AEP TRANSMISSION
An AEP Company
BOUNDLESS ENERGY

Job Briefing

This Job Briefing (JB) is intended to be used in conjunction with AEP's Task Hazard Analysis (THA). At the beginning of each shift, the Employee in Charge (EIC) shall assign specific tasks to employees and conduct a generalizedJB that covers the hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment requirements. Following review of JB, employees performing specific tasks shall complete a detailed THA at the physical work location that identifies task steps and lists the associated hazards and mitigation controls.

Date _____ Start Time _____ End Time _____
Job Name _____
Job Address _____
Employee in Charge / Tel _____
AEP Contact / Tel _____

Emergency Information
Hospital _____
Hospital Location _____
_____
Evacuation Rally Point _____

Weather Conditions _____
Temp _____ Heat Index _____
Wind _____ Visibility _____
☐ Stretch and Flex Completed
☐ AEP Good Catch Program/Reporting Discussed

Permits/Forms Required
☐ Hot Work Permit ☐ Excavation Permit
☐ Grounding Logs ☐ Loading/Unloading Form
☐ Wire Stringing Plan ☐ Traffic Control Plan
☐ Crane Lift Plan ☐ Confined Space Permit
☐ Other _____

Personal Protective Equipment
☐ Work Gloves
☐ Hard Hat
☐ Safety Glasses
☐ AR Clothing
☐ Chaps
☐ Respirator
☐ Insulated Gloves
☐ Other: _____
☐ Hi-Vis Safety Vest
☐ Safety Toed Boots
☐ Face Protection
☐ Hearing Protection
☐ Fall Protection
☐ Welding Hood
☐ Insulated Sleeves
☐ Other: _____

Pre-Shift Inspections
☐ Truck/Vehicles
☐ Mechanical Equipment
☐ Aerial Lifts
☐ Cranes
☐ Crane Platforms
☐ Tools and Rigging
☐ Insulated Tools/PPE
☐ Other: _____

Traffic Control
☐ Signs
☐ Flaggers
☐ Cones
☐ Barricades
☐ Beacon
☐ Police Assistance
☐ Arrow Boards
☐ Other: _____

Excavations
☐ Utilities located
☐ Competent Person
☐ Depth _____
☐ Soil Type(s) _____
☐ Barricades
☐ Protective Systems
☐ Egress
☐ Dig # _____

	QUALIFIED ELECTRICAL WORKER M.A.D.		
	VOLTAGE	EXPOSURE	
	Line to Line	Phase to Ground	Phase to Phase
☐	0–300	Avoid Contact	Avoid Contact
☐	301–750	1'-2"	1'-2"
☐	751–36,000	3'	3'
☐	46,000	3'	3'-3"
☐	69,000	3'-4"	4'
☐	138,000	4'-4"	5'-5"
☐	345,000	11'-3"	18'-2"
☐	765,000	22'-7"	37'-5"

	NON-QUALIFIED ELECTRICAL WORKER M.A.D. Phase to Ground	
	VOLTAGE	M.A.D.
☐	< 50 KV	10'
☐	69 KV	11'
☐	138 KV	13'
☐	230 KV	16'
☐	345 KV	20'
☐	500 KV	25'
☐	765 KV	35'

Note: Minimum Approach Distance is measured from the furthest point of your extended reach including what is in your hand.

	NON-QUALIFIED ELECTRICAL WORKER CRANE M.A.D.		
	VOLTAGE	W/O CONTROLS	WITH CONTROLS
☐	< 50 KV	10'	10'
☐	69 KV	20'	15'
☐	138 KV	20'	15'
☐	230 KV	20'	20'
☐	345 KV	20'	20'
☐	500 KV	50'	25'
☐	765 KV	50'	45'

Examples of Controls: Planning Meeting Including Non-Conductive Tag Lines, Elevated Warning Lines, Barricades, Line of Sight Signs—Plus (Choose One) Proximity Alarm Spotter, Warning Device, Range Limiter, or Insulating Link

