SHIFT HANDOVER

Shift handover sheet: site with vehicles

Site	Date	Outgoing supervisor	Incoming supervisor

☐ Higher-risk handover: ☐ maintenance across the change ☐ different from normal working ☐ return after long absence ☐ experience gap between supervisors

1. Prepare (outgoing shift). Cover every line, even if the answer is "no change"

Item	What to pass on	No change
Route or crossing changes: closed, moved or temporary, and why		☐
Vehicles out of service: which, where the keys are, tagged?		☐
Lift truck check defects found this shift		☐
Bay or restraint faults: doors out of use, what's in place instead		☐
Who is on site: contractors, visitors, lone workers		☐
Deliveries due, especially near the shift change		☐
Near misses this shift, and what was done		☐
Weather and light: ice, rain, fog, lighting out		☐
New people: agency workers or new starters coming in		☐

2. Talk it through, face to face

Incoming supervisor reads back the top three items
1.
2.
3.

3. Check (incoming shift)

☐ Every changed route walked ☐ Questions answered

Handover time (from / to)	Outgoing signature	Incoming signature