Work Area Review

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

What and why

A work-area review compares the actual location, surroundings and nearby activities with the plan. It is the DOE Job-Site Review skill applied to any work setting. A correct plan can meet a changed workplace. Reviewing the area helps expose a mismatch before people depend on an access route, boundary or safeguard that is no longer suitable.

Objective: Identify one difference between a plan and the work area and explain how its correction will be verified.

When and where

On arrival, before the affected work step, and after a break or change that could invalidate the earlier review. Revisit conditions as the task requires. At the actual work location and its interfaces, viewed from approved safe positions. Include people, routes and activities beyond the immediate team.

How to use it

- Match the assignment to the location and item. Compare access, work boundaries, staging and nearby activity with the current plan.
- Ask affected teams what will change during the work. Report mismatches precisely; do not move a barrier or change equipment to make the plan fit.
- Arrange authorized corrections and required specialist assessments. Agree which changes require another review and how affected people will be informed.

Verify It in the Field

Observe safely and record location, condition and time. Identify anything you cannot confirm. Looking alone cannot establish isolation, air quality or hidden structural capacity.

Paper practice: draw a work area with a planned access route. Add a card showing stored material across that route. Name the mismatch and who must resolve it.

Revise the drawing only after the facilitator supplies the agreed correction. For real work, obtain and record the authorized inspection or test result before exposure.

Failure points and stop triggers

Wrong location; blocked routes; adjacent work; moved boundaries; unseen hazards; assuming a quiet area will stay quiet. Hold affected work for uncertain location, unsafe access, uncoordinated activity or missing protection. Stay safe, notify the leader and obtain required correction, recheck and release.

Toolbox talk questions

1. What changed since the plan was made?

2. Who else can change our working conditions?

3. Which condition needs more than a visual review?

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. 8–9. 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/job-site-review-place-matches-plan

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