

## APPENDIX E – JOB BRIEFING AND PLANNING CHECKLIST (EXAMPLE)

<b>Identify</b>	
<ul style="list-style-type: none"> <li>○ Conduct hazard/risk assessment</li> <li>○ Voltage levels involved?</li> <li>○ Skills required?</li> <li>○ Any “foreign” (secondary source) voltage or energy source?</li> <li>○ Any unusual work conditions?</li> </ul>	<ul style="list-style-type: none"> <li>○ Number of people needed to do the job?</li> <li>○ Shock protection boundaries?</li> <li>○ Available incident energy?</li> <li>○ Potential for arc flash?</li> <li>○ Arc flash boundary?</li> <li>○ Appropriate PPE?</li> </ul>
<b>Ask</b>	
<ul style="list-style-type: none"> <li>○ Can the equipment be de-energized?</li> <li>○ Are backfeeds of the circuits to be worked on possible?</li> </ul>	<ul style="list-style-type: none"> <li>○ Is a standby person needed in the event of an emergency?</li> <li>○ Do we have adequate training?</li> </ul>
<b>Check</b>	
<ul style="list-style-type: none"> <li>○ Job plans?</li> <li>○ Single-line diagrams and prints?</li> </ul>	<ul style="list-style-type: none"> <li>○ Safety procedures?</li> <li>○ Qualified persons are familiar with equipment?</li> </ul>
<b>Know</b>	
<ul style="list-style-type: none"> <li>○ What the job is?</li> <li>○ Who else needs to know?</li> </ul>	<ul style="list-style-type: none"> <li>○ Who is in charge?</li> </ul>
<b>Think</b>	
<ul style="list-style-type: none"> <li>○ What if an unexpected event happens?</li> <li>○ What are the right tools and equipment for the job?</li> <li>○ What is the sequence of work?</li> </ul>	<ul style="list-style-type: none"> <li>○ How long will the work take?</li> <li>○ Are barriers and barricades needed?</li> <li>○ Is a confined space permit needed?</li> <li>○ What else?</li> </ul>
<b>Prepare for the Unexpected</b>	
<ul style="list-style-type: none"> <li>○ Is the standby person trained appropriately (if applicable)?</li> <li>○ Is the required emergency equipment available?</li> <li>○ Where is the nearest telephone?</li> <li>○ Where is the fire alarm?</li> <li>○ What is the exact work location?</li> </ul>	<ul style="list-style-type: none"> <li>○ Where are the exits?</li> <li>○ How is the equipment shut off in an emergency?</li> <li>○ Are the emergency numbers known by everyone?</li> <li>○ Where is the fire extinguisher?</li> </ul>

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