Appendix B: MEDIUM VOLTAGE JOB BRIEFING FORM

Department: _____ Date: _____

Name of Equipment: _____

Location: _____

Fed From: _____

Drawing Number: _____ (if applicable)

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	

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):

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

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

NAME:	SIGNATURE	DEPARTMENT/ COMPANY	DATE