



## Safety Message of the Day for IMEA Members



### Job Briefing Safety Message

When you hear the term “job briefing,” what comes to mind? Perhaps a meeting, a form to fill out or maybe even a complete waste of time? How we perceive job briefings has a huge impact on how we complete them. Per OSHA, job briefings are required to be completed before each job; however, for us to perform them effectively, it is critical that we understand the intent behind that requirement.

### What Needs to be Covered?

A job briefing is intended to be used as part of the planning process to accomplish a job both safely and successfully. APPA Safety Manual requires that the following topics be covered, at minimum, during a briefing:

- \* Hazards associated with the job
- \* Work procedures involved
- \* Special precautions
- \* Energy-source controls
- \* Personal protective equipment requirements
- \* Emergency response procedures

All of these elements are essential to safely plan for the work that is to take place. By design, job briefings encourage us to slow down and think about the job we are about to perform. **When we take time to think, we begin to identify desired outcomes as well as elements that can contribute to undesired outcomes.**