

Self Assessment Guide for Effective Job Briefings

Overview:

Job briefings are a fundamental requirement for identifying and addressing specific hazards of a job prior to beginning work. When crew leaders take individual leadership responsibility to conduct an effective job briefing with thoroughness and professionalism, the way is paved to reduce injuries and build a zero based injury culture. Job briefings when properly conducted also have the combined positive effects of producing higher levels of quality and production during the completion of work assignments.

The designated employee in charge of the job must ensure a job briefing is conducted with the employees involved before starting each job. Hazards must be identified, communicated, then controlled and managed. During the job briefing the crew should assess the job site, the physical surroundings and discuss all of the potential hazards that are present. All crew members must understand the associated hazards and work methods to be used to avoid injury.

Job briefings are an OSHA requirement. At a minimum, OSHA outlines five key elements that a job briefing should cover. , They are:

- Hazards associated with the job
- Work procedures involved
- Special precautions
- Energy source controls
- Personal protective equipment requirements

At least one job briefing should be conducted before the start of each job. Additional job briefings should be held as significant changes in the job occurs that might affect the safety of the employees. All job briefings should be documented per established cooperative procedures.

Employees who work alone should also use the same job planning process that a crew would follow to ensure they have taken the necessary precautions in their work.

Effective job planning led by strong crew leadership as required by OSHA plays an important role in eliminating and/or minimizing the hazards associated with many serious injuries. For that reason, it is crucial for crews to always schedule a job briefing before work begins. Doing so will allow employees to begin each job safe and finish strong.

Evaluation Matrix – for Effective Job Briefings

| Evaluation | # | Attributes |
|------------|-----|---|
| | 1 | Each crew has a designated crew leader (person in charge) prior to beginning work, who is responsible for conducting an effective job briefing. |
| | 2 | During job briefings, all potential as well as known hazards, are thoroughly discussed |
| | 3 | At a minimum your job briefings always discuss (please rate each specific area): |
| | 3.a | Hazards associated with the job |
| | 3.b | Work procedures involved |
| | 3.c | Special precautions |
| | 3.d | Energy source controls |
| | 3.e | PPE requirements |
| | 4 | Job briefings are conducted and documented by the crew leader according to established procedures. |
| | 5 | All crew members sign documentation that a job briefing was conducted & they participated in it. |
| | 6 | No matter how routine or small the job, a quality job briefing is conducted. |
| | 7 | All employees are required to actively participate in all job briefing sessions. |
| | 8 | All job briefings are conducted following the natural sequence of steps for the job being performed |
| | 9 | During job briefings, there are no assumptions made about common or routine procedures and that everybody understands those issues. |
| | 10 | If an employee is working alone, the employee follows the same job planning steps for the assigned task before beginning the work |
| | 11 | Employees are continually asked to confirm their understanding of the work to be performed and their assigned roles and the job does not start until everyone fully understands their role. |
| | 12 | Employees are encouraged to speak up and ask questions when any doubts or lack of understanding arise either during the job briefing or during the progression of the job. |
| | 13 | Employees are assigned tasks that match their experience and knowledge level so that they are working within their qualifications. |
| | 14 | During the briefing, the pertinent inspections (i.e. PPE, pole, hot sticks, etc.) are determined and assigned. |
| | 15 | Someone other than the crew leader is allowed to conduct a part of the job briefing if they are assigned a significant role or critical part of the job. |

| Evaluation | # | Attributes |
|------------|----|---|
| | 16 | When the scope of the job changes while the job is in progress, the job is stopped and a new job briefing is conducted. |
| | 17 | Detailed and effective job briefings are conducted for jobs after regular work hours and/or service restoration |
| | 18 | For lengthy jobs a new job briefing is conducted daily and/or before each critical stage of the job. |
| | 19 | A new job briefing is conducted if an additional employee or visitor joins the crew while the job is in progress. |
| | 20 | Once a job is completed a debriefing is conducted to discuss if the job could have been improved in any manner |

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