

# PC/COSS Briefing Checklist

COSS Name: .....

**Use this Prompt Every single time**

<b>Location:</b>		<b>Date:</b>		<b>Week No:</b>	
<b>Site Manager / Supervisor:</b>					
<b>Contract Number:</b>		<b>Fault Number (where applicable):</b>			

1. I am the PIC/COSS, my name is .....
2. Welfare of the workgroup
  - a. Is every one fit for work, is their anything I need to be aware of.
  - b. Does everyone understand the 14 hours door to door rule (rest period)
  - c. Is anyone on any medication I need to know about?
- 3a. we will be working under a Line Blockage with additional protection arrangements as follows.....  
T-COD / Detonator / Disconnection / Token / EPR
- 3b. Remember the current is **live and dangerous** (DC - 650 to 750, AC - 25k)
- 4a. we will be working under a Possession (T3)
- 4b. remember to get **all** the workgroup to witness the live line test.
5. Access and egress to our site of works will be via / from .....
6. If working within 3M next to a open line the site warden will be .....
7. Limits of our site of works .....
8. The line speed and direction of the traffic are .....
9. The lines that will be blocked are .....
10. The lines open to traffic are .....
11. Safe system of work in place is .....
12. Means of emergency communication .....
13. Emergency telephone numbers for the ECO, Signal Box are in my pack.
14. Emergency muster point is.....
15. First Aider is.....and the first Aid station is located.....
16. The nearest hospital with an A & E Dept. is .....
17. Hazards located at the site are .....
18. The work we will be carrying out is?.....
19. Has anyone got any questions?
20. Ask the group questions on the PIC/COSS briefing
21. Incorporate Life saving rules into the briefing where possible.
22. Make sure to report any close call or improvement opportunity

**For any help or advice please contact the 24 Hour Advice & Reporting Number – 07971 125 180**