

# JOB BRIEFINGS

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**WAC 296-45-135**



Washington State Department of  
**Labor & Industries**

# What is the Objective?

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- **Safety for the Workers and Accident Prevention**
- **Introduce the ‘Tailboard’ and how it works**
- **Explain the Concepts and Requirements for ‘Tailboards’**
- **Who is responsible for the ‘Tailboard’ ?**

# Why do we 'Tailboard'?

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- **To increase Hazard Awareness and Reduce Workplace Accidents**
- **Eliminate Workplace Injuries & Illness**
- **Effectively insure All Workers on the Job Site have the same knowledge of the Job Processes that Will Be Utilized.**

# 'Tailboards' (Job Briefing)

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- Before work has started at each job site
- Whenever a new worker joins the job site
- Whenever significant changes occur during the work processes
- Is required by Law (WAC 296-45) in Washington State to be part of your Safety Program
- May be required to be documented on an Employer form and signed by all workers present

# Employer Requirements

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- Shall ensure the lead worker (employee in charge) conducts the job briefing or tailboard with the employees involved **before** they start each job. The briefing shall cover at least the following subjects:
  - ✓ Hazards Associated with the Job
  - ✓ Work Procedures involved
  - ✓ Special Precautions
  - ✓ Energy Source Controls
  - ✓ Personal Protective Equipment

# Additional Requirements

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## ➤ Number of briefings

- ✓ If the work or operations to be performed are repetitive or similar, at least one briefing before the start of the first job of each day or shift
- ✓ Additional job briefings are required if any significant changes occur which may affect employee safety during the course of the work

## ➤ Extent of the briefing

- ✓ A brief discussion is satisfactory if the work is routine and the employee, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job
- ✓ A more extensive briefing is required for particularly complicated or hazardous jobs; or
- ✓ The employee can't be expected to recognize and avoid the hazards involved in the job

# Additional Requirements (Cont.)

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## ➤ Working Alone

- ✓ An employee working alone need not conduct a job briefing, however, the Employer shall ensure that the tasks to be performed are planned as if a briefing required.

## ➤ Note: The briefing is always required to touch upon the following subjects:

- ✓ Hazards associated with the job, Work procedures, special precautions, Energy source controls, and PPE's

# Personal Protective Equipment (PPE's)

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- **What PPE is required for the Job Safely?**
  - ✓ Safety glasses, Reflective traffic vest, Class B Hard Hat, Work boots, gloves, respirator are just some of the examples (the employer may have specific requirements).
- **Are the PPE's in good working condition?**
- **Do all the workers understand how to use the PPE's and what is required for the specific Job?**
- **How often do you check your PPE's?**
  - ✓ A daily check before you use them is a good habit to employ

# Emergency Procedures

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- **What are the Emergency Procedures if an Accident occurs**
- **Do all the workers know First Aid/ CPR and how to use an AED**
  - ✓ **The Employer must ensure that a sufficient number of trained workers are available at each job site**
- **Do all the workers know the job site location to direct Emergency Vehicles (Aid Cars and EMT's)**

# Emergency Procedures (Cont.)

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- Do all the workers know where your emergency equipment is located on your vehicles
- How often do you inspect your emergency equipment
- The employer must ensure that medical supplies are available at each job site
- If you are working in an area that may require you to evacuate (Chemical Plant, Refinery, Etc.), Do you have a safe “meeting area” outside the evacuation area for the workers to regroup?