

Pre-Job Briefing Work Sheet

Task Performers -

1. Identify the **CRITICAL STEPS**¹ of the task.
2. Identify specific **CONSEQUENCES** of incorrect performance.
3. Identify what **DEFENSES** will be used to ensure correct performance / results.

Task Performers with First Line Supervisor

4. Performers demonstrate knowledge of **CRITICAL STEPS** and results of correct performance.
5. Performers demonstrate knowledge of the industrial and nuclear safety requirements of the task.
6. Performers and Supervisor agree on the conditions this task will be performed under.

Task Performers perform 2-minute drill² in the field.

7. Survey work area for unanticipated industrial or nuclear safety concerns, and unanticipated work environment conditions.
8. Take additional actions to deal with identified workplace factors or contact supervisor for additional guidance.
9. Re-perform drill after breaks in task performance, distractions, or as needed to maintain situational awareness.

CONSEQUENCES	Critical Step	Critical Step	Critical Step	Critical Step	Use additional if needed
DEFENSES					

¹ A step is critical if it meets at least one of the following attributes: 1. Consequence of incorrect performance injures personnel, damages plant equipment, or harms end user. 2. Step cannot be re-performed if it is performed incorrectly, *i.e.*, irreversible step.

² The 2-minute drill is an “at the work place” survey/verification of the conditions present at the start of task performance.