

PRE-JOB SAFETY MEETING SCORECARD

Edited by Edison Electric Institute's Power to Prevent project teams.

Guidance on using this scorecard and rating a pre-job safety meeting is provided on the reverse side.

	STATEMENT	WEIGHT	TRUE = 1 FALSE = 0	WEIGHTED SCORE
	<i>EXAMPLE</i>	2	0	2*0=0
1	Everyone performing the job was present at the meeting.	4		
2	The discussion was held as close to the work as reasonably possible.	4		
3	<u>Major</u> work steps required to complete the job were identified and discussed.	4		
4	Necessary tools and equipment were identified and discussed.	3		
5	Hazards associated with the job were identified and discussed.	5		
6	Hazards posed by the environment or surrounding work were identified and discussed.	4		
7	Controls for each identified hazard were identified and discussed.	5		
8	<u>All</u> life-threatening hazards and their controls were verbally differentiated and emphasized.	5		
9	Hazards and necessary controls were documented.	3		
10	<u>All</u> required permits were discussed before the work begins.	3		
11	Potential changes were identified and discussed and a plan to address change was created.	4		
12	The <u>importance</u> of stopping work to address an unexpected change, disruption, or hazard was discussed.	4		
13	Emergency response plans were reviewed, including individual roles and responsibilities.	3		
14	Crew actively demonstrated their understanding of their work steps, hazards, and controls.	3		
15	All crew members participated in the discussion by identifying hazards and controls.	3		
TOTAL WEIGHTED SCORE (sum weighted scores for items 1 through 15)				

Maximum Score = 57

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This page provides example characteristics of a high-quality pre-job safety meeting. This is not a comprehensive list and the observer should use their best judgement when scoring.

1	Everyone performing the job was present at the meeting.	<input type="checkbox"/> Everyone performing the planned task was present for the entire pre-job meeting. <input type="checkbox"/> If working alone, plans were discussed with a supervisor, mentor, or co-worker.
2	The discussion was held as close to the work as reasonably possible.	<input type="checkbox"/> Meeting was held at or near where the work will be performed. <input type="checkbox"/> Workspace was reviewed by the crew before starting the meeting.
3	<u>Major</u> work steps required to complete the job were identified and discussed.	<input type="checkbox"/> Crew identified and discussed the major work steps.
4	Necessary tools and equipment were identified and discussed.	<input type="checkbox"/> Crew identified and discussed tools and equipment needed to safely complete the work. <input type="checkbox"/> Facilitator confirmed that the crew had all necessary tools and equipment.
5	Hazards associated with the job were identified and discussed.	<input type="checkbox"/> Crew identified and discussed hazards associated with their tasks.
6	Hazards posed by the environment or surrounding work were identified and discussed.	<input type="checkbox"/> Crew identified and discussed the hazards created by other crews. <input type="checkbox"/> Crew discussed how hazards they create may impact other crews. <input type="checkbox"/> Crew identified and discussed hazards posed by the environment.
7	Controls for each hazard were identified and discussed.	<input type="checkbox"/> Crew identified and discussed controls or management strategies associated with each identified hazard.
8	<u>All</u> life-threatening hazards and their controls were verbally <u>differentiated</u> and <u>emphasized</u> .	<input type="checkbox"/> Crew emphasized <u>all</u> hazards with the potential to cause serious injury or fatality. <input type="checkbox"/> Crew emphasized <u>all</u> controls for all hazards with potential to cause serious injury or fatality.
9	Hazards and necessary controls were documented.	<input type="checkbox"/> Crew completed required pre-job documentation. <input type="checkbox"/> Facilitator confirmed that pre-job documentation is readily accessible.
10	All required permits were discussed before the work begins.	<input type="checkbox"/> Facilitator discussed all required work permits before the work began. Example permits are lock-out-tag-out, hot work, clearance, confined space.
11	Potential changes were identified and discussed and a plan to address change was created.	<input type="checkbox"/> Crew identified and discussed possible changes to the work and work environment. Crew discussed the impacts of those changes on the safety.
12	The <u>importance of stopping work</u> to address an unexpected change, disruption, or hazard was discussed.	<input type="checkbox"/> Crew identified and discussed potential work conditions to use Stop Work Authority. <input type="checkbox"/> Crew discussed the protocol for using Stop Work Authority.
13	Emergency response plans were reviewed, including individual roles and responsibilities.	<input type="checkbox"/> Crew identified potential emergencies. <input type="checkbox"/> Crew discussed the protocol to address emergencies. <input type="checkbox"/> Crew discussed individual roles and responsibilities during an emergency.
14	Crew actively demonstrated their understanding of their work steps, hazards, and controls.	<input type="checkbox"/> Crew verbally acknowledged the hazards and controls. <input type="checkbox"/> Crew demonstrated that they understand the safety expectations. <input type="checkbox"/> Facilitator confirmed that the crew members understand their roles and responsibilities.
15	All crew members participated in the discussion by identifying hazards and controls.	<input type="checkbox"/> Crew was active in the conversation by identifying hazards and controls, voicing comments or concerns, and providing specific details.