



In Conjunction with the OSHA Alliance

## *Alliance Meeting in December 2007*

In the last month of 2007, participants of the OSHA Alliance came together, once more, to discuss the progress and needs of the Alliance. Among the participants were members of the OSHA Region IV Office, SELCAT, IBEW Fifth and Tenth District Offices, NECA contractors and the Southeastern Line Chapter, NECA. Among the items discussed was the success of the Alliance meeting in March. The meeting in March was so significant because employees of several electrical contracting companies were invited to participate and share their thoughts with the forefathers of the Alliance. This was

seen as a great opportunity that the men took to bring their concerns and issues to the attention of, not only NECA and IBEW representatives, but also officers from OSHA Region IV. These employees also benefited by being introduced to the representatives from OSHA, helping ease past tensions and unwarranted resentment toward those who are focusing on the safety of our industry. This meeting was such a big success that the participants have agreed on hosting another meeting where employers will be encouraged to send employees to attend. This year, the March meeting of the OSHA Alliance will hope to duplicate the success of last year's meeting.



### **Important Dates:**

**April 10<sup>th</sup> - 12<sup>th</sup>**

IBEW Inside/Outside Construction Conference

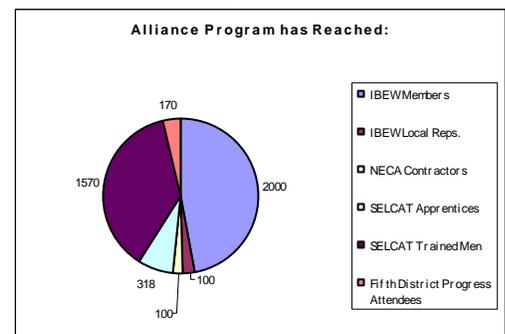
**June 18<sup>th</sup>**

OSHA Alliance Meeting

## *2007 Achievements of the Alliance Program*

There have been many accomplishments by the OSHA Alliance and its participants since its conception, four year ago. In 2007, the Alliance has made great strides towards accomplishing goals in Outreach and Communication, Training and Education, and National Promotion. Below are some of these accomplishments:

- Developed and disseminating the Safety Alliance Update Quarterly Newsletter and Brochure to reach over 2000 employees and companies.
- The Southeastern Line Chapter website currently offers to the employees and member companies an opportunity to communicate “near misses” with other participants.
- The Alliance has been introduced and discussed at many functions, such as the Outside Apprentice Conference, SELCAT FTS Schools, and IBEW Progress Meetings.
- Participants have also developed training and educational programs to assist employers with workforce training and certifications, such as Grounding, OSHA 10 Hour, Supervisory Training, OSHA T&D, etc.



## *Best Practices: Job Briefing*

In the last Safety Alliance Updates newsletter, the National OSHA Partnership was introduced briefly in an article titled “The OSHA Transmission and Distribution Partnership”. In this issue, we will be passing along one of the “Best Practice” that has been approved by the “Best Practices Committee”. We hope that the information included in this newsletter will be useful in identifying potential safety hazards and preventing them.

### **SUBJECT: JOB BRIEFINGS**

**PRACTICE STATEMENT:** Provides a uniform methodology and outlines key components of job briefings.

**PRACTICE DESCRIPTION:** Document job sequence, hazards to be encountered, and steps taken to control/eliminate hazards by doing the following:

- A. Define routine and critical tasks.
- B. Identify roles & responsibilities.
- C. Identify hazards.
- D. Determine risk mitigation.
- E. Documentation shall include I & I to be used.
- F. Personal Protective Equipment to be used.
- G. Emergency response information.
- H. Number of briefings to be held.

NOTE: Job briefings need to be conducted when work changes significantly.

All crewmembers shall participate in a documented job briefing. Job briefings are to be held at the start of the work shift, as work tasks or hazards differ from original briefing, and as additional personnel arrive at the job site. These job briefings shall include the components of a Hazard Analysis or use your company specific hazard analysis program associated with the work steps, hazards associated with the work step, and ways to eliminate or control the hazards. The job briefing form shall have a provision for each employee to sign to verify they have participated in the job briefing. Each ET&D Partnership company's management shall establish a review process to ensure that the documented job briefing process is effective.

### **BENEFITS:**

- Provides for essential job safety planning guidelines and lists key elements.
- Enhances compliance with OSHA regulatory requirements.
- Incorporates use of a specific hazards identification process in the job planning process that will provide for enhanced controls for risks.
- Proper pre-planning reduces the risk of injury.
- The process and required documentation enhances inclusion and participation of job team members in the safety planning processes associated with the job.

