Chapter 2: Work Planning and Control

Construction Pre-job Briefing Checklist

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 SLAC project manager, construction management manager, and Construction Safety Services (CSS) representative and 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].)

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<th>Project (name)</th>
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<tbody>
<tr>
<td>SLAC project manager</td>
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<td>SLAC CM</td>
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<td>SLAC CM manager</td>
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<td>SLAC CSS representative</td>
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- 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 your 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.

Pre-job Briefing Performed by (SLAC CM): I have reviewed topics above with all workers.

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