

Appalachian Power Company Policy / Procedure No. 1:
Job Safety Briefing

Policy Summary:

- A. A job briefing is required before beginning work on any job and shall include everyone on the jobsite. Additional briefings are required:
 - 1. When the scope of work changes
 - 2. When the initial plan has to be changed
 - 3. When actions and results deviate from expectations
 - 4. After extended delays or pauses in activity
 - 5. When performing a job with a large number of steps, the job should be divided into phases and briefings held on each phase before that phase begins
 - 6. When an employee arrives at the jobsite after the briefing, the employee shall be briefed on the work before entering the work area.
- B. A job briefing consists of:
 - 1. An overview of the work to be performed
 - 2. A discussions of job hazards and voltages being worked on
 - 3. A review of the job using the SAFER model
 - i. It is important to do each of the steps in the SAFER model for each of the critical steps identified in the first step
 - ii. Definite assignments must be made to provide the defenses identified in the “E” step of the model
- C. When anyone on the crew sees that the outlined plan is not working, the crew shall STOP work and conduct a new briefing that includes a reformulated plan of work before starting the new job plan.
- D. Following the job, the crew shall:
 - 1. Review the job together and discuss whether anything unexpected occurred during its execution
 - 2. Outline an Exit Strategy for departing the job and traveling to the next location.

1) Statement of Policy:

Many accidents are the result of acting before thinking or each worker not having a clear understanding of the work plan. Job briefing(s) or self briefing(s) shall be conducted for all jobs as stated in G1.10 of the safety manual. Those briefings shall be documented on the appropriate form and retained as prescribed.

2) Discussion:

Even the most simple and mundane tasks will expose you to hazards that, if not identified and planned for, can lead to disastrous consequences. It is the purpose of the job safety briefing to allow you to identify job hazards and guard against them while communicating the overall job plan. As the person in charge of the job, the responsibility for the briefing is yours.

At times you may find that on complex jobs, the first job briefing may only cover a portion of the job and additional briefing may be required as the job progresses. In many cases, multiple briefings will be necessary. For example, if a line must be patrolled

to locate a fault, an initial briefing is necessary outlining the conduct of the patrol. Once the fault has been located, the repair job will have to be briefed. Another briefing will be necessary to re-energize the line.

The job safety briefing should include the following:

- An overview of the job to be done
- Identification of hazards that will be encountered when doing the job including what voltages might be handled
- Roles and responsibilities must to be clearly defined
- For each risk identified a detailed plan to mitigate each risk needs to be implemented
- Everyone must agree to the work plan
- A review of the job using the SAFER model:
 - The crew shall identify critical steps in the job – these are steps in the job which, if performed incorrectly or not at all would impact safety, reliability or productivity. Their execution also creates a point of no return.
 - For each step identified, the crew should review errors that might occur while performing that task. The existence of any error precursors should be noted at this step.
 - Once potential errors are identified for a step, the crew should then review the consequences if an error is made.
 - The discussion of consequences should lead the crew to a discussion of defenses and barriers for identified errors, and specific assignments must be relative to the implementation of those defenses.
 - Finally, for each step of the overall job, the crew must review any applicable rules or procedures or relate any incident that may have occurred when performing similar jobs. The job plan should be adjusted if it does not comply with a rule or procedure or does not provide adequate defenses against an error which has occurred in the past.

Once the briefing is complete and the work commences, all crew members must be alert for problems with the job plan and STOP the job if something is not working according to the plan. When this occurs, all work must stop, the crew must get back together and formulate and discuss their new plan completing a new job briefing before resuming work.

If you are the only worker present, you must take a few minutes to formulate and review your own plan. Job briefing forms are available for crews and those working alone and shall be completed and signed by all on the jobsite before work begins.

Adhering to company policy and accepted practices in regards to performing an effective job safety briefing before each assignment is essential to providing a safe work environment for the worker and the general public. After completing a job, take a few minutes to review the work with the crew taking time to identify deficiencies in the job plan and any unexpected hazards encountered. This Post Job Review should include a plan for improvement and a commitment by the crew members to pass on problems identified to other employees. The crew should also take a few minutes to plan and discuss their exit strategy from the jobsite and their trip to the next location. This plan

should include provisions for maneuvering the vehicles (especially backing) and a discussion of hazards that might be encountered en route to the next location.

3) Definitions:

Critical Steps – Steps in a job which creates a point of no return.

Examples are:

- Energizing & de-energizing lines
- Suspended loads
- Felling poles/trees
- Handling conductors (including cutting)
- Making connections
- Pole handling
- Installing defenses.

Error Precursors – Conditions that exist on a job which increase significantly the likelihood of an error. Examples of these are: Overconfidence/complacency, time pressure, distractive environment, fatigue, task unfamiliarity, day prior to & first day back after days off, one half-hour after wake-up or meal, vague or incorrect guidance, imprecise communication and stress

4) Attachments:

5) OSHA / Safety Manual References

G. 1.10 Safety Manual

Job briefing(s), including ‘self-briefing(s)’, shall be conducted for all jobs. The job briefing shall cover the work to be performed and a general plan for doing the job. The briefing shall cover hazards associated with the job, work procedures involved, specific assignments, energy source controls, Personal Protective Equipment (PPE) requirements, and be clearly understood by each worker. Anytime the scope of the work or the employees on a job changes, a new job briefing will be conducted.

OSHA – 1910.269(c)

“Job Briefing” The employer shall ensure that the employee in charge conducts a job briefing with the employees involved before they start each job. The briefing shall cover at least the following subjects: hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment requirements.

6) Date Adopted: May 2, 2006