

Post-Job Review: Capture What the Next Crew Needs

Todd Jerome Jenkins | v1.0 | Reviewed October 9, 2026 | Discussion + field checks

Why this matters

Useful details can disappear when a crew leaves: difficult access, a missing resource or a control that worked well. Capture those details while the work is fresh. Give the next job usable information and each unresolved issue a named owner.

Objective: Turn one difference between planned and actual work into a clear learning note, assigned follow-up and useful information for the next crew.

Key hazards or failure points

Declaring success because nobody was hurt; missing worker perspectives; recording vague advice; normalizing an unreviewed workaround; leaving a concern without an owner; treating a brief review as an investigation.

Practical controls

- After the task is safely secured, include the people who performed or supported it. Ask what happened, what helped and what differed from the plan. Record missing perspectives rather than assuming agreement.
- Capture the specific step, condition and effect. Distinguish an observed fact, a useful practice and a proposed change. Route urgent hazards or reportable events immediately through the required process, not a later meeting.
- Assign follow-up, a feedback point and the evidence needed to close the issue. Have proposed changes reviewed through the authorized process before reuse. Make the approved lesson available where the next crew prepares.

Verify It in the Field

Select one review note and ask a participant to explain the work behind it. Replace “communicate better” with the missing information, timing or resource. Preserve different accounts and unanswered questions without choosing a cause by vote.

Trace the note to a named owner and the appropriate action record. Confirm any current exposure is controlled and that the owner received the issue. Record the handoff result, time and next feedback point; submitting a form is not proof of receipt.

Before the next similar task, check whether the approved lesson reached its work package or briefing. Use the authorized safe method to verify any resulting control change. Record the source, actual result and checker, and return the outcome to the original crew.

Stop and reassess

Pause the conversation if it pressures people to demonstrate an unsafe act, settles disputed facts prematurely or endorses an unapproved workaround. Protect people immediately if a remaining hazard is identified. Arrange deeper learning or investigation when the short review cannot resolve the issue.

Ask the crew

1. What did we encounter that the next crew should know?
2. What helped us that should be preserved?
3. Who will follow through, and how will we hear the result?

Use the task plan and required specialist decisions before exposure.

Sources: DOE-HDBK-1028-2009 Vol. 2, pp. 54–55; OSHA Program Evaluation and Worker Participation. Full references: webpage..

Free next step: [JHA/JSA planning & field-verification worksheet](#)

Expanded guidance and separate forms: toddjeromejenkins.com/toolbox-talks/post-job-review-next-crew

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