

# Pre-Job Briefings

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## What Is a Pre-Job Briefing?

A pre-job briefing is a meeting between leadership and the crew to discuss:

- Hazards associated with the job
- Work procedures, roles and responsibilities
- Special precautions
- Energy-source controls (including lockout/tagout)
- Personal protective equipment (PPE) to be worn during the job

## When Does a Pre-Job Briefing Take Place?

- Before the job begins
- When assignments have changed or new personnel are involved
- When there are significant changes in scope or working conditions
- After a break in activity
- Following an accident or upset condition

## How Is a Pre-Job Briefing Conducted?

1. The person in charge defines the scope of the work and determines if the task is routine or non-routine.
2. Potential workers are then assembled, preferably at the jobsite, and perform a walkdown (area inspection). Worker experience is assessed, and roles and responsibilities are assigned.
3. Specific work activities, hazards, special precautions (including what to do in case of an emergency), energy-source controls and required PPE are discussed, and any questions are answered.
4. Subject matter experts may be involved, as needed, to review permits or specific job details.

## What Questions Should Be Asked in a Pre-Job Briefing?

- Do you understand your role and responsibilities and your work scope?
- Do you know the critical steps in this activity as they relate to your assignment?
- What are the potential hazards associated with the job and how will we control them?
- What is the worst thing that can go wrong and how should we respond?
- What errors or lessons have you observed in the past with similar tasks?
- What are the PPE requirements, permit limits, site and weather conditions, and other factors that could affect safety?

## How Should a Pre-Job Briefing Be Documented?

It is a best practice to keep a record of the pre-job briefing, which should include the:

- Date
- Time
- Attendees
- Topics covered

## Example Pre-Job Briefing Form

<b>PRE-JOB SAFETY BRIEFING</b>	
<b>Job Task or Work Order #:</b> _____	<b>Date:</b> _____
<b>Objective:</b> <i>Ensure worker understanding of assigned work and effective identification, evaluation and control of task-specific safety or health hazards.</i>	
<b>Define task scope (be specific):</b>	
<input type="checkbox"/> Routine <input type="checkbox"/> Non-routine	
<b>Worksite conditions (What could impact health &amp; safety?):</b>	
<b>Hazard(s):</b> <input type="checkbox"/> Caught-on <input type="checkbox"/> Caught-in <input type="checkbox"/> Slip/Trip <input type="checkbox"/> Electrical <input type="checkbox"/> Heat/Cold <input type="checkbox"/> Chemical(s) <input type="checkbox"/> Caught-between <input type="checkbox"/> Struck-by <input type="checkbox"/> Rigging <input type="checkbox"/> Fall (same/lower level) <input type="checkbox"/> Airborne <input type="checkbox"/> Soil <input type="checkbox"/> Hot work <input type="checkbox"/> Noise <input type="checkbox"/> Ergonomic <input type="checkbox"/> Traffic	
<b>Hazard energy source(s):</b>	
<b>Documentation &amp; work authorization permit(s):</b> <input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Permit-required confined space <input type="checkbox"/> Hot work <input type="checkbox"/> Job hazard analysis <input type="checkbox"/> PPE certified hazard assessment	
<b>Control(s) &amp; limitations:</b>	
<b>Error precursor(s):</b> <input type="checkbox"/> Time pressures <input type="checkbox"/> Non-routine work <input type="checkbox"/> Work-arounds <input type="checkbox"/> New task <input type="checkbox"/> Fatigue <input type="checkbox"/> Inaccurate risk perception <input type="checkbox"/> Multi-tasking <input type="checkbox"/> Inexperience <input type="checkbox"/> Tooling	
<b>Critical steps: (1)</b> <b>(2)</b> <b>(3)</b> <b>(4)</b>	
<b>WHAT IF:</b> Team members shall spend time challenging conventional wisdom by asking "what if?" This conversation ensures permits, controls or layers of protection reduce operational risk associated with each critical step. Top management should take an active role in this pre-job briefing step.	
<b>Human factor(s):</b> Verify all bolded factors ensure at least two additional factors are in place before starting. <input type="checkbox"/> <b>Training</b> <input type="checkbox"/> Independent observation <input type="checkbox"/> Validate assumptions <input type="checkbox"/> Peer check <input type="checkbox"/> Self check <input type="checkbox"/> 3-way communication <input type="checkbox"/> Post-job briefing <input type="checkbox"/> <b>Correct procedure(s)</b> <input type="checkbox"/> S.T.A.R. (situation, task, action & result) <input type="checkbox"/> <b>Stop work authority</b>	
<b>Emergency preparedness:</b>	
<b>Non-routine or emerging work scope change(s):</b>	

**Crew supervisor name:** \_\_\_\_\_

**Date:** \_\_\_\_\_