

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?