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.
__________________________________________
__________________________________________
__________________________________________
__________________________________________