



Electrical Transmission & Distribution Partnership

Continuing Education Training

-Pre-Job Briefings

Presenter Guide

-1st Quarter 2017

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Introduction

This Pre-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.

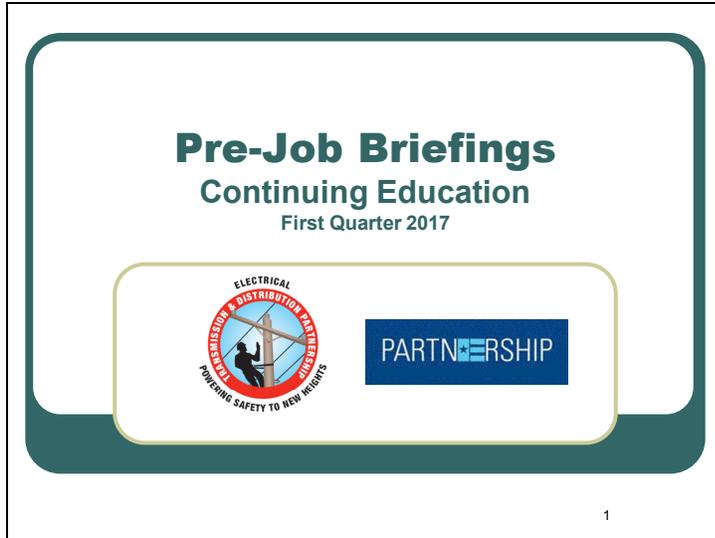
Deliver this refresher during the first quarter of 2017. Delivery time is approximately 45 minutes to 1 hour, in one setting or divided-up into three, 15 to twenty minute settings. The presenter may deliver the topic in a formalized meeting room setting using the PowerPoint slide deck or by using the 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.

This module may be presented with the Stop-Work Authority module or presented separately.

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Begin session one

Slide 1



Introduce the subject. Explain that this is the continuing education module for the 1st quarter 2017.

Slide 2

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 pre-job briefings.

Slide 3



Purpose

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



 3

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

Slide 4



Who

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



 4

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

Slide 5



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

Slide 6



When

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



 6

Explain that pre-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.

Slide 7

Where

- As close as safely possible to where work is performed



PARTNERSHIP 7

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

Slide 8

Why

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



PARTNERSHIP

Explain why we do these.

Slide 9



Explain that a pre-job briefing is simply a “Road Map” to a destination.

Slide 10

Benefits

- Identifies hazardous conditions before an incident/accident occurs
- Provide a safe work environment
- Increases quality and productivity

Safety
Success
Production
Quality

PARTNERSHIP

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 should conduct the pre-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.

Begin session two

Slide 1



Subjects

- Workplace Hazards
- Work procedures
- Special precautions
- Energy-source controls
- Personal protective equipment requirements



PARTNERSHIP 1

Explain that a pre-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

Slide 2



Personal Protective Equipment

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



PARTNERSHIP 2

① Where applicable, be sure to discuss arc flash mitigation. Include the use of FR clothing for PPE. Discuss that the FR clothing must be worn properly (buttoned up, sleeves down) and appropriate eye / face protection must be worn.

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.

Slide 3



Emergency Procedures

- What is the current location
 - Does everyone know
- Where is the closest hospital
 - Does everyone know directions
- What are the emergency procedures
 - Does everyone know them
- Where is the emergency equipment located
 - Has it been inspected lately
- Rally or Muster Point



PARTNERSHIP

3



It is the supervisor's responsibility to ensure that all workers are accounted for at the end of the day and in the event of an evacuation. Have a plan listing the chosen location and possible back-up location.

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. Whom 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?

Slide 4



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



PARTNERSHIP

4

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

Slide 5



Other Issues

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



PARTNERSHIP

5

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

Slide 6



Additional

- 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



PARTNERSHIP

6

Explain that we do at least one pre-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.

Slide 7



During and After

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



PARTNERSHIP 7

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.

Slide 8



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



PARTNERSHIP 8

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.

-End session two

Key points-Session two

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

1. What are the minimum subjects required on the pre-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

Begin session three

Slide 1



Working Alone

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



PARTNERSHIP 1

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 pre-job briefing as if they were working with a crew.

Slide 2



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?



PARTNERSHIP 2

Explain the need to brief visitors that may visit the job.

Slide 3

Things to avoid

- All workers not attending
- Generalized not specific
- Gripe & Bull session
- Held away from the job
- Hurrying
- Off topic discussions
- Not lead by person in charge



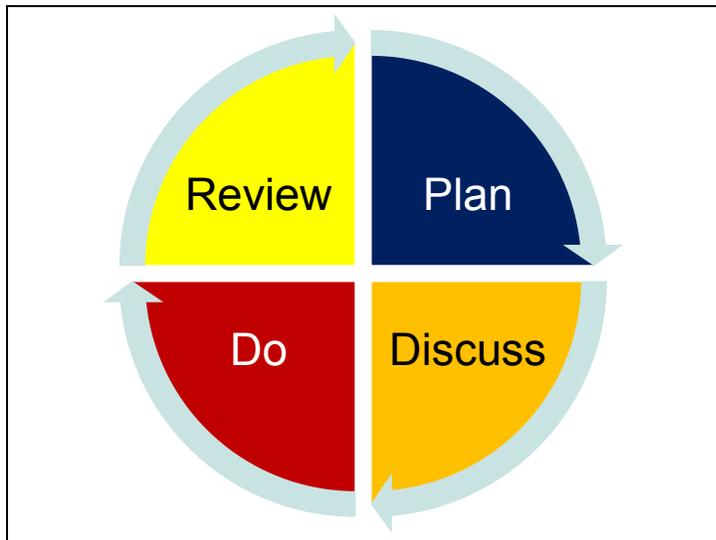
Logo: **UNITED**
BY THE PEOPLE FOR THE PEOPLE

PARTNERSHIP 3



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

Slide 4



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.

Slide 5



Explain that the items we just discussed are steps to success. Close the discussion.

Slide 6



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?

PARTNERSHIP 6

Ask the group these review questions

1. At the beginning of each day
2. The employee in charge
3. Hazards associated with the job, Work procedures involved, Special precautions, Energy source controls, Personal protective equipment requirements
4. When a new employee joins the job, When significant changes (that affect employee safety) occur during course of work
5. If you are working in an area where you may need to evacuate the work site

-End session three

Key points-Session three

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

1. What are the pre-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 pre-job briefing
2. What are pre-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 lead by person in charge
4. Plan, Discuss, Do, Review
 - a. Steps to success
5. Final review questions