

CHPRC PRE-JOB BRIEFING CHECKLIST

Document No.:

Task Description:

FWS:

Date:

NOTE: Use a graded approach per PRC-PRO-WKM-14047, PRC Pre-Job Briefings and Post-Job Reviews. Only items applicable to the job need to be discussed. The technical work document contains the specific information about the work activity to be used during briefing. FWS review pre-job brief preparatory actions in PRC-PRO-14047 & PJB form instructions. Form to be retained in work package or per RIDS.

The items in this box are the minimum items to be discussed during the Pre-Job Brief.

- | | |
|---|--|
| <input type="checkbox"/> Discuss scope of work to be performed
<input type="checkbox"/> Discuss work assignments/roles/responsibilities
<input type="checkbox"/> PPE, Hazard controls, respiratory protection, etc.
<input type="checkbox"/> A Questioning Attitude & Stop When Unsure, (required for formal Pre-Job Briefs) | <input type="checkbox"/> Discuss impacts of work place conditions/environment
<input type="checkbox"/> Critical steps
<input type="checkbox"/> SAFER Dialogue, see Human Performance section below, (required for formal Pre-Job Briefs) |
|---|--|

Define Work:

- | | |
|--|--|
| <input type="checkbox"/> Procedure type and compliance expectations
<input type="checkbox"/> Precautions/limitations/initial conditions/prerequisites
<input type="checkbox"/> Discuss applicable permits
<input type="checkbox"/> Housekeeping | <input type="checkbox"/> Discuss coordination required with other groups and activities that have a potential to affect personnel performing the work activity
<input type="checkbox"/> Hold Points
<input type="checkbox"/> First Aid/CPR Provider(s) identified & available , if required
<input type="checkbox"/> Special equipment/tools that may introduce hazards |
|--|--|

Hazards and Controls:

- Discuss hazards & controls related to work package and work environment, both Skill Based & Beyond Skill Based as appropriate.
- Discuss/review any hazard controls that reside within permits and not in the work instructions.
- Waste minimization/disposal/storage requirements
- Technical Safety Requirements (TSR)/Limiting Condition of Operations (LCO),TSR/LCO time restrictions, impacts to equipment operability
- Criticality Posting Specification (CPS) and postings
- Lock and Tag requirements, hazard boundaries, AWL placement, Discuss Safe to Work Check (DOE – 0336, 5.9, PRC-PRO-OP-696 step 3.1.9)

Industrial Safety and Health:

- | | |
|--|--|
| <input type="checkbox"/> Discuss any unique postings in or near the work area
<input type="checkbox"/> Discuss chemical hazards to be encountered & MSDS
<input type="checkbox"/> Heat/Cold stress/strain concerns | <input type="checkbox"/> Locations of spill, first aid, AED, & eyewash stations/kits
<input type="checkbox"/> Emergency contact phone #'s,373-0911,373-3800,other number, if applicable |
|--|--|

Emergency Preparedness:

- Response to upset or off-normal conditions, contingency plans, staging areas, communications systems and rally points
- Alarm and casualty response actions

Human Performance Section:

- | | |
|--|---|
| <input type="checkbox"/> Lessons learned
<input type="checkbox"/> STOP WORK Authority
<input type="checkbox"/> Methods of communications
<input type="checkbox"/> Peer Checks
<input type="checkbox"/> Self-Checking - Stop, Think, Act, Review (S.T.A.R.) | <input type="checkbox"/> SAFER Dialogue (required topic for formal Pre-Job Briefs): <ul style="list-style-type: none"> • Summarize critical steps • Anticipate error traps, error precursors • Foresee consequences • Evaluate defenses • Review operating experience |
|--|---|

Radiological Work: Yes No

Radiological Hazard: Low / Low with Controls / Medium / High (check one)

Radiological Safety for Medium or High Hazard Work: (as applicable to work activity)

- | | |
|--|---|
| <input type="checkbox"/> Current & anticipated radiological conditions of the work place
<input type="checkbox"/> Radiological Work Permit (RWP) requirements
<input type="checkbox"/> Identify specific actions or activities that will (or have potential to) create a change in radiological conditions when initiated or completed | <input type="checkbox"/> Radiological Control Hold Points
<input type="checkbox"/> Anticipated radiological hazards and conditions of the work area and travel path due to the planned work activity
<input type="checkbox"/> Housekeeping to keep contamination levels ALARA |
|--|---|

Comments or other areas discussed:

- Performed Job Site Walk-down with workers? (required for formal Pre-Job Briefs and some informal Pre-Job Briefs)
- Summary - Ask one final question: "Do they clearly understand their job responsibilities and are they qualified for the work assigned?"

