Pre-Task Plan Check List

Crew Foreman Review________________________

Elect. Sup. (if applicable)__________________________

PSU EHS Review_______________________

Ask the following during evaluation of your work and select “Yes” or “No” as it applies to the task:

- **Yes** □ Have you personally walked your work area?
- **No** □ Does this task require disassembly of systems or equipment?
- **Yes** □ Are enough personnel assigned to this task to complete it safely?
- **No** □ Does this work require flushing or discharging of fluids?
- **Yes** □ Will weather conditions affect the safe completion of your task?
- **Yes** □ Have all portable electric equipment and tools been inspected prior to use?
- **No** □ Have ALL the air intakes been identified?
- **Yes** □ Should the EHS department be involved in planning?
- **No** □ Does this task require special training?
- **Yes** □ Has the work been coordinated with other work in the area?
- **No** □ Does this task require any permits / procedures?
- **No** □ Are you familiar with the evacuation routes?
- **No** □ Asbestos, lead or other hazardous material concerns?
- **No** □ Have you identified all emergency equipment?
- **No** □ SDS reviewed?
- **No** □ Are you working around live systems or equipment?
- **No** □ Will your work impact existing buildings/occupants?
- **No** □ Are shop drawings and as-builts on hand?
- **No** □ Have all Utility outages been pre-scheduled?
- **No** □ Have necessary containments been established?
- **No** □ Have ALL the air intakes been identified?
- **No** □ Should PSU CPSO be notified?
- **No** □ Have employees been trained in the proper usage of required PPE?
- **No** □ Have all Utility outages been pre-scheduled?
- **Yes** □ Have necessary containments been established?

Circle/Check if any of the following apply to the task being planned here (attach additional information needed):

- LOTO (Lockout/tagout) *
- Barricades/Control Zones/Signage
- Haz. Com. (MSDS/SDS)
- Energized Electrical Hot Work *
- Non-Electrical Hot Work *
- Dust or Silica Dust Control
- Eye/Face PPE
- Hand/Arm PPE
- Full Body PPE
- Hearing PPE
- Fall Protection PPE
- Confined Space Entry *
- Respirator/Dust Mask *
- Emergency Spill Kits/Response Tools
- Task Lighting Equipment
- Scaffolds
- Flush/Discharge
- Ergo (Repetitive Motion/Vibration/Impact)

The tasks for this PTP, in the manner in which they will be performed in the specific work area, have been reviewed and the workers on this crew have been given the required instructions and training.

Crew Member’s Names / Signatures required

* Unless a Contractor has provided their own program, PLEASE reference the appropriate PSU Program and follow that program accordingly.
<table>
<thead>
<tr>
<th>SEQUENCE OF CONSTRUCTION ACTIVITIES</th>
<th>HAZARD ANALYSIS (Hazards Involved)</th>
<th>METHOD/S TO ELIMINATE/CONTROL HAZARDS</th>
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</thead>
<tbody>
<tr>
<td>1. Set up cones and caution tape by parking garage and equipment to warn people of fall hazards. (landscape crew)</td>
<td>Fall</td>
<td>Cones and caution tape to warn of potential fall. Discuss with volunteer crew to be mindful and aware of potential fall hazards. Crew leader/spotter to watch volunteer crew and warn of proximity to fall hazard.</td>
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<td>2. Scan area for potential BBP hazards. (landscape crew)</td>
<td>Potential exposure to Bloodborne Pathogens, needles.</td>
<td>Landscape crew will scan area before volunteer crews begin work. If anyone should find something, contact Leslie, Susan, or John. PPE: closed toed shoes, gloves with rubber coating</td>
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<tr>
<td>3. Shoveling mulch into wheelbarrows, yellow bins, and buckets.</td>
<td>Potential allergies to wood mulch. (dust masks?) Strains and back injuries. Potential for foot injuries. Potential eye abrasion from mulch.</td>
<td>Verify no one has allergies and can do this task. Warm up exercises. Verify everyone is physically capable of conducting task. PPE: substantial closed toed shoes, safety glasses, gloves with rubber coating</td>
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<td>5. Traffic control for pedestrians and vehicular traffic.</td>
<td>Struck by...</td>
<td>Crew leaders/spotters will wear orange vest and manage pedestrian and vehicular traffic to protect PSU community and volunteer crew.</td>
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If conditions change, the work must **STOP** and the Pre Task Plan must be updated.
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