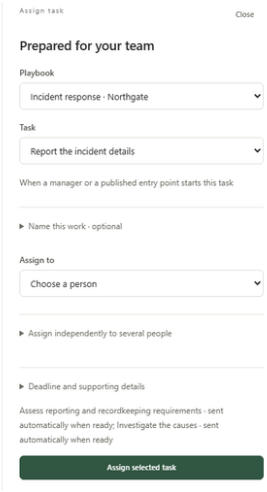
ANALYSE A JOB'S HAZARDS AND BRIEF THE CREW

Keep crew briefing follow-up tied to each person's response

Record each crew member's acknowledgment against the approved job analysis version, with a time and any questions. Individual responses show whose briefing still needs attention when the crew changes.

Complete the job hazard analysis > Review and approve the analysis > Brief the crew: each member acknowledges

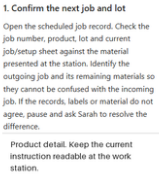
SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Record the preparation required before starting



SkillSmith · Keep the current instruction readable beside the work



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Designated specialist	Complete the job hazard analysis	Respond with ppe, controls, hazards and permits needed.
Accountable owner	Review and approve the analysis	Respond with approved or returned and conditions.
Assigned team member	Brief the crew: each member acknowledges	Respond with jha version, crew member, questions and timestamp.

Collect the replacement crew member's response

In a worked example, a replacement crew member joins after the briefing; their own acknowledgment is needed before treating the crew's briefing record as complete.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Jha form	Open the selected material for this occurrence.
Recorded response	crew member, JHA version and timestamp	Save the response with its work context.
Review point	timestamp and questions	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Analyse a job's hazards and brief the crew

Bring jha form into the prepared work. Designated specialist, Accountable owner and Assigned team member each receive the context needed for their part.

01 Complete the job hazard analysis

Record steps, hazards, controls, PPE and permits needed.

02 Review and approve the analysis

Record approved or returned and conditions.

03 Brief the crew: each member acknowledges

Record crew member, JHA version, timestamp and questions.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Analyse a job's hazards and brief the crew

Before a non-routine or high-risk job starts, someone competent breaks it into steps, names the hazards and controls, a supervisor approves, and every crew member is briefed - one analysis, one acknowledgment per person.

JHA · Line 2 changeovers (machinists)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Jha form The task uses this material	The JHA record (steps × hazards × controls) with photos.
Guidance The task uses this material	The site's JHA template and hazard checklist.
Criteria The task uses this material	Approval checklist (hierarchy used, permits named, PPE specified).

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose jha form from the resources your team uses.

02 Agree the responsibilities

Confirm designated specialist, accountable owner and assigned team member for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains crew member, jha version, timestamp and questions. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring jha form. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

An approved JHA exists and every crew member has acknowledged it before the job starts.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The person has to leave the work to find its instructions or help.	Open the selected resources with the task, and keep a question attached when help is needed.
The current status hides which response or version came before it.	Keep crew member, jha version and timestamp with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Has each assigned crew member acknowledged the approved job analysis?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact