Toolbox Talk - Post-Job Review

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

What and why

A post-job review is a short conversation about the work as it happened, what helped and what needs attention before similar work. Useful details disappear when people move to the next job. A review turns experience into a specific follow-up that others can use.

Objective: Convert one work observation into a clear learning note with an owner, feedback point and evidence needed for closure.

When and where

After work or an important phase is safely secured, especially when conditions differed or a useful improvement emerged. With the people who performed and supported the work, in a setting where they can explain it without recreating exposure.

How to use it

- Ask what actually happened, what helped and what differed from the plan. Include affected people and record missing perspectives.
- Record the step, condition and effect. Keep facts, proposed changes and approved methods distinct. Address urgent hazards immediately.
- Assign follow-up and a feedback point. Obtain required review before reuse, then carry approved learning into the next task.

Verify It in the Field

Practice with a paper note saying communicate better. Rewrite it to identify the missing information, who needed it and when.

Name an action owner and evidence of receipt. Success means an actionable note and a feedback plan, not a general promise.

Before the next real task, confirm the approved change reached the plan and any affected control passed its required safe verification.

Failure points and stop triggers

No injury treated as proof of safety; vague advice; missing voices; unapproved workarounds reused; no follow-up. Stop any unsafe reenactment or premature approval of a workaround. Protect remaining exposure immediately. Arrange deeper learning or formal reporting when a short review is insufficient.

Toolbox talk questions

1. What did we learn that the next team needs?

2. What helped and should be preserved?

3. Who will act, and how will participants hear the result?

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. 54–55. 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/post-job-review-next-crew

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