

SAFETY BULLETIN

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SHIFT HANDOVER

INTRODUCTION

Shift handover is a communications task that involves information being transferred between individuals and teams to allow work to continue safely and effectively. It is a two-way process that involves outgoing shift personnel preparing for, and then delivering the handover and incoming personnel receiving the handover and using the information they receive as required to do their job.

POTENTIAL HAZARD AND MITIGATION ACTION DURING SHIFT HANDOVER:

1. INSUFFICIENT INFORMATION:

All communication is prone to error and misunderstandings are an inevitable feature of human communication. Reliable communication is highly critical to safety, and shift handover falls into this category. The insufficient information in shift logbooks are one of the major cause of misinformation.

MITIGATION ACTION:

All staffs should record adequate details of the tasks carried out throughout their shift especially crucial and high risk task so that the next person continuing the task will have a clear picture on the latest status of the task. This will prevent any accidents due to misinformation.

2. POOR LEGIBILITY:

Legibility is the quality of being clear enough to read. Poor legibility is also a main cause of misinformation during shift handover. In addition to that, poor legibility might also cause misinterpretation of the data or diagrams recorded in the logbook.

MITIGATION ACTION:

To avoid any misunderstandings or misinterpretations, maintenance employees should make sure that all the data entered in the shift logbooks is legible. The staff should utilize larger fonts, black inked pens, and better handwriting as a few ways to guarantee that the shift handover book logs are readable.

CONCLUSION

In conclusion, it is clear that poor shift handover practices might cause catastrophic accidents which can result in death of personnel and considerable revenue loss for the company. Hence, it is the responsibility of all personnel to ensure that an excellent shift handover process is carried out to create a safe work environment.


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