

CALIFORNIA STATE RAILROAD MUSEUM

SACRAMENTO SOUTHERN RAILROAD

CIRCULAR –4

JOB BRIEFING GUIDELINES

APRIL 25, 2014

1. INTRODUCTION

Safety, Quality and Productivity are the result of well-planned and conducted Job Briefings. Job Briefings are required for Maintenance of Way, and Signal department employees by FRA regulations specified in Roadway Worker Safety procedures. Job Briefings are required for Operating and Mechanical employees by this Circular.

2. STEP I PLAN THE JOB BRIEFING

- a. Develop you own work plan by:
 - 1) Reviewing the work or task to be accomplished
 - 2) Checking the job location and work area
 - 3) Breaking down the work or task into step-by-step procedures
 - 4) Determining tool, equipment and material requirements

- b. Consider existing and potential hazards that might be involved as a result of:
 - 1) Job and weather conditions
 - 2) Nature of the work to be done
 - 3) Job location
 - 4) Tools, equipment and materials used
 - 5) Equipment to be worked on
 - 6) Traffic conditions and visibility
 - 7) Time of day.
 - 8) Safety or personal protective equipment required.

- c. Consider how work assignments will be made:
 - 1) Group assignments
 - 2) Individual assignments
 - 3) Abilities and experience of individuals

3. STEP II CONDUCT THE JOB BRIEFING

- a. Explain the work or task to employees
 - 1) WHAT is to be done
 - 2) WHY it is to be done
 - 3) WHEN it is to be done
 - 4) WHERE it is to be done
 - 5) HOW it is to be done
 - 6) WHO is to do it
 - 7) WHAT safety precautions are necessary
- b. Discuss existing or potential hazards and ways to eliminate or protect against them.
- c.. Make definite work assignments
 - 1) Make sure employees understand assignments
 - 2) Ask questions of the “how” and “why” type
- d. If special tools, materials, equipment or methods are to be used, make sure employees know how to proceed safely.
- e. Issue all instructions clearly and concisely; check to see that they are understood.

4. Step III JOB BRIEF FOR SPECIAL CONDITIONS

- a. Complex jobs
 - 1) Brief only a portion of the job
 - 2) Give additional briefings as the job progresses
- b. Change in job conditions
- c. When it becomes necessary to change plans and procedures as the job progresses, brief employees on those changes (e.g. The weather conditions change).

5. STEP IV FOLLOW UP BY EIC It is important that frequent checks be made as the job progresses to be sure that:

- a. Your plans are being followed and correct work methods used
- b. Each person is carrying out the assigned responsibilities.
- c. Any hidden hazards have been identified and action initiated to eliminate them or what precautions are required.

6. STEP V INDIVIDUAL RESPONSIBILITY

All employees are responsible to see that the work plan is carried out according to the Job Briefing or modified when conditions change.

End of Circular—4

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