

**JOB BRIEFING CHECKLIST**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

JOB DESCRIPTION:  
 \_\_\_\_\_  
 \_\_\_\_\_

CREW LEADER: \_\_\_\_\_

**IDENTIFY THE FOLLOWING:**

HAZARD(S)	WORK PROCEDURES TO BE USED
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SPECIAL PRECAUTIONS FOR WORK	ENERGY CONTROL SOURCES
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PPE REQUIREMENTS	OTHER SPECIAL PRECAUTIONS
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Was the job briefing effectively communicated and understood by all involved employees?  
 \_\_\_ YES \_\_\_ NO

**RE M I N D E R S**

**APPROPRIATE ITEMS MUST BE CHECKED**

DIRECTION OF FEED	BODY BELT, SAFETY STRAP/CLIMBERS
NON-RECLOSE OPERATION	TRAFFIC WARNING DEVICES
DE-ENERGIZE LOCATION	DE-ENERGIZE LINES/TEST & GROUND
RUBBER GLOVES/SLEEVES	RUBBER COVER-UP GOODS
U/G FACILITIES LOCATED	CHECK POLES AND STRUCTURES
GUARDING OF WORK SITE	SAFETY CHECK ON VEHICLE(S)
POLE RELEASE SIGNED --->	CONSUMER GIVEN INFO W/RELEASE
MATERIAL SHEETS	

\_\_\_ CHANGES MADE ON STAKING OR MATERIAL SHEETS SHOULD BE NOTED AND PROPER PERSONNEL SHOULD BE NOTIFIED.

\_\_\_ The one call underground utilities center has been notified.

I have discussed the job or procedure with the crew foreman or designated employee and they are prepared to complete the procedure. It is their opinion that the job can be completed in a safe and efficient manner. It is agreed between all employees involved that the job will be completed using all rules, regulations and guidelines set forth by MECA, and/or OSHA.

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CREW MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

CREW MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

CREW MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

CREW MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_