

Safety Job Briefings

Field

Job briefings should be held prior to work on any task(s) to ensure a smooth and safe completion of the task.

A. Plan Briefing

B. Job Basics

1. Discuss sequence of basic job steps
2. Check tools and equipment before use
3. Point out and protect against potential hazards
4. Ensure protective equipment is available in good condition, and use properly
5. Review emergency procedures
6. Review track protection (if warranted)

C. Work Assignments

D. Follow-Up

An additional briefing, if warranted, should be held as the situation or task(s) changes.

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Office

A. Plan Briefing

B. Review Emergency Procedures

1. Fire Safety
2. Emergency Telephone
3. First Aid

C. Assign Responsibilities

D. Confirm Understanding

An additional briefing, if warranted, should be held as the situation or task changes.