

JOB SAFETY PLAN & PRE-JOB BRIEFING CARD

A pocket card for the two-minute conversation that catches the backfed panel and the mislabeled disconnect.

JOB SAFETY PLAN

NFPA 70E

1 • THE JOB

Equipment / location:

Task:

2 • HAZARDS IDENTIFIED

- ☐ Shock
- ☐ Arc flash
- ☐ Stored energy
- ☐ Multiple sources / backfeed
- ☐ Overhead lines
- ☐ Wet or conductive conditions
- ☐ Hot surfaces (contact thermal)

3 • CAN IT BE DE-ENERGIZED?

YES → **establish an electrically safe work condition.**

Turn off · Isolate · Lock/tag · Release stored energy ·
TEST BEFORE TOUCH (verify meter before + after)

NO → **energized work permit required.**

Only if de-energizing adds hazard, or is infeasible.

Schedule pressure is NOT a justification.

Neither is cost, customer preference, or inconvenience.

PRE-JOB BRIEFING

Before every task

4 • BOUNDARIES AND PPE

Nominal voltage _____

Limited approach _____

Restricted approach _____

Arc flash boundary _____

Incident energy / PPE cat _____

Glove class + length _____

5 • BRIEF THE CREW ON

- ☐ Hazards and boundaries above
- ☐ PPE required and inspected
- ☐ Job steps and sequence
- ☐ Who does what
- ☐ How unqualified persons are kept out
- ☐ Emergency response + rescue plan
- ☐ Additional person posted (if permit)

6 • STOP AND RE-BRIEF IF

- ☐ Scope or conditions change
- ☐ Equipment condition is not as expected
- ☐ A new person joins the task
- ☐ Anything surprises you

Briefed by _____ Date _____

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Print double-sided on cardstock, cut along the dashed line, and fold — or laminate as two pocket cards.