

Central Plateau Cleanup Company  
**PRE-JOB BRIEFING CHECKLIST**

Document Number:

Task Description:

Field Work Supervisor (FWS):

Date:

**The items in this box are the minimum items to be discussed during a formal or informal Pre-Job Brief.**

- Discuss scope of work to be performed       Discuss work place conditions/environment  
 Discuss individual work assignments/roles/responsibilities       Discuss Hazards, Controls, and PPE

As appropriate to the work activity, discuss other applicable topics (*refer to topics below and topics in Appendix A of [CPCC-PRO-WKM-14047](#)*)

**Define Work:**

- Procedure type and compliance expectations       Discuss coordination required with other groups, and activities that have a potential to affect personnel performing the work activity  
 Precautions/limitations/initial conditions/prerequisites  
 Discuss applicable permits       Hold Points and oversight requirements  
 Housekeeping       First Aid/CPR Provider(s) identified and available, if required  
 Discuss any Critical Steps identified for today's activities

**Hazards and Controls:**

- Discuss hazards and controls related to work package and work environment, both Skill Based and Beyond Skill Based as appropriate
- Discuss/review any hazard controls that reside within permits and not in the work instructions
  - Waste minimization/disposal/storage requirements
  - Technical Safety Requirements (TSR)/Limiting Condition of Operations (LCO), TSR/LCO time restrictions, impacts to equipment operability
  - Criticality Prevention Specifications (CPS) and postings
- Discuss Lock and Tag requirements, boundaries, AWL placement, Safe to Work Check (*DOE-0336*)  
 Discuss Ready-to-Work checks for any intrusive activities

**Industrial Safety and Health:**

- Discuss any unique postings in or near the work area       Locations of spill, first aid, AED, and eyewash stations/kits  
 Discuss chemical hazards to be encountered and MSDS/SDS       Emergency phone No.s, (509)373-0911, (509)373-3800, other number if applicable  
 Heat/Cold stress/strain concerns - Work/Rest times       Discuss any Critical Steps identified for today's activities

**Emergency Preparedness:**

- Response to upset or off-normal conditions, contingency plans, staging areas, communications systems, and rally points  
 Alarm and casualty response actions

**Integrate applicable Human Performance techniques into briefing (CPCC-MP-MS-40403):**

- Peer Checks
- Lessons learned from similar activities
- STOP WORK Authority
- Work site conditions/changes
- Self-Checking - Stop, Think, Act, Review (*S.T.A.R.*)
- What can go wrong during this job?
- A Questioning Attitude and Stop when Unsure concepts

**Radiological Work:**       Yes       No

- Discuss Radiological Work Permit (RWP)  
 Identify specific actions or activities that will (*or have potential to*) create a change in radiological conditions when initiated or completed

**Beryllium Work:**       Yes       No

- Discuss Beryllium Work Permit (BWP)

Comments or other areas discussed:

- Summary - Does everyone clearly understand their responsibilities, and are they qualified for the assigned job?

