

APPENDIX C

JOB BRIEFING CHECKLIST

<p>IDENTIFY</p> <ul style="list-style-type: none"> <input type="checkbox"/> The hazards <input type="checkbox"/> The voltage levels involved <input type="checkbox"/> Skills required <input type="checkbox"/> Any “foreign” (secondary) voltage source <input type="checkbox"/> Any unusual work conditions <input type="checkbox"/> Number of people needed to do the job <input type="checkbox"/> The shock protection boundaries <input type="checkbox"/> The available incident energy <input type="checkbox"/> Potential for arc flash (Conduct an arc flash-hazard analysis) <input type="checkbox"/> Arc flash protection boundary
<p>ASK</p> <ul style="list-style-type: none"> <input type="checkbox"/> Can the equipment be de-energized? <input type="checkbox"/> Are backfeeds of the circuits to be worked on possible? <input type="checkbox"/> Is a “standby person” required?”
<p>CHECK</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job plans <input type="checkbox"/> Single-line diagrams and vendor prints <input type="checkbox"/> Status board <input type="checkbox"/> Information on plant and vendor resources is up to date <input type="checkbox"/> Safety procedures <input type="checkbox"/> Vendor information <input type="checkbox"/> Individuals are familiar with the facility
<p>KNOW</p> <ul style="list-style-type: none"> <input type="checkbox"/> What the job is <input type="checkbox"/> Who else needs to know—Communicate! <input type="checkbox"/> Who’s in charge

<p>THINK</p> <ul style="list-style-type: none"> <input type="checkbox"/> About the unexpected event.... What if? <input type="checkbox"/> Lock - Tag - Test - Try <input type="checkbox"/> Test for voltage - FIRST <input type="checkbox"/> Use the right tools and equipment, including PPE <input type="checkbox"/> Install and remove grounds <input type="checkbox"/> Install barriers and barricades <input type="checkbox"/> What else....?
<p>PREPARE FOR EMERGENCY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the standby person CPR trained? <input type="checkbox"/> Is the required emergency equipment available? Where is it? <input type="checkbox"/> Where is the nearest telephone? <input type="checkbox"/> Where is the fire alarm? <input type="checkbox"/> Is confined space rescue available? <input type="checkbox"/> What is the exact work location? <input type="checkbox"/> How is the equipment shut off in an emergency? <input type="checkbox"/> Are the emergency telephone numbers known? <input type="checkbox"/> Where is the fire extinguisher? <input type="checkbox"/> Are radio communications available?

PERSONAL PROTECTIVE EQUIPMENT

- Rubber gloves: Class: ___ Air tested? Y N
Lab test date: _____
- EH rated boots
- EH hardhat
- Arc shield
- Arc suit 40 cal/cm²
- Arc rated clothing _____ Cal/cm²
- Balaclava style hood
- Arc rated hearing protection
- Insulated tools
- Insulated barrier material (rolled blanket)
- Plastic rimmed safety glasses
- Baricade Tape