

Utility Work Job-Briefing Kit

01 / Walk, discuss and check readiness

Frame a utility crew discussion around job boundaries, energy, public interfaces and changing conditions.

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.

Job boundary

Identify the actual utility system, work location, service impact and person coordinating the job. Confirm which equipment is included and excluded.

Energy and system information

Which electrical, pressure, mechanical or other energy sources could affect the work? Confirm current system information with the responsible qualified role.

Required work controls

Identify applicable job procedures, clearances, permits, testing and PPE decisions. Reference the approved documents and authorized roles; this sheet is not a clearance.

Public and adjacent work

Coordinate traffic, pedestrian access, excavations and other crews. Determine who maintains barriers and communicates changes.

Specialist conditions

Does the task involve atmosphere, confined-space, excavation, height or water hazards? Resolve applicable assessments, controls and rescue arrangements before exposure.

Communication and response

Confirm crew roles, operating authority contact, emergency actions and a reliable way to communicate. Ask each person to explain when work must pause.

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 system status, job scope, weather, public access or crew understanding changes; obtain the appropriate qualified review.

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?

Use, sources and edition

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OSHA Electric Power: Hazard Assessment and Job Briefing - <https://www.osha.gov/etools/electric-power/hazard-assessment-job-briefing>

OSHA Safety Management - <https://www.osha.gov/safety-management>

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