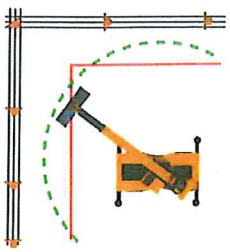
Energy Source Controls
☐ Clearance Obtained
☐ Order# _____
☐ Non-Reclose Obtained
☐ Order# _____
☐ LOTO Procedures in Place
☐ Line/Equipment Grounded and Flagged
☐ Vehicles Grounded and Barricaded

Equipment Operations—Trigger Distances

Qualified Electrical Worker
☐ 15' Less than 345 KV
☐ 30' Greater than 345 KV

Non-Qualified Electrical Worker
☐ 20' Less than 345 KV
☐ 50' Greater than 345 KV

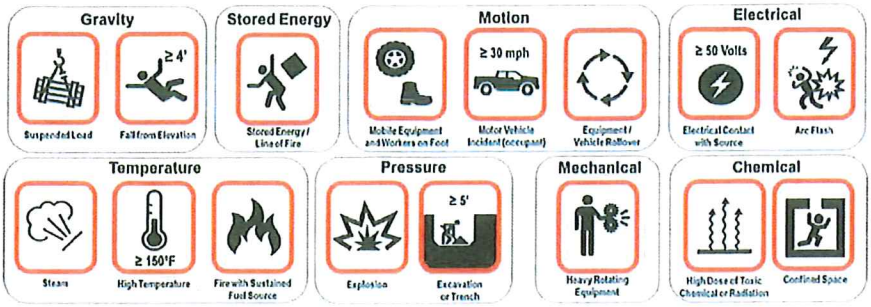
Following Procedures in Place
☐ Planning Meeting
☐ Qualified Observer
☐ Elevated Warning Line
☐ Delineated Work Zone
☐ Engineering Controls
☐ Barricade or Line of Signs

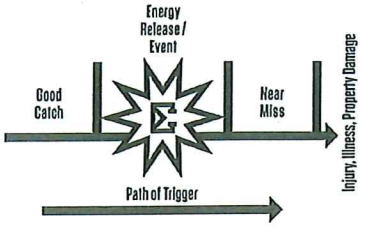


AEP TRANSMISSION

An AEP Company

BOUNDLESS ENERGY





Assigned Task: _____ Location: _____

Crew: _____

Potential Hazards	Hazard Control Measures

Assigned Task: _____ Location: _____

Crew: _____

Potential Hazards	Hazard Control Measures

Assigned Task: _____ Location: _____

Crew: _____

Potential Hazards	Hazard Control Measures

Name (Print)	Signature	PM Rev	Name (Print)	Signature	PM Rev

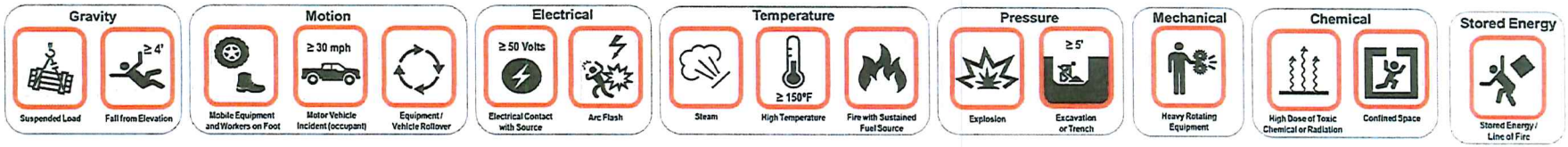
AEP TRANSMISSION
An AEP Company
BOUNDLESS ENERGY

THA Task Hazard Analysis

Date _____

Task to be completed: _____

TASK STEPS List ALL steps in task to be completed with the highest potential of hazard	POTENTIAL or EXISTING HAZARDS List the POTENTIAL or EXISTING that pertain to each task step	ELIMINATION or CONTROL METHODS List the methods in CONTROLLING or ELIMINATING each hazard
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.



