

# Electrical Safety Program

## Appendix I-Job Briefing Summary

Project Name: \_\_\_\_\_ Job Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Project Manager: \_\_\_\_\_

Check all that apply

Introduction: – The team discussed and identified:

- A general overview and the goal of the work activity
- All team members involved in the work activity were present and introduced
- Methods of communication and contact info for all involved was distributed
- All relevant work permits and documentation has been completed
- Who is the on-site person in charge for  
Name \_\_\_\_\_  
Title \_\_\_\_\_

The Briefing Identified:

- Hazards
- Voltages involved
- Secondary voltage sources
- All unusual work conditions or factors that could affect the work
- Personnel and Individual job assignments
- Shock protection boundaries
- Available incident energy
- Potential for arc flash & the established arc flash boundary
- All breakers, switches, interlocks, and control methods are known and identified
- Safety procedures
- Emergency contact information
- Appropriate safety equipment on-site (First Aid kit, AED, etc.)
- Required PPE, tools and equipment to control access is on-site
- Reviewed all relevant drawings or other data (if available)
- Task lighting, ventilation and any other work activity support equipment is on-site

Contingency Plan:

- Discussed a “What if” option and all team members are aware of their role
- Explained how the equipment is shut off in case of an emergency

Specific questions and answers brought up during briefing:

---

---

---

Sign in sheet for ALL participants of the job briefing

Employees

Vendors, Subcontractors, Suppliers, etc.

_____	_____
_____	_____
_____	_____
_____	_____