PRE-TASK HAZARD PLANS

1 Purpose and Scope:

1.1 A Pre-task Hazard plan is a safety planning tool which consists of a safety checklist and a job hazard analysis

1.2 Pre-task Hazard Plans are to be used when performing non-routine work which presents unusual risks or hazards to workers, public and/or property. This work may include but not limited to the following:

- Confined Space Entry.
- Critical Lifts.
- Trenching / Excavating.
- Line Breaking.
- Equipment / Building Demo.
- Elevated work or work which poses unique fall hazards.
- Chemical Hazards.

1.3 Pre-task Hazard Plans are a supplemental planning tool and are not to be used in lieu of job specific permits, (E.g. LOTO Checklist, Crane Lift Checklist, Confined Space Permit, etc.)

2 Responsibility:

2.1 It is the responsibility of the supervisor to determine when a Pre-task Hazard Plan is to be used.

2.2 It is the supervisor's responsibility to develop the Pre-task Hazard Plan.

2.3 It is the responsibility of all employees to review and follow the requirements detailed in the Pre-task Hazard Plan.

2.4 It is the safety department's responsibility to train supervisors in the preparation of Pre-task Hazard Plans.

3 Procedure:

3.1 Identify Project/Equipment/System Description.

3.2 Identify and obtain task specific work plans or permit.

3.3 Complete PPE, Fall Protection and Safe Plan of Action Checklist.

3.4 Break down job steps and complete Job Hazard Analysis.

3.4.1 Conduct a walk-through of work area, inspecting for hazards.

3.4.2 Write the steps of the task.

3.4.3 Note possible hazards involved in each step as well as contingencies.

3.4.4 In the Safe Plan column, provide the corrective actions that will be taken to mitigate the hazards.

3.4.5 List tools needed to do the job, additional safety equipment, etc.

3.5 Review the Pre-task Hazard Plan with each team member and obtain signatures.

3.6 The supervisor is to sign the plan and forward to the Safety Department for review, if required.

3.7 **If conditions change, STOP the job, identify control measures, update the plan and communicate changes with team members.**

THERMA PRE-TASK HAZARD PLAN

Project/Equipment/System Description:			Date:	Time:
Foreman:	Phone:		Company:	
Building:	Floor:	Area:	Job #:	
Work Description:				

Task Specific Work Plans

- ☐ Energized Electrical Work
- ☐ Hot work (nonelectrical)
- ☐ Building on test (smoke/sprinkler)
- ☐ Confined space
- ☐ Critical lift (crane)
- ☐ Excavation

- ☐ Floor/wall penetrations
- ☐ Lock-out/Tag-out procedures
- ☐ Line breaking
- ☐ Equipment demo work plans

Required PPE

- ☐ Hard hat ☐ Safety glasses
- ☐ Face shield ☐ Goggles
- Gloves: ☐ Leather ☐ Acid ☐ Solvent
- ☐ Kevlar/cut resistant ☐ Arm sleeves
- Foot Protection: ☐ Boots ☐ Steel-toe
- ☐ Toe covers
- ☐ Ear plugs / ear muffs
- ☐ Safety vest
- ☐ Chemical-resistant suit/apron
- ☐ Respirator

☐ Additional PPE (see comments)

Fall Protection

- ☐ Ladder inspection completed
- ☐ Retractable device required
- ☐ Inspected fall protection equipment
- ☐ Shock absorbing lanyard required
- ☐ Horizontal lifeline system required
- ☐ Anchorage point identified
- ☐ Fall clearance distance adequate
- ☐ Fall rescue/retrieval plan set up

Hazards	Safe Plan of Action (SPA)
Slips, Trips, Falls	☐ Inspect for trip/slip hazards ☐ Area clean/clear of debris ☐ Hazards marked ☐ Tools & material properly stored ☐ Electrical/emergency equipment clear
Hand: Cut/Bump Hazards	☐ Inspected work area for sharp edges ☐ Found sharp edges and protected ☐ Inspected walking paths ☐ Identified hazards and marked as such
Interruptions to Production	☐ Area inspected to identify EMO's (electrical connections, valves, pipes, tubing, fittings, gauges, fire sprinklers smoke detection, liquid leak detection, AMHS equipment) ☐ Protected, guarded or marked
Hand & Power Tools	☐ Reviewed safety requirements ☐ Inspected condition ☐ Guarding OK ☐ GFCI in use ☐ Identified PPE required ☐ Inspected electrical cord ☐ Routed cord overhead or taped/barricaded
Chemical Hazards	☐ Area inspected for potential chemical hazard ☐ MSDS available ☐ Identify PPE for highest recognized hazard (see left side) ☐ Reviewed decontamination/disposal or storage procedures ☐ Reviewed contingency plan and equipment is on hand
Hazardous Energies	☐ Lock-out/tag-out/verify ☐ Confirm that equipment is de-energized ☐ 1lock/1key/1 person ☐ Double block & bleed ☐ Mechanical, electrical, chemical, thermal, stored, radiation
Non-electrical Hot Work	☐ Fire extinguishers ☐ Fire watch ☐ Install weld/spark screens ☐ Combustible material removed/protected ☐ Adequate ventilation
Excavation ***USA Ticket #*** _____	☐ Reviewed as-builts/locates ☐ Barricades provided ☐ Proper sloping/shoring ☐ Access/egress provided ☐ Excavation inspected by competent person ☐ **Hand dig areas are clearly marked** (within 3 feet of utilities)
Scaffolds	☐ Competent person inspects daily ☐ Condition tags in place ☐ Properly secured/wheel locks ☐ Toe boards used ☐ Footings adequate
Vehicular Traffic	☐ Traffic barricades ☐ Cones ☐ Flagmen ☐ Lane closure ☐ Fire lane is clear
Crane or other Lifting Equipment	☐ Lifting/rigging equipment inspected ☐ Tag lines in use ☐ Areas barricaded ☐ Overhead utility clearance verified ☐ Signalman assigned
Barricades	☐ Yellow barricade tape ☐ Red barricade tape ☐ Rigid barricade required/secured to floor ☐ Barricade signage ☐ Emergency egress pathways clearly marked ☐ Travel paths barricaded/cones to protect foot traffic
Environmental	☐ Storm water protected ☐ Hazardous waste plan ☐ Ground protected from metal shavings ☐ Dumpsters covered ☐ Dust controls in place
Weather	☐ Review plans for weather including heat/wind/moisture ☐ Liquids available ☐ Cool-down periods ☐ Sun-screen ☐ Heat stress symptoms
Crew Congestion / Impact to Occupants	☐ Inspected areas for potential impacts to other crews/customers ☐ Coordinated with adjacent work supervisor/customer

JOB / TASK

Major Steps of Task	Tools Required to do Job Safely	Recognized Hazard categories and additional hazards not captured on front page.	Additional safe plans for hazards

Eyewash/Shower Location:	**Fire Extinguisher Location:**
Phone Location:	

Team Member Signatures:

_____ _____ _____

_____ _____ _____

Foreman Signature: _____ EHS (as needed) _____

Instructions: 1) Conduct a walk-through of work area, inspecting for hazards. 2) Write the steps of the task. 3) Note possible hazards involved in each step as well as contingencies. 4) In the Safe Plan column, provide the corrective actions that will be taken to mitigate the hazards. 5) List tools needed to do the job, additional safety equipment, etc.

Did conditions change?
STOP the job!
Identify control measures.
Update the PTP.
Communicate!