



Electrical Transmission & Distribution Partnership

Continuing Education Training

Job Briefings

Presenter Guide

-2nd Quarter 2021

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Introduction

This Job Briefing Refresher course is a presenter lead (supervisor, safety professional) process. The presenter may choose to augment the material with videos, handouts or other media to enhance the learning experience. The presenter may want to incorporate visual aids to enhance the presentation.

Using this material in combination with practical experience, good presentation skills and knowledge of adult learning techniques, the presenter has a greater opportunity to deliver the information.

Edgar Dale stated that 2 weeks after a learning event, adult learners remember:

- ✓ 10% of what they read
- ✓ 20% of what they hear
- ✓ 30% of what they see
- ✓ 50% of what they see and hear
- ✓ 70% of what they say
- ✓ 90% of what they say while performing a task

Microsoft® PowerPoint® combined with good instructional skills and instructor/student dialogue work strongly in the fifty to seventy percent range. PowerPoint® presents the information to the attendee and the instructor summarizes the content of the slides. It is critical to engage and involve the attendee in the process. Ask open-ended questions that will elicit conversation and discussion, but be cautious to maintain control of the discussion.

Conversation and scenarios are good, but can cause the discussion to run long. If it seems like the group is losing focus during the course, the presenter can direct the group back on track by using comments like “Good discussion, but let’s get back to the subject at hand”.

Another tool is the “Parking Lot” which is simply a newsprint chart or dry erase board or note pad where the presenter records questions/discussion points not answered or addressed during the meeting and that may require more research. It is vital to capture any ongoing discussions or questions on the “Parking Lot” and follow up when the information is known.

Deliver this refresher during the second quarter of 2021. Delivery time is approximately 45 minutes to 1 hour, in one setting or divided-up into three, 15 to twenty minute settings. The presenter may deliver the topic in a formalized meeting room setting using the PowerPoint slide deck or by using the three, key point sheets (located at the end of each session) as in a tailgate safety talk. It is critical that the facilitator makes him or herself familiar with the material prior to delivery.

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Job Briefings

Continuing Education

Second Quarter 2021
Part 1



PARTNERSHIP

1

Introduce the subject. Explain that this is the continuing education module for the 2nd Quarter 2021



Objectives

Upon completion of this module, you should be able to Explain:

- Who, What, When, Where, and Why of briefings*
- Subjects to be discussed
- Employer responsibilities
- Employee responsibilities regarding job briefings
- The Benefits

Discuss the overall objectives of this module. Explain that in the first session you are going to discuss the who, what, when, where, and why of job briefings.



Purpose

- ☑ Hazard Awareness Results in Accident Reduction
- ☑ Elimination of Workplace Injuries & Illnesses
- ☑ Development of Effective Job Briefing Techniques



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Explain the reasons we conduct Job briefings. Explain that the need to conduct these briefings extends further than simply a requirement of OSHA.



Who

- The employee in charge
 - Must conduct a job briefing with the employees involved before they start each job



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Explain who is required to perform a Job briefing. The employee in charge may have another crewmember assist in presenting and documenting the meeting.



What

- Job Briefing
 - A documented conversation about:
 - Job safety
 - Job scope,
 - Specify plans to:
 - Identify, prevent, and respond to potential personnel injury
 - Prevent equipment and facility damage
 - Manage conditions adverse to job quality and success

Explain what Job briefings are. Explain that they are part of a job plan that identifies hazards, and devises methods to eliminate and/or control them.



When

- Beginning of each job
- When a new employee or visitor joins the job
- When significant changes occur during course of work



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Explain that Job briefing must take place at the beginning of each job and as the hazards change, such as the arrival of a new employee or a change that affects the worker's safety. The number and extent of the discussion depends on the type of work performed.



Where

- As close as safely possible to where the work is to be performed



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Explain that a Job briefing is conducted at the work location. That way a visual inspection for hazards can be performed.



