

Safety Planning

Prejob Safety Planning-----	3
Forms	
Consider The Following ... -----	4
Pre-Job Safety Planner -----	5
Daily Pre-Task Safety Planner-----	6

Safety Planning

PRE-JOB SAFETY PLANNING

Pre-job safety starts during the bidding process. It continues throughout a project and is complete when all tasks have been finished and the last worker leaves the job site. Safety planning saves lives, time and money when crisis situations or disasters occur.

If safety is left to chance or considered as an afterthought, it *will not* be effective.

Safety planning involves developing written guidelines for all employees to follow. Safety policies, procedures, rules or plans cannot be clear and uniform if they are unwritten and rely on word of mouth. The pre-job safety plan that is effective and practical is *written, taught to* and *understood* by ALL employees.

Included in this chapter are several safety planning forms and checklists that your company will find useful especially when combined with information and guidelines in other chapters of *Safety Policies & Procedures*.



CONSIDER THE FOLLOWING WHEN PLANNING SAFETY FOR YOUR PROJECT



- Is there a copy of each of the following on site?
 - Written Company Safety Policy Manual
 - Written Policy for Employee Discipline, if necessary
 - Forms for Employee Discipline Warnings, if necessary
 - Hazard Communication Policy
 - Drug and Alcohol Policy
 - Emergency Plans
 - 1926 Construction Standards
 - 1910 Plant Safety Standards
 - OSHA Jobsite Poster
 - Workers Compensation Notice
 - EEO Notice
 - Minimum Wage Notice
 - OSHA 200 Log
 - Accident Report Forms
 - Emergency Phone Number Poster
 - Required permits - burning, welding in confined spaces, etc., where applicable
 - Warning signs - Hard Hat Area, No Trespassing, No Smoking, Utilities, etc.
- Are on site and community medical or emergency services available and ready?
- Is contact established with local emergency service, fire, police and rescue authorities?
- Does the site need a rescue or first-aid team?
- First Aid Supplies - On site?
- Are adequate fire protection systems in place - signs, fire extinguishers, storage facilities?
- Are written emergency and evacuation plans maintained on site and distributed to employees?
- Has a schedule of emergency training sessions and practice drill been arranged with employees and community emergency response units?
- Has necessary job specific or additional training been scheduled for affected employees?
- Is there a Material Safety Data Sheet file on site?
- In underground operations, are Mine Rescue Unit(s) available and ready?
- Is the workplace communications system in place?
- Are workplace security measures -- fencing, lighting, posting operations -- completed?
- Are insurance programs on line and all forms ready for claims?
- Is there a perimeter survey of utilities, streets and structures?
- Have underground utility companies been contacted?
- Are clean up and waste disposals scheduled?
- Are public safety aspects in place?
- Are there safe accesses for site traffic flow?
- Are there electrical assured grounding or GFCI programs in place?
- Are sanitary facilities and drinking water available as per OSHA regulations?

PRE-JOB SAFETY PLANNER

COMPANY:	DATE	Jan
PREPARED BY:		Feb
JOB LOCATION:		Mar
JOB ADDRESS:		Apr
JOB FOREMAN:		May
SAFETY CODE:		Jun
START DATE:	END DATE:	Jul
NOTES:		Aug
		Sep
		Oct
		Nov
		Dec
		1
		2
		3
		4

On Site:	✓	Action needed:	
EXCAVATION			5
FALL PROTECTION			6
FIRST AID			7
FIRE EXTINGUISHER			8
GROUND FAULT CIRCUIT INTERRUPTER			9
HAZCOM			10
LOCKOUT/TAGOUT			11
PERSONAL PROTECTIVE EQUIPMENT			12
POSTERS			13
UTILITIES			14
WELDING			15
OTHER <i>(List)</i>			16
			17
			18
			19
			20
			21
			22
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			24
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			30
			31

DAILY PRE-TASK SAFETY PLANNER

DATE:	DEFINE TASKS FOR TODAY:	
PROJECT:		Jan
PROJECT #:		Feb
SUPERVISOR:		Mar
NOTES:		Apr
		May
		Jun
		Jul
		Aug
DEFINE HAZARDS:		Sep
		Oct
		Nov
		Dec
		1
		2
OUTLINE PRECAUTIONS TO BE TAKEN:		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
EQUIPMENT REQUIRED:		14
		15
		16
		17
		18
		19
		20
		21
		22
STAFF REQUIRED:		23
		24
		25
		26
		27
		28
ATTENDEES:		29
		30
		31

