

## APPENDIX C

### JOB BRIEFING CHECKLIST

<p><b>IDENTIFY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The hazards</li> <li><input type="checkbox"/> The voltage levels involved</li> <li><input type="checkbox"/> Skills required</li> <li><input type="checkbox"/> Any “foreign” (secondary) voltage source</li> <li><input type="checkbox"/> Any unusual work conditions</li> <li><input type="checkbox"/> Number of people needed to do the job</li> <li><input type="checkbox"/> The shock protection boundaries</li> <li><input type="checkbox"/> The available incident energy</li> <li><input type="checkbox"/> Potential for arc flash (Conduct an arc flash-hazard analysis)</li> <li><input type="checkbox"/> Arc flash protection boundary</li> </ul>
<p><b>ASK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can the equipment be de-energized?</li> <li><input type="checkbox"/> Are backfeeds of the circuits to be worked on possible?</li> <li><input type="checkbox"/> Is a “standby person” required?”</li> </ul>
<p><b>CHECK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job plans</li> <li><input type="checkbox"/> Single-line diagrams and vendor prints</li> <li><input type="checkbox"/> Status board</li> <li><input type="checkbox"/> Information on plant and vendor resources is up to date</li> <li><input type="checkbox"/> Safety procedures</li> <li><input type="checkbox"/> Vendor information</li> <li><input type="checkbox"/> Individuals are familiar with the facility</li> </ul>
<p><b>KNOW</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What the job is</li> <li><input type="checkbox"/> Who else needs to know—Communicate!</li> <li><input type="checkbox"/> Who’s in charge</li> </ul>

<p><b>THINK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> About the unexpected event.... What if?</li> <li><input type="checkbox"/> Lock - Tag - Test - Try</li> <li><input type="checkbox"/> Test for voltage - FIRST</li> <li><input type="checkbox"/> Use the right tools and equipment, including PPE</li> <li><input type="checkbox"/> Install and remove grounds</li> <li><input type="checkbox"/> Install barriers and barricades</li> <li><input type="checkbox"/> What else....?</li> </ul>
<p><b>PREPARE FOR EMERGENCY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is the standby person CPR trained?</li> <li><input type="checkbox"/> Is the required emergency equipment available? Where is it?</li> <li><input type="checkbox"/> Where is the nearest telephone?</li> <li><input type="checkbox"/> Where is the fire alarm?</li> <li><input type="checkbox"/> Is confined space rescue available?</li> <li><input type="checkbox"/> What is the exact work location?</li> <li><input type="checkbox"/> How is the equipment shut off in an emergency?</li> <li><input type="checkbox"/> Are the emergency telephone numbers known?</li> <li><input type="checkbox"/> Where is the fire extinguisher?</li> <li><input type="checkbox"/> Are radio communications available?</li> </ul>

**PERSONAL PROTECTIVE EQUIPMENT**

- Rubber gloves: Class: \_\_\_ Air tested? Y N  
Lab test date: \_\_\_\_\_
- EH rated boots
- EH hardhat
- Arc shield
- Arc suit 40 cal/cm<sup>2</sup>
- Arc rated clothing \_\_\_\_\_ Cal/cm<sup>2</sup>
- Balaclava style hood
- Arc rated hearing protection
- Insulated tools
- Insulated barrier material (rolled blanket)
- Plastic rimmed safety glasses
- Barricade Tape