Toolbox Talk - Planning Resources for Safe Work

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

What and why

Project planning connects the work sequence with resources, interfaces and the protection each step needs. A schedule can look achievable while placing two tasks in conflict or leaving verification time out.

Objective: Show how one safety prerequisite is built into a project sequence.

When and where

At project setup and whenever scope, sequence or resources change. Across planning, procurement, field work and handover.

How to use it

- Define scope, responsible roles, deliverables and the people affected by the work.
- Sequence prerequisites, resources, reviews and control verification before the steps that rely on them.
- Monitor changes and conflicts. Update the plan, communicate decisions and verify readiness at handover.

Verify It in the Field

Choose one dependency and confirm who supplies it, when it is needed and what proves readiness.

Paper practice: a task starts before its required inspection is scheduled. Move the dependency before exposure.

Check that the revised sequence has real resources and the required authorization, not just new dates.

Failure points and stop triggers

Unowned interfaces; competing resources; scope changes; testing deferred until after use. Hold dependent work when a prerequisite is late, a conflict remains unresolved or scope changes without review.

Toolbox talk questions

1. Which step depends on another team?

2. Is verification time in the schedule?

3. Who resolves a resource conflict?

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. 58–60. 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/project-planning-safe-work-resources

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