

Example Pre-Job Briefing Form

PRE-JOB SAFETY BRIEFING	
Job Task or Work Order #: _____	Date: _____
Objective: <i>Ensure worker understanding of assigned work and effective identification, evaluation and control of task-specific safety or health hazards.</i>	
Define task scope (be specific): <div style="text-align: right;"><input type="checkbox"/> Routine <input type="checkbox"/> Non-routine</div>	
Worksite conditions (What could impact health & safety?):	
Hazard(s): <input type="checkbox"/> Caught-on <input type="checkbox"/> Caught-in <input type="checkbox"/> Slip/Trip <input type="checkbox"/> Electrical <input type="checkbox"/> Heat/Cold <input type="checkbox"/> Chemical(s) <input type="checkbox"/> Caught-between <input type="checkbox"/> Struck-by <input type="checkbox"/> Rigging <input type="checkbox"/> Fall (same/lower level) <input type="checkbox"/> Airborne <input type="checkbox"/> Soil <input type="checkbox"/> Hot work <input type="checkbox"/> Noise <input type="checkbox"/> Ergonomic <input type="checkbox"/> Traffic	
Hazard energy source(s):	
Documentation & work authorization permit(s):	<input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Permit-required confined space <input type="checkbox"/> Hot work <input type="checkbox"/> Job hazard analysis <input type="checkbox"/> PPE certified hazard assessment
Control(s) & limitations:	
Error precursor(s): <input type="checkbox"/> Time pressures <input type="checkbox"/> Non-routine work <input type="checkbox"/> Work-arounds <input type="checkbox"/> New task <input type="checkbox"/> Fatigue <input type="checkbox"/> Inaccurate risk perception <input type="checkbox"/> Multi-tasking <input type="checkbox"/> Inexperience <input type="checkbox"/> Tooling	
Critical steps: (1) (2) (3) (4)	
WHAT IF: Team members shall spend time challenging conventional wisdom by asking "what if?" This conversation ensures permits, controls or layers of protection reduce operational risk associated with each critical step. Top management should take an active role in this pre-job briefing step.	
Human factor(s): Verify all bolded factors ensure at least two additional factors are in place before starting. <input type="checkbox"/> Training <input type="checkbox"/> Independent observation <input type="checkbox"/> Validate assumptions <input type="checkbox"/> Peer check <input type="checkbox"/> Self check <input type="checkbox"/> 3-way communication <input type="checkbox"/> Post-job briefing <input type="checkbox"/> Correct procedure(s) <input type="checkbox"/> S.T.A.R. (situation, task, action & result) <input type="checkbox"/> Stop work authority	
Emergency preparedness:	
Non-routine or emerging work scope change(s):	

Crew supervisor name: _____

Date: _____