



# Construction Pre-job Briefing Checklist

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcChecklistPJBCConstruct.pdf>

**ENVIRONMENT, SAFETY & HEALTH DIVISION**

This checklist is used to guide and document pre-job briefings for construction work. The briefings are to be conducted by the SLAC construction manager (CM) and attended by the prime and sub-tier subcontractors. Pre-job briefings are required under the following conditions:

- Start of construction
- Start of a new subcontractor on the project
- Replacement of the superintendent
- Significant changes to work scope

Completed checklists are to be kept in the construction binder and kept for 90 days after completion of the work by the CM. (See [Work Planning and Control: Construction Work Planning and Control Procedure](#) [SLAC-I-720-0A21C-005].)

<b>Project (name)</b>			
<b>SLAC project manager</b>	Name (print)	Cell phone	E-mail
<b>SLAC CM</b>	Name (print)	Cell phone	E-mail
<b>SLAC CM manager</b>	Name (print)	Cell phone	E-mail
<b>SLAC CSS representative</b>	Name (print)	Cell phone	E-mail

- Standard PPE: safety glasses, safety toe boots, hardhat, hi-vis vest, ear plugs in high-noise areas, and gloves when handling materials.
- Construction binder is to be kept at the job site. Explain contents.
- Explain what a job safety analysis (JSA) is, where to find it, and when to revise it.
- Tailgate expectations / CM work release. Permits should be validated at the daily tailgate.
- Emergency/non-emergency event reporting. **In an emergency, call 911 / (650) 926-5555.**
- Assembly area location.
- Anyone can **stop work** to address safety concerns or near miss.
- If you see a Radiation sign, **do not** cross unless trained.
- Do not** operate SLAC equipment. Contact your CM if you need something manipulated.
- If you are 6 feet high or more and not on a ladder, you need an elevated surface work permit (ESWP).
- Understand the waste you generate and sort it into the correct bin. Hazardous waste has special container and labeling requirements.
- Do not** bring radioactive density gauges on site without CM and Radiation Protection (RP) approval.
- Do not** allow any water other than rain to enter the storm drains. No truck washing.
- Turn in badges / dosimeters.
- Poll the workers individually for questions.

<b>Pre-job Briefing Performed by (SLAC CM):</b> I have reviewed topics above with all workers.		
Name (print)	Signature	Date