**CURI PRE-JOB BRIEIFING AND PLANNING CHECKLIST**

**Identify:**

The hazards

The voltage levels involved

Skills required

Any additional or secondary source

Any unusual work conditions

Number of people needed to do the job

The shock protection boundaries

The available incident energy

Potential for arc flash (Conduct a flash-hazard analysis)

Flash protection boundary

**Inquire / Ask:**

Can the equipment be de-energized?

Is a “standby person” required?

Are back-feeds possible?

**Check:**

Job plans

Single-line diagrams and prints

Status board

Information on plant and vendor resources is up to date

Safety Procedures

Vendor Information

Individuals are familiar with the facility

**Know:**

What the job is

Who is in charge?

Who else needs to be informed of the work

**Think:**

About the unexpected event (what if).

Lock-Tag-Test-Try

Test for voltage-FIRST VERIFY

Use the right tools and equipment including PPE

Install barriers and barricades

What else…?

**Emergency Preparation:**

Is the standby person CPR trained?

Is the required emergency equipment available? Location

Where is the nearest telephone?

Where is the fire alarm?

Is confined space rescue available?

What is the exact location?

How is the equipment shut off in an emergency?

Are the emergency telephone numbers known?

Where is the fire extinguisher?

Are radio communications available?