



JOB BRIEFING CHECKLIST

IDENTIFY

- The hazards
- The voltage levels involved
- Skills required
- Any “foreign” (secondary) voltage source
- Any unusual work conditions
- Number of people needed to do the job
- The shock protection boundaries
- The available incident energy
- Potential for arc flash (Conduct an arc flash-hazard analysis)
- Arc flash protection boundary

KNOW

- What the job is
- Who else needs to know—Communicate!
- Who’s in charge

THINK

- About the unexpected event...What if?
- Lock - Tag - Test - Try
- Test for voltage - FIRST
- Use the right tools and equipment, including PPE
- Install and remove grounds
- Install barriers and barricades
- What else....?

CHECK

- Job plans
- Single-line diagrams and vendor prints
- Status board
- Information on plant and vendor resources is up to date
- Safety procedures
- Vendor information
- Individuals are familiar with the facility

ASK

- Can the equipment be de-energized?
- Are backfeeds of the circuits to be worked on possible?
- Is a “standby person” required?”

PREPARE FOR EMERGENCY

- Is the standby person CPR trained?
- Is the required emergency equipment available? Where is it?
- Where is the nearest telephone?
- Where is the fire alarm?
- Is confined space rescue available?
- What is the exact work location?
- How is the equipment shut off in an emergency?
- Are the emergency telephone numbers known?
- Where is the fire extinguisher?
- Are radio communications available?
- Is safety equipment available to release a victim if unable to de-energize?

PERSONAL PROTECTIVE EQUIPMENT

- Rubber gloves: Class: __Air tested? Y N
- Lab test date: _____
- EH rated boots
- EH hardhat
- Arc shield
- Arc suit 40 cal/cm²
- Arc rated clothing _____ Cal/cm²
- Balaclava style hood
- Arc rated hearing protection
- Insulated tools
- Insulated barrier material (rolled blanket)
- Plastic rimmed safety glasses
- Barricade Tape