

CHPRC FORMAL PRE-JOB BRIEFING CHECKLIST

Document No.:

Task Description:

FWS:

Date:

The items in this box are the minimum items to be discussed during a formal Pre-Job Brief.

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|---|--|
| <input type="checkbox"/> Discuss scope of work to be performed | <input type="checkbox"/> Discuss work place conditions/environment |
| <input type="checkbox"/> Discuss individual work assignments/roles/responsibilities | <input type="checkbox"/> Discuss Hazards, Controls, and PPE |

As appropriate to the work activity discuss other applicable topics (refer to topics below and topics in Appendix A of PRC-PRO-WKM-14047)

Define Work:

- | | |
|---|--|
| <input type="checkbox"/> Procedure type and compliance expectations | <input type="checkbox"/> Discuss coordination required with other groups and activities that have a potential to affect personnel performing the work activity |
| <input type="checkbox"/> Precautions/limitations/initial conditions/prerequisites | <input type="checkbox"/> Hold Points and oversight requirements |
| <input type="checkbox"/> Discuss applicable permits | <input type="checkbox"/> First Aid/CPR Provider(s) identified & available , if required |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Discuss any Critical Steps identified for today's activities |

Hazards and Controls:

- Discuss hazards & controls related to work package and work environment, both Skill Based & Beyond Skill Based as appropriate
 - Discuss/review any hazard controls that reside within permits and not in the work instructions
 - Waste minimization/disposal/storage requirements
 - Technical Safety Requirements (TSR)/Limiting Condition of Operations (LCO),TSR/LCO time restrictions, impacts to equipment operability
 - Criticality Posting Specification (CPS) and postings
- Discuss Lock and Tag requirements, boundaries, AWL placement, Safe to Work Check (DOE – 0336, 5.9)

Industrial Safety and Health:

- | | |
|--|--|
| <input type="checkbox"/> Discuss any unique postings in or near the work area | <input type="checkbox"/> Locations of spill, first aid, AED, & eyewash stations/kits |
| <input type="checkbox"/> Discuss chemical hazards to be encountered & MSDS/SDS | <input type="checkbox"/> Emergency phone #'s,373-0911,373-3800,other number, if applicable |
| <input type="checkbox"/> Heat/Cold stress/strain concerns – Work/Rest times | <input type="checkbox"/> Discuss scaffold rating, Maximum Intended Load (MIL), if applicable |

Emergency Preparedness:

- Response to upset or off-normal conditions, contingency plans, staging areas, communications systems and rally points
- Alarm and casualty response actions

Integrate applicable Human Performance (HPI) techniques into briefing:

- | | |
|---|---|
| <ul style="list-style-type: none">• Peer Checks• Lessons learned from similar activities• STOP WORK Authority | <ul style="list-style-type: none">• Self-Checking - Stop, Think, Act, Review (S.T.A.R.)• SAFER Dialogue• A Questioning Attitude and Stop when Unsure concepts |
|---|---|

Radiological Work: Yes No

- Discuss Radiological Work Permit (RWP)
- Identify specific actions or activities that will (or have potential to) create a change in radiological conditions when initiated or completed

Beryllium Work: Yes No

- Discuss Beryllium Work Permit (BWP)

Comments or other areas discussed:

- Summary - Ask one final question: "Do they clearly understand their job responsibilities and are they qualified for the work assigned?"

