Pre-Job Brief

In our labs, we work on many very detailed projects. One way we ensure that these projects run as smoothly and as risk free as possible is by utilizing pre-job briefs.

A briefing before a work begins helps keep a project on track from the get go. It not only helps ensure that that every person touching the project has a full understanding of the project and their role before work commences and is adequately qualified for the role assigned to them, it provides an opportunity to define the expectations of the work which improves efficiency and provides team members with awareness of the potential areas where things could go wrong in an effort to prevent their occurrence.

Some critical elements to include in this meeting are:

- Task purpose/scope
- Review of Standard Operating Procedure(s)
- Review of an applicable Safety Data Sheets (SDS)
- Roles and responsibilities of team members
- Potential issues/hazards, and mitigation plans
- Questions

Facts About Pre-Job Briefs

- Enhances a person’s questioning attitude.
- Sensitizes a worker to what should be and what should not be.
OSHA’s Take:

1910.269(c) “Job Briefing”

“The employer shall ensure that the employee in charge conducts a job briefing with the employees involved before they start each job.”

- Hazards associated with the job
- Work procedures involved
- Energy source controls
- Personal Protective Equipment
- Special precautions

Sometimes it is good to do a “walk-down” during a pre-job brief. Meaning the meeting should/could involve going to where the work will actually take place, and looking at specific hazards while talking through what you see.

During this “walk” new ideas will come out, and/or safety concerns may arise. Things that cannot be anticipated from a meeting that takes place outside of the work area.

The process of holding a pre-job brief promotes open, two-way dialogue as members gather to identify and document the potential hazards, as well as controls to minimize the associated risks.

As work progresses, employees are required to report any change in scope of work that may create unforeseen or unidentified hazards. At that time, the group gathers to reassess, completing the process again to reflect the new scope of work.

All employees understand the plan for work, have identified the hazards, mitigated the associated risks and evaluated the material and equipment needs.

Fun Facts about Thanksgiving

Thanksgiving is the reason for TV dinners! In 1953, Swanson had so much extra turkey (260 tons) that a salesman told them they should package it onto aluminum trays with other sides like sweet potatoes — and the first TV dinner was born!

Thanksgiving was almost a fast — not a feast! The early settlers gave thanks by praying and abstaining from food, which is what they planned on doing to celebrate their first harvest, that is, until the Wampanoag Indians joined them and (lucky for us!) turned their fast into a three-day feast!

Americans eat 46 million turkeys each Thanksgiving.

Female turkeys (called hens) do not gobble. Only male turkeys gobble.