



BEST PRACTICE

SUBJECT: JOB BRIEFINGS

PRACTICE STATEMENT: Provides a uniform methodology and outlines key components of job briefings.

PRACTICE DESCRIPTION: The Person In Charge (or a designated representative) shall document the basic job steps, anticipated hazards, and actions taken to control/eliminate hazards by doing the following:

- A. Define routine and critical tasks.
- B. Identify roles & responsibilities.
- C. Existing characteristics and conditions (provided by host)
- D. Identify hazards.
- E. Determine risk mitigation.
- F. Documentation shall include I & I to be used.
- G. Personal Protective Equipment to be used.
- H. Emergency response information.

NOTES:

- Job briefings needs to be updated and documented when changes to the scope of work are identified.
- The Person In Charge does not have to complete the job briefing however he/she must be present during the delivery to ensure proper completion

All crewmembers shall participate in a documented job briefing. Job briefings are to be held at the start of the work shift, as work tasks or changes in working conditions occur that differ from original briefing, and as additional personnel including guests arrive at the job site. These job briefings shall include the components of a Hazard Analysis or use your company specific hazard analysis program associated with the work steps, hazards associated with the work step, and ways to eliminate or control the hazards. The job briefing form shall have a provision for each employee to sign to verify they have participated in the job briefing. Each ET&D Partnership company's shall establish a review process to ensure that the documented job briefing process is effective and the known characteristics and conditions are being communicated.

BENEFITS:

- Provides for essential job safety planning guidelines and lists key elements.
- Enhances compliance with OSHA regulatory requirements.

Executive Committee approval date: 9/29/2015

Revision date: 9/29/2015



- Incorporates use of a specific hazards identification process in the job planning process that will provide for enhanced controls for risks.
- Proper pre-planning reduces the risk of injury.
- Ensures employees receive information about the known characteristics and conditions of the system they are working.
- The process and required documentation enhances inclusion and participation of job team members in the safety planning processes associated with the job.

REFERENCES: National Electric Safety Code (NESC, ANSI C2 – Part 4)



Frequently Asked Questions

Job Briefings

1. Do I have to document a Job Briefing when the tasks are repetitive?
 - Yes all Job Briefings shall be documented. The job briefing form shall have a provision for each employee to sign to verify that they understand the job briefing. If during the course of performing the planned task, conditions change that will affect the safety of the personnel, a new Job Briefing shall be conducted and documented (original document may be amended to reflect content of the new Job Briefing).
2. Do I need to do separate Job Briefings for repetitive tasks?
 - Yes a Job Briefing shall be held each day at the beginning of each shift. If during the course of performing the task the conditions change that will affect the safety of the personnel a new Job Briefing shall be conducted and documented.
3. Must I sign the Job Briefing?
 - Yes, to verify presence at the Job Briefing. When an individual signs the Job Briefing they are acknowledging that they have been informed of the pertinent information related to the specific work task or assignment.
4. Must the Foreman lead the Job Briefing?
 - The Supervisor is always in control of job briefings however, participation by everyone is encouraged.
5. Can the form be “passed around” and everyone just look at it?
 - No. Verbal communication must take place – speaking and listening. Crewmembers are encouraged to ask questions and make suggestions.
6. Where should the Job Briefing be conducted?
 - The task specific job briefing shall be conducted at the location where the task is going to be performed.



Frequently Asked Questions **Job Briefings(cont.)**

7. Must I do a Job Briefing if I'm working alone, and shall it be documented?
 - Yes, in order to insure that hazards have been properly identified and that the countermeasures will be effective. This Job Briefing shall also be documented.
8. What should be done if someone who was not at the Job Briefing shows up such as an engineer, new crew member, property owner, OSHA?
 - Communicate with crew the necessary steps they must take in order to maintain personnel safety. Brief the new arrival, as necessary, with regard to the Job Briefing. Request the new arrivals signature indicating their presence and their understanding of the hazards and countermeasures.
9. Where should the Job Briefing be kept?
 - A current Job Briefing shall be kept with the crew, at the jobsite.
10. Do I need to do a Job Hazard Analysis (JHA) for every job?
 - Yes. Job briefings shall include the components of a Job Hazard Analysis or use your company specific hazard analysis program associated with the work steps, hazards associated with the work step, and ways to eliminate or control the hazards. The JHA may be included with the Job Briefing document or the JHA may be a separate document.