**PRE-TASK / HAZARD RECOGNITION PLAN**

**Project / Equip / Sys Description:**  
**Date:**  
**Time:**

**Work Planner:**  
**Phone:**  
**Company:**

**Building:**  
**Floor:**  
**Area:**

### Work Description:

<table>
<thead>
<tr>
<th>Required Permits</th>
<th>Hazards</th>
<th>Safe Plan of Action</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Material Handling</td>
<td></td>
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<td></td>
<td>Slips, Trips Falls</td>
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<td></td>
<td>Hand / Cut / Bump Hazards</td>
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<tr>
<td></td>
<td>Intermittent to Production</td>
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<td></td>
<td>Hand &amp; Power Tools:</td>
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<td></td>
<td>Chemical Hazards</td>
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<td>Hazardous Energies</td>
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<td>Non-Electrical Hot Work</td>
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<td>Excavation</td>
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<td>Scaffolds</td>
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<td></td>
<td>Vehicular Traffic</td>
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<td>Crane or other Lifting Equipment</td>
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<td></td>
<td>Barricades</td>
<td></td>
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<tr>
<td></td>
<td>Environmental</td>
<td></td>
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<tr>
<td></td>
<td>Weather</td>
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<td>Crew Congestion / Impact to occupants</td>
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</table>

### 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 Protection:  
- Ear Plugs  
- Ear Muffs

- Safety Vest

- Chemical Resistant Suit / apron

- Respirator

- Energized Elec Work PPE

- Additional PPE (see comments)

### Fall Protection

- Ladder Inspection completed
- Retractable Device Required
- Inspected Fall Protection Equip.
- Shock Absorbing Lanyard Required
- Horizontal lifeline System Req’d.
- Anchorage Point Identified
- Fall Clearance Distance Adequate
- Fall Rescue/Retrieval Plan Set Up

### Fall Protection

- Traffic Barricades  
- Cones  
- Signs  
- Flagmen  
- Lane closure

Fire Lane is clear

### 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

**PTP Rev 1, Dec ‘10**
### Major Steps of Task:
(Include Material Handling / Safe Lifting Plans)

<table>
<thead>
<tr>
<th>Tools Required to do the Job Safely:</th>
<th>Recognized Hazard categories &amp; Additional hazards not captured on front page.</th>
<th>Additional Safe plans for hazards</th>
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**Eyewash / Shower Location:** ________
**Fire Extinguisher Location:** ____________
**Phone Location:** ________________

**TEAM MEMBER SIGNATURES**

“We can work safely today!”

__________________________
Foreman or Designee Signature

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

**STOP the job!**
- Identify control measures.
- Update the PTP.
- Communicate!