

CONTRACTOR SAFETY ZONE

Daily Pre-Task Planning Instructions

Purpose:

Develop a standardized step-by-step process for identifying hazards associated with each task on the project and to eliminate the hazards and/or control the hazards to so as to provide a safe work environment for all workers on the project.

Goal:

Eliminate hazards, accidents and business disruptions so as to maintain a safe and productive project.

Responsibilities:

Designated Representative-when available, participate in the pre-planning meetings with the contractor. During site reviews, monitor the effectiveness of the program. Provide a copy to the designated plant representative.

Contractor Designated Representative-thoroughly complete form and review with each crew member. Ensure each crew member understands the plan and initials near his/her name. Provide a copy of the completed form to the Designated Representative.

Components:

Minimum PPE Requirements
Training Required
Specific Task
Tools
Potential Hazards
Steps to Control the Hazards
Permits Required
Interfacing Concerns
Comments

Delivery:

This document is to be completed and reviewed with all workers prior to each task.

CONTRACTOR SAFETY ZONE

Daily Pre-Task Planning

Date: _____ Project Name: _____
Contractor Name: _____ Contractor DR: _____
DR: _____ Foreman: _____

Minimum PPE: (circle required)
Hard Hat/Safety Glasses/Fall Protection/Foot Protection/Body Protection/Face Shields/Other

Crew Members: (*new employee-w/in 2 weeks)

Training Required: (verification)

Task(s): (list the specific task(s) you'll be conducting)

Tools: (list tools and equipment required for the task(s))

Potential Hazards Associated w/Task(s)

Steps to Control Hazards:

Permits Required:

Yes No (if yes list) _____

Interfacing Concerns: (Plant/Contractors)

Comments: _____

SAFE PRODUCTION IS OUR GOAL

POTENTIAL HAZARD LIST

Personal Protective Equipment

- Hard Hats
- Safety Glasses
- Safety Vest
- Full Body Harness
- Face Shields
- Hearing Protection
- Respirators
- Work Gloves
- Rubber Boots

Fall Protection

- Fall Arrest
- Fall Restraint
- Guardrails
- Controlled Access Zone

Trenching/Excavation

- Competent Person
- Proper Sloping, benching
- Means of Egress @25'
- Trench Box
- Spoil Piles (2' from edge)
- Barricades/Warning Lines
- Evaluated for Hazardous Atmosphere

Cranes

- Certified Crane Operator
- Load Chart
- Qualified Rigger
- Pre-shift Inspection
- Swing Radius Protection
- Proper Hand Signals
- Power Line Clearance
- Outrigger Pads
- Tag Lines
- No Swinging Over Workers

Aerial Lifts

- Trained and Authorized Operator
- Full Body Harness/Tied Off
- Barricade Protection

Electrical

- Ground Prongs
- GFCI Protection
- Hand Tools Insulated
- Lockout/Tagout
- Electrical Panels Covered and Rooms Secured, Authorized Personnel Only

Heavy Equipment

- Daily Equipment Inspections
- Traffic Controls/Flaggers
- Back Up Alarms
- Seat Belts Functional and used
- Fire Protection available
- Functional Horn/Lights
- Road Closures

Utilities (overhead/underground)

- Electrical
- Sewer
- Fiber Optics
- Gas
- Water
- Other _____

Welding and Cutting

- Oxy/Acetylene separated 20' or 5' fire wall
- Fire Protection
- Cylinders Secured/Upright
- Gauges/Regulators/Hoses in good condition
- Welding Hoods/Screens
- Fire Blankets
- Hot Work Permit
- Fire Watch
- Sparks Contained
- Cylinders Stored w/Caps On

Scaffolding

- Competent Person
- Worker Training/Verification
- Daily Inspections
- Fully Braced and Planked
- Toeboards/Midrails/Toprails
- Safe Access
- Safe Material Handling
- Pins Installed
- Screen Installed
- Diagonal Braces-mobile
- Casters Locked-mobile
- Firm Foundation/Mudsills
- Plumb and Level
- 4-1 Height to Base Ratio (3 to 1 California)
- Planked Secured From Uplift
- Excess Material Removed
- Barricades Below
- Overhead Protection
- Proper Signage
- Fall Protection During Erection and Dismantling

Confined Space

- Competent Person
- Permit
- Worker Training
- Attendant
- Air Quality Monitoring
- Fresh Air Blower
- Emergency Retrieval
- Communication Process
- Valves Locked Out
- Signage

General Hazards

- Rebar Protection
- Housekeeping
- Proper Signage
- Vehicle Traffic
- Overhead Hazards
- Personal Hoists
- Masonry Walls Braced
- Shoring in Contact
- Limited Access Zones

Roofing Work

- Competent Person
- Fall Protection
- Safety Monitor System
- Perimeter Guardrails
- Safe Access-Ladders Tied Off and Extended 3' above the landing

Floor Openings/Holes

- Secured and Labeled "Floor Hole" "Do Not Remove"
- Withstand 2x Max Load
- Barricades

Hazard Communication

- MSDS Available
- Signage
- Containers Labeled
- Annual Training

Fire Protection

- Appropriately Placed
- Inspected Monthly
- Labeling/Signage "No Smoking"
- Combustibles Cleaned Up

Blasting

- Safety Plan
- Communication
- Safety Zone-Clear Area

SAFE PRODUCTION IS OUR GOAL