



TOOLBOX TALKS

Guides for discussing safety.



Managing Change



Talk Leader: Ask the group the questions in bold. You may read/refer to the unbolded text to facilitate discussion and understanding.

What are the hazards of “change”?

Change introduces new conditions that weren't considered in the initial planning phase which can lead to unanticipated hazards. These potential changes may result in a lack of team understanding, which can interrupt the work process and create a hazardous situation.

Provide an example of managing change at work.

A worker arrives at the job site and finds all the machinery has moved from the north side to the south side where he has been working for the past two weeks. He recognizes that there are now more caught-by/struck-by hazards near his workspace. He realizes he will have to be more aware of his surroundings as he continues his task with the new hazards on hand. He checks in with his supervisor to notify him of the changes at the site and review the established safe work practices. The supervisor instructs the worker on new safe practices and documents the changes.

How do we prevent issues that may arise from a change?

We can't always prevent changes from happening, but we can prepare for them. Make sure to review how to address changes that could occur. Be sure to document revisions to safe work practices, job safety analyses, and/or site safety plans and communicate the changes to affected personnel.

Are there changes to discuss for this job?

Discuss changes with your supervisor and affected personnel. For example, consider the changes in the following: performing task, process or equipment, personnel including management, weather/site conditions, and maintenance schedules.