

APOLLO INDUSTRIAL SAFETY AND HEALTH PROGRAM		Number AISH 05	Revision 06	Page 1 of 8
Title	PRE-JOB SAFETY PLANNING	Revision Date 11/01/2023	Effective Date 05/01/2017	

1.0 Purpose

- 1.1 To establish the system for identifying and informing all personnel associated with construction activities of the hazards and control measures to be taken to ensure an injury-free workplace.

2.0 Responsibility

- 2.1 The procedure provides the requirements and methods to ensure and document that known and potential hazards are identified and controlled. Employees shall be informed of the identified hazards or potential hazards and prescribed safety measures prior to the performance of their duties.

3.0 Safety Planning Process

- 3.1 Safety Planning begins with the 3-week look-ahead schedule to define the scope of work and establish safety and health requirements. The planning is conducted on three levels: Strategic (Project Management), Operational (Key Supervisors/Subcontractors), and Action (Crew).
- 3.2 Project Management will initiate the Safety Planning Process based on the scheduled phases of construction. Key activities, training, and operational requirements to perform work safely are identified and referred to the appropriate Subcontractor or Key Supervisor for planning and action.
- 3.3 The Key Supervisor or Subcontractor utilizes the Job Hazard Analysis (JHA – Attachment AISH 5-B) process to identify all hazards, safety requirements and controls related, with all tasks performed in a given phase of construction for non-routine tasks. JHA are submitted and reviewed by the Safety Department prior to the beginning of work.
- 3.4 Crew foreman will complete a Pre-Task Plan (PTP - See Attachment AISH 5-C) daily for the specific tasks they will undertake that day, or when the scope of work changes, to ensure hazards are identified and safety measures are implemented. The Pre-Task Plan will be reviewed by the employees conducting the work prior to starting the work.

4.0 Definitions

Not Applicable

5.0 General Requirements

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- 5.1 The JHA shall provide operating structure and guidance. The JHA will be reviewed and approved by Safety personnel prior to the start of work. All employees involved in the work shall review the JHA and sign the Pre-Job Safety Planning sign-off sheet prior to starting the work activity. Hazards shall be identified and avoided until pre-job planning documents are completed.
- 5.2 The Pre-Task Plan (PTP) shall address specific activities for the day. The foreman shall identify the scope of work, verify that employees are trained and able to perform their tasks and identify hazards and associated control measures. All personnel shall sign off on the daily PTP sign-off sheet prior to starting work.

6.0 Procedure

6.1 Phased Hazard Analysis.

- 6.1.1 Project Management shall identify key phases of the construction project and assign Key Supervisors or Subcontractors to perform these duties. Training requirements shall be identified during the Phase Hazard Analysis (PHA – See Attachment AISH 5-A). Project Management shall ensure all operational requirements are established prior to the commencement of work. Key aspects of safety processes shall be a line item identified on the construction schedule.

6.2 Job Hazard Analysis

- 6.2.1 The Key Supervisor(s) and/or Subcontractor shall complete a JHA for their work efforts.
- 6.2.2 At a minimum, the front page of the JHA shall be filled out for each non-routine phase of the job.
- 6.2.3 The JHA must identify hazards; the hazards shall be discussed in which they are classified/prioritized and addressed based on the risk associated with the task.
- 6.2.4 Upon completion of the first page of the JHA, activities that require further evaluation are addressed on the continuation page. Further evaluation is required when activities of any of the following pertain:
 - 6.2.4.1 Hazards associated with the work to be performed are not sufficiently addressed in the AISH procedures.
 - 6.2.4.2 Employees may be exposed to hazardous materials
 - 6.2.4.3 Other significant or unusual hazards are anticipated
- 6.2.5 JHA are developed in sufficient detail to avoid confusion and misunderstanding.

- 6.2.6 Consideration is given to movement, work area, specific hazards, safety rules, hazardous material, and recognition of abnormal or unexpected problems.
- 6.2.7 Each completed JHA is submitted to the Owner (if required) and Apollo Safety for review and approval.
- 6.2.8 Comments shall be discussed and incorporated as needed prior to approval of the JHA.
- 6.2.9 If the work scope, site conditions, or hazard changes, the original JHA shall be reviewed, revised, and re-approved. All affected employees involved in the work being performed shall review the updated JHA.

6.3 Pre-Task Plan

- 6.3.1 Each Crew leader (foreman) shall develop a Pre-Task Plan daily prior to the start of work. The plan shall include the scope of the work for that day, hazards associated with that work, and control measures.
- 6.3.2 The foreman shall conduct a Pre-Task Plan meeting to address the Pre-Task Plan with his crew.
- 6.3.3 All employees will sign-in on the Pre-Task Plan attendance sheet.
- 6.3.4 If the scope of work changes throughout the day or a new hazard is identified, the crew leader shall fill out another Pre-Task Plan and discuss it with the affected employees.

