

Pre-Job Brief and Change Check

Use with the crew before work and when conditions change. Discuss the task rather than reading a checklist aloud; use the approved work plan and procedures.

Task / location: _____ Date / time: _____

Brief leader: _____ Crew / record reference: _____

1 Agree on the work

Scope / sequence / boundaries / what is different today:

2 Check the protection

Key exposure / critical control / who checks it / evidence it is ready:

Confirm permits, isolation, equipment condition, competence, and other task-specific prerequisites where required. If a necessary control is unavailable or unverified, follow the approved restriction and escalation process.

3 Coordinate the crew

Roles / interfaces with other work / communication method:

Emergency arrangements / how to summon help:

4 Invite concerns and check understanding

Ask: What could make this plan difficult? What might we be missing? Have workers explain their role, the control they rely on, and what they will do if it is not available.

Concern / unresolved question / response / responsible person:

5 Agree when to pause and rebrief

Change triggers / safe pause point / escalation contact:

Examples to discuss: changed scope, people, equipment, weather, access, simultaneous work, or a control that no longer performs as expected. Follow site authority and procedures for restarting.

Readiness / restrictions / follow-up: _____

A brief does not replace required training, authorization, a risk assessment, or the applicable procedure.