What are the 5 Key Elements of Pre-Job Briefings?

1. Identify hazards; ensure workers safety; protect equipment and public.
2. Plan work; identify hazards; ensure workers safety
3. Protect equipment and public; plan work; security.
4. Environmental controls; security; identify hazards.

ANSWER

Identify hazards, ensure workers safety; protect equipment and public.

WHY IS IT RIGHT

Employee failure to identify and grasp jobsite hazards has led to numerous electrical utility accidents. Before ever stepping foot on a work site, employees need to know what hazards exist and what steps to take to reduce the risk of accident and injury.

Job briefings help you plan your work and ensure employee safety, protect equipment, and protect the public from whatever could go wrong. They are delivered by a senior person on the site such as a supervisor, project manager or site foreman.

WHAT DO EMPLOYEES EXPECT FROM PRE-JOB BRIEFING?

1. **Discussion of hazards associated with the job**
    - Be reminded where hazard management plans are kept on the site.
    - Supervisor completes a briefing checklist.
    - Be told the Minimum Approach Distances (MAD) for unprotected parts of the body.
    - Discuss “Extended Reach”.
    - The presence of any hazardous substances highlighted, especially in power generation facilities.
    - Other dangers, such as:

- high air pressure;
- high water pressure;
- pressurized chemical injection systems;
- steam pressure;

2. **Review of hazard management plans**

- What is to be done and in what sequence.
- How it is to be done and by whom.
- Possible hazards and how they are to be addressed.
- The status of energy sources.
- Personal protective equipment requirements.
- All changes in procedure and scope of the work.

3. **How to deal with significant changes**

- Different kinds of tasks on the same shift.
- New personnel or spectators.
- Changing weather.
- Significant delays (e.g., interrupting work for a trouble call, then resuming).
- Changing scope of work.
- Unexpected complications, hazards, malfunctions, or distractions.

4. **To be brief or not to be**

- Short briefings are needed for:
- daily updates;
- routine work;
- employees' training and experience are adequate to recognize and avoid hazards.
- Extensive briefings are needed for:
- complicated or hazardous work;
- employees who might not have the experience to recognize and avoid hazards.

5. **Remember these meetings are for you and your safety**

- Get involved in the briefing, don't just listen.
- Make suggestions about how to stay safe.
- Raise health and safety concerns.

WHY IS EVERYTHING ELSE WRONG

In summary, hazards must be identified communicated, controlled and managed

The five key elements covered in the Pre-Job briefings are: hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment (PPE) requirements.

Without the aforementioned in place, everything is wrong.