**Therma**

**Pre-Task Planning (PTP) Program**

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**Program Intent**

The intent of this program is to eliminate incidents, accidents, and business interruptions by utilizing and standardizing best practices. Through the recognition and communication of existing and potential hazards, coordination of work crews and taking the appropriate measures, Therma aims to ensure all tasks are performed incident and injury free.

**Responsibilities**

Business Unit: Therma Is accountable for implementing a daily, effective, and documented, PTP Program.

Business Unit Leader: Mike Fisher Is responsible for promoting this program and providing the direction and support to others responsible for implementing this program.

BU Safety Director: Fred Mulgrew Is responsible for implementing and promoting this program while providing support and direction to superintendents and BU leaders. The BU safety director will also be tasked with tracking progress and evaluating this program on a quarterly basis and making recommendations for enhancement to the BU leader and Legence safety director.

Superintendents: Are responsible for promoting this program and ensuring field leaders are trained on PTP use. It is also the responsibility of the superintendent to spot check PTP’s in the field for accuracy and use.

**Training**

* Employees will receive documented education and training on our PTP program during their new hire orientation.
* Re-training may be necessary for several reasons. Those reasons include, but are not limited to:
	+ Failure to complete the required daily PTP
	+ “Pencil whipping”
	+ Not gathering all crew signatures
	+ Incident review revealed miscommunication, non-compliance, lack of jobsite walk through, etc.

**Scope**

A daily, documented, and detailed pre-task plan is required at a minimum, for all activities. Activities can include, but are not limited to:

* Chemical use
* Confined space work
* Hoisting and rigging activities: including cranes, derricks, forklifts, etc.
* Demolition activities & hazardous materials assessment: Asbestos, lead, biohazards or other chemicals in the workplace, as well as general demolition hazard assessment
* Deliveries/traffic control
* Excavation & trenching
* Fall hazards
* Material handling
* Public exposure
* Scaffolding
* Startup/ shutdowns/systems testing activities: tool hook up, introduction of process chemicals into systems, utility tie in’s, lockout/tagout, work on energized equipment
* Non-routine activities

**Procedures/ Process**

* The crew or individual assigned to perform the task(s) prepares the PTP. This person(s) needs to identify three main things:
	+ The task(s) that need to be completed that day
	+ The potential hazards that could be involved in the completion of those task(s)
	+ The corrective measure that will be put in place to avoid/mitigate the identified hazards
* The crew or individual should physically walk the area the same day the work is to be performed to identify potential hazards.
* A supervisor, safety professional, project engineer, etc. may help identify potential hazards.
* Complete the Pre-Task Plan (PTP) form based on the jobsite walk/hazard assessment.
* Once the PTP form has been completed, the crew shall discuss the work sequencing to be performed and review hazards identified to verify completeness of the plan and assign team members task to complete from the hazards identified.
* The supervisor and crew members sign the worksheet to indicate understanding of the task to be completed and potential hazards involved with the task.
* The completed PTP is posted or kept in the work location for the duration of the day.
* \*\* If a task requires **deviation** from the completed PTP, the crew should immediately cease work and notify supervision. The supervisor and crew should reassess the plan, make any necessary modifications, re-communicate and additional changes to all crew members, initial the PTP, and resume work.
* \*\* PTP should be readily available for anyone to review, at any time.
* \*\* Should an incident occur during the course of work, the PTP is expected to be utilized to aid in the incident root cause analysis process.



