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# WESTERN PACIFIC RAILROAD MUSEUM CREW TRAINING



## Job Briefing

1/16/23

# Job Briefings

A good Job Briefing is essential for proper communication and understanding of all personnel involved in the assignment. With a proper Job briefing, all personnel are able to:

1. *Understand the task to be performed.*
2. *Understand why the task is to be done.*
3. *Understand how the task is to be accomplished.*
4. *Determine what are the proper tools needed for the job.*
5. *Know the proper safety procedures to follow while performing the task.*
6. *Who is responsible for each task.*
7. *Know what special tools or equipment are needed to get the job done and the safe handling of those tools or equipment.*

# Job Briefing Safety Tailboard

- Refer to the Job Briefing Safety Tailboard Process
- Safety Tailboard
- Safety Tailboard Form



# Five Steps of a Good Job Briefing

- Step 1- Planning
- Step 2- Conducting
- Step 3- Special Conditions
- Step 4- Follow-up/Turnover
- Step 5- Individual Responsibility

# Step 1- Plan the Job Briefing

## **A. Develop your own work plan by:**

- *Reviewing work or tasks to be accomplished*
- *Checking the job location and work area*
- *Determining tool, equipment and material requirements*
- *Determining what safety rules or procedures are applicable*

## **B. Consider existing and potential hazards that might be involved as a result of:**

- *Job and weather conditions*
- *Job and weather conditions*
- *The nature of the work to be done*
- *The job location*
- *The tools, equipment, and materials used*
- *Equipment to be worked on*
- *Traffic conditions and visibility*
- *Time of day or night*
- *Safety or personal protective equipment (PPE) required*



## C. Consider how work assignments will be made:

- *Checking the job location and work area*
- *Group assignments*
- *Individual assignments*
- *Abilities and experience of individuals*



# Step 2- Conduct the Job Briefing

## **A. Explain work or task to personnel.**

- *What is to done.*
- *Why it is to be done.*
- *When it is to be done.*
- *Where it is to be done.*
- *How it is to be done.*
- *Who is to do it.*
- *What safety precautions are necessary.*

## **B. Discuss existing or potential hazards and ways to eliminate or protect against them.**

- *What is the groups personal injury status?*
- *Does anyone have any working limitations?*
- *What are the work ethics of this group?*
- *What are the work ethics of each member of this group?*
- *Are there new or different crew members from the regular members?*

### **C. Make definite work assignments.**

- *Make sure personnel understand assignments.*
- *Question the group on their assignments?*
- *Ask questions of the “who”, “how” and “why” type.*
- *If there is anyone that doesn't understand the assignment and their part in it completely, repeat it again!*
- *Do not start an assignment until everyone knows their part and understands how to do the job safely!*

### **D. If special tools, materials, equipment, or methods are to be used, make sure personnel know how to proceed safely.**

- *Has everyone used this equipment?*
- *Does everyone understand how this equipment works?*
- *What are the dangers of this equipment?*
- *What types of PPE are required for this equipment and does everyone have it?*
- *Does everyone have a clear understand how this equipment will function in their responsibilities?*



**E. Issue all instructions clearly and concisely; check to see that they are understood by all members of the crew.**

- *Question the members on the job and the equipment.*
- *It is better to re-issue the instructions than to proceed with a crew member that is not clear.*

**That is how accidents  
happen!**

# Step 3 - Job Briefings for Special Conditions

## A. Complex Jobs.

- *Brief only a portion of the job.*
- *Give additional briefings as the job progresses.*
- *Why?*

## • B. Change in job conditions.

- *When it becomes necessary to change plans and procedures as the job progresses, brief personnel on these changes, such as a change in weather conditions.*
- *Does everyone have the necessary equipment? (raincoats, rain boots, goggles, rain gloves, etc.)*
- *How does the weather change the job description or requirements?*
- *Do we need to re-access the situation?*

# Step 4-Follow up by Supervisor

## A. Job Progress:

- *Your plans are being followed and correct work methods are being used.*
- *Each person is carrying out the assigned responsibilities.*
- *Any hidden hazards have been identified and action initiated to eliminate or what precautions are required.*

## B. Work Turnover:

- *Make sure personnel are advised of work which needs to be finished from prior shifts.*
- *What needs to be taken care of first.*
- *What safety conditions are left in place.*
- *Are other people involved in the process that needs to be finished.*
- *Have they been advised that a new crew is coming on duty?*

# Step 5-Individual Responsibility

**All personnel are responsible to see that the work plan is carried out according to the Job Briefing or modified when the conditions change.**



# Priorities

- A. **URGENT- MUST** be done today.
- B. **IMPORTANT, but not urgent- SHOULD** be done today, if at all possible.
- c. **Not urgent or important- an OPTIONAL** activity for today.

# JOB BRIEFINGS

- It is one of the most important things you will do today!
- Work safe by being aware of what is happening around you and the people you are working with.
- Your life depends on them and their lives depend on you! Stay focused and work safe!

# Revision Dates

- 1-31-2016 Revised content. (kdc)
- 2-1-2016 (Paul Finnegan)
  - Added page numbers, rev date to cover, general cleanup.
  - Redid pictures with Centennial and Mo Pac cabooses to make dark.
- 2-2-2016 (Paul Finnegan)
  - Removed rouge J on cover slide.
- 1-16-2023 (Paul Finnegan)
  - Remove How to Design and Implement an effective on cover