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**SAFETY IS AN INVESTMENT IN YOUR FUTURE.**

Everything starts with Safety at IEC

**Lack of Time**

Toolbox Talk # 5041

There are many different sources of pressure individuals face at work to get the job done. Time, or the lack of it, is a major driver in whether or not workers feel that they need to rush to get a job completed. It is important to plan work accordingly to avoid having to rush work tasks.

**Time Pressures on the Job**

There are many reasons why there is not enough time to get work done or at least the perception that there is a lack of time. Some reasons to consider:

* Poor preplanning- A lack of planning is a major factor in whether or not employees have to rush to get work done. Poor preplanning leads to a huge number of issues on the job and often results in [safety-related shortcuts](https://www.safetytalkideas.com/safetytalks/taking-shortcuts/).
* Unrealistic deadlines- Related to poor preplanning, unrealistic deadlines put unnecessary pressure on workers to perform. When deadlines force workers to rush, incidents and injuries are bound to occur over time.
* Weather- Weather can throw a huge curveball at production schedules in the [construction](https://www.safetytalkideas.com/safety-talks/construction-industry/) industry. When weather is not planned for both in the short and long-term major issues, and setbacks can arise for everyone involved.

**Best Practices to Avoid Time-related Issues**

[Proper preplanning](https://www.safetytalkideas.com/safetytalks/task-planning/) is critical to all work. New work tasks especially should be evaluated well ahead of the actual work needing to be completed. Tasks need to be evaluated for both safety issues and production issues. The hazards of the work need to be reviewed as well as what the mitigation actions would be for those hazards. Any extra safety equipment or training would need to be provided prior to the work beginning.

From a production standpoint, proper preplanning looks at what tools, materials, equipment, personnel, time, etc., are needed to complete the project. Having all of these items in line prior to work beginning allows for a much smoother work process.

After preplanning is completed, everyone should be on the same page about what time is required to complete the project. Realistic goals should be set by management and understood by everyone involved in the work. Plans for setbacks, weather conditions, or other issues should be considered when planning for the time needed.

All too often, time pressures are created unnecessarily. Lack of time to get a job completed can lead to workers taking shortcuts which leads to additional exposure to risk. Proper time allotted for tasks allows workers to ensure the proper safeguards are in place before a work task begins. When individuals work together to properly pre-plan and carry out tasks, the job goes a lot smoother. Avoid time pressures through proper preplanning and setting realistic expectations for getting work tasks completed.

Please read and understand this important document and sign on the reverse side that you have done so.

YOUR SIGNATURE ON THE REVERSE SIDE INDICATES THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS DOCUMENT.

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Attendance – Toolbox Talk

Company / Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: Lack of Time

# I have read and understand Toolbox Talks, topic as shown, on date indicated.

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