



Job Briefing Guidelines

Step 1 Plan the Job Briefing

- A. Develop your own work plan by:
1. Review, the work or task to be accomplished.
 2. Checking the job location and work area.
 3. Breaking the work or task down into a step-by-step procedure.
 4. Determine the tool, equipment and material requirements.
 5. Determining what safety rules or procedures are acceptable.
- B. Consider existing and potential hazards that might be involved as a result of:
1. Job and weather conditions.
 2. The nature of the work to be done.
 3. The job location.
 4. Determining tool, equipment and material requirements.
 5. The equipment to be worked on.
 6. Traffic conditions and visibility.
 7. The time of day.
 8. The safety or personal protective equipment required.
- C. Consider how work assignments will be made.
1. Group assignments.
 2. Individual assignments.
 3. Abilities and experience of individuals.

Step 2 Conduct the Job Briefing.

- A. Explain the work or task to employees.
1. What is to be done.
 2. Why it is to be done.
 3. When it is to be done.
 4. Where it is to be done.
 5. How it is to be done.
 6. Who is to do it.
 7. What safety precautions are necessary?
- B. Discuss existing or potential hazards and ways to eliminate or protect against them.
- C. Make definite work assignments.
1. Make sure employees understand their assignment.
 2. Ask questions of the "how" or "why" type.
- D. If special tools, materials, equipment or methods are to be used, make sure employees know how to proceed safely.
- E. Issue all instructions clearly and concisely; check to see that they are understood.

Step 3 Job Brief for special conditions.

- A. Complex jobs.
1. Review only a portion of job.
 2. Give additional briefings as the job progresses.
- B. Change in job conditions - When it becomes necessary to change plans and procedures as the job progresses, brief employees on these changes. (As an example: the weather conditions change)

Step 4 Follow up by the Supervisor.

It is important that you make frequent checks as the job progresses, to be sure that

- A. Your plans are being followed and correct work methods are being used.
- B. Each person is carrying out their assigned responsibilities.
- C. Any hidden hazards have been identified and action initiated to either eliminate them or guard against them.

Step 5 Individual Responsibilities

All employees are responsible to see that the work plan is carried out according to the job briefing or modified when

When ordering this form use Account and Reference #48-059602, U/M-EA

Safety, Quality and Productivity are the result of well-planned and conducted JOB BRIEFINGS