Job Brief and Safety Plan Checklist

Equipment number or work location	Date

Description of the work

Recognized Hazards and Needed Precautions

Highest Voltage Present:	Incident Energy Value (cal/cm^2):
Person in Charge 1	**Crew members present 2-8**
1.	2.
3.	4.
5.	6.
7.	8.

Lockout or clearance points	

Task Preparation	
Obtain and review drawings and procedures	Review hazard analysis
Determine roles and responsibilities	Identify necessary tools, equipment, permits
Determine qualifications needed to perform the work	Review any vendor information or manuals

PPE Requirements		
Arc Rated Clothing	Insulated Gloves	Hard Hat
Arc Rated Face Shield	Hearing Protection	Fall Protection
Arc Flash Suit and Hood	Safety Glasses	High Visibility Gear
Balaclava	Foot Protection	Other

Safety Tools and Equipment	
Insulating blankets	Ground cables
Live-line tools	Barricade materials
Other	Insulated hand tools

Error Precursors and Human Performance Tools		
2-minute drill	Stop when uncertain	Identify and circle any error precursors from back of card.
Procedure use and adherence	Flagging	
Self- Check	Peer-Check	

Job Brief Complete Sign Below

JOB BRIEF CHECKLIST

- Pre-job brief to be communicated by employee in charge with all employees involved in the work prior to the start of the job.
- Additional briefs will be required if changes occur during the work that might affect worker safety.
- For additional job brief guidance see section xxx of the Rozel Electrical Safety Procedure

2-Minute Drill - A brief pause at the job site prior to the start of work. Workers take time to become aware of the immediate surroundings and environment, detect any unanticipated conditions not recognized during the pre-job planning and job brief.

Procedure Use & Adherence – Tasks that require written procedures to ensure the safety of the worker and plant equipment must be used by the worker at the job site. Procedure is to be followed step-by-step if required.

Self-check (STAR) - This tool is used to focus the workers attention at important points in a task or job. If attention is not focused, error is likely. **S**top before performing an action, **T**hink and be sure the correct action is being taken, **A**ct, and **R**eview, did your actions produce the intended result.

Stop When Uncertain – Never proceed in the face of uncertainty**,** stop and ask for help, get questions answered.

Flagging – Identify (flag) or highlight a component that looks like other pieces of equipment. Ensures the proper equipment will be touched, manipulated or worked on. Prevents access to controls or equipment that should not be operated.

Peer-check- Peer-checking is two workers agreeing that the action they are about to take is the correct action.

Error Precursors

Task Demands

- Time pressure (in a hurry)
- Simultaneous, multiple tasks
- Unclear goals, roles, or responsibilities
- Lack of or unclear standards
- Interdisciplinary work
- Complex / High information flow

Human Nature

- Stress
- Habit patterns
- Assumptions
- Complacency / over confidence
- Inaccurate risk perception
- Communication shortcuts

Work Environment

- Distractions / Interruptions
- Changes / Departure from routine
- Confusing displays / control
- Workarounds/out of service instrumentation
- Unexpected equipment conditions
- Back shift or recent shift change

Individual Capabilities

- Unfamiliarity with task
- Lack of knowledge (faulty mental model)
- Lack of proficiency; inexperience
- Overzealousness for safety critical task
- Illness