**Appendix B: MEDIUM VOLTAGE JOB BRIEFING FORM**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Equipment:

Location:

Fed From:

Drawing Number: (if applicable)

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| **HAZARDS ASSOCIATED WITH JOB** | | |
| ***Check all that apply:*** | | |
| [ ] Less than 50 volts | [ ] List voltage involved | [ ] Other (describe) |
| [ ] Less than 600 volts | [ ] Secondary voltage source |
| [ ] Greater than 600 volts | [ ] Emergency power source |

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| **WORK TO BE PERFORMED, PROCEDURES, AND SPECIAL PRECAUTIONS (*Please refer to Safe Operating Procedures for Medium Voltage Electrical Distribution Equipment)* including, but not limited to, shock protection boundaries, potential for arc flash, flash protection boundaries, potential for backfeeds, grounding, unusual work conditions, and who else needs to be informed):** | | | | |
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| **Way Designation** | **Closed or Open** | **Location** | **Procedure #** | **Task Done -- Yes or No** |
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| **ENERGY SOURCE CONTROLS AND JUSTIFICATION FOR EQUIPMENT TO REMAIN ENERGIZED** (Reason for equipment to remain energized beyond LOTO and/or grounding): |
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| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | | |
| *Check all that apply* | | |
| ***100% Cotton Clothing*** | ***Fire Retardant Clothing*** | ***ARC Flash Protection Clothing*** |
| [ ] Pants | [ ] FR Pants | [ ] Salisbury Hood/Visor/Hardhat FH20BL |
| [ ] Long-sleeve shirt | [ ] FR long sleeve shirt | [ ] Salisbury Jacket |
| [ ] Tee shirt (short) | [ ] FR Coverall | [ ] Salisbury Pants |
|  | [ ] FR Jacket | [ ] American Safety Gloves & Arm Shields |
|  |  | [ ] American Safety Rubber Overshoes |

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| **TOOLS and TESTING EQUIPMENT** | | |
| *Check all that apply – Tools and Testing Equipment that will be used AND are in proper working order.* | | |
| [ ] Salisbury#4544 Audio Visual Volt Detector | [ ] Hiokt #3129 600 V Phase Detector | [ ] Fluke #TI45 – IR Flex Cam |
| [ ] Thomas and Betts PD35 Capacitive Tester | [ ] 3M Scotchtrak IR-1600 Heat Tracer Gun | [ ] Fluke #177 – True RMS Multimeter |
| [ ] RKI #3 Four Gas Confined Space Meter | [ ] A.B. Chance 7’ Hot Stick | [ ] Sting Telescoping Hot Stick / Manhole Barrier and HV Blankets / Clips |
| [ ] Cooper 3 and 8 foot High Line Poles | [ ] Hasting 8108 9’ Shot Gun Stick | [ ] Hercules 8’ Tri-pod with winch – 350 pound capacity |
| [ ] Mighty EVAC Confined Space Winch and Miller Tripod – 315 pound capacity | [ ] Overlowe Vent Blower and associated equipment, hoses, etc. | [ ] Louisville 14’ Fiberglass Ladder |
| [ ] Confined Space entry harness and lanyard (if necessary) | ***All equipment to be used has been thoroughly examined by the user/s. The equipment if operating properly and can safely be used to conduct the work required on this job.*** | **[ ] Tools, equipment and PPE checked and in good condition, they are safe and ready for use.** |

**JOB BRIEFING ATTENDANCE**

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| **NAME**: | **SIGNATURE** | **DEPARTMENT/ COMPANY** | **DATE** |
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