

Pre-Job Briefing

Requirements

- The following requirements have been established to ensure that adequate Job Briefings are conducted to eliminate the exposure of workers to uncontrolled hazards while completing the tasks associated with the job.

Number of Briefings

- If the work or operations to be performed during the work day or shift are routine, at least one job briefing shall be conducted before the start of the first job of the work day or shift.
- Additional job briefings shall be held if significant changes, which might affect the safety of workers, occur during the course of the work.
 - Examples of significant changes include a change in the scope of the job, changes in personnel assigned to the job, or the introduction of additional hazards.

Conducting the Briefing

- The employee in charge of the job has the responsibility for conducting the briefing.
- All employees who are involved in the job are required to participate in the briefing and agree with all safety aspects of the job before work can begin.
- In the case of employees involved in plant operations, the job briefing shall be included as part of the information normally exchanged between the employee coming on duty and the employee going off duty at shift change.

Extent of Briefing

- An extensive discussion is required when the work is complicated or potentially more hazardous.
- If the work involved is routine and if the worker, by virtue of training and experience, can be expected to recognize and avoid the hazards involved in the job a less extensive discussion is required.

Briefing Content

- Each briefing is always required to touch on each of the five following subjects:
 - Identifying the hazards
 - Identifying the work practices
 - Determining the energy control points
 - Necessary PPE
 - Special precautions

Identifying the Hazards

- The work crew has responsibility for identifying all the hazards associated with the job.
- These hazards include all types which if left uncontrolled could cause employee injury or illness.
- The types of hazards to be considered include what we commonly regard as major hazards such as uncontrolled hazardous energy, confined space activities, exposure to unguarded electrical hazards, or chemical exposure.

Identifying the Hazards

- Other types of hazards which may be present must also be considered -- such as slip, trip, and fall hazards, sprain and strain hazards, environmental hazards, weather conditions, hazards created by poor housekeeping, along with all other potential hazards which may exist or develop during the course of the job.

Identifying the Work Practices

- The crew determines the work practices appropriate for the project.
- These work practices should be practices they have experience using within the previous twelve (12) months.
- If not, the work practice shall be reviewed by the crew prior to start -- if a part of, or the entire work practice, is questioned, it shall be approved by management prior to starting work.

Identifying the Work Practices

- The crew is required to be competent at the work practice prior to starting the project.
- This may require additional training prior to using the work practice, if not used within the previous twelve (12) months.

Determine the Energy Control Points

- This requires the workers or crew to determine if Lockout / Tagout is needed to control sources of hazardous energy for the job and to identify all potential sources of hazardous energy that need to be controlled under Lockout / Tagout.

Determine the Energy Control Points

- These sources may include potential electrical backfeeds, high pressure system interconnections, and vents and drains necessary to relieve hazardous energy in addition to the direct sources of hazardous energy to the system.
- Each worker is required to verify that the Lockout / Tagout permit, as issued, provides an adequate level of protection.

PPE Necessary for the Job

- Apply engineering or administrative controls to the job and then use personal protective equipment (PPE).
- The proper application of PPE is developed through an analysis of the job hazards.

Special Precautions

- The crew should review issues that do not occur on every job.
- This could include non-routine conditions or activities that may exist or develop in the course of the project, such as traffic in the area of the project, location of the project, extreme environmental conditions, location of equipment, or installation of new equipment.

Questions?