Electric Job Briefing and Planning Checklist

**Guideline:**

This checklist must be used when a worker will be exposed to an electrical hazard of 50 volts or more during troubleshooting equipment, or preventive or corrective maintenance. The Checklist must be reviewed and approved by a competent individual in your respected department

1. Workers make copies of these checklist’s and bring them to the daily briefing meeting.
2. Daily meetings are to occur
   1. Either the end of the shift for the next morning
   2. First thing in the morning before work is to proceed
3. At the daily briefing meeting with the competent personnel
   1. Work Order Numbers are written on the checklist
   2. Scope, Hazards, Safety/Emergency Training are discussed
   3. Competent person signs off on the checklist
4. Worker assigned to the job maintain the checklist until the work is completed
   1. If work extends for more than one day, for those additional days scope and hazards must be discussed at the daily meeting
5. When the work is completed
   1. The paper copy is provided to Ariel
   2. Ariel makes a PDF copy and sends it to Tim Fitzgerald
   3. Ariel retains/files the paper copy
6. If emerging work happens get with a competent person in your department to generate a sheet prior to work proceeding.
7. This is a Mandatory Procedure