7.0 Records

DOCUMENTS	RECORD SUBMITTAL	RETENTION
JHA	PROJECT MANAGEMENT	JOB SITE
PRE-JOB SIGN OFF		JOB SITE

8.0 References

- 29 CFR 1910 Occupational Safety and Health Standards (OSHA)
- 29 FR 1926 Safety and Health Regulations for Construction (OSHA)

9.0 Attachments

- AISH 5A Phase Hazard Analysis
- AISH 5B Pre-Job Hazard Analysis
- AISH 5C Pre-Task Plan

AISH-5B Job Hazard Analysis

JOB HAZARD ANALYSIS							
Project:		Project No:			Location:		
Prepared By:		Date:			Contract No.		
Scope/Description:							
Emergency Contact Person(s):							
Emergency Radio/Phone No.:							
Specific Work Location(s):							
KNOWN OR POTENTIAL HAZARDS							
	Yes	No	Apollo Procedures		Yes	No	Apollo Procedures
1. Emergency Response			AISH 06	10. Respiratory Protection			AISH 32
2. Fall Protection/Walking Surfaces			AISH 11	11. Cranes			AISH 36
3. Welding/Heating operations			AISH 14	12. Overhead Elec. Hazards			AISH 37
4. Lock and Tag			AISH 15	13. Flushing/Pressure Testing			AISH 40
5. Confined Space			AISH 16	14. Roof Work			AISH 11
6. Aerial Lifts/Elevating platforms			AISH 20	15. Asbestos Reporting			AISH 23
7. Scaffolding			AISH 22	16. Accessing Heights Safely			AISH 45
8. Hazardous Materials (IH)			AISH 23				
9. Excavation/Trenching/Shoring			AISH 26				
Other Hazards	Yes	No	Control Measures				
1. Temperature Extremes							
2. Noise							
3. Poor Lighting							
4. Animals/Insects							
5. Process Chemicals/Steam							
6. Dust							
7. Flammable/Combustible Materials							
8. Ladders							
9. Wet/Slippery Floors							
10. Uneven Terrain							
11. Open Excavations/Trenches							
12. Adjacent Water Hazard							
13. Vehicle Traffic							
14. Heavy Equipment							
15. Rigging Operation							
16. Manual Lifting							
17. Power Tools							
18. Pinch Points							
19. Falling Objects							
20. Sharp Objects							
21. Overhead Obstructions							
22. Site Control (Signs/Barricades)							
23. Remote Work Area							
24. Other:							
MINIMUM DRESS REQUIREMENTS: Hard Hat, Safety Glasses, Proper Footwear, Full-Length Pants, Shirt with Sleeves							

Approvals:

Supervisor: _____

Date: _____

Activity	Hazard	Control

Equipment to be used	Training required	Inspection requirements



Project Name:	Project #:
Today's Tasks:	Reviewed By:
Today's Production Goals:	

EMERGENCY NUMBER 911: Emergency Contact Person(s)

Team Lead:	Date:	Location:
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HAZARDOUS CONDITIONS – IF YES – ADDITIONAL DOCUMENTATION REQUIRED

Hazardous Condition	Yes	No	Apollo Forms!!	Hazardous Condition	Yes	No	Apollo Forms!!
1. Pressure Testing (AISH 41)			Pressure Test Cert.	10. Lock and Tag (AISH 14)			Lock & Tag Log
2. Confined Space (AISH 16)			CSE Eval & Permit	11. Scaffolding (AISH 22)			Scaffold Checklist
3. Welding/Burning (AISH 14)			Hot Work Permit	12. Aerial Lift/Forklift (AISH 20 & 40)			Verified training
4. Fall Hazards (AISH 11)			Fall Protection Plan	13. Rigging (AISH 35)			Verified Riggers
5. Excavation/Trenching (AISH26)			Exc. Inspection	14. Cranes (AISH 36)			Pre-Mob/Pick Plan
6. Hazardous Materials (AISH 24)			Review SDS	15. Demolition (AISH 23)			Lead and Asbestos Report
7. Respiratory Hazards (AISH 32)			Trained, Med Cleared, and Fit Tested	16. Line Break (AISH 44)			Line break/demolition checklist
8. Overhead Power Lines (AISH37)			Overhead Power Check	17. Accessing Heights Safely			Ladder use justification
9. Silica (Concrete Dust) (AISH 21)			Silica Work Plan				

IMPROVED LIFE IDEA? _____ WHO'S IDEA? _____ COMMUNICATE UP THE FLAG POLE? YES NO

Pick One: Defect Overproduction Waiting Not Utilizing Talent Transportation Inventory Excess Motion waste Excess processing

MINIMUM PPE: HARD HAT, SAFETY GLASSES, SHIRTS 4" SLEEVE, HIGH VISIBLE VEST/SHIRT, BOOTS, CUT 4,5,6 GLOVES (CIRCLE ONE)

ADDITIONAL PPE REQUIRED: Leather Gloves Spoggles Harness and Lanyard Face Shield Hearing Protection Welding Jacket
 Respirator Flash Arc Protection Cutting goggles Welding Hood Hard Hat Welding Hood Anti Vibration Gloves Kevlar Sleeves (cut 4 min)

Task	Hazards	Controls	Task Completed?	If No, WHY?
			Yes No	
			Yes No	
			Yes No	
			Yes No	
			Yes No	

NAME (Print)	SIGNATURE	Were you Injured Yesterday?	NAME (Print)	SIGNATURE	Were you Injured Yesterday?
		Yes ___ No ___			Yes ___ No ___
		Yes ___ No ___			Yes ___ No ___
		Yes ___ No ___			Yes ___ No ___
		Yes ___ No ___			Yes ___ No ___
		Yes ___ No ___			Yes ___ No ___

What could have gone better today? (Use other side if necessary)