Start-of-Shift Checklist Template

Start of Shift Checklist

1. Personal Preparedness

[ ] Arrive On Time: Ensure you're punctual to maintain workflow.
[ ] Dress Appropriately: Wear the right uniform or attire as per the job requirement.
[ ] Hygiene: Make sure you're well-groomed, especially if the role involves client interaction.
[ ] Health Check: Any symptoms or feeling unwell? Notify your supervisor.

2. Workspace Setup

[ ] Clean Work Area: Ensure your desk or workspace is tidy and sanitized.
[ ] Check Equipment: Make sure all tools or devices you'll be using are functional.
[ ] Secure Personal Items: Store your belongings in the designated area.

3. Communication and Updates

[ ] Check Emails/Communication Channels: Look for any urgent messages or updates.
[ ] Attend Briefings/Meetings: If scheduled at the start of the shift.
[ ] Review Tasks for the Day: Familiarize yourself with the day's agenda or assignments.

4. Safety Protocols

[ ] Review Safety Measures: Especially important for roles in manufacturing, healthcare, security, etc.
[ ] Report Malfunctions: If any equipment isn't working, notify maintenance immediately.
[ ] Restock Safety Gear: Ensure you have all necessary protective equipment.

5. Logistical Preparation

[ ] Check Inventory/Supplies: Ensure you have all necessary materials for the day.
[ ] Set Up Systems: Boot up computers, start machinery, or set up stations as needed.

6. Goal Setting

[ ] Set Priorities: Determine the most pressing tasks and tackle them first.
[ ] Identify Potential Challenges: Anticipate obstacles and think about solutions in advance.

7. Team Interaction

[ ] Touch Base with Colleagues: Especially if tasks require collaboration.
[ ] Notify Availability: Let the team know you're ready to start, especially in roles like customer support.

The start of a shift sets the tone for the hours that follow.