Safety Advisory

For leaders to discuss with their team

Safety Advisory

Safety Advisory communications provide timely safety and health information related to hygiene equipment, tools, PPE, guidance documents, and compliance.

Topic:	Pre-Job Briefing Guidance Document
Relevant Key to Life:	1. Conduct pre-job safety briefings prior to performing work activities.
Date:	2/20/2023
Audience:	All coworkers and contract partners
Key Messages:	When completing a Pre-Job Briefing that focuses on high-energy hazards, utilizing the Energy Wheel will help identify and assess potential risks effectively. The Energy Wheel is a visual tool that categorizes various energy sources, such as mechanical, electrical, thermal, and chemical, to identify hazards associated with each source.
Actions to Take:	Here is a step-by-step guide on how to complete a Pre-Job Briefing using the Energy Wheel: **1. Assemble a team:** Bring employees together onsite, that have the training and experience for the Scope of Work to be completed. **2. Identify the job/task:** Clearly define the specific job or task that is to be completed for the workday. Break it down into smaller steps or components if necessary. **3. Familiarize with the Energy Wheel:** Understand the various energy sources represented in the Energy Wheel, such as mechanical, electrical, thermal, and chemical hazards. Familiarize yourself with the specific hazards associated with each energy source that has STKY (Stuff That Kills You) potential. **4. Analyze each step of the task:** For each step of the job/task, determine which high energy sources are involved. Use the Energy Wheel as a reference to guide your analysis. **5. Identify potential hazards:** For each high energy source involved in a step, identify, and list all potential hazards associated with that energy source. For example, under the mechanical energy source, hazards may include moving parts, falling objects, or those that will result in a SIF event if a failure occurs. **6. Assess the risk:** Analyze the severity and likelihood of each identified hazard. Consider the high energy source involved and the potential consequences if the hazard is realized. Also, assess the effectiveness of existing controls or safety measures in place for each hazard. **7. Develop Essential control measures:** Determine appropriate Essential Control measures to eliminate or minimize the impact associated with each identified high energy hazard. Essential Controls specifically target the high-energy source; effectively mitigate exposure to the high-energy source when installed, verified, and used properly; and are effective even if there is unintentional human error during work that is unrelated to the installation of the control.

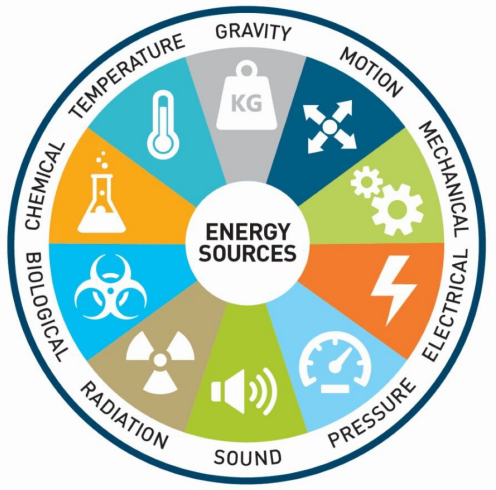
8. Implement controls: Specify how the identified direct control measures will be implemented for each hazard associated with each high energy source. This may involve modifying equipment, changing work procedures, providing additional training, or procuring additional safety equipment.

9. Communicate and train: Ensure that all workers involved in the task are aware of the hazards, risks, and control measures identified. Provide necessary training on how to implement the controls effectively and on emergency response procedures.

10. Review and reassess: Regularly review and reassess the Pre-Job Briefing using the Energy Wheel to account for changes in job procedures, equipment, or work environment. Consider reviewing the Pre-Job Briefing after any high-energy incidents or near misses occur.

11. Document the Pre-Job Briefing: Document the entire Pre-Job Briefing process using a standardized template or format that includes the steps followed, hazards identified, risk assessment, direct control measures, communications, and training. Ensure easy reference and accessibility to this documentation.

Using the Energy Wheel as a visual aid simplifies the process of identifying high-energy hazards associated with different energy sources. Remember, completing a Pre-Job Briefing is an ongoing process, and regular communication and involvement of employees at all levels are essential to ensure comprehensive hazard analysis and effective risk mitigation.



UNDERSTANDING ENERGY WHEEL HAZARDOUS ENERGY SOURCES

Definition and examples of the 10 hazardous energy sources in the energy wheel.

Energy category	Definition	Examples
Gravity	Force caused by the attraction of mass to the earth	Uneven work surface, work at height, unsecured materials, overhead support structures
Motion	Change in the physical position or location of objects or substances	Traffic, mobile equipment, projectiles, dust particles
Mechanical	Working parts of a machine or assembly, including rotation, vibration, tension or compression	Auger, cable, chain fall, angle grinder, gears, pullies
Electrical	Presence of electrical charge or current	Wires, power lines, power tools, extension cords, transformer, relay
Sound	Audible vibration caused by the contact or two or more objects	Heavy machinery, pile driving, power tools, nail gun
Pressure	Liquid or gas compressed or under vacuum	Pneumatic tire, piping system, tank, hydraulic lines
Temperature	Intensity of heat in an object or substance	Friction, engines, sudden pressure change, steam
Chemical	Toxic objects or substances that pose health risks	Solvents, engine exhaust, silica, wood dust, liquid concrete
Radiation	Objects or substances that emit electromagnetic waves or subatomic particles	Welding, sun exposure, X-ray testing, radioactive waste
Biological	Living organisms or viruses	Bees, snakes, alligators, bears, restrooms

Additional Resources:	Pre-Job Briefing Template
Contact:	Enterprise Contractor Safety ContractorSafetyInfo@pge.com (External/Contract Partners) ContractorSafety@pge.com (Internal)