

Appendix B: MEDIUM VOLTAGE JOB BRIEFING FORM

Department: _____ Date: _____

Name of Equipment: _____

Location: _____

Fed From: _____

Drawing Number: _____ (if applicable)

HAZARDS ASSOCIATED WITH JOB		
<i>Check all that apply:</i>		
<input type="checkbox"/> Less than 50 volts	<input type="checkbox"/> List voltage involved	<input type="checkbox"/> Other (describe)
<input type="checkbox"/> Less than 600 volts	<input type="checkbox"/> Secondary voltage source	
<input type="checkbox"/> Greater than 600 volts	<input type="checkbox"/> Emergency power source	

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):

Way Designation	Closed or Open	Location	Procedure #	Task Done -- Yes or No

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

<u>100% Cotton Clothing</u>	<u>Fire Retardant Clothing</u>	<u>ARC Flash Protection Clothing</u>
<input type="checkbox"/> Pants	<input type="checkbox"/> FR Pants	<input type="checkbox"/> Salisbury Hood/Visor/Hardhat FH20BL
<input type="checkbox"/> Long-sleeve shirt	<input type="checkbox"/> FR long sleeve shirt	<input type="checkbox"/> Salisbury Jacket
<input type="checkbox"/> Tee shirt (short)	<input type="checkbox"/> FR Coverall	<input type="checkbox"/> Salisbury Pants
	<input type="checkbox"/> FR Jacket	<input type="checkbox"/> American Safety Gloves & Arm Shields
		<input type="checkbox"/> American Safety Rubber Overshoes

TOOLS and TESTING EQUIPMENT

Check all that apply – Tools and Testing Equipment that will be used AND are in proper working order.

<input type="checkbox"/> Salisbury#4544 Audio Visual Volt Detector	<input type="checkbox"/> Hiokt #3129 600 V Phase Detector	<input type="checkbox"/> Fluke #TI45 – IR Flex Cam
<input type="checkbox"/> Thomas and Betts PD35 Capacitive Tester	<input type="checkbox"/> 3M Scotchtrak IR-1600 Heat Tracer Gun	<input type="checkbox"/> Fluke #177 – True RMS Multimeter
<input type="checkbox"/> RKI #3 Four Gas Confined Space Meter	<input type="checkbox"/> A.B. Chance 7’ Hot Stick	<input type="checkbox"/> Sting Telescoping Hot Stick / Manhole Barrier and HV Blankets / Clips
<input type="checkbox"/> Cooper 3 and 8 foot High Line Poles	<input type="checkbox"/> Hasting 8108 9’ Shot Gun Stick	<input type="checkbox"/> Hercules 8’ Tri-pod with winch – 350 pound capacity
<input type="checkbox"/> Mighty EVAC Confined Space Winch and Miller Tripod – 315 pound capacity	<input type="checkbox"/> Overlowe Vent Blower and associated equipment, hoses, etc.	<input type="checkbox"/> Louisville 14’ Fiberglass Ladder
<input type="checkbox"/> Confined Space entry harness and lanyard (if necessary)	<i>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.</i>	<input type="checkbox"/> Tools, equipment and PPE checked and in good condition, they are safe and ready for use.

JOB BRIEFING ATTENDANCE

NAME:	SIGNATURE	DEPARTMENT/ COMPANY	DATE