



OCTOBER 2023

TOOLBOX TALKS

Pre-Job Brief (PJB)

A pre-job briefing is the key task that is required to perform a job safely and successfully. Think of the briefing as the huddle before the line up and snap occurs on the football field. All players involved are participating in the briefing, and while play by play or task by task job briefings may not be required, a bigger picture briefing and discussion should. During the briefing, the assignments of each team member should be discussed and each planned task during the job should be reviewed.

Then after job steps and job assignments are discussed, hazards, controls, and contingencies are reviewed. Each step discussed previously will need to have a discussion around potential hazards and ways to work safely around those hazards or eliminate them. Weather, fall hazards, electrical shock, slips and trips, and a number of other potential hazards can be discussed during this time. Controls, or way to work with those hazards safely or eliminate them such as lightning monitoring with lightning boundaries, harnesses, electrical shock PPE, etc. can all be discussed as methods to accomplish the task.

Everyone should provide feedback or ask questions during this time as a team. Lastly, contingencies should be discussed, the what if's. Examples are stop work authority and who can stop work or when to stop work, what to do in the event of a medical emergency, what to do if the job doesn't go as planned and so on.



Using a tool such as a permit to work, a JHA or job hazard analysis, and job briefing reference card can help ensure all of the steps are taken and questions are asked.

During a major component exchange on a wind turbine, a team of technicians were tasked with removing a rotor from a wind turbine.

The team had 3 new technicians to the company and two experienced technicians and a Lead technician. The team skipped the job planning and job briefing that morning since [in their mind] the task that morning was simple, weather would only allow them to position the rotor and nacelle in pick position and nothing else.

The Lead tech left the tower and drove to the shop for parts leaving the techs to the task of yawing the nacelle into position in front of the crane and rotating the rotor to ensure it was clear of the crane boom. Not all technicians had working radios that day, communications were checked during the job briefing. The techs up tower rotated the rotor into what they thought was the correct position and communicated to the tech at the nacelle controls to yaw the turbine.

The down tower technicians were still waiting for the signal that the rotor was going to start rotating. The crane operator had thought the team was not going to move the nacelle just yet and had not understood the plan for the day. As the nacelle began to yaw, a blade struck the boom of the crane due to incorrect positioning of the rotor and crane. The team stopped work and made their notifications.

Had the team planned the job out, involved all team members and contractors, and had a simple discussion and communication check before starting, the incident would have likely not occurred. Job briefings are about communication and without communication, simple or complex tasks have a higher likelihood of failure, even by the most experienced people.

Have you participated in pre-job briefings?

How you had questions during a pre-job brief?

Have you had days or work scopes where you thought it was appropriate to skip the pre-job briefing? Why?

