

Tools for Life – Weekly Health & Safety Meeting



Home Healthy - Home Safe

Date: May 2022

Pre-Job Planning AISH 05

Over 80% of all workplace injury arises from worker behavior. We make mistakes, errors in judgment or simply do not have our full attention on the job and something happens. Establishing enough time to organize increases the chance that challenges, and their consequences can be fully realized and mitigated. Pre-job planning is a dynamic tool that addresses specific hazards such as daily challenges, key phases in the construction schedule and site-specific concerns. In the Apollo Industrial Safety and Health Manual you will find that AISH 05 provides an outline and resources to help plan our work and identify hazards to control.

Critical points in Pre-job planning include the following.

Phased Hazard Analysis – completed prior to job starting.

- Project management will identify key construction phases and assign necessary supervisors to perform such duties.
- Site specific training requirements will be identified, addressed, and completed.
- Key aspects of safety processes (crane picks, confined space work, etc.) are identified on the construction schedule.

Job Hazard Analysis – Completed for non-Routine Tasks or High-Risk Tasks.

- JHA must identify hazards associated with specific non routine tasks and be completed by key supervisors and or safety professional.
- Identified hazards will be prioritized based on risk assessment.
- JHA's are normally developed for a scope of work we don't regularly perform, or a scope of work that extensively dangerous where hazards and controls need to be addressed more thoroughly than a pre-task plan.
- JHA's will be revised accordingly due to change of work scope, site conditions, or hazard change.

Pre-Task Plans – daily form filled out prior to work beginning.

- PTP will include scope/tasks for that day, the hazards associated with those tasks, and methods to mitigate those hazards.
- All employees will sign a daily PTP after reviewing and understanding the task and hazards for the day.
- PTPs should be reviewed verbally during stretch and flex and can be generated by input from the team performing the work, and not just filled out by a supervisor.
- PTPs can be area or task specific; allowing for multiple PTPs being filled out a day if you have a job with separate crews and scopes.
- If scope of work changes throughout the day or a new hazard arises, the foreman or crew leader will fill out another PTP and review it with the affected employees.

HEALTHY OR SAFETY REMINDER: We do not rise to the level of our expectations; we fall to the level of our training. -Extreme Ownership

Discussion Points/Quiz Questions:

1. Can a job have more than one PTP daily?
2. When might you want to develop a JHA instead of using just a PTP?