construction careers available (professionals, management, administrative/back office, and trades).
 - ✓ During this time, provide time for teacher/group leader to reinforce their learning objective.
 - ✓ Include safety/PPE orientation before the tour.
- Conduct tour.
- When on the tour, build-in time to watch work in progress and to talk with trade workers as appropriate. Be sure to ask about their career pathway. Suggest giving trade workers pre-knowledge/heads-up that the tour will be conducted, so they can be prepared to talk and discuss.
- Close out the tour with questions and answers.