



# JOB SAFETY BRIEFING CHECKLIST

AMERICAN  
**PUBLIC  
POWER**  
ASSOCIATION

Powering Strong Communities

# INTRODUCTION

**W**orker safety is at the core of a public power utility's commitment to service. Safety begins with executive management and must be included in all operations from generation to linework and across all utility services. In the 2024 APPA Safety Awards, 90% of the applying utilities required Job Safety Briefings. It is important that utilities participate in benchmarking their safety program, and one of the most reliable means of benchmarking is to participate in the APPA annual [Safety Awards](#).

An important component of a strong safety program at an electric utility is a job briefing or tailgate meeting. While each utility has a distinct safety program, tailgate meetings are universally effective at communicating safety expectations.

These meetings are intended to let utility crews acknowledge potential hazards, review work procedures, and address safety measures before starting a job. The Occupational Safety and Health Administration requires these meetings be held.

While documentation is not mandatory, many utilities create forms to ensure they address all components of a tailgate meeting. Taking extra steps to document these meetings underscores a utility's commitment to safety and empowers staff to take responsibility for a safe working environment.

Job briefings are described in both the NESC 421.A.6, ANSI C-2 2017 — Part 4 and in Section 115.5 of the 17th edition of the APPA [Safety Manual](#).

## 115.5 Job Briefings

American Public Power Association safety resources on job briefings can be found at [www.PublicPower.org/Topic/Safety](http://www.PublicPower.org/Topic/Safety).

a) The employer shall ensure that the employee in charge conducts a job briefing with the employees involved before the start of each job. The job briefing will at least cover the following subjects and shall be documented:

- (1) Hazards associated with the job.
- (2) Work procedures involved.
- (3) Special precautions.
- (4) Energy-source controls.
- (5) PPE requirements
- (6) Emergency response information.

b) If the work or operations to be performed during the workday are repetitive and similar, at least one job briefing shall be conducted before the start of the first job of each day or shift. Additional job briefings shall

be held if significant changes that might affect the safety of the employees occur during the course of work. Significant changes such as work tasks or hazards differing, or additional unbriefed personnel arriving to perform work at the jobsite, shall be addressed with a job briefing.

- c) A brief discussion is satisfactory if the work involved is routine and if the employee, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job. A more extensive discussion shall be conducted if the work conditions are complicated, unusual, or extremely hazardous, or the employee cannot be expected to recognize and avoid the hazards involved in the job.
- d) Refer to OSHA Best Practice: Job Briefings, OSHA Standard 29 CFR 1910.269(c), NFPA 70E 110.1(H), and NESC 421.A.6, ANSI C-2 2017 — Part 4.

# INTRODUCTION

APPA put together the following sample Job Safety Briefing to be applicable to most jobs associated with utility work. This Job Briefing is similar to that found in eSafety Tracker to help public power utilities document the safety measures addressed in job briefings and tailgate meetings.

# JOB SAFETY BRIEFING

Date \_\_\_\_\_

Address/Location \_\_\_\_\_

Project/Job \_\_\_\_\_

Person in Charge \_\_\_\_\_

Circuit/Breaker Number/Line recloser device \_\_\_\_\_

Emergency Number/Emergency Call Sign \_\_\_\_\_

Energy Control/Dispatch Number \_\_\_\_\_

## Work To Be Performed

## Participants

_____	_____	_____
_____	_____	_____
_____	_____	_____

## External Participants

_____	_____	_____
_____	_____	_____

# CLEARANCES

Clearances/Hot line Tag/LOTO required:

Equipment/Circuit/Breaker\_\_\_\_\_

Supervisor	Date Taken	Date Released
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Time Released

Hotline Tag/Non-Re-Close/One Shot/Other: ☐ Y or ☐ N

Clearance/Hold Number

Energized Primary Voltage Work: ☐ Y or ☐ N

Mitigation For Energized Primary Voltage Work

Cover Up: <input type="checkbox"/> Y or <input type="checkbox"/> N	Barricade Trucks: <input type="checkbox"/> Y or <input type="checkbox"/> N	Ground Trucks: <input type="checkbox"/> Y or <input type="checkbox"/> N
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Other

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# POTENTIAL HAZARDS AND MITIGATION

H: Energized low voltage work M:	H: Hand/power tools/chain saws M:	H: Coordination with others M:
H: Tree cutting/under tension M:	H: Loud noises M:	H: Emergency work M:
H: Falls from elevated work/ladder use M:	H: Falling objects M:	H: Exposed moving/rotating parts/ pinch points M:
H: Hoisting/rigging M:	H: Worker fatigue/stress M:	H: Bloodborne pathogens M:
H: Traffic M:	H: Slippery/uneven work/driving surfaces M:	H: Heavy manual lifting/pulling M:
H: Working at night M:	H: Extreme heat or cold M:	H: Enclosed/confined space entry* M:
H: Congested worksite M:	H: Hazardous driving conditions M:	H: Respiratory concerns M:
H: Repetitive motion/awkward position M:	H: Excavation/augering M:	H: Hot work (cutting and welding) * M:
H: M:	H: M:	H: M:
H: M:	H: M:	H: M:

\*Indicates must complete a permit before starting work.

# PERSONAL PROTECTIVE EQUIPMENT

(Must Be Inspected Prior to Use)

<input type="checkbox"/> Y or <input type="checkbox"/> N    Standard PPE (hardhat, safety glass, boots)	<input type="checkbox"/> Y or <input type="checkbox"/> N    Fall protection/climbing gear
<input type="checkbox"/> Y or <input type="checkbox"/> N    Traffic vest	<input type="checkbox"/> Y or <input type="checkbox"/> N    Respirator
<input type="checkbox"/> Y or <input type="checkbox"/> N    FR clothing	<input type="checkbox"/> Y or <input type="checkbox"/> N    Insulating tools
<input type="checkbox"/> Y or <input type="checkbox"/> N    Rubber gloves-class	<input type="checkbox"/> Y or <input type="checkbox"/> N    Air monitor
<input type="checkbox"/> Y or <input type="checkbox"/> N    Trimming gear (chaps and face shield)	<input type="checkbox"/> Y or <input type="checkbox"/> N    Other:
<input type="checkbox"/> Y or <input type="checkbox"/> N    Hearing protection	<input type="checkbox"/> Y or <input type="checkbox"/> N    Other:
<input type="checkbox"/> Y or <input type="checkbox"/> N    Voltage detector	<input type="checkbox"/> Y or <input type="checkbox"/> N    Personal protective grounds

## DEENERGIZED WORK

<input type="checkbox"/> Y or <input type="checkbox"/> N    Grounds installed	<input type="checkbox"/> Y or <input type="checkbox"/> N    Grounds removed
<input type="checkbox"/> Y or <input type="checkbox"/> N    Open point established	<input type="checkbox"/> Y or <input type="checkbox"/> N    Truck grounded or barricaded
<input type="checkbox"/> Y or <input type="checkbox"/> N    Equipotential grounding used	<input type="checkbox"/> Y or <input type="checkbox"/> N    Secondary grounds used
<input type="checkbox"/> Y or <input type="checkbox"/> N    Test for dead with voltage device	

**Other Notes:**