

CHPRC – EPC / PRE-JOB BRIEFING ADDENDUM
“Plan your work and work your plan”

Work Package:	Job Number:
Project Name:	Facility Location:
	Date:

General Discussion

AJHA#:

Review MSDS for chemical products to be used	Review Suspect /Counterfeit item awareness
Review electrical, mechanical, QC inspection points for the work	Identify the location of materials, tools, equipment
Review Fire Marshal off-road restrictions / site fire danger levels	Review material handling / securing loads properly
Review waste disposal mitigation (washout area, trash separation, etc)	Discuss vendor deliveries
Identify the work package location (job trailer, Supervisor, etc)	Post startup / component testing requirements
Discuss system installations (electrical, mechanical, etc.) requiring air gaps to maintain hazardous energy controls	Identify equipment pre-use inspection requirements / 360-walkaround

Emergency Preparedness / Response

Discuss “Respond to All Alarms as Real, Unless Told Otherwise	Identify the nearest “Take Cover Facility”:
First-aid trained personnel, location of first-aid kit, AED & First-aid station	Identify Staging Area / Alternate Rally Points

Specific Protective Equipment and Supplies

Parking Controls	Coveralls	Gloves	MANDATORY PPE: <ul style="list-style-type: none"> • Substantial footwear-construction work boots • Hardhats meeting ANSI Z89.1 criteria • Nonconductive frame safety glasses meeting ANSI Z87.1 (2003 criteria) • Reflective high-visibility vests / clothing Other: (specify)
Barricade Safety Cones	Disposable Coveralls	Goggles	
Spotters	Fire Extinguisher	Face shield	
Pedestrian Controls	Flame retardant PPE	Fall Protection	
Knee Pads	Air Monitoring	Lifeline	
Ear muffs/plugs	Respirator & Cartridges	Lock-out/Tag-out TAF or 8 Point Criteria	

Worker Certification Required

Equipment Vehicle Inspections:

Crane Operator	Aerial lift	Scaffold	Ladder(s)
Forklift Operator	Chain-fall	Earthmoving Equipment	Hand tools
Qualified Rigger	Crane	Rotating Equipment	Commercial Vehicle
Mobile equipment operator	BTH Rigging	Air-powered tools	Electrical Power Tools
Competent Person (lead, asbestos, etc.)	Compacting Equipment	Forklift	Generator
Fire watch	Other: [specify]		
New/Transferred Employees (Verify Training Qualifications and EJTA)			
Other: (specify)			

Electrical

Excavations

Environmental

Electrical shock hazards	Access and egress / Daily inspection	Wet bulb monitoring required
Arc flash / clothing required	Excavating / backfill equipment used	High wind / rain / snow
Overhead power lines	Underground utilities	Noise
Grounded (GFCI)	Hazardous energy	Traffic
Hazardous energy – LO/TO	Traffic, foot, truck, equipment	Insects
Signs / Barricades	Undercut structure	PPE
Other: [specify]	Shored / sloped / barricaded	Signs / Barricaded
	Ladders provided	Spills Controls

Crew Feedback

Injuries or unplanned events today?	Comments:
Events reported to management & safety?	
Assignment problems encountered?	
Safety/health concerns or issues?	
Quality- general improvements required?	
Noted in Work Package Log?	