



When the Job Changes Midstream

New scope, new hazards, new plan

CATEGORY Communication & Procedures DATE 2026-10-13 SITE Sample Site

OPENING QUESTION — ASK THE CREW

Has the job you started this morning already changed from what you planned?

Why This Matters

In pulp and paper work, scope shifts fast: a jammed roll, a swapped pump, a line under pressure. Keep working the old plan after things change and you're exposed to unbriefed hazards.

Hazards to Recognize Today

1. Unplanned energy exposure	2. Wrong PPE for new task
WHY IT MATTERS Equipment swaps can expose you to energy not covered in the first brief.	WHY IT MATTERS A changed job can mean splash, heat, or noise your PPE wasn't picked for.
WHAT TO DO Stop and confirm isolation points match the new scope before touching anything.	WHAT TO DO Recheck PPE needs against the actual task, not the one you started with.
3. Mobile equipment path	4. Wrong tool for the task
WHY IT MATTERS Rerouted work can put equipment moving through a space thought clear.	WHY IT MATTERS A bigger or different job can mean the tool in hand is wrong or undersized.
WHAT TO DO Re-scan the area and confirm travel paths before restarting work.	WHAT TO DO Check tools against the actual task and swap out anything that no longer fits.

REAL-WORLD EXAMPLE

A crew was clearing a jammed conveyor when asked to also clear a stuck roll nearby. They kept working without a re-brief. A millwright nearly reached into a live pinch point.

ACTIONS FOR TODAY	CREW DISCUSSION
- Stop work if scope or conditions shift - Regroup the crew before continuing, even if minor - Re-brief new hazards, not just the new task - Confirm isolation, PPE, and tools match the job - Ask your supervisor if you're unsure of a change	- When did a job's scope change but the brief didn't? - When is a change big enough to stop and regroup? - Who on this crew should call the stop when conditions shift?

KEY TAKEAWAY When the job changes, stop and re-brief before you keep going.

Awareness briefing only. Not training, not a procedure, and not a site hazard assessment. See page 2.


FOUNDATION RESOURCEWORKS TOOLBOX TALK

Attendance Record

COMPLETE THIS SECTION Record of delivery. Kept by the employer as its own training-delivery record.

Date and shift		Presenter	
Department or area		Duration	

#	EMPLOYEE NAME (PRINT)	SIGNATURE OR INITIALS	QUESTIONS OR FOLLOW-UP
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USE LIMITATIONS

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