



UNSCHEDULED WORK 07/21/25 - 07/26/25

Responding to unscheduled work or emergencies in the facilities we work in brings challenges to us that we do not see performing planned and scheduled work. Knowing how to manage the unforeseen hazards that unscheduled work presents is key to being able to respond tactfully, responsibly, and safely. Here are a few of those challenges:

* **Don't rush-** Yes, things are happening quickly, and we have been asked to complete certain tasks in an emergency and quickly changing environment, that does not mean foregoing any pre-job communication and setting everyone up for success. Know what you and your crew are going to do, take the time to plan, discuss individual tasks, identify the hazards you have and that may arise, and verify that everyone is working together. The same holds true for the task itself, do your work purposely, safely, with a manageable pace. Take the time and stop to talk about and manage the changes in your work plan. Pushing the pace and getting in a hurry lend themselves to mistakes, which, in the long run, will end up adding time and risk to the task. HAVE PATIENCE!

* **Joint Job Visit-** Perform a walkdown of the work area with the company representative and make sure you ask questions and get a good understanding of what is in your area and what changes and issues the emergency has placed in your work area.

* **Working with other crafts and companies-** Outside help may be brought in and you will find yourself working with unfamiliar groups. Make it a point to communicate as often as needed with other work groups you are working in conjunction with or are working close too so you understand each other's tasks and how you will affect each other and plan accordingly

* **Fitness for Duty-** Staying late, working long hours and working consecutive days without time off can adversely affect your work. We make poor decisions when we are tired, and our body cannot support what our mind is trying to tell us what to do. Take breaks as needed, possibly go home a little earlier on a chosen day, take a day off as needed or scheduled, and communicate with your supervisor how you feel. Also keep an eye on your workmates; you will notice different behavior unbecoming of them if they are too tired to complete the work ahead. Let your supervisor know if you think someone is getting tired. This could save them and others around them from mistakes and injury.





SAFETY MEETING SIGN-IN

Date	Topic	Unscheduled Work
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Location _____

Trainer

Start Time	End Time
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Signature of Trainer: _____

SCAN	SAFETY/TOOLBOX TALKS/TRAINING/MMDDYY TRAINING CERTIFICATION
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This form can be found: \Safety\Safety\Training\Toolbox Talks\Toolbox Talk – Unscheduled Work – 07212025