

CH2M HILL Plateau Remediation Company  
**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 or informal Pre-Job Brief.**

- |   |  |
|---|--|
| <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, PPE, and Safe to Work checks |

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)
- Discuss Safe-to-Work checks for any intrusive activities.

**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"> <li>• Peer Checks</li> <li>• Lessons learned from similar activities</li> <li>• STOP WORK Authority</li> </ul> | <ul style="list-style-type: none"> <li>• Self-Checking - Stop, Think, Act, Review (S.T.A.R.)</li> <li>• What can go wrong during this job?</li> <li>• A Questioning Attitude and Stop when Unsure concepts</li> </ul> |
|---|---|

**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?"

