



OBJECTIVES



- Explain the importance of a job briefing
- Describe the content of a job briefing
- Identify when a job briefing must be performed
- List the responsibilities of the Person in Charge
- Describe the importance and relationship between job briefings and Job Safety Analyses, Checklists, and the Energized Electrical Work Permit

OVERVIEW

- No clear definition
- OSHA - “Information provided by the employer.”
- Others as a job hazard analysis or an assessment of safety related to a specific job or task.



OVERVIEW

- Critical to understand a job briefing
- Foster critical thinking and discussion during these sessions
- Stimulate thought process for lone worker



KEY ELEMENTS OF A JOB BRIEFING



1. Hazards associated with the job or task
2. What are the work methods or procedures that must be considered?
3. Is there any special precautions to consider?
4. How are you controlling the energy source?
5. What PPE (Personal Protective Equipment) is needed to perform the task safely?
6. Emergency Response



1. HAZARDS ASSOCIATED WITH THE JOB OR TASK



- a. Work near energized electrical? Voltage levels involved?
- b. Secondary (foreign) voltage sources or back-feed possible?
- c. Unusual work conditions (adverse weather)?
- d. Shock protection boundaries?
- e. Potential for arc flash (flash-hazard analysis)?
- f. Flash protection boundaries?
- g. Confined space? Excavation/trench? Slips, Trips and Falls?
- h. Traffic control?
- i. Hazardous materials?



2. WHAT WORK METHODS OR PROCEDURES MUST BE CONSIDERED?



- a. De-energization?
- b. Standby person needed? First aid/CPR?
- c. Job plans, diagrams, blueprints, etc.?
- d. Notification of others?
- e. Person-in-charge/competent person?
- f. Voltage testing?
- g. Grounding?
- h. Line clearing/tree trimming?
- i. Barriers and barricades?
- j. Cranes, Boom truck or aerial lift?
- k. Housekeeping?



3. IS THERE ANY SPECIAL PRECAUTIONS TO CONSIDER?



- a. Communication equipment?
- b. Insulated tools and equipment?
- c. Other special procedures?



4. HOW ARE YOU CONTROLLING THE ENERGY SOURCE?



- a. Lockout/Tagout?
- b. Hold Tag?
- c. Grounding?
- d. Isolate?
- e. Clearance?
- f. Testing?



5. WHAT PERSONAL PPE IS NEEDED TO PERFORM THE TASK SAFELY?



- a. Fall protection?
- b. Hard hat with chin strap?
- c. Hearing protection?
- d. Respirator Protection?
- e. Safety Steel-toed footwear?
- f. Reflectorized vest (flagging traffic)?
- g. Safety glasses or goggles?
- h. Face shield and safety glasses?
- i. Cut-resistant chaps (chainsaws)?
- j. Arc flash protective equipment?
- k. Gloves/sleeves (voltage-rated, leather, chemical, etc.)?



6. EMERGENCY RESPONSE

- a. Employee notification procedure
- b. Location of medical/first-aid supplies and AED
- c. On-site responders
- d. Emergency disconnect from energy source
- e. Emergency contact numbers (911 or direct line to emergency offices and company contacts)
- f. Evacuation plan/routes
- g. Assembly points



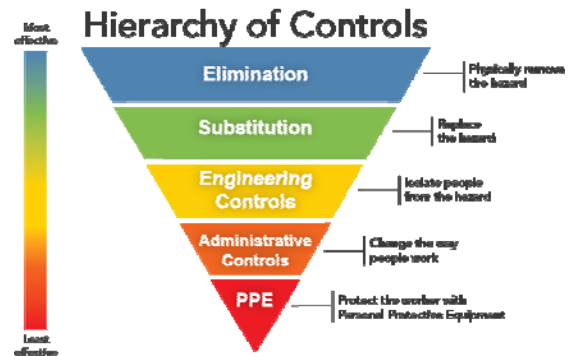
JOB BRIEFING AND JOB HAZARD ANALYSIS

- Dependent upon having a proper job hazard analysis (JHAs)
- Can be company specific or
- Can be based on industry accepted analyses that considered:
 - task to be done
 - hazards associated with the task
 - control measures that will be needed to mitigate those hazards



JOB HAZARD ANALYSIS

- What is the Task to be done and the steps for completion?
- What are the hazards associated with the task?
- What measures will be taken to mitigate those hazards?
- Other key safety measures



PERSON IN CHARGE/COMPETENT PERSON

- Designate a representative or competent person as Person in Charge (PIC).
- Does not have to lead the job briefing but they have to be present to ensure completion.
- All other employees must participate and may share any of the information



PERSON IN CHARGE/COMPETENT PERSON



PIC ensure:

- a. Identified routine and critical tasks
- b. Identified roles and responsibilities of employees involved
- c. Participants aware of existing conditions and provided all necessary information from the host employer
- d. Identified hazards with the task to be performed
- e. Determined mitigation procedures to implement
- f. Job briefing is documented and include any insulate and isolate methods to be used
- g. Employees are wearing PPE and it's in good working order
- h. Emergency response information is provided

CONDUCTING JOB BRIEFINGS



a. Number of briefings

- Before start of each shift
- Whenever change occurs during shift

b. Extent of briefings

- Brief discussion with experienced worker and routine work.
- Extensive for unfamiliar workers, non-routine, complex or hazardous



c. Working alone

- Assess and plan each job
- Identify potential hazards and
- Consider how hazards will be addressed.

