Toolbox Talk - Evidence Before Sign-Off

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

What and why

Sign-off records a defined role and the work actually completed within that role. An unexplained signature can be mistaken for approval of checks nobody performed.

Objective: Explain a signature’s scope and hold an unsupported approval.

When and where

Before signing, approving or passing a work product to the next person. At a workbench, desk, inspection station or controlled digital record.

How to use it

- Read what this signature means. Confirm your role, authority and the exact item or revision.
- Review the required evidence for that role. Resolve gaps through the responsible process.
- Sign only for completed work within your scope. Identify restrictions through the approved record.

Verify It in the Field

Trace one real required check to its criterion, checker, result and time. A signature alone is insufficient.

Paper practice: a review form has a signature box but no test result. Explain why release stays on hold.

Add the missing result. Decide whether your role permits approval or requires another reviewer.

Failure points and stop triggers

Blanket approvals; signing early; wrong revision; pressure to sign outside your authority. Hold for missing evidence, uncertain scope, an unresolved exception or a changed revision. Obtain required review before release.

Toolbox talk questions

1. What does this signature actually confirm?

2. Which evidence can the next person trace?

3. Who resolves an exception?

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. 24–25. 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/safety-sign-off-signature-evidence

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