Crew Member Name / Initial — Midday Review

1. _____ ☐
2. _____ ☐
3. _____ ☐
4. _____ ☐
5. _____ ☐
6. _____ ☐
7. _____ ☐
8. _____ ☐

Supervisor Signature

_____

Nominal Voltage _____ M.A.D. Qualified _____ M.A.D. Non-Qualified _____

Emergency Action Plan

Hospital Name and Address _____
Emergency Rally Point _____
Emergency Phone Number _____

PPE

Additional PPE Required _____

Work Area

Work Area Conditions _____

Tools

Tools Needed _____

Inspected and in Good Condition ☐ Y ☐ N
GFCI Required ☐ Y ☐ N
Qualified Rigger _____
Signal Person _____

Overhead Utilities Present ☐ Y ☐ N
Underground Utilities Present ☐ Y ☐ N
Work Area Barricaded ☐ Y ☐ N
Is Work Area Within Trigger Distance ☐ Y ☐ N
Qualified Observer ☐ Y ☐ N
Communication Method _____

Equipment

Equipment Being Used	✓	Inspected	Qualified Spotter / Observer	Communication Method(s)
Aerial Lift		☐		
Bucket Truck		☐		
Line Truck		☐		
Crane		☐		
Skid Steer		☐		
Mini Excavator		☐		
Trencher		☐		
Loader		☐		
RTFL		☐		
Drill Rig		☐		
Other		☐		
Other		☐		
Other		☐		

Lift / Equipment Barricaded ☐ Y ☐ N Lift / Equipment Grounded ☐ Y ☐ N Drop Zone Barricaded ☐ Y ☐ N

"Proper planning prevents poor safety performance."

SELF-CHECK

CONSIDERATIONS TO IDENTIFY POTENTIAL HAZARD(S) AND ELIMINATION

ZERO HARM

***While Not All-Inclusive, the Following List Provides Examples:**

CUTS & ABRASIONS
- ☐ Proper Body Positioning
- ☐ Avoid "Line of Fire"
- ☐ Proper Gloves
- ☐ Use the Proper Tools
- ☐ Proper Clearances
- ☐ Guards in Place

SLIPS, TRIPS & FALLS
- ☐ Good Housekeeping
- ☐ Walkways Clear
- ☐ Openings Protected
- ☐ Rebar Caps Used
- ☐ Work Area Dry
- ☐ Proper Work Platform
- ☐ Proper Footing

EXCAVATIONS
- ☐ Excavation Depth
- ☐ Excavation Log
- ☐ Competent Person Inspection
- ☐ Spoils >2'
- ☐ Proper Cave-In Protection
- ☐ Proper Access/Ladder > 4'
- ☐ Rescue Plan
- ☐ Utilities Located
- ☐ Hand-Dig
- ☐ Hydro-Excavate/Air-Spade
- ☐ TCR Approval

PINCH POINTS
- ☐ Proper Body Positioning
- ☐ Avoid "Line of Fire"
- ☐ Proper Gloves
- ☐ Use the Proper Tools
- ☐ Proper Clearances
- ☐ Machine/Tool Guards
- ☐ Erect Barricades

LOUD NOISES
- ☐ Hearing Protection
- ☐ Hand Signals
- ☐ Post Signs

FALL PROTECTION
- ☐ Working Over Six Feet
- ☐ Working in a Lift/Bucket
- ☐ Working Near Open Hole
- ☐ Working Near Open Foundation
- ☐ Safety Harness/Tie-Off Point
- ☐ Lanyard/Retractable
- ☐ Guardrails

HEAT EXPOSURE
- ☐ Heat Plan
- ☐ Extra Breaks
- ☐ Drinking Fluids
- ☐ Cool Down Area

LADDERS
- ☐ Inspected
- ☐ Proper Ladder
- ☐ Labels Legible
- ☐ Open/Locked Position
- ☐ 3' Above Landing
- ☐ Tied-Off or Secured
- ☐ Proper Footing
- ☐ Do Not Over Extend
- ☐ 3 Points of Contact