Why

- Define task
- Identify roles & responsibilities
- Identify hazards
- Determine critical steps & risk mitigation
- PPE requirements
- Emergency response

Power Group Job Briefing			
JOB INFORMATION			
Name:	MDI:	Job/Project Name:	
Physical Address:		Local Hospital:	
Supervisor/ Crew Lead:		Supervisor/ Crew Lead Contact:	
Site Call Number:	Effective Date:	Expiration Date:	SDS City, Municipality, Private Property Issues: <input type="checkbox"/> Yes (specify in scope) <input type="checkbox"/> No
SCOPE OF WORK			
STANDARD PRECAUTIONS			
<input type="checkbox"/> Equipment Operation <input type="checkbox"/> Inspection of grounds, cables, systems, grounds <input type="checkbox"/> Check tools, hardware <input type="checkbox"/> Equip/Tools calibrated <input type="checkbox"/> Test device against load <input type="checkbox"/> Inspect personal barriers <input type="checkbox"/> Do not move barriers (except under group) <input type="checkbox"/> Tag lines, forms <input type="checkbox"/> Tagging	<input type="checkbox"/> Grounding/GPZ Plan <input type="checkbox"/> Weather-related jobs <input type="checkbox"/> Wet Paving Plan <input type="checkbox"/> Weather Closure Plan (contaminated) <input type="checkbox"/> Contamination Plan <input type="checkbox"/> Safety tags <input type="checkbox"/> Dispatched On The Spot (On Plan) <input type="checkbox"/> Safety Critical (For power meter equipment) <input type="checkbox"/> Grounds qualification <input type="checkbox"/> Ground to BNC (leave on) <input type="checkbox"/> Operator Certification (name, levels, etc)	<input type="checkbox"/> Utilities Marked/Verified (S.A.S. 3.1) <input type="checkbox"/> Fencing/Excavation (shankling) <input type="checkbox"/> Confined, Enclosed Space (shankling) <input type="checkbox"/> Permit Required <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Fire Risk and Safety <input type="checkbox"/> Public Structures/structures/obstructions <input type="checkbox"/> Required PPE	
HAZARDS	Physical Hazards <input type="checkbox"/> Hazards above you <input type="checkbox"/> Equipment failure <input type="checkbox"/> Hot, steam, live, acid <input type="checkbox"/> Slip/Trip/Fall <input type="checkbox"/> Hoisting/lifting <input type="checkbox"/> Lifting hazards	Health Hazards <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Noise exposure/vibrations <input type="checkbox"/> Smoking/Respirators <input type="checkbox"/> Heat Stress <input type="checkbox"/> OMI Stress	Environmental Hazards <input type="checkbox"/> Weather Conditions <input type="checkbox"/> Working Environment <input type="checkbox"/> Volatility/Spills/Leaks <input type="checkbox"/> Hazards <input type="checkbox"/> Wildlife/Invasive Species <input type="checkbox"/> Hazardous Soil/Asbestos/Frost <input type="checkbox"/> Hazardous Materials (solvents, wax, oil, etc)
ZONE OF PROTECTION (ZOP) INFORMATION (mark site) <input type="checkbox"/> Overhead <input type="checkbox"/> Sub-Station <input type="checkbox"/> URD/Ungrd			
Clearance/ LOTO order received from Dispatch: <input type="checkbox"/> Yes <input type="checkbox"/> N/A IAD Requirements: _____			
Clearance/ LOTO order #: _____ Line/Facility/Circuit#: _____ Willtag#: _____			
Equipment Lock Out Tag number: <input type="checkbox"/> Yes <input type="checkbox"/> N/A Equipment #: _____			
Equipment Lock Out Tag placed: <input type="checkbox"/> Yes <input type="checkbox"/> N/A Assigned to: _____			
ZOP established and identified with grounds and barriers: <input type="checkbox"/> Yes <input type="checkbox"/> N/A ZOP accepted from dispatcher: <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Tended and De-energized: <input type="checkbox"/> Yes <input type="checkbox"/> N/A Assigned to: _____			
Equipment/Line Grounded: <input type="checkbox"/> Yes <input type="checkbox"/> N/A Personal Grounds: <input type="checkbox"/> Yes <input type="checkbox"/> N/A # of Grounds: _____			
Assigned to: _____			
Identified and isolated non-electrical hazards (mechanical, gas, steam, oil, O2, water, etc.) per LOTO procedure: <input type="checkbox"/> Yes <input type="checkbox"/> N/A			



Explain why we do these.

Documented Job briefings have many important sections that need to be noted and discussed. These include but aren't limited to: locations, scope of work, a checklist for precautions and hazards, zone of protection information, and human performance tools are critical to review before work begins .



