Toolbox Talk - Self-Assessment of Real Work

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

What and why

Self-assessment compares ordinary work with an explicit expectation and studies any difference. A staged demonstration or completed form can conceal how work is normally performed.

Objective: Compare one expected condition with evidence and plan a useful recheck.

When and where

During planned reviews, after changes and when recurring difficulties appear. Where the selected process actually operates, including less visible shifts.

How to use it

- Define the process, question and governing expectation before collecting evidence.
- Study records, actual conditions and worker experience without disrupting critical work.
- Record strengths, gaps and uncertainty. Assign changes and reassess their effect.

Verify It in the Field

Trace one required control from the procedure to current field evidence and the authorized verifier.

Paper practice: a checklist says complete, but the related result is missing. Record the evidence gap.

Choose an additional evidence source and a recheck point; do not declare the entire process effective from one sample.

Failure points and stop triggers

Vague criteria; selected easy examples; staged work; conclusions beyond the sample. Hold affected work if required protection is absent or uncertain. Pause assessment if it causes distraction or demands unsafe access.

Toolbox talk questions

1. Which expectation are we comparing against?

2. Does the evidence represent ordinary work?

3. When will we reassess the change?

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. 75–76. 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-self-assessment-real-work

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