HAND & POWERTOOLS
- ☐ Cords in Good Condition
- ☐ Power Tools Double Insulated
- ☐ Guards in Place
- ☐ Proper Tool for Job
- ☐ Tools in Good Condition
- ☐ Wire Skinning Tool
- ☐ Laser Signs Posted

COLD EXPOSURE
- ☐ Minimal Skin Exposure
- ☐ Warm Break Area
- ☐ Dry Layering Clothing
- ☐ Drinking Fluids

EQUIPMENT
- ☐ Proper Equipment
- ☐ Pre-Inspection
- ☐ Operator Training
- ☐ Safety Devices Checked
- ☐ Anti-Two Block
- ☐ Proper Set-Up
- ☐ Safe Work Distances
- ☐ Equipment/Structures Barricaded
- ☐ Spotters/Signal Persons
- ☐ 'MAD'/Clearance Distance
- ☐ Equipment Grounded
- ☐ Weather/Wind

RIGGING/HOISTING
- ☐ Weight of Object
- ☐ Rigging Plan
- ☐ Inspect Rigging
- ☐ Cable Rigging
- ☐ Nylon Rigging
- ☐ Tag Line
- ☐ Communication
- ☐ Erect Barricades
- ☐ Overhead Hazards

ELECTRICAL WORK-OVERALL
- ☐ Qualified Electrical Workers
- ☐ Non-Qualified Workers
- ☐ Station Entry
- ☐ Appropriate Dispatcher Notified of Presence
- ☐ Grounding (Based on Work Being Performed)
- ☐ Clearance Holder
- ☐ Use the Proper Tools
- ☐ Rubber Overshoes as Required (Except EHV and UHV Substations)

WORK ZONE PROTECTION
- ☐ Proper Distance
- ☐ Flaggers
- ☐ Signs
- ☐ Cones
- ☐ Radios
- ☐ Permits
- ☐ Road Crossings Guarded
- ☐ Hotline Crossings Guarded & Grounded

LIFTING (Manual)
- ☐ Weight of Object
- ☐ Use Buddy System/Get Help
- ☐ Proper Body Position
- ☐ Size Up the Load
- ☐ Lift With Your Legs
- ☐ Keep Back Straight
- ☐ Do Not Twist
- ☐ Clear Work Area
- ☐ Use Equipment
- ☐ Use Mechanical Assistance

CONFINED SPACE
- ☐ CSE Permit
- ☐ Proper Training
- ☐ Air Monitor
- ☐ Harness
- ☐ Tripod/Retrieval/ Rescue Plan
- ☐ Winch
- ☐ Air Mover
- ☐ Erect Barricades
- ☐ Classification of Confined Space

FIRE
- ☐ Fire Extinguishers
- ☐ Proper Fuel Storage
- ☐ Clean Work Area
- ☐ Fire Watch
- ☐ FR Clothing

P.P.E
- ☐ Eye Protection
- ☐ Goggles
- ☐ Hard Hat
- ☐ Safety Toed Boots
- ☐ Hi-Viz Outer Layer
- ☐ FR Clothing
- ☐ Proper Gloves
- ☐ Face-Shield
- ☐ Welding Hood
- ☐ Hearing Protection
- ☐ Turtle Suit

ENERGIZED WORK
- ☐ Work Method (Gloving, Live Line Tools, Bare Hand, Dead)
- ☐ Voltage
- ☐ Arc Flash Hazard
- ☐ Barricades as Required
- ☐ Appropriate PPE
- ☐ Hot Stick Inspections
- ☐ Rubber Gloves and Sleeves
- ☐ Rubber Cover-Up for Under-Built
- ☐ Appropriate FR Clothing
- ☐ Do Workers Know Clearance Zone as Applicable

HOUSEKEEPING
- ☐ All Debris Cleared Daily
- ☐ Nails, Wire Ties, and Other Accessories Removed From Lumber
- ☐ Work Site/Walkways Clear of Obstructions
- ☐ Tools Stored in Toolboxes
- ☐ Construction Materials/Supplies Stored in Designated Areas
- ☐ Sufficient Number of Dumpsters
- ☐ Trash in a Proper Container

AEP TRANSMISSION