

Date: \_\_\_\_\_



O&M

### JOB BRIEFING

Job Name: \_\_\_\_\_

Location: \_\_\_\_\_

Person  
in Charge: \_\_\_\_\_

- Stop
- Think
- Act
- Review

Emergency Preparation Information
Phone: 911
Phone #
Phone #:
System Operation Control Desk
616 355 1681

#### Job Descriptions / Work Procedures

Briefly Describe the work or procedure to be performed.

- Substation Work
- Traffic Signals
- Switching
- Storm
- Metering
- Other (Specify)

#### Hazards Associated with the Job

Identify the hazards and potential hazards with the job to be performed

- Electrical Hazards
- Insects
- Slips Trips and Fall Hazards
- Weather / Storms
- Traffic
- Poisonous Plants
- Overhead Utilities
- Other (Specify)

#### Special Precautions

Are there any out of the ordinary hazards which need to be identified and discussed before starting the job

- Heat or Cold Stresses
- Excessive Noise
- Confined Spaces
- Chemical Hazards / MSDS (Specify)

#### L.O.T.O. / Energy Source Controls (Protection)

Give a brief description of the equipment or line for which protection has been given:

#### Personnel Protective Grounding

What are the methods you have employed to provide an equipotential zone of protection for yourself and your co-workers

- Personnel Grounds
- Aerial Lift Grounds / Bond
- Other (Specify)

**Personal Protective Equipment**

Identify the personnel protective equipment required to do the job.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> FR Clothing        | <input type="checkbox"/> Safety Glasses w/ Side Shields | <input type="checkbox"/> Hard Hat              |
| <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Work Gloves                    | <input type="checkbox"/> Face Shield           |
| <input type="checkbox"/> Rubber Gloves      | <input type="checkbox"/> Fall Protection                | <input type="checkbox"/> High Visibility Vests |
| <input type="checkbox"/> Work Boots         | <input type="checkbox"/> Proximity Sensor               | <input type="checkbox"/> Other (Specify)       |

**Worksite Protection / Traffic Control**

List or check methods to protect the worksite from traffic hazards.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Arrow Boards          | <input type="checkbox"/> Proper road way signage / Flags     | <input type="checkbox"/> Cones           |
| <input type="checkbox"/> High Visibility Vests | <input type="checkbox"/> Law Enforcement for Traffic Control | <input type="checkbox"/> Other (Specify) |

**All Personnel Attending this Job Briefing Must Print and Sign their name.**

Print Name:

Signature:

AM / Time

PM / Initials / Time

_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**OSHA Requirements for the Job Briefing (OSHA 1910.269(c))**

**Job Briefing:** "The employer shall ensure that the employee in charge conduct's a job briefing with the employees involved before they start each job. The briefing shall cover at least the following subjects: Hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment's requirements. Number of briefing." If work or operations to be performed during the work day or shift are repetitive and similar, at least one job briefing shall be conducted before the start of the first job of each day or shift. Additional job briefings shall be held if significant changes, which might affect the safety of employees, occur during the course of the work. Extent of briefings: A brief discussion is satisfactory if the work involved is routine and if the employee, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job. A more extensive discussion shall be conducted: If the work is complicated or particularly hazardous, or if the employee cannot be expected to recognize and avoid the hazards involved in the job. Note: The briefing is always required to touch on all the subjects listed in the introductory text to paragraph (c) of this section.

**Safety Is a Team Effort**