Task Preview

Todd Jerome Jenkins | v2.0 | October 13, 2026 | 5–10 minutes plus field checks

What and why

A task preview is your preparation before the team briefing or an important work step. Review your assignment, the current instructions, likely difficulties and the controls the work depends on. People notice different problems. Preparing your part gives the team a useful question to resolve before work begins, rather than an assumption discovered after exposure.

Objective: Explain one important step, its required protection and one question that must be resolved before that step.

When and where

Before a briefing or job, before a consequential step, and after a delay or interruption that may change the task. Follow the task's required preparation process. Where you can study the instructions and ask questions. Compare the work location safely when needed; a preview does not authorize entry into a restricted area.

How to use it

- Confirm your role and current work package. Identify the important steps and where an error or missing protection could cause harm.
- Consider likely difficulties, consequences, required controls and the safe response to a mismatch. Review relevant experience without substituting it for instructions.
- Bring a specific question to the briefing. Assign an owner and a hold point; confirm the answer and required checks before relying on the result.

Verify It in the Field

For the real task, locate the control's source, criterion and authorized checker. Obtain the actual safe-check result before exposure; a plan to check remains pending.

Paper practice: a mock assignment lists Work Area C, while the attached instruction lists Work Area D. Explain your role, identify the mismatch and name the decision it blocks.

Ask who owns the correction and what evidence closes it. Success means keeping the affected paper step held until the correct assignment and instruction agree.

Failure points and stop triggers

Wrong assignment; relying on memory; missing resources; unnoticed changes; assuming another person will resolve the concern. Hold for conflicting scope, missing instructions, unavailable protection or an unresolved prerequisite. Ask the responsible leader for help and recheck changed conditions before restart.

Toolbox talk questions

1. Which step needs our closest preparation?

2. What made this task difficult last time?

3. What evidence closes our open question?

Use the separate supervisor field check and attendance sheet. Practice is not qualification or work authorization.

Source: DOE-HDBK-1028-2009, Vol. 2, printed pp. 6–7. References and task-specific limits on the webpage.

Next step: Apply this skill to one step on the free JHA/JSA field-verification worksheet.

Expanded guidance and separate forms: toddjeromejenkins.com/toolbox-talks/task-preview-before-crew-briefing

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