

Job Briefing and Planning Checklist

Identify

- Hazards
- Voltage levels involved
- Skills required
- Any "foreign" (secondary source) voltage source
- Number of people needed to do the job
- Shock protection boundaries
- Available incident energy
- Arc flash boundary

Ask

- Can equipment be de-energized?
- Are backfeeds of the circuits being worked on possible?
- Is a standby person required?

Check

- Job Plans
- Single line diagrams and vendor prints
- Status board
- Information on plant and vendor resources is up to date
- Safety procedures
- Vendor information
- Individuals are familiar with the facility

Know

- What the job is
- Who else needs to know - Communicate!
- Who is in charge

Think

- About the extra event...What if?
- Lock-Tag-Test-Try
- Test for voltage - FIRST
- Use the right tools and equipment, including PPE
- Install and remove temporary protective grounding equipment
- Install barriers and barricades
- What else...?

Prepare for an emergency

- Is the standby person CPR trained?
- Is the required emergency equipment available? Where is it?
- Where is the nearest telephone?
- Where is the fire alarm?
- Is confined space rescue available?
- What is the exact work location?
- How is the equipment shut off in an emergency?
- Are the emergency telephone numbers known?
- Where is the fire extinguisher?
- Are radio communications available?