Toolbox Talk - Making the Work Plan Achievable

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

What and why

Plan feasibility means confirming that the resources needed for the task are actually available. A complete plan still leaves workers exposed when essential support exists only on paper.

Objective: Match one task prerequisite to real evidence of availability and suitability.

When and where

Before assigning work and whenever staffing, timing, equipment or access changes. At the planning desk and the actual work location.

How to use it

- Choose a task step. List the people, information, tools, access and protection it requires.
- Confirm each prerequisite at the time and location of use with its responsible owner.
- Resolve shortages through replanning. Rebrief the affected people before proceeding.

Verify It in the Field

Check suitability using the task's procedure, equipment instructions and required specialist decisions.

Paper practice: two jobs reserve the same required specialist at the same time. Identify the conflict.

Revise the paper schedule and name who must confirm availability. A booking alone is not field readiness.

Failure points and stop triggers

Borrowed equipment assumed available; overlapping assignments; inaccessible instructions; missing expertise. Hold the affected task if required resources or protection cannot be verified. Do not silently replace a required control with extra effort.

Toolbox talk questions

1. Which resource is shared with another job?

2. What proves it will be ready here?

3. Who can change the plan?

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. 122–127. 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-plan-feasibility-required-resources

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