

Post-Task Checklist:

An End-of-Shift Review Tool

A **post-task review** is a huddle held at the end of the work shift to briefly discuss issues that occurred during the shift, including safety and health concerns, and make necessary adjustments for the next day's plan.

Ask each question from your crew and develop an action plan if the status is not satisfactory. **Please note** that this checklist is to complement your Pre-Task Planning (JHA, JSA, pre-job planning, etc.) process and is not a replacement for any other planning steps.



Use the QR code to access the electronic version of this checklist.

Project:

Name / Role:

Task:

Date:

No.	Questions	Status		Explanation/Action Items
		Yes	No	
1	Were all tasks completed as planned?			
2	Were there any incidents?			
3	Were there any near misses?			
4	Were all hazards controlled?			
5	Were there any conflicts within the crew?			
6	Did any trades work nearby that you didn't expect?			
7	Did other trades' work cause any challenges or hazards to your crew?			
8	Did you have all the information you needed (e.g., drawings, specifications, etc.)?			
9	Did you have any issues related to PPE?			
10	Were any major pieces of equipment mobilized near your work zone (e.g., tower crane)?			
11	Were there any equipment or tool related issues (e.g., breakdown, unavailability, etc.)?			
12	Were there any material related issues (e.g., quality, delays, etc.)?			
13	Did weather conditions impact your work?			
14	Is there anything else you would like to discuss?			