Pre-Task Planning Form

Prepared By: ______________________ Project: ____________________________

Supervisor: ______________________ Date: _____________

Task/ Activity: ____________________ Location:__________________________

Potential Hazards Present

☐ Leading Edge ☐ Fire / Heat Lighting Temperature ☐ Flying Particles / Debris ☐ Electricity
☐ Air Quality / Vapors ☐ Chemicals (Burns, Inhalation, etc.) ☐ Noise ☐ Noise

Hazard Elimination

☐ Protective Clothing ☐ Head Protection Eye / Face Protection ☐ Ear Protection Respirator Safety ☐ Fire Protection
☐ Lanyard / Harness ☐ Barricades / Rails ☐ Adequate Eyewash / Shower ☐ Restrict Area
☐ Other

Items To Be Verified

☐ PPE Present ☐ Emergency Plan Reviewed ☐ First-Aid Kit ☐ First-Aid Training
☐ Lockout / Tag out ☐ Immediate Response ☐ Safety Equipment Present ☐ Safety Guards
☐ Permitting Obtained ☐ Others Informed ☐ MSDS ☐ Supervision Present
☐ Other

Description of procedure to perform task:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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Scope of work communicated to other team members: □ Yes □ No

All known hazards have been addressed in task plan: □ Yes □ No

Conflict with other projects and departments addressed: □ Yes □ No

Proper safety equipment on site and available: □ Yes □ No

Proper tools and materials on site and available: □ Yes □ No

Applicable permits have been issued: □ Yes □ No

□ confined space □ Hot work (welding) □ crane □ lockout/tagout

□ Other: ____________________________

Nature of work communicated to others in the area: □ Yes □ No

Persons responsible for actions are assigned: □ Yes □ No

Notes:
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