

Job Briefing and Planning Checklist

Identify

Hazards	Number of people needed to do the job
Voltage levels involved	Shock protection boundaries
Skills required	Available incident energy
Any "foreign" (secondary source) voltage source	Arc flash boundary

Ask

Can equipment be de-energized?	Is a standby person required?
Are backfeeds of the circuits being worked on possible?	

Check

Job Plans	Safety procedures
Single line diagrams and vendor prints	Vendor information
Status board	Individuals are familiar with the facility
Information on plant and vendor resources is up to date	

Know

What the job is	Who is in charge
Who else needs to know - Communicate!	

Think

About the extra event...What if?	Install and remove temporary protective grounding equipment
Lock-Tag-Test-Try	Install barriers and barricades
Test for voltage - FIRST	What else...?
Use the right tools and equipment, including PPE	

Prepare for an emergency

Is the standby person CPR trained?	What is the exact work location?
Is the required emergency equipment available? Where is it?	How is the equipment shut off in an emergency?
Where is the nearest telephone?	Are the emergency telephone numbers known?
Where is the fire alarm?	Where is the fire extinguisher?
Is confined space rescue available?	Are radio communications available?