Agricultural Crew Pre-Task Briefing Kit

01 / Walk, discuss and check readiness

Prepare an outdoor crew briefing around equipment, weather, access and emergency readiness.

Use with the people doing the work: walk the area, discuss the prompts, record actual controls and verify them before exposure. Rebrief when conditions change. If a safeguard is missing or uncertain, pause affected work and contact the responsible person.

Work area and access

Which slopes, ground conditions, waterways, animals or remote locations affect this task? Confirm the actual work boundary and access route.

Equipment and movement

Where can people meet moving equipment or attachments? Agree separation, communication and authorized operator roles before movement.

Weather and exposure

What heat, cold, smoke, storm or other exposure could change the work? Identify the applicable site controls, shelter and reassessment triggers.

Task-specific safeguards

Which chemical, cutting, animal-handling or other specialist procedures apply? Confirm required training and controls with the responsible person.

Crew understanding

Can seasonal and new crew members explain the task and how to raise a concern in a language they understand? Resolve communication gaps.

Emergency readiness

Confirm the location description, communication coverage, emergency contact method and access for assistance. Do not assume a phone will connect.

Readiness gaps / questions to resolve with the responsible person

Planning aid only. Apply the actual task, employer procedures and governing requirements. This kit does not authorize work, replace required training or supply a specialist procedure, permit or compliance determination.

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02 / Record the task and verify controls

Record planned controls separately from observed verification. A completed sheet is not evidence that a control is effective.

Task, site / work area and date / shift

Crew, coordinating person and other affected people

Applicable procedures / permits and required authorized roles

Task steps and serious exposure: who could be harmed, and how?

Planned controls: what will prevent or reduce that exposure?

Site verification: actual condition / evidence, checker and time

Unresolved gaps, responsible person and action due before exposure

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03 / Hold, rebrief and hand over

Pause when weather, ground conditions, equipment movement or communication changes beyond the agreed plan.

Follow employer stop-work, correction and authorized restart arrangements. Keep affected work on hold while exposure or control readiness is unresolved.

Hold / change: what happened, when, and which work is affected?

Immediate protection and person notified / time

Required correction or revised method and responsible person

Recheck evidence, checker / time and applicable restart authority

Who was rebriefed, what changed and any remaining restrictions?

Handover: receiving person, open actions and next review

Crew learning: what helped the work, what made it difficult?

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OSHA Agricultural Operations - https://www.osha.gov/agricultural-operations/

Original planning prompts. Sources support topic selection; no agency endorsement. Developed by Todd Jerome Jenkins, MS, CSP.