APPENDIX E – JOB BRIEFING AND PLANNING CHECKLIST (EXAMPLE)

### Identify

- Conduct hazard/risk assessment
- Voltage levels involved?
- Skills required?
- Any “foreign” (secondary source) voltage or energy source?
- Any unusual work conditions?
- Number of people needed to do the job?
- Shock protection boundaries?
- Available incident energy?
- Potential for arc flash?
- Arc flash boundary?
- Appropriate PPE?

### Ask

- Can the equipment be de-energized?
- Are backfeeds of the circuits to be worked on possible?
- Is a standby person needed in the event of an emergency?
- Do we have adequate training?

### Check

- Job plans?
- Single-line diagrams and prints?
- Safety procedures?
- Qualified persons are familiar with equipment?

### Know

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

### Think

- What if an unexpected event happens?
- What are the right tools and equipment for the job?
- What is the sequence of work?
- How long will the work take?
- Are barriers and barricades needed?
- Is a confined space permit needed?
- What else?

### Prepare for the Unexpected

- Is the standby person trained appropriately (if applicable)?
- Is the required emergency equipment available?
- Where is the nearest telephone?
- Where is the fire alarm?
- What is the exact work location?
- Where are the exits?
- How is the equipment shut off in an emergency?
- Are the emergency numbers known by everyone?
- Where is the fire extinguisher?

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Note: This checklist is not comprehensive, and should be adapted for the specific work being done.