

PRE-TASK ANALYSIS AND HAZARD CONTROL PLAN

The intent of this information is to establish safe work practices and common hazard control measures for preventing major accidents. Walbridge Aldinger and its subcontractors at any tier will perform their work in accordance with the safe work practices and methods of hazard control contained in this Safety Program and as required by MIOSHA rules and regulations.

Some jobs involve steps which, if performed incorrectly, can cause injury, illness, or harm to the environment. Others require employees to work with or around hazardous materials or to work under hazardous conditions.

Supervisors, Foreman, and crew members need a reliable accurate method of identifying and eliminating or controlling hazards. A method to consider all safety factors and personal protective equipment (PPE) needed to perform the task. A method to plan and schedule work operations safely in order to control potential injury and property hazards.

One of the most effective tools and methods available to help supervisors protect the health and safety of their employees is a **Pre-Task Analysis**, or **PTA**. A PTA involves identifying the basic tasks of a job; determining any existing or potential hazards associated with each of the tasks; and then developing recommendations for eliminating or controlling each of those hazards.

Because PTAs identify all of the hazards associated with a particular job and specify the measures required to perform the job in the safest and healthiest way, they are an invaluable part of any effective accident prevention program. For example, PTAs can be used to schedule work safely with all the proper PPE needed to perform the task by first considering what is needed to perform the task safely. PTAs will also serve as a guide for the Walbridge Aldinger Safety Coordinator observing contractor/subcontractor performance or when investigating an accident.

Give consideration to all safety factors during the planning and scheduling of work operations to control potential injury and property damage hazards. The Pre-Task Analysis (PTA) should involve the Walbridge Aldinger Safety Coordinator and the Trade Contractor Safety Representative when possible. Pre-Task Analysis will be completed for, but not limited to; Fall Protection, Excavations, Confined Space, Crane Lifts, Lock Out/Tag Out, Helicopter Lifts, etc. The Pre-task Analysis shall at a minimum comply with this Safety Program, MIOSHA, and all applicable Federal, State, and Local regulations. A Pre-Task Analysis Form has been developed for use by the Contractors. This form must be **completed seven days prior to the start of work**. Once the form is reviewed, the Contractor may begin work.

The Pre-Task Analysis and hazard control plan will establish safe work practices to the extent that they apply to the work being performed.

PREPARING FOR A PRE-TASK HAZARD ANALYSIS

<p>ESTABLISHING PTA PRIORITIES</p> <p><i>High Frequency of Accidents or Near-Misses.</i></p> <p><i>History of Serious Accidents or Fatalities.</i></p> <p><i>Potential for Serious Harm.</i></p> <p><i>New Jobs and New Employees.</i></p> <p><i>Changes in Materials, Procedures or Standards.</i></p>	<p>Ultimately, every job and task you perform should be analyzed for health and safety hazards.</p> <p>Some jobs contain multiple tasks that need to be analyzed. Careful and all inclusive task planning needs to be completed in order reduce health and safety risks. Each task hazard needs to be identified.</p> <p>Some tasks present a greater risk to health and safety than others and should take priority. In most cases, the priorities are based on the following criteria:</p> <p>Tasks with a frequency of accidents or near misses pose a significant threat to health and safety.</p> <p>Tasks that statistically have a higher incident rate or greater probability to produce disabling injuries, fatalities, and illness should have a high priority. Example – Working six feet above a lower level without fall protection or using inadequate PPE.</p> <p>Tasks that have the potential for causing serious injury or harm should be analyzed, even if they never produced an injury or illness. Review your current safety practices.</p> <p>Whenever a new task is introduced in your scope of work, a through PTA should be performed before any employee is assigned to it. All new employees to the job site need to review the PTA before he or she performs any work at the site.</p> <p>Priority should be given to tasks that have undergone a change in procedure, equipment or materials, and tasks whose operation may have been affected by new regulations or standards.</p>
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PERFORMING A PRE-TASK ANALYSIS

<p>PRE-TASK ANALYSIS: THREE STAGE PROCESS.</p> <p>IDENTIFYING BASIC JOB STEPS</p> <p>DETERMINING EXISTING & POTENTIAL HAZARDS.</p> <p>Consider All Four Factors.</p>	<ol style="list-style-type: none">1. List the basic tasks necessary to perform the job from start to finish.2. Identify every existing or potential hazard associated with each job task.3. Develop recommendations or solutions for ways to eliminate or control each hazard. <p>Two of the most common errors made during this stage of a PTA are:</p> <p>Describing the task in too much detail or,</p> <p>Describing the task in too little detail.</p> <p>Keep in mind that the purpose of the PTA is to identify hazards associated with a job and to make recommendations for ways to eliminate or control those hazards. Describing the task in terms of what they are suppose to accomplish provides maximum opportunity to explore alternative ways of performing the task in a safer, healthier manner. Keep the PTA simple and in layman terms.</p> <p>Each step must be carefully examined for any hazardous behaviors or conditions that might reasonably occur during the normal performance of that task. Explanations of hazards should be short phrases which best describe both the cause of the hazard and the potential result, such as “Foreign objects in eyes from grinding.” If there are no hazards associated with a particular step write the word “None” and make it clear that that step has been examined for possible hazards.</p>
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	<p>A simple technique to make sure that each task is examined thoroughly is to consider four factors:</p> <ul style="list-style-type: none"> The physical actions that are required for that specific step. The equipment used. The materials used. The conditions under which the task is performed. <p>“What if” questions allow the contractor to anticipate hazardous situations that might occur if normal operating conditions were to suddenly change or if a job task were to be performed incorrectly or out of sequence. Keep in mind the purpose of a PTA is to identify ALL of the possible hazards.</p>
<p>“What If” Questions.</p>	
HAZARD SOLUTIONS	
Solutions should be developed at the job when possible.	
Solutions Must be Specific.	<p>It is best to work through possible solutions at the job site. This allows the contractor to check the feasibility of changes as they are proposed, in order to avoid making solutions that won’t work or interfere with other trades or jobs.</p>
As Many Solutions as Possible Should be Listed.	<p>The contractor preparing the PTA needs to make certain that each hazard solution adequately explains what corrective measure is supposed to be carried out. For example, “Wear arm protection, ear protection, safety glasses and face shield,” is an effective recommendation for grinding on a steel pipe. It provides specific direction in the limited space available on the PTA form.</p> <p>Frequently, a contractor will be able to suggest several different ways to eliminate or control a particular hazard. It is essential that all of the precautions or corrective measures be listed – even those already in place. Since PTAs often serve as a basis for developing standard operating procedures, or they are used to deliver training, all of the precautions necessary to perform the task safely need to be included.</p>

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