

1.0 INTRODUCTION

Tailboard / pre-job briefs are required to increase hazard awareness and controls in order to reduce workplace accidents with the goals of approaching zero harm and eliminating workplace incidents and injuries. It is an interactive conversation with all employees involved in the work.

2.0 SCOPE

All employees and contractors involved in performing work must participate in a tailboard / pre-job brief. Contractors are permitted to utilize their own Tailboard or Pre-Job Brief forms if they meet the requirements of NB Power's Standard.

3.0 REFERENCES

NB OHS Act	Section 9
HSEE-03-07	Human Performance Standard

4.0 TERMS AND DEFINITIONS

Human Performance Tools	A set of tools and education to equip individuals and organizations in error prevention.
Instruction	Instruction is showing someone how to do a specific task using a step-by-step basis. It is often 'on the job' so that the employee performs each action as they are instructed. The instruction should be documented.
Routine work	Routine work is non-hazardous / low hazard work and employee is competent to perform. Routine work is performed frequently.
Safety Employee in Charge	The Safety Employee-in-Charge is a competent employee for both the assigned job and worksite. They are to use their knowledge, training and experience to the best of their abilities to lead the crew tailboard to outline the potential hazards and controls of both the job and worksite. They are present to assist and provides safety oversight to all involved with the goal of zero harm to all those active on the job and in the vicinity.
Supervisor	a person who is authorized by an employer to supervise or direct the work of employees or contractors regardless of title, this could be a lead, senior, foreman, etc.
Tailboard / Pre-Job Brief	A meeting employees conduct before performing a job to discuss the tasks involved, identify the hazards and controls, work procedures, energy source (line of fire) controls, personal protective equipment, employee state of mind, and other safety considerations associated with the job.
Training	Training enables the employees to do a specific task, but in such a way that they have sufficient understanding of the theory, underlying principles, and alternative approaches, etc. so they can trouble-shoot when problems occur.



Verbal Tailboard	A discussion between two employees assigned to low-hazard work. It involves the discussion and acknowledgement of risks, hazards and controls for the tasks they are assigned to completed.
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5.0 ROLES AND RESPONSIBILITIES

5.1 Supervisor must:

- assign work,
- provide a safe workplace,
- provide operating procedures and safe work methods,
- ensure employees are qualified and competent to complete the task
- assign a competent employee to take the role of the Safety Employee in Charge
- provide proper tools and equipment
- provide instruction on tasks to be completed
- periodically visit the job sites,
- take every reasonable precaution to safeguard employees.

5.2 Safety Employee in Charge must ensure:

- a written tailboard conference occurs
- all required permits are in place
- employees and contractors acknowledge they understand the tasks they are assigned
- employees and contractors review the safety data sheets that are applicable
- employees' re-group to review and record any changes to the tailboard if the work has already begun
- their name is identified as the Safety Employee in Charge
- if they must step away from the job for a long period of time, they must inform the supervisor to replace them; this is documented on the tailboard

5.3 Employee must:

- actively participate in tailboards
- understand applicable health and safety rules, standards, procedures, methods, etc.
- identify hazards and controls for the job
- have a questioning attitude if unsure of a task and stop if unsure
- be mentally and physically fit to complete the tasks
- report any unsafe action or conditions to the Safety Employee in Charge and the Supervisor,
- stop any unsafe work if observed,
- report any incidents that occur during work.

6.0 STANDARD

Tailboards / Pre-job briefs (PJB's) must be written to ensure the maximum opportunity for thoroughly reviewing the job at hand and identify and eliminate or control all associated hazards. All employees involved with the job must be present during the meeting and sign the tailboard /



pre-job brief acknowledging they understand and agree with the risk, hazards and controls put in place.

The purpose of the tailboard / pre-job brief is to ensure the safe and effective completion of the task by providing opportunity for all employees involved to discuss the job, its hazards and controls. It is considered the final step of planning the work and the work shall not commence until a thorough tailboard conference / pre-job brief has taken place.

Note: if the work environment is noisy or has limited space, the tailboard should be held in an area where the tailboard and conversation will be effective. Once they arrive at the worksite, a pause to review and identify any hazards that may have been missed, verify you are working on the right equipment, etc.

