Pre-Job Brief Guide

Originally developed for Los Alamos National Laboratory

WHY:

The purpose of the pre-Job briefing is to ensure that the Person-in-Charge (PIC) and potential workers understand the scope of the work to be performed by discussing the tasks involved. This will provide an understanding of the hazards and related safety, security, environmental controls, and stimulate critical thinking and discussion. As the leader, the PIC should clearly define personnel roles and responsibilities, precautions, limitations, stop/pause work procedures, critical steps and contingencies. Together, the PIC and workers evaluate the work and resources. To meet the purpose, workers need to understand what is expected to be accomplished and what is to be avoided. The ***effectiveness depends on the preparation*** of the PIC and the conduct of the briefing.

WHEN:

Pre-job briefs are required for all moderate and high hazard/complex work activities. Pre-job briefs should be conducted preferably right before work starts, and as frequently as necessary when -

- Assignments have changed or new personnel are involved which may be an individual, specific pre-job briefing,
- A change in work scope, research and development boundary/limits, and/or in facility or work area conditions has occurred that may affect safety, security, or the environment, or
- Work activities are resumed after an extended period of inactivity.

HOW:

The pre-job should be performed with consideration of the following guidance -

- The PIC reviews the work control documents and defines scope of the work.
- Potential workers are assembled, preferably at the job site, with a walkdown included.
- The work activities are discussed and any questions are discussed.
- Subject matter experts are involved as needed to review permits or specific job details.
- Leadership is shared among team members, encouraging worker participation by having workers help lead the discussion.
- One-on-one conversations are promoted to help build comfort and involve everyone on the team.
- All assumptions may be challenged; the PIC helps everyone on the team to feel comfortable raising concerns or expressing a lack of understanding.
- Questions are asked, allowing for some silence as people gather their thoughts; letting people finish their sentences before responding in order to hear each participant and demonstrate respect.

WHAT QUESTIONS SHOULD BE ASKED?

1. Do you, the worker, understand your roles and responsibilities and *your* work scope?
2. What are our personal protective equipment requirements, permit limits, bounding conditions, and possible error precursors?
3. Do you know the critical steps in this activity as they relate to your assignment?
4. What is the worst thing that can go *wrong* and how should we respond?
5. Are you aware of any co-located activities and/or hazards?
6. What errors/lessons learned have you observed in past, similar tasks?

Hint: Avoid asking undirected questions. Posing direct questions to each member facilitates individual participation and discussion.

Examples:

- “Do you have any questions, Stephanie?”
- “Steve, are you comfortable with what you’ve heard?”

Items of potential discussion may include, but are not limited to the following topics:

HAZARDS/CONTROLS

a. Lockout/Tagout
b. Electrical Safety
c. Fire Protection/Prevention
d. Confined Space
e. Radiation Protection
f. Fall Protection
g. IH Program-MSDS/Hearing/Heat Stress
h. Biohazards
i. Environmental/Waste
j. Ergonomics

OPERATIONS

a. Excavation/Trenching
b. Cranes/Hoisting/Rigging
c. Welding/Cutting/Hot Work
d. Manlifts/Forklifts
e. Lasers
f. Emergency Response
g. Traffic (fueling/shipping/receiving)
h. Proper Tools
i. Scaffolding