



## **Facilities Operations Policy Statement OP-14 Job Briefing**

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1. Purpose: To provide guidance to supervisors with respect to documenting job briefings for hazardous or dangerous work.
  - a. OSHA requires job briefings for medium voltage (MV) work and a specialized form has been created for conducting and documenting these briefings by the Safety Office. The High Voltage Shop will use that form for MV job briefings.
  - b. The form developed by the Safety Office provides good guidance for other hazardous work but it is too specific for the variety of hazardous work encountered within M&O. Therefore, a more generic M&O Job Briefing Form has been created for M&O supervisors to use for other hazardous work and the current addition is available in the M&O Shared Forms Folder.
  
2. Hazardous Work: Any job that involves practices, procedures, and/or materials that if not executed properly could result serious injuries to those involved or others. The following are examples of such but are not all inclusive:
  - a. Work requiring entry into a confined space where an entry permit is required is to be considered hazardous and a job briefing is required. In some instances, the briefing may take place in conjunction with the permitting.
  - b. Work involving a group lock-out tag-out procedure shall also be considered hazardous and a job briefing conducted.
  - c. Work involving the use of hazardous materials (acid cleaning) or removal of hazardous materials (asbestos abatement) or hazardous material clean-up would constitute hazardous work.
  - d. Work requiring the use of fall protection or aerial lifts.
  - e. Trenching and underground utility work.
  - f. If you are in doubt, conduct a job briefing.
  
3. Discussion and documentation: The job briefing shall include as a minimum discussion of the items noted on the current Job Briefing Form 003 and other pertinent issues based upon the nature of the work. Keep signed and dated copies of the documentation on file in the Zone. Forward a scanned copy to M&O and the Safety Office. All briefing documents shall include the associated work request number for eventual filing of the work request in Archibus.

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