



Job Briefings

To provide a uniform method to conduct and document a task-oriented job briefing and the review of critical mitigation information, the employee in charge shall discuss the tasks to be performed and the briefing shall be documented and include an explanation of how the tasks shall be achieved, hazards expected to be encountered, and steps to be taken to eliminate or control the hazards by doing the following:

- Define routine and critical tasks to be performed.
- Determine how the crew shall complete the task with "Positive Control" to ensure the planned outcome.
- Review existing characteristics and conditions (provided by host).
- Identify specific roles and responsibilities for each employee.
- Determine existing and predictable hazards.
- Understand which situations required heightened awareness.
- Hazard and risk mitigation.
- Identify the required protective methods to be used, including insulation, isolation, ground, and equal potential zone.
- Determine what personal protective equipment (PPE) is required.
- Provide emergency response information.

All crew members, including those working alone, shall participate in a documented job briefing. The briefing form shall have a provision for each employee to sign to verify they have participated in the briefing. Each ET&D Partnership company's management shall establish a review process to ensure that the documented task briefing process is effective.

Job briefings are to be held at the start of the work shift, as work tasks or changes in working conditions occur that differ from the original job briefing, and as additional personnel, including guests, arrive at the job site. Job briefings also need to be updated when changes to the scope of work are identified or after extended work pauses due to breaks, weather delays, or any other similar events. At the end of the workday or prior to work beginning the following day, employees shall convene to debrief. Debriefing discussions may include successful or unsuccessful work methods, special site conditions to be considered, accomplishments and/or accolades, or goals moving forward.

Benefits:

- Provides for essential job safety planning guidelines and lists key elements.
- Incorporates use of a specific hazard identification process in the job planning process that will provide for enhanced controls for risks.
- The process and required documentation encourages inclusion and participation of job team members in the specific task hazard identification and mitigation associated with the overall job.
- Provides a process (debrief) to review lessons learned from each work shift.

Read the complete best practice here: [Job Briefings](#)