6.1 Meeting shall consist of:

- Safety Employee in Charge identified
- identifying individual roles for carrying out the task safely
- confirming with all employees involved in the work, that they are not distracted
- preparing an emergency response plan
- a review and discussion of the task to be completed
- identification of training requirements
- reviewing the applicable standards, methods, procedures, etc., for the task(s)
- identification of any potential hazards and how to eliminate or control the hazards
- identifying the human performance tools that will be used
- incorporate any manufacture's warnings related to equipment to be used is communicated.
- acknowledgment by all employees on site they understand the job at hand

6.2 Safety Employee in Charge

NB Power is committed to ensuring a safe work environment for all employees. As an employee, you are personally accountable for your own safety as well as the safety of others.

It is important for supervisors to understand that they have the on-site responsibilities of the employer. They are in the best position to ensure the tasks are done in accordance with their work instruction. The supervisor is responsible to assign a competent Safety Employee In Charge to each job.

A Safety Employee in Charge does not take the responsibilities of the employer or supervisor. ***They are responsible for the safety of the job in which they are assigned.***

The responsibilities of the Safety Employee in Charge are defined as taking "every reasonable precaution to ensure the health and safety of any person having access to or using" the worksite they are overseeing.

If there is a transfer of Safety Employee-in-Charge from one employee to another, the new Safety Employee-in-Charge shall immediately:

- Ensure that all responsibilities of any work permit are identified and followed,
 - Inform the remaining employees and any contractors of the change to the Safety
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Employee-in-Charge,

- Update the Tailboard/ Pre-Job Brief with the name of the new Safety Employee-in-Charge and the time that the change occurred.

6.3 Verbal tailboards

Verbal tailboards shall *only* be used for those low hazard / low risk, routine jobs involving a maximum of two employees. A verbal tailboard is not appropriate for electrical, chemical or any other work involving of stored energy.

Routine work consists of jobs and tasks that an employee is competent to perform and is assessed to be low risk for injury and are performed on a regular basis (such as janitorial work, low risk inspections, low risk operational checks or equipment).

It is recommended that divisions identify low risk jobs through a hazard assessment that are appropriate for verbal tailboard / pre-job briefs. It is the supervisor's responsibility to ensure employees understand when a verbal tailboard is appropriate.

6.4 A tailboard / pre-job brief must be held:

- at the beginning of each separate job
- at the beginning of each workday to review the hazards and to discuss any changes in the work scope, permit suspensions, or to orient new crew members / individuals on site to the task(s) etc.

6.5 A tailboard / pre-job brief must be reviewed or reassessed:

- when there is a change in the initial crew members or new individuals on site
- when there is a change in the work plan or scope of the work; the changes must be reviewed and agreed to by all crew members. Note: this may also involve the Controlling Authority (Energy Control Center or Plant Operations)
- when a task is not carried out to completion and is required to be carried on/over by a new or different crew
- at the start of each shift for jobs that last several shifts
- after any significant break in the on-going work process, such as lunch/dinner breaks.

Each employee reserves the right to request a review of the Tailboard Conference (PJB) at any time they feel one is required to clarify the work scope, confirm tasks and responsibilities, review isolation points, etc.

6.6 Post Job Brief

A post-job brief must be completed after the work is completed to discuss and document if the job went as planned or to review lessons learned.

6.7 Records

- Copies of all completed tailboard conference / pre-job brief forms shall be given to local management on a minimum of a monthly basis. Local management will audit these and give feedback with the applicable crews as appropriate. Auditing of the tailboards can be conducted during the field safety visits and documented on the field safety visit eform.
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Title:
Tailboard Conference / Pre-Job Brief (PJB)

- Each location must establish its own tailboard conference procedure.
- Retention of tailboards is two years.

7.0 APPENDIX

N/A

DOCUMENT APPROVAL/REVISION RECORD

Revision #	Date	Revision Summary	Author	Reviewed By	Approved By
02	2020/06/30	New format Employee in Charge	N. Allen	S. Pond S. Parker	Robin Condon
03	2021-04-29	Combined Safety Employee in Charge and Tailboard Standard Definition of Safety Employee in Charge Definition of Supervisor Section 6.2 more information on the Safety Employee in Charge Section 6.3 Verbal tailboard – added information	N. Allen	H. Georgiadis	Robin Condon

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