**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.

- [ ] Discuss scope of work to be performed
- [ ] Discuss individual work assignments/roles/responsibilities
- [ ] Discuss work place conditions/environment
- [ ] 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:**

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

**Hazards and Controls:**

- [ ] Discuss hazards and controls related to work package and work environment, both Skill Based and 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:**

- [ ] Discuss any unique postings in or near the work area
- [ ] Discuss chemical hazards to be encountered & MSDS/SDS
- [ ] Heat/Cold stress/strain concerns – Work/Rest times
- [ ] Locations of spill, first aid, AED, & eyewash stations/kits
- [ ] Emergency phone #s, 373-0911, 373-3800, other number, if applicable
- [ ] 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:**

- [ ] Peer Checks
- [ ] Lessons learned from similar activities
- [ ] STOP WORK Authority
- [ ] Self-Checking - Stop, Think, Act, Review (S.T.A.R.)
- [ ] What can go wrong during this job?
- [ ] A Questioning Attitude and Stop when Unsure concepts

**Radiological Work:**

- [ ] 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:**

- [ ] 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?”
Pre-Job Briefing **ATTENDEES** fill in below *(including all repeat briefings)*. Pre-Job Brief attendees sign the Pre-Job Briefing Checklist acknowledging that they understand their responsibilities and work tasks as described during the Pre-Job Brief. For continuing work it is permitted for attendees to indicate their presence in the date columns without having to re-sign. Attach a second form, or continuation sheet, for large work teams.

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Pre-Job Briefing **PRESENTER** fill in below *(including all repeat briefings)*.

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