Environmental Health & Safety

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:

- Have you personally walked your work area? 
- Are enough personnel assigned to this task to complete it safely?
- Will weather conditions affect the safe completion of your task?
- Have ALL the air intakes been identified?
- Does this task require special training?
- Dust/fume/odor/exhaust control devices in place and operating?
- Does this task require any permits / procedures?
- Asbestos, lead or other hazardous material concerns?
- SDS reviewed?
- Will your work impact existing buildings/occupants?
- Have employees been trained in the proper usage of required PPE?
- Have necessary containments been established?
- 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?
Yes  Have all portable electric equipment and tools been inspected prior to use?
Yes  Should the EHS department be involved in planning?
No  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?
No  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

* Unless a Contractor has provided their own program, PLEASE reference the appropriate PSU Program and follow that program accordingly.
### Task to be accomplished: Weeding tree wells in Park Blocks

Author/Planner: Karen B.and committee

Date plan prepared: 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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<tbody>
<tr>
<td>1. 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 or John. PPE: closed toed shoes, gloves with rubber coating</td>
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<td>2. Hand pulling weeds in tree wells. Carrying full 5 gallon buckets of weeds.</td>
<td>Strain injuries - hands, arms, backs Potential for eye abrasion from dirt. Slips/trips/falls - uneven and wet walking surface Monitor weather for windy conditions - branches falling.</td>
<td>Warm up exercises. Verify everyone is physically capable of conducting task. Awareness of trip/slip hazards, take your time. Discontinue task if windy conditions result in falling branches. PPE: closed toe shoes, gloves with rubber coating, safety glasses</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.
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