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FOREWORD

National Grid's vision is to be a world-class safety organization, with zero injuries every day. This document defines requirements for job briefings. Job briefings, conducted at the beginning of a job, are used to identify and communicate site-specific hazards associated with the work. A thorough job briefing ensures that all crew members understand the hazards and the work methods used to avoid injury. Job briefings are also an OSHA requirement for electric utility workers.

The Executive Safety Committee provides review and input for Safety and Health Policies and Procedures through the Safety Policies and Procedures Subcommittee.

Safety and Health Services is the owner of this procedure and is responsible for maintaining and implementing this procedure, soliciting comments from stakeholders and revising as necessary.

Questions regarding this procedure should be referred to the National Grid USA's Corporate Safety Department.

Record of Change

Date of Review/Revision:

Revision	Date	Description

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1.0 INTRODUCTION

1.1 Purpose

Job briefings are critical to conducting work in a safe manner. Conducted at the work site, job briefings are a way to communicate to the crew the particular hazards associated with the job. Every job site is different and contains unique safety and health hazards.

1.2 Applicability

This procedure applies to National Grid and contractor employees engaged in the operation and maintenance of electric power generation, control gas, tree trimming, transmission and distribution lines and equipment.

1.3 Review/Revisions

This procedure shall be reviewed periodically and revised as required. Revisions of this procedure may be made as a result of a management review, a change in safety management guidance, or company policies. The dates of reviews and revisions will appear on the front page of the procedure in the section titled "Record of Change."

1.4 Documentation

Documentation related to this procedure and subsequent reviews and revisions will be maintained by Safety and Health Services. This procedure will be accessible to Field Operations both in paper and electronic format. The paper versions of the procedure will not be document controlled. The official, current version of this procedure and all procedures prepared under this guidance will be on the National Grid intranet site.

2.0 DEFINITIONS

2.1 The following definitions apply to this procedure.

2.1.1 *Job Briefing* – a meeting conducted at the job site by the employee in charge of the work that focuses on the site-specific hazards associated with the work to be performed.

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2.1.2 *Designated Employee in Charge of the Job* – This person could be a management or union person. If the supervisor is on site, he/she shall be considered in charge of the work. If the supervisor is not on site, the crew chief, crew leader, working leader, working foreman or similar person will be the employee in charge of the work. If more than one crew chief, crew leader, etc., are part of the work crew, one employee will be designated by the supervisor as being in charge of the job.

3.0 PROCEDURE

3.1 The designated employee in charge of the job shall ensure a job briefing with the employees involved before starting each job.

3.1.1 The job brief will be documented and signed or initialed.

3.1.2 The crew will assess the job site and the physical surroundings and discuss all types of hazards present, not just electrical hazards. The physical demands of the work and specific ergonomic stressors such as awkward positions, sustained lifts, repetitive motions, etc. shall also be addressed during the briefing. At a minimum, the briefing shall cover the following subjects:

- a. Hazards associated with the job.
- b. Work procedures involved.
- c. Special precautions.
- d. Energy source controls (mark ups and lockout/tagout).
- e. Personal protective equipment requirements.
- f. Perform warm-up or stretching before work.

3.2 *Number of Briefings*

At least one job briefing shall be conducted before the start of the first job of each day or shift. Additional job briefings shall be held if significant changes, which might affect the safety of the employees, occur during the course of the work.

3.3 *Extent of Briefing*

A brief discussion is satisfactory if the work involved is routine or repetitive in nature, and the employee by virtue of training and experience can reasonably be expected to recognize and avoid the hazards of the job. A more extensive discussion in addition to the subject covered in Section 3.1.2 shall be conducted if:

- a. The work is complicated or particularly hazardous, or
- b. The employee cannot be expected to recognize and avoid the hazards involved in the job.

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3.4 *Working Alone*

An employee working alone need not conduct a job briefing. However, the worker shall ensure that the tasks to be performed are planned as if a briefing were required.

4.0 QUALITY ASSURANCE AND AUDIT

4.1 The use of this procedure is subject to audit and it is anticipated that the Company's Legal Department and/or Internal Audit will periodically review the implementation of this procedure.