How

- Review & Assessment of work scope and walk-down at jobsite
- Document on briefing sheet and review with all workers on site
- Acknowledgement of workers understanding of safe work practices
- Clearly communicate expectations, which include Stop Work Authority

Power Group Job Briefing

Critical Work Steps <small>(These steps in work processes will most likely require and work to have a significant impact on the timing or success of the project)</small>	Potential Hazards <small>(General, Electrical, Mechanical, Physical, Environmental)</small>	Controls / Barriers <small>(Personal Injuries, Malicious Fire, Physical Barriers, PPE, Locking Devices, Safety Protocols, Training, Supervisors/Observer)</small>	Individual(s) Assigned to Critical Work Steps/Qualified Observer <small>(Name of the individual that will be involved with the task and their role with the activity.)</small>

VISITOR / CREW SIGN IN (Write additional personnel on second brief or a blank sheet on brief)			
Visitors	CREW (see additional crew please use a blank space on back or attach an additional piece of paper)		Initial (Crew member ONLY)
Signature	Print Name	Signature	Signature

Conditions / Scope Change: Yes N/A (Each crew member place initial in "Visitor/Crew Sign In" section once reviewed details) Description (Initials):

I certify that my crew has been given the above information and that they have indicated an understanding of the job description, job task, job hazards and job mitigation that exist and responsibilities and time of required PPE. Also, I agree to immediately STOP all operations at the first sign of job changes and issues.

Person in Charge (Print Name)	Person in Charge (Signature)

Post Job Brief: Yes (Completed at end of the work day) FLS/CF Review: _____ Date: _____ (Initial)

Comments: _____



Explain that a Job briefing is simply a “Road Map” to a destination.

A Job Briefing is conducted and documented to ensure the Person-in-Charge and workers understand the scope of work and discuss the tasks involved.

All workers shall be briefed before work begins.

All visitors shall be briefed before entering a job site.



Benefits

- Identifies hazardous conditions before an incident/injury occurs
- Provides a safe work environment
- Increases quality and productivity
- Provides good communication with crew members



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Explain that pre-planning hazards out of the job reduces the chance for an injury or loss. The process and required documentation enhances inclusion and participation of job team members in the safety planning processes associated with the job.

- End of session one

Key points-Session one

The presenter should have touched on the following items when discussing section one:

1. Who is responsible for conducting the Job briefing
 - a. The person in charge
2. What they are
 - a. A documented discussion about the job plan
3. When they should be done
 - a. Before beginning a new job task
 - b. When a change affects the safety of workers
4. Where they should be conducted
 - a. As close as safely practical to where the work is performed.
5. Why they are important and the benefits of a well conducted briefing
 - a. To plan safety into the job by planning hazards out.

Job Briefings

Continuing Education

Second Quarter 2021
Part 2



PARTNERSHIP



Subjects

- Workplace hazards
- Work procedures
- Special precautions
- Energy-source controls
- Personal protective equipment requirements
- ***ET&D Best Practices relate to work tasks***



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Job brief communications include discussion with workers. It's not about reading the job brief or handing the job brief over to workers to read & sign.

Hazards shall be noted and discussed. Critical steps shall be identified during the job briefing discussion. Controls and barriers should also be discussed related to the identified critical steps and hazards.

Explain that a job briefing, as a minimum, shall cover at least the following subjects:

1. Hazards associated with the job
2. Work procedures involved
3. Special precautions
4. Energy-source controls
5. Personal protective equipment requirements
6. Worksite characteristics and conditions provided by the host employer

ET&D Best practices shall be identified and communicated with expectations



Personal Protective Equipment

- What PPE is needed?
- Is it (PPE) in good working order?
- Does everyone understand how to use it?
- Was it inspected?
- Appropriate for the hazard?



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PPE is the last line of defense. Although PPE does protect us from injury, we should not take it for granted. Job briefings play an important role in preventing injuries.

Explain in detail the PPE discussion points. Mention that the picture shows some of what may be the basic PPE items an electrical worker may wear.

Safe work practices, along with the ET&D best practices need to be emphasized during a job briefing with all workers at the job site.

Where applicable, be sure to discuss arc flash mitigation. Include the use of FR clothing for PPE. Discuss that the AR clothing must be worn properly (buttoned up, sleeves down) and appropriate eye / face protection must be worn.



Emergency Procedures

- **What is our current location**
 - Does everyone know?
 - Is there adequate cell phone service?
- **Where is the closest hospital**
 - Does everyone know directions? 911 is the first call.
- **What are the emergency procedures**
 - Does everyone know them?
- **Where is the emergency equipment located**
 - Has it been inspected lately?



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Emergency procedures are very important for construction workers. During the job briefing, the person in charge shall communicate the importance of calling 911 first in the event of a medical emergency.

All qualified workers should be trained in using emergency equipment, rescue techniques such as pole-top rescue, AED's, first aid techniques, CPR.

Discuss the need to inform each crewmember of the emergency action plan.

