

# Tools for Life – Weekly Health & Safety Meeting



## Home Healthy - Home Safe

November 2020

### Pre-Task Planning

**WHAT IS PRE-TASK PLANNING?** Pre-Task Planning is the part of an over-arching injury and illness program that is implemented by the foreman or team leader. Pre-Task Safety Planning promotes a safer work environment task by task. The Pre-Task Plan is an active and dynamic tool that drills down into the specific hazards, the safe work practices, and the control methods for a specific and oftentimes unique task or activity. Pre-Task Plans should always be used for complex and high risk activities (e.g., working at height, electrical energy exposures, struck-by, caught in or between, dropped items and confined space entry), but using them for nearly all routine tasks that a crew performs reinforces safety, quality, productivity and ultimately success!

#### PRE-TASK SAFETY PROCESS

Following the general daily safety meeting, the crew supervisor (e.g., foreman, team leader), with input from the work crew, should communicate and implement the PTP for the specific tasks planned for that day. Sometimes there is more than one PTP meeting if there are different and unique tasks that a crew may undertake.

The PTP meetings serve the same purpose as the general assembly (e.g., Tailgate/Toolbox) safety meetings, but the PTP meeting is held between the crew supervisor and their work crews to discuss and focus on accomplishing the task, step-by-step, reviewing the hazards and appropriate work activities, hazard communication, and personal protective equipment.

The day's tasks, personnel, tools, and equipment that will be used to perform these tasks are listed, along with the hazards posed and required safety and health procedures, as identified in the JSA/JHA.

The use of PTP's promotes worker participation in the hazard recognition and control process at the task level, while reinforcing the task-specific hazard and required safety and health procedures with the crew each day, for each and every task.

#### CONCLUSION

Construction takes place in a dynamic and fast-paced work environment. Despite having compliant programs and procedures, it's difficult to ensure that the daily nuts and bolts of a task, including the nuances of how that task will be completed safely and as planned, are assured. The PTP is a simple tool that drives timely safety expectations to the task level for each and every member on that crew

#### HEALTH REMINDER:

**U Can't get wealth if U R not in good Health.**