**Description of the job:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WO #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date/Time:** \_\_\_\_\_\_\_\_\_\_\_

**Emergency contact (name and phone #):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee in Charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefing Content – Include information for each briefing subject:

1. Identifying the specific equipment – using specific equipment and system names and unique equipment numbers.

|  |  |
| --- | --- |
| **1. Identify Equipment** | |
| A. Equipment Name |  |
| B. Unique Equipment Designation (number, letter, other) |  |
| C. Location of the equipment (include site/station) |  |
| D. Equipment Interfaces with/Affected By |  |
| E. Equipment Affects |  |
| F. Equipment Name/Location Verification |  |

2. Identify the work practices – the crew determines the work practices appropriate for the project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Identify Work Practices** | | | | | | | |
|  | A. Job Plan/Scope |  | B. Safety Procedures |  | C. Operating Instructions |  | D. Maintenance Procedures |
|  | 1. Right personnel |  | 1. Lockout/Tagout |  | 1. Approved Plan |  | 1. Approved Plan |
|  | 2. Right Tools |  | 2. Hot Work |  | 2. Startup |  | 2. Rigging |
|  | 3. Skills Adequate |  | 3. Excavation |  | 3. Shutdown |  | 3. Grounding |
|  | 4. Training Current |  | 4. Equip Operation |  | 4. Boiler Clean |  | 4. No Voltage test |
|  | 5. Training Adequate |  | 5. Coal Mill Blanks |  | 5. Gen Purge |  | 5. Mech Testing |
|  | 6. Training Required |  | 6. Confined Space |  | 6. Impairments |  | 6. Elect Testing |
|  |  |  | 7. Elect Isolations. |  | 7. Substation |  | 7. Lifting |

3. Identify the Hazards – the crew has the responsibility for identifying all the hazards associated with the job. (Uncontrolled hazardous energy, confined space, electrical, chemical, slips, weather, etc.)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Identify Hazards (What can hurt me today?)** | | | | | | | |
|  | A. Uncontrolled Energy |  | D. Excavation/Trenching |  | M. Pinch Points |  | U. Body Position/Mechanics |
|  | 1. Mechanical |  | E. Fall Hazard |  | N. Wind |  | 1. Lifting, Reaching or Climbing |
|  | 2. Hydraulic |  | F. Flammable Material |  | O. Asbestos |  | 2. Heavy Tools or Equipment |
|  | 3. Pneumatic |  | G. Hazard Chemical/SDS |  | P. Animals/Insects |  | 3. Large Amt of Force Required |
|  | 4. Electrical |  | H. Hot Work |  | Q. Engulfment |  | 4. Awkward Position/Movement |
|  | 5. Temperatures |  | I. Housekeeping |  | R. Falling objects |  | 5. Repeating Same Movement |
|  | 6. Other |  | J. Material Handling |  | S. Heat stress |  | 6. Fatigue/Mental Stress |
|  | B. Confined Space |  | K. Mobile Equipment/Vehicles |  | T. Other |  | 7. Body Location (Line of Fire) |
|  | C. Dust |  | L. Rigging |  |  |  | 8. Slips/Trips |

4. Determine the energy control points – this requires the workers or crew to

**Pre–job Safety Briefing Sign Off**

I have reviewed the elements assigned to this job.We have discussed the requirements of the job and noted any special precautions to take to complete this job in a safe and efficient manner.

**Participants (signature & emp. number):**

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*Additional spots on back of form.*

determine if a Permit is needed to control energy sources.

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| **4. Identify Energy Control Sources** | |
|  | A. Identify Primary Energy Isolation Device |
|  | B. Verify Lockout/Tagout Location(s) |
|  | C. Verify Absence of Voltage |
|  | D. Relieve/Restrain Stored Energy |
|  | E. Place Personal Protection Lock(s) |

5. PPE necessary for the job – apply engineering, ventilation or administrative

controls to the project and then use personal protective equipment (PPE).

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| 5. **5. Identify Necessary Personal Protective Equipment** | | | |
|  | A. Hard Hat |  | F. Electrical Flash Protection |
|  | B. Safety Glasses / Side Shields |  | G. Respiratory Protection |
|  | C. Face Shield/Goggles |  | H. Fall Protection |
|  | D. Hearing Protection |  | I. Chemical Resistant suit |
|  | E. Primary Work Clothing/FR |  | J. Gloves |

6. Special Precautions – the crew should review issues that do not occur on every project.

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| **6. Identify Special Precautions** | | | |
|  | A. Fire Protection Impairment |  | H. Bottom Ash Build-up |
|  | B. Infrared/Ultraviolet hazards |  | I. Fire-fighting |
|  | C. LASER hazard |  | J. Rescue |
|  | D. Environment |  | K. Unit Load Test |
|  | E. Electrical Protection Equipment |  | L. Substation Switching |
|  | F. Electrical Testing |  | M. Mechanical Ventilation |
|  | G. Overhead Lifting |  | N. Review SDS |

**List specific hazards and mitigation efforts on second page of form.**

|  |  |
| --- | --- |
| Specific Hazard | Mitigation |
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**Pre–job Safety Briefing Sign Off (cont)**

I have reviewed the elements assigned to this job.We have discussed the requirements of the job and noted any special precautions to take to complete this job in a safe and efficient manner.

**Participants (signature & emp. number):**

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**Pre-Job Briefing Form Guidelines**

* This form shall be filled out by the crew or individuals performing the work.
* This form shall accompany the crew/individuals performing the work to the job site.
* Any box checked on Page 1 Section 3, “Identify Hazards”, must have the mitigation response(s) documented on Page 2. If an “Other” box is checked, the specific hazard(s) must be listed as well.
* If previously unidentified hazards surface throughout execution of the work, verbal communications between all members of the crew shall take place immediately, specifically identifying the hazards and mitigations for those hazards. If those hazards are significant, the written form shall by updated and an additional briefing held.
* The supervisor (or their designee) will initiate the Pre-job Safety Briefing process and will communicate any circumstances that may be pertinent to safe execution of the work.
* In all circumstances, supervision is accountable for making sure that pre-job safety briefings are being performed.
* Include the date, time and brief description of job task.
* Review all six briefing elements marking, identifying and discussing critical job-related information.
* During the briefing, ask for input and circulate pre-job form.
* Record other pertinent job information not covered by the checklist on the second page.
* Specify any other hazards identified not covered by the checklist.
* Return forms at the end of the shift or upon work completion to the Safety & Training Department.