



Job Briefings Safety Message

The "269" standard requires that before each job, the person in charge conducts a job briefing with all workers that covers, at a minimum:

- Hazards associated with the work
- Procedures to be used
- Any special precautions
- Control of energy sources
- Personal protective equipment (PPE) required
- Emergency Response Information (APPA Requirement)

Person in charge. The "person in charge" can be anyone in authority.

Number of briefings. The "269" standard requires that at least one briefing be held at the start of each shift. However, if there is a significant change during the course of a shift, for example, if a new hazard is discovered or an assignment changes, then additional briefings must be conducted before the work continues.

Extent of briefings. A brief discussion is acceptable if workers are experienced, and the work is routine. However, a more extensive job briefing is needed if the job is more complex or especially hazardous, if the work is not something done on a regular basis, or if the workers are not familiar with each other.

Working alone. Many workers in the electric power generation, transmission, and distribution industry work alone, making it difficult to discuss topics that need to be covered in a job briefing. People who work alone need to assess and plan each job before they begin work and identify any potential hazards and how they will be addressed.

Checklists. Keeping a written record of job briefings is not specifically covered by the standard, but it is a best practice to do so.