

Shift Handoffs & Hazard Changes

TRADE: GENERAL CONTRACTORS & SUPERINTENDENTS

LEADER GUIDE: 8-12 MINUTES

USE WHAT FITS TODAY

LEADER NOTE

Do not read this sheet word-for-word. Pick the sections that match today's task, point to the actual equipment/work area, and get the crew to answer the questions out loud.

WHY THIS MATTERS

Use this leader guide before shift handoffs & hazard changes work to review the real setup, the controls that need to be in place, and the conditions that should stop the task. A toolbox talk only works if the crew talks back. Good planning names the steps, hazards, controls and ownership, then changes when the work changes. The leader's job is to get specific answers and make it safe for someone to say the plan does not fit the field condition.

A SCENARIO TO DISCUSS

The plan for Shift Handoffs & Hazard Changes was discussed at the start of shift, then the scope, crew, equipment, nearby work, or sequence changes. Everyone knows the job, but the written plan no longer describes the actual setup. What gets re-briefed before the next step?

BEFORE WORK STARTS

- Break the work into steps and have the crew identify hazards/controls for the actual field condition.
- Name who owns each critical control and how the crew will verify it before exposure.
- Ask what changed since the previous plan/shift and update the plan before continuing.
- Identify what changed during the prior shift: openings, barricades, energy states, access, weather, equipment and unfinished work.
- Do a physical handoff for high-consequence conditions instead of relying only on a text or daily report.

SAFE WORK SEQUENCE / CONTROLS

- Identify what changed during the prior shift: openings, barricades, energy states, access, weather, equipment and unfinished work.
- Do a physical handoff for high-consequence conditions instead of relying only on a text or daily report.
- Assign ownership for unresolved hazards and communicate temporary controls to the incoming crew.
- Update the PTP/JHA when the new shift changes crew, sequence, tools or site conditions.

QUESTIONS THAT SHOULD CHANGE THE JOB

1. Can someone other than the supervisor explain the next work step, the main hazard, and the control we are relying on?
2. What has changed since the plan was written or since the last shift, and did we actually update the plan for it?
3. Which critical control has a named owner today, and what happens if that person/resource is not available?
4. What concern, near miss, or field conflict raised by the crew should change how we do the work today?
5. What gets re-briefed before the next step?

COMMON FAILURE POINTS

- Reading the sheet while the crew stays silent.
- Leaving a critical control without a named owner.
- Continuing with the original plan after the scope, crew, equipment or neighboring work changes.

STOP AND RESET IF...

- The crew cannot explain the work sequence, main hazards or controls in plain language.
- A scope, crew, tool, material, adjacent trade or site condition changes without updating the plan.
- Workers raise a concern that has not been resolved or ownership for a critical control is unclear.

MAKE IT REAL ON THE JOB

Have a crew member, not the supervisor, explain the next step, hazard, control and stop-work trigger.

BEFORE YOU RELEASE THE CREW

Before the crew starts, everyone should be able to explain the hazard, point to the control being used today, and name the condition that would make the work stop.

ATTENDANCE & SIGN-OFF

Shift Handoffs & Hazard Changes

Project / Job:		Date:	
Talk leader:		Location:	

CREW ACKNOWLEDGMENT

By signing, attendees confirm they participated in this toolbox talk and had the opportunity to raise job-specific questions. Signatures do not replace required training, qualifications, permits or certifications.

#	Name	Company / Trade	Signature
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QUESTIONS / CONDITIONS / CORRECTIVE ACTIONS

END-OF-TALK CHECK

☐ Crew can point to the main hazard.	☐ Critical control is in place and usable.
☐ The responsible person/check is clear.	☐ Stop/re-brief conditions were discussed.