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 ☐ Dust/fume/odor/exhaust control devices in place and operating?
No ☐ Are you familiar with the evacuation routes?

No ☐ Does this task require any permits / procedures?
No ☐ Have you identified all emergency equipment?

No ☐ Asbestos, lead or other hazardous material concerns? 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-builds on hand?

Yes ☐ 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?
No ☐ Have ALL the air intakes been identified?

No ☐ Should PSU CPSO be notified?

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: Planting one gallon plants at NW corner of Cramer Hall

Date plan prepared: 10/10/2016  Housekeeping plan: (daily cleanup required)

<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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<tr>
<td>1. Traffic control for pedestrians and vehicular traffic.</td>
<td>Struck by... Proximity to streetcar.</td>
<td>Crew leader/spotter will wear orange vest and manage pedestrian and vehicular traffic to protect PSU community and volunteer crew. Crew leader/spotter to watch volunteer crew and warn of proximity to streetcar.</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 crew begins work. If anyone should find something, contact Leslie, Susan, or John. PPE: closed toed shoes, gloves with rubber coating</td>
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<td>3. Digging holes and planting plants.</td>
<td>Strains and back injuries. Potential for foot injuries. Potential eye abrasion from dirt. Slips/trips/falls - uneven walking surface and holes.</td>
<td>Warm up exercises. Verify everyone is physically capable of conducting task. Use yoga mats for kneeling on the ground. Awareness of trip hazards, take your time. PPE: substantial closed toed shoes, safety glasses, gloves with rubber coating</td>
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Emergency 911
Non-Emergency: EHS
PSU Safety # 503-725-9946

If conditions change, the work must STOP and the Pre Task Plan must be updated
Task to be accomplished: Planting one gallon plants at NW corner of Cramer Hall
Date plan prepared: 10/10/2016
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USB