

T&E Job Briefing Checklist

- Use this checklist to help plan and conduct your job briefing. When performing a complex task, review only a portion of the work and conduct additional briefings as the job progresses. If the job or conditions change, conduct a new job briefing.

A. Review the Job

1. Work to be performed.
2. Location of job.
3. Equipment to be used.
4. Step by step procedures for the job.
5. Rules & procedures that apply.

B. Plan How To Avoid Potential Hazards

1. Hazards due to the nature of the work.
2. Safety precautions around equipment.
3. Hazards at specific locations.
4. Time & weather conditions.
5. Other trains or trackwork.
6. Personal protective equipment needed.



C. Assign the Work

1. Consider individual abilities & experience.
2. Make definite work assignments.
3. Make sure that everyone understands their work assignment.
4. Discuss any special procedures.
5. Check to see that all instructions are understood.

D. Follow Up During The Job

1. Is the plan being followed?
2. Is each person performing his assignment?
3. Are rules and safe practices being followed?
4. Are there any new hazards?
5. Is a new Job Briefing required?



Remember - It is YOUR responsibility to be sure that a Job Briefing is conducted before work begins and when conditions change!