

## INSTRUCTIONS FOR CHPRC PRE-JOB BRIEFING CHECKLIST

This form may be used at any time, but is required for formal pre-job briefings (per PRC-PRO-WKM-14047). Use of this form for informal pre-job briefs may be documented in the comments section of the form.

For Operations routine activities a turnover, pre-shift briefing, or discussion with a supervisor is considered equivalent to an informal Pre-Job Brief.

The technical work document contains the specific information about the work activity to be used during the briefing.

- FWS PJB Preparation:
  - Verify work/supplemental documents are current and available for PJB
  - Review work document/instructions
  - Verify appropriate personnel are present (Craft, SME's, QC, Rad Con, Ops, Safety, etc.)
  - Check worker training/medical monitoring (via ITEM, EJTA, WAM, HSWET, etc.)
  - Verify materials and equipment are available to start work
  - Check work site for current conditions/changes
  - Provide workers an opportunity to review and understand assignment (instructions/procedures) before briefing begins.
  - Select a location for the briefing that is free from distractions whenever possible.
  - Remind attendees to turn off or silence cell phones and turn down volume on radios
- Document No. - Fill in the work document number from JCS, MAXIMO, SOW, log, etc.
- Task Description – Fill in a basic description of the activity/task/work being performed
- FWS - Fill in the name of the designated FWS for this work.
- Date - Fill in the date of the first pre-job briefing documented by this form.
- Topics (Work Scope, work assignments, etc.) - Mark the topics that are discussed (see details below).
- Comments - Write in additional topics to be discussed for this job (items not pre-printed on the form), or other comments as appropriate.
- Radiological Safety - Mark appropriate boxes for radiological work.
- Annotate in check box for performance of a Job Site Walkdown with the workers (if applicable)
- Ask final question – “Does everyone clearly understand their responsibilities and are they qualified for the assigned work?” Annotate with check mark in appropriate check box.

### Back (page 2)

- Document No. – Same as on page 1; not needed if the form has been printed as 2-sided.
- Attendees and Presenters: For formal pre-job briefings, the attendees and presenters must print and sign their names. Attendees should include HID number to assist FWS in training and medical qualification verification. If a job is on-going with most of the same workers, it is permitted for the participants to indicate their presence in the date columns (initial and/or date) without having to re-sign. Each participant should indicate only the dates they were present for the briefing. If the work team is large, a second checklist or continuation sheet should be used to capture all names (Site Form A-6003-003 or A-6004-496).

Complete instructions for applying the graded approach to content of pre-job briefings are found in PRC-PRO-WKM-14047. The **minimum topics** to be discussed at every pre-job briefing are identified on the form. They are:

- Scope of work to be performed (including critical steps if identified for the work)
- Current workplace conditions/environment
- Individual roles and responsibilities
- Hazard and hazard controls, including PPE
- Critical Steps
- SAFER Dialogue (required for formal Pre-Job Briefs)
- A Questioning Attitude and Stop When Unsure concepts (required for formal Pre-Job Briefs)

The boxes are for keeping track of each item discussed. Use of these boxes is required for formal pre-job briefings. The topics do not have to be discussed in any particular order; however, topics discussed must be marked. Space has been provided on the first page to add topics that are not pre-printed.