**REFERENCES:** National Electric Safety Code (NESC, ANSI C2 – Part 4)

For more information on the Electrical Transmission and Distribution Partnership, please go to [www.powerlinesafety.org](http://www.powerlinesafety.org)



## *Job Briefing: Frequently Asked Questions*

1. Do I have to document a Job Briefing when the tasks are repetitive?
  - Yes all Job Briefings shall be documented. The job briefing form shall have a provision for each employee to sign to verify that they understand the job briefing. If during the course of performing the planned task, conditions change that will affect the safety of the personnel, a new Job Briefing shall be conducted and documented (original document may be amended to reflect content of the new Job Briefing).
2. Do I need to do separate Job Briefings for repetitive tasks?
  - Yes a Job Briefing shall be held each day at the beginning of each shift. If during the course of performing the task the conditions change that will affect the safety of the personnel a new Job Briefing shall be conducted and documented.
3. Must I sign the Job Briefing?
  - Yes, to verify presence and understanding of the Job Briefing. When an individual signs the Job Briefing they are acknowledging an understanding of the pertinent information covered during the Job Briefing.
4. Must the Foreman lead the Job Briefing?
  - The Supervisor is always in control of job briefings however, participation by everyone is encouraged.
5. Can the form be “passed around” and everyone just look at it?
  - No. Verbal communication must take place – speaking and listening.
6. Where should the Job Briefing be conducted?
  - A Pre Job Discussion shall be conducted at the “show up”. The task specific job briefing shall be conducted at the location where the task is going to be performed.
7. Must I do a Job Briefing if I’m working alone, and shall it be documented?
  - Yes, in order to insure that hazards have been properly identified and that the countermeasures will be effective. This Job Briefing shall also be documented.
8. What should be done if someone who was not at the Job Briefing shows up such as an engineer, new crew member, property owner, OSHA?
  - Communicate with crew the necessary steps they must take in order to maintain personnel safety. Brief the new arrival, as necessary, with regard to the Job Briefing. Request the new arrivals signature indicating their presence and their understanding of the hazards and countermeasures.
9. Where should the Job Briefing be kept?
  - A current Job Briefing shall be kept with the crew, at the jobsite.
10. Do I need to do a Job Hazard Analysis (JHA) for every job?
  - Yes. Job briefings shall include the components of a Job Hazard Analysis or use your company specific hazard analysis program associated with the work steps, hazards associated with the work step, and ways to eliminate or control the hazards. The JHA may be included with the Job Briefing document or the JHA may be a separate document.

*Possible Equipment Defect*

Jody Shea, President of Service Electric, submitted this Near Miss to inform any crew in the field using this particular hand-line block (Hastings SN-1000). This hand-line block has a nut inside holding the ring. When using this hand-line, employees found that the nut inside was not a “locking type” and was only still intact due to the roughing up of the last couple of threads. When the men untangled the hand-line, the nut that holds the latch closed it unthread itself and came apart. This flaw in design could have resulted in a critical accident when it fell, had someone been underneath it.

*Common Sense or the Lack Thereof*

We often hear safety described as the use of “common sense.” That is, safety should be obvious— anyone should be able to see a missing safety guard and realize it is a hazard. Unfortunately, that is not the case. Safety is learned and experienced. From a young age, other people warn us about dangerous situations and how to identify potential hazards. Without that training, you might receive injury from such hazards. If not seriously injured, you surely will learn from the experience. You can easily recognize some safety hazards. However, hazards involving safe groundings and hot line exposures may not be obvious. You need to be trained to recognize these hazards. Just as we cannot rely on common sense to prevent mishaps, we cannot assume that everyone has a good attitude toward safety.

The following are some attitudes that can contribute to mishaps: **The fatalist**— The people who have this attitude are sure that when “their time is up, nothing can be done about it.” **The risk-taker**— People who have this attitude feel certain risks are just part of the job and too often take unacceptable risks. **The immortal**— Young workers usually have this attitude. They feel immortal and cannot imagine that “it could happen to them.” **The accident-prone**— People who have this attitude seem to have a greater number of mishaps than their coworkers or shipmates.

The attitudes of safety personnel can help mold the attitude of the workers. Supervisors must constantly seek to develop good attitudes in their people. Train your people in safe workmanship and try to convince them the command is sincerely interested in safety. Enforce all safety regulations to emphasize that the company “expects” safety to be a standard operating procedure. Good luck and stay safe.

**Safety Alliance Updates**

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