

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Pre Job Planning</i>					
Last Revised:	February 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	2/7/2012 6:59:00 PM

PRE-JOB PLANNING

In the process of making Garmong jobs a safe place to work, it is obvious that safety must be one of the first actions when a job is started.

In our Pre-Job Conference, the safety concerns of the job will be discussed, with the Safety Director, Project Manager, Estimator and Site Superintendent in attendance. A safety program, that is satisfactory to all, will be formulated. It is imperative that any new or unusual safety measures needed are discussed and the training necessary for these measures planned.

These measures will be noted by the Safety Director and checked to be sure they are implemented and adequate for the desired results.

PRE-TASK PLANNING WORKSHEET

Contractor	Date & Time
Job (name/#)	Superintendent
Superintendent's Phone #	
Specific Task	

Consider These Items:		Check If Required	
1. Have you walked the job? All hazards identified?	yes/no	<input type="checkbox"/> LOTO procedures	<input type="checkbox"/> Fall Protection/PFAS
2. Obvious hazards noted: open trenches, overhead obstructions, live electrical lines, public exposure, etc.?	yes/no	<input type="checkbox"/> Permit Required Confined Space	<input type="checkbox"/> Respiratory Protection (particulate, air purifying, supplied air - specify)
3. Has work been discussed and coordinated with all crafts? When?	yes/no	<input type="checkbox"/> Air Monitoring, Ventilation (ACH)	<input type="checkbox"/> Hearing Protection
4. Allowance made for job congestion?	yes/no	<input type="checkbox"/> MSDS	<input type="checkbox"/> Traffic Control
5. All competent persons identified? List each.	yes/no	<input type="checkbox"/> Hardhat, Safety Glasses, Other (list)	<input type="checkbox"/> Barricades/Signage
6. Emergency procedures needed?	yes/no	<input type="checkbox"/> Lifts: Telescopic, Articulated, Scissor	<input type="checkbox"/> Cranes or Equipment Lifts
7. Any work at height or below ground?	yes/no	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Critical Lifts
8. All equipment and tools inspected?	yes/no	<input type="checkbox"/> Trenching & Excavation	<input type="checkbox"/> Fire extinguisher and/or Fire Watch
9. Electrical hazards controlled?	yes/no	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Other (specify)
10. Other (specify)	yes/no	Comments:	
Task Plan			
List Steps & Hazards	Action to Control		
1.			
2.			
3.			
4.			
5.			
6.			