PLANNING AND DOCUMENTATION



1. Completed by a qualified person
2. Documented
3. Include:
 - a. Description of job and tasks
 - b. Identification of electrical hazards
 - c. Shock risk assessment
 - d. Arc flash risk assessment
4. Job Briefing
5. Change in Scope - Additional job safety planning/briefings



JOB BRIEFING DOCUMENTATION



Checklists

- NFPA 70E Electrical Safety in the Workplace
- Other predeveloped checklists

Energized Electrical Work Permit

- Energized Electrical Work Permit



JOB BRIEFING SUMMARY



KEY ELEMENTS OF A JOB BRIEFING

1. Hazards associated with the job or task
2. What are the work methods or procedures that must be considered?
3. Is there any special precautions to consider?
4. How are you controlling the energy source?
5. What PPE (Personal Protective Equipment) is needed to perform the task safely?
6. Emergency Response

JOB BRIEFING SUMMARY



JOB BRIEFING AND JOB HAZARD ANALYSIS

- Dependent upon having a proper job hazard analysis (JHAs)

PERSON IN CHARGE/COMPETENT PERSON

- Designate a representative or competent person

CONDUCTING JOB BRIEFINGS

- a. Number of briefings.
- b. Extent of briefings.
- c. Working alone.

JOB BRIEFING SUMMARY



PLANNING AND DOCUMENTATION

1. Completed by a qualified person
2. Documented
3. Job/tasks, identification of electrical hazards, shock & arc risk assessment
4. Job Briefing
5. Change in Scope - Additional job safety planning/briefings

JOB BRIEFING DOCUMENTATION

- Checklists
- Energized Electrical Work Permit

JOB BRIEFING REVIEW QUESTIONS



1. Which of the following is **NOT** part of a job briefing?
 - a. Review of hazards associated with the job
 - b. Discussion of procedures that apply to the job and are to be used
 - c. Training on safety information employee lacks

**JOB BRIEFING
REVIEW QUESTIONS**



2. When is a job briefing required?
- a. Only when performing non-routine tasks
 - b. before the start of each shift and whenever a significant change occurs during the shift
 - c. Every hour during the performance of the job or task

**JOB BRIEFING
REVIEW QUESTIONS**



3. According to OSHA's Hierarchy of Controls Personal Protective Equipment (PPE) should be the first measure to be taken to protect employees.
- a. True
 - b. False

**JOB BRIEFING
REVIEW QUESTIONS**



4. Should an employee working alone conduct his own job briefing?
- a. Yes
 - b. No

**JOB BRIEFING
REVIEW QUESTIONS**



5. Who should sign the job briefing?
- a. Owner, Safety Director and Person In Charge at the site
 - b. Person In Charge at the site and all participants
 - c. Person In Charge at the site only

JOB BRIEFING RESOURCES



JOB BRIEFING RESOURCES



www.esafetyline.net/neca



eSafetyLine

- Home
- Safety Topics
- Access Records
- News & Features
- Safety Talk Calendar
- Safety Manual
- Safety Database
- Message Board
- Product Orientation
- Contact Us



Welcome to eSafetyLine

This software has been developed to provide you with a comprehensive tool to establish and maintain your safety program. The resources available here can be used to walk you through the development of a complete program. Items can also be selected on an as-needed basis to compliment an existing program. All materials can be edited to fit your companys unique operations. The ability of the application to maintain your safety records is most important.

Helpful Tips

Will you have more than 10 employees at any time during a calendar year? Then you must maintain an OSHA 300 Log. Follow the Access Records link to enter incidents and maintain an up-to-date OSHA 300 Log.

- Use the Safety Calendar to view talks that will keep your safety ideas fresh and on the top of employees minds.
- Access Safety Topics for lessons plans with talks, activities and tests to address compliance training.
- Enter your employee training in the Access Records link to print employee safety wallet cards identifying qualifications/training received.

[View our disclaimer and the licensing agreement.](#)

Safety News

- OSHA news releases on national and regional enforcement activity
- OSHA news releases on standards and guidance
- OSHA news releases on national and regional events



Need Help?

Contact Technical Support. We can guide you through the program and may be able to assist you with supplemental programs.