

**Project Planning Tool**

Recommended to be used for High Risk Projects

And non-routine maintenance

High Risk Projects: project undertakings that are considered to be activities outside normal maintenance process. Pre-Task Safety Analysis supports the JSA Skill Trades and other safety processes.

Pre-Task Safety Analysis

(Form must be submitted prior to start of work to the EHS Dept)

Department:	Date:	Location:
Main Activity/Scope of Work:		
Duration of Work:		Time of Work:

Project Steps	Potential Hazards	Hazard Solution		
Approved by Safety Eng:		Date	Field Audit by Supervisor:	Date
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Hourly Employee Sign-off	Supervisor/Management Sign-off	
1.	1.	
2.	2.	
3.	Employees Assigned After Project Start-up	
4.	1.	6.
5.	2.	7.
6.	3.	8.
7.	4.	9.
8.	5.	10.

Supervisor and Hourly Employee Sign-off: Acknowledgement must be completed before project is to be performed. Any new Supervisor and Hourly employee assigned to the project must sign the acknowledgement sheet before starting work on the project. During the course of the project the Pre-Task Safety Analysis will be periodically reviewed with all employees working on the project. The PTA process must consider sequence of work and any changes in conditions that may result in a safety hazard. An example is tear-out of a large mechanical power press where removal of the floor creates new hazards during the course of the project. PTAs must be updated to reflect these newly created fall exposures that were not included during the original PTA discussions.

Examples of High Risk Projects		<b>Examples of Projects that require Pre-Task Safety Analysis:</b> High risk jobs often include long term projects but may also include short term projects based on their risk and complexity. <b>Example 1:</b> Installation of 12-inch steam line at a plant. This project consists of installing 100 feet of 12-inch steam line. The work will be completed 35 feet off the ground using scaffolding. Fall protection / fall arrest systems, scaffold erection, rigging, etc. must be defined for the full scope of the project. <b>Example2:</b> Installing an underground 16-inch fire main 50 feet long and 8 feet deep. Cave-in protection for this job needs to be defined, an excavation permit is required and the installation requires a pre-plan. <b><u>Permit / auditing systems must be used:</u></b> 1. Confined Space Entry Permit    5. Electrical Distr. Permit 2. Combustion Equip Permit        6. Hot Work Permit 3. Excavation Permit                7. Local permits 4. Lockout/Tagout Audits
Projects	Examples	
Excavation Projects	Depth consideration	
Demolition/Construction Projects	Large scale	
Asbestos / Lead Work Projects	Large scale, whole plant sections	
Scaffold Projects	Height i.e. > 30', suspended scaffold	
Crane / Rigging	Large scale use, 45 ton crane	
Working at Heights	Roof decking, leading edge, Advanced fall arrest systems	
Machine Removal and Installation	Large scale, floor openings	
Other High Risk Projects identified by Plant Engineering and Plant Safety		