

CH2M HILL Plateau Remediation Company
FORMAL PRE-JOB BRIEFING (PJB) CHECKLIST

This form may be used at any time, but is required for formal pre-job briefings (*per* [PRC-PRO-WKM-14047](#)). Use of this form for informal pre-job briefs should be annotated in the comments section of the form.

The check boxes on the form are for keeping track of each item discussed. Use of these boxes is required for formal pre-job briefings. The topics do not have to be discussed in any particular order; however, topics discussed must be marked.

The technical work document contains the specific information about the work activity to be used during the briefing.

- **FWS PJB Preparation:**
 - Verify work/supplemental documents are current and available for PJB.
 - Review work document/instructions
 - Verify appropriate personnel are present (*Craft, SME's, QC, Rad Con, Ops, Safety, etc.*).
 - Verify materials and equipment are available to start work.
 - Check work site for current conditions/changes.
 - Provide workers an opportunity to review and understand assignment (*instructions/procedures*) before briefing begins.
 - Select a location for the briefing that is free from distractions whenever possible.
 - Remind attendees to turn off or silence cell phones and turn down volume on radios.
- **Document No.:** Fill in the document number from JCS, MAXIMO, SOW, log, procedure, etc.
- **Task Description:** Fill in a basic description of the activity/task/work being performed.
- **FWS:** Fill in the name of the designated FWS for this work.
- **Date:** Fill in the date of the first pre-job briefing documented by this form.
- **Minimum Required Topics:** The topics are required for every Formal Pre-Job Briefing (*see additional details below*).
- **Additional Topics** (*Define Work, Hazards and Controls, Industrial Safety & Health, Emergency preparedness, HPI topics, etc.*): As appropriate to the scheduled work activity, discuss and check mark the topics that are discussed.
- **Comments:** Write in additional topics to be discussed for this job (*items not pre-printed on the form*), or other comments as appropriate.
- **Radiological Safety:** Mark appropriate boxes for radiological work topics discussed.
- **Beryllium Work:** Mark box for beryllium work discussion.
- **Ask final question:** "Does everyone clearly understand their responsibilities and are they qualified for the assigned work?" Annotate with check mark in appropriate check box.

Instructions for applying the appropriate level of detail/content for pre-job briefings are found in [PRC-PRO-WKM-14047](#). The **minimum topics** to be discussed at every formal pre-job briefing are identified on the form. They are:

- Scope of work to be performed
- Current workplace conditions/environment
- Individual roles and responsibilities
- Hazard and hazard controls, including PPE

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- **Document No.:** Same as on page 1; not needed if the form has been printed as 2-sided.
- **Attendees and Presenters:** For formal pre-job briefings, the attendees and presenters must print first and last names and sign. Attendees should include HID number to assist FWS in training and medical qualification verification. If a job is on-going with most of the same workers, it is permitted for the participants to indicate their presence in the date columns (*initial and/or date*) without having to re-sign. Each participant should indicate only the dates they were present for the briefing. If the work team is large, a second checklist or continuation sheet should be used to capture all names (*Site Form* [A-6003-003](#) or [A-6004-496](#)).