PRE-TASK PLANNING

Safety Pre-Task Planning Synopsis
The purpose of job safety pre-task planning is to analyze job tasks, and hazards then identify preventative measures to minimize risks to workers. Pre-Task Planning documents should be reviewed with/by the workers prior to the performance of work. Workers should then sign the form indicating it has been reviewed and agreed to. When everyone follows safe practices, not only will crews experience fewer accidents, but also productivity and efficiency will increase.

Owner Panelist Pre-Event Interview Questions

1. How does the work pre-planning process fit into the overall construction safety programs in your company? Pre-Task Planning (PTP) is essentially an extension of our larger Risk Assessment process. It is an important step that helps workers focus on the hazards that exist in relation to a given task. Worksites are dynamic and change daily, or even hourly. Identifying immediate hazards and a means to mitigate such, helps improve worker safety.

2. Do you have any personal stories/experience on pre-task planning – either good or bad? In the majority of incidents that we investigated over the last 2 years, both large and small, we recognized that there had been a failure to complete a PTP. Those incidents in which a PTP was completed it was obviously "pencil whipped" and lacked a suitable amount of detail.

3. What makes or breaks and effective pre-task planning program? Application. A program is only effective when it is implemented completely and habitually. To build upon that, I recommend that once a PTP program is established, companies consider assigning PTP to the workers to complete. This allows the worker to provide individual insight that they bring and creates "buy-in" and active participation instead of passive.

4. What role does the construction manager/supervisor play in supporting pre-task planning? Jobsite leadership must encourage and enforce the use of PTP. They must train not only their foreman but also their workers to employ PTP properly and effectively. Then they must audit the use to ensure compliance and whether retraining is necessary.

5. What advice would you have for a company looking to implement a pre-task planning program? Don't make it over complicated. Start with a simple form and build upon it so that it suits your needs or your client's requirements. Make it habitual. Reward your employees/workers (with recognition and praise) for its use.