# Pre-Task Plan Check List

## Environmental Health & Safety

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

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

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

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* Unless a Contractor has provided their own program, PLEASE reference the appropriate PSU Program and follow that program accordingly.
Task to be accomplished: **Painting dumpsters and trash corrals**

Date plan prepared: **10/10/2016**

**SEQUENCE OF CONSTRUCTION ACTIVITIES**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Hazard Analysis (Hazards Involved)</th>
<th>Method/S to Eliminate/Control Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Painting dumpsters and trash corrals</td>
<td>PPG V50-440 Break-Through ultra deep base paint. Per SDS, causes serious eye irritation, causes skin irritation.</td>
<td>PPE: chemical splash goggles, chemical-resistant impervious gloves, disposable coveralls, closed toed shoes. If contact with eyes, flush eyes with water for 10 minutes. Contact with skin, wash skin thoroughly with soap and water.</td>
</tr>
<tr>
<td>2. Same</td>
<td>Strains and back injuries. Bending, reaching, and kneeling.</td>
<td>Warm up exercises. Verify everyone is physically capable of conducting task. Use yoga mats for kneeling on the ground.</td>
</tr>
<tr>
<td>3. Post wet paint signs to alert building occupants and other users.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Non-Emergency: EHS**

**PSU Safety #: 503-725-9946**

**Location of nearest:** Shower/Eyewash: **SRTC**

**Fire Extinguisher:**

*If conditions change, the work must STOP and the Pre Task Plan must be updated*
Task to be accomplished: **Painting dumpsters and trash corrals**
Date plan prepared: **10/10/2016**  
Housekeeping plan: (daily cleanup required)

**SEQUENCE OF CONSTRUCTION ACTIVITIES** | **HAZARD ANALYSIS (Hazards Involved)** | **METHOD/S TO ELIMINATE/CONTROL HAZARDS**
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**Painting dumpsters and trash corrals**
Karen B. and committee
10/10/2016
SRTC
SRTC

*If conditions change, the work must STOP and the Pre Task Plan must be updated.*

Emergency: **911**
Non-Emergency: **EHS**
PSU Safety #: **503-725-9946**

Revised: yy/mm/dd  (Rev a)