1. Where are the closest hospital and/or medical facility?
2. Does each crewmember know the work location in case they need to summon help?
3. Who do employees call in case of an emergency?
4. Transport of injured/ill if necessary. (911 should be used for this)
5. Where are the first aid kit, fire extinguishers, and AED's (where applicable)
 - a. Have they been inspected lately?
 - b. Are they easily accessible or stored under the rain gear behind the seat covered up?



First Aid & CPR

- The supervisor must ensure that a sufficient number of trained workers are available
- Must also ensure that first aid supplies are available



Explain that workers trained in first aid including cardiopulmonary resuscitation (CPR) shall be available along with first-aid supplies.



Other Issues

- Are employees dressed properly?
- Are there hazardous chemical concerns?
- Are the structures capable of handling the additional or changing stress?
- Are there any hazardous energy sources?
- Is traffic an issue?



Explain that the slide lists other (possible) items to consider when performing a job briefing



Additional Job Briefing

- Additional job briefings shall be held if significant changes, which might affect the safety of the employees, occur during the course of the work
- Mid-shift brief or re-brief



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Explain that we do at least one job briefing before each day or shift. If the work or operations are repetitive and similar, then at least one job briefing shall be conducted before the start of the first job of each day or shift. Explain that we hold additional job briefings if significant changes, which might affect the safety of the employees, occur during the course of the work. Mention that it is a good practice to re-brief mid-shift.



During and After

- Is the plan being followed?
- Are there areas for improvement
- Did the job go as planned



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Discuss the need to evaluate work being performed making sure it is adhering to the instructions given in the job briefing. Job observation is a powerful tool we can use to monitor our team's performance.



More Extensive Briefing

- 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



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Explain the need to hold a more extensive briefing 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.

Key points-Session two

The presenter should have touched on the following items when discussing section two:

1. What are the minimum subjects required on the job briefing
 - a. Hazards associated with the job
 - b. Work procedures involved
 - c. Special precautions
 - d. Energy-source controls
 - e. Personal protective equipment requirements
 - f. Worksite characteristics and conditions provided by the host employer
2. What personal protective equipment is needed
 - a. Discuss the basics and equipment needed such as protection from flames/arcs
3. Emergency procedures
 - a. First aid/CPR & AED's
 - b. Emergency evacuation and muster points
4. Once work starts, ensure the work proceeds as planned. If not, STOP, re-group.
5. When to do briefings and additional briefings as well as the extent of the briefing
 - a. Before the start of each job, changes that affect workers safety
 - b. Routine work may allow a routine briefing. Complicated work-extensive briefing

Job Briefings

Continuing Education

Second Quarter 2021
Part 3



PARTNERSHIP



Working Alone

- According to the Job Briefing Best Practice:
 - An employee working alone shall complete a job briefing
 - The briefing shall be documented



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Explain that 1926.952(e) states that an employee working alone need not conduct a job briefing. However, the employer shall ensure that the tasks performed are planned as if a briefing were required. The Partnership recommends as a best practice that an employee working alone does complete and document a job briefing as if they were working with a crew.



Visitors

- Visitors coming into the work zone need to be briefed on the hazards
 - What do they need to be briefed on?
 - Who conducts it?
 - Where does it need to be conducted?



Explain the need to brief visitors that may visit the job. Stopping visitors at a designated point safely away from the work area for them to be briefed is recommended.



Things to avoid

- All workers not attending
 - Generalized not specific
 - Gripe & Bull session
 - Held away from the job
 - Hurrying
 - Off topic discussions
 - Not led by person in charge
 - Without effective communication
- we allow the possibility of confusion.



Explain that if the items listed on the slide are present then they lead to mass confusion.



Explain that we can use a 4-step process: Plan, Discuss, Do, and Review. The supervisor plans the work, discusses the plan with the crew, asking for their input, they do the job and then de-brief at the end of the job to review how the plan worked. It is a continuous process.





Review

1. When are job briefings required?
2. Who is required to conduct them?
3. What topics must be discussed?
4. When are additional job briefings required?
5. When do you need a rally point?

Key points-Session three

The presenter should have touched on the following items when discussing section one:

1. What are the job briefing requirements for employees working alone
 - a. OSHA-not mandated as long as work is done as though a briefing was done
 - b. ETD Best Practices-employees working alone complete a job briefing
2. What are job briefing requirements for visitors to the job
 - a. Visitors must be briefed
3. Issues to avoid
 - a. All workers not attending
 - b. Generalized not specific
 - c. Gripe & Bull session
 - d. Held away from the job
 - e. Hurrying
 - f. Off topic discussions
 - g. Not led by person in charge
4. Plan, Discuss, Do, Review
 - a. Steps to success
5. Final review questions