

Post-Job Review Checklist: An End-of-Shift Assessment Tool

An **end-of-shift review** (also known as post-job or post-task review) is a huddle held at the end of the work shift to briefly discuss issues that occurred during the shift, safety and health concerns, and adjustments needed for the next day.

This checklist has been developed based on research findings and input from industry experts to help work crews continuously evaluate and improve their work process. 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.



Please use the QR code above or go to <http://bit.ly/46QUruw> if you have any feedback or questions.

Project:

Name / Role:

Task:

Date:

No.	Questions	Status		Explanation/Action Items
		Yes	No	
1	Did you have everything you needed to do your job properly?			
2	Were all tasks completed as planned?			
3	Were there any incidents during the shift?			
4	Were there any near misses during the shift?			
5	Were all hazards identified in PTP controlled well?			
6	Did any new hazards emerge during the shift?			
7	Were there any conflicts within the crew?			
8	Were there any conflicts with other crews?			
9	Did any crews work nearby that you did not expect?			
10	Did other crews' work cause any challenges or hazards to your crew?			
11	Were any major pieces of equipment (e.g., tower crane) mobilized to the jobsite?			
12	Were there any equipment or tool related issues (breakdown, unavailability)?			
13	Were there any material related issues?			
14	Did weather conditions impact your work?			
15	Is there anything else you would like to discuss?			