**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?