Pre-task review sheet

Discuss the actual work, today's conditions and the controls the team will rely on.

Job / task

Date / shift

Work area

Team lead

BEFORE WORK STARTS

Is the scope and sequence clear to everyone?	☐ Yes	☐ No	☐ N/A
What has changed in the work area, equipment, people or nearby activity?	☐ Yes	☐ No	☐ N/A
What hazards could cause harm, and who could be exposed?	☐ Yes	☐ No	☐ N/A
Could energy be released unexpectedly? How will it be isolated and verified?	☐ Yes	☐ No	☐ N/A
Can the hazard be eliminated, substituted or physically isolated?	☐ Yes	☐ No	☐ N/A
Are access, egress, communication and emergency arrangements understood?	☐ Yes	☐ No	☐ N/A
Are permits, authorisations and required competencies in place?	☐ Yes	☐ No	☐ N/A
What conditions mean stop work and reassess?	☐ Yes	☐ No	☐ N/A

KEY CONTROLS, OWNERS AND CHECKS

CONFIRMATION

Stop / reassess if

Supervisor / team confirmation

General discussion aid, not a risk assessment, permit or procedure. Adapt to your site's hazards, legal requirements and competent advice.