

## **JOB SAFETY BRIEFINGS**

**Conduct Job Safety Briefings to Ensure that Employees are Aware of the Occupational Health and Safety Risks Associated with the Job that they Perform**



### **Proper pre-planning reduces the risk of injury**

Job safety briefings are to be held at the start of the work shift, as work tasks or hazards differ from the original briefing, and as additional personnel arrive at the job site. One of the most important objectives of holding job safety briefings is to simply raise awareness among workers about the potential dangers associated with their jobs. Conducting job safety briefings should be done with the utmost seriousness and professionalism so that employees and managers understand the purpose and importance.

Management involvement in job safety briefings provide a perfect opportunity to show workers the real dangers that may be present while they work and will in turn keep safety at the forefront of the employee's mind. Job safety briefings give managers an opportunity to discuss with employees any injuries or accidents that have occurred both in their railroad and the industry since the last safety briefing. Another aspect of the job safety briefing is to create plans for improvement of the safety procedures and to share ideas and concerns between management and employees.

#### **Plan your brief, then brief your plan**

- Consider existing and potential hazards that might be involved as a result of the work to be performed.
- Identify PPE requirements.
- Assign responsibility.
- Explain group / individual assignments, while considering abilities and experience.
- Be aware of work groups and equipment in work area.
- Identify job location.
- Verify understanding of instructions and assignments.
- Weather.
- Scope of work.
- Tools and equipment.
- Brief only a portion of the job.
- Conduct additional briefing(s) as the job progresses.