

## Job Briefing and Planning Checklist

### Identify

Hazards  
Voltage levels involved  
Skills required  
Any "foreign" (secondary source) voltage source

Number of people needed to do the job  
Shock protection boundaries  
Available incident energy  
Arc flash boundary

### Ask

Can equipment be de-energized?  
Are backfeeds of the circuits being worked on possible?

Is a standby person required?

### Check

Job Plans  
Single line diagrams and vendor prints  
Status board  
Information on plant and vendor resources is up to date

Safety procedures  
Vendor information  
Individuals are familiar with the facility

### Know

What the job is  
Who else needs to know - Communicate!

Who is in charge

### Think

About the extra event...What if?  
Lock-Tag-Test-Try  
Test for voltage - FIRST  
Use the right tools and equipment, including PPE

Install and remove temporary protective grounding equipment  
Install barriers and barricades  
What else...?

### Prepare for an emergency

Is the standby person CPR trained?  
Is the required emergency equipment available? Where is it?  
Where is the nearest telephone?  
Where is the fire alarm?  
Is confined space rescue available?

What is the exact work location?  
How is the equipment shut off in an emergency?  
Are the emergency telephone numbers known?  
Where is the fire extinguisher?  
Are radio communications available?