**Job: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_/\_\_\_\_/\_\_\_\_**

**Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A. Safety** *(Check all that apply. Please describe control measures on back of form for any safety item checked.)*

□ Barricading and signage are required to protect personnel, facilities, or equipment.

□ Work involves live systems or energized equipment.

□ Lockout/tagout of energized systems is required.

□ Work involves exposure to falls of six feet or greater.

□ Ladders, personnel lifts, scaffolds, or work platforms are needed to perform task.

□ Task is adjacent to process equipment or piping containing chemicals.

□ Task involves the use of chemicals.

□ Chemicals have been approved for use.

□ Safety data sheets have been provided to crew.

□ Containers are properly labeled (contents, hazards).

□ Work generates chemical waste.

□ Potentially affected parties have been notified of chemical use.

□ Chemicals are stored properly.

□ Task requires the demolition of installed utilities or equipment.

□ Weather conditions affect the safe completion of this task.

□ Work involves using sharp tools or materials (for example: saws, knives, sheet metal, etc.).

□ Work takes place in an area where environmental cut hazards (sharp objects) exist.

□ Work involves employee exposure to high noise levels (>85 dBA); you need to yell to be heard.

**B.** **Required personal protective equipment (PPE)** (*Check all that are required to perform the task.)*

□ Fall arrest □ Hearing protection □ Head □ Foot/toe □ Eye □ Reflective vest □ Face shield

□ Respirator □ Other (note on back)

Glove type required: □ Kevlar □ Rubber □ Leather □ Cotton □ Latex □ Other (note on back)

**C.** **MSD (Ergo) risk factors** *(Please describe any checked items on the back of this form.)*

□ Material requiring manual handling exceeds 45 lbs. in weight.

□ Material handling equipment should be used to move or lift materials (for example, forklift, pallet jack, chain fall).

□ Task requires periodic stretching.

□ Task involves musculoskeletal risk factors checked below (please note the source of the risk on the back of this form):

□ Forceful exertion □ Shoulders □ Vibration □ Neck □ Contact stress □ Back □ Repetitive motion □ Knees □ Static postures □ Arms

**D. Emergency equipment and exit locations** *(Note the location of the following.)*

Nearest exit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nearest phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire extinguisher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eye wash and shower \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First aid kit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# E. Review by crew lead

# By signing below, I certify the completion of following activities:

1. Crew has walked through the work area to identify safety concerns.

2. Area is safe for working (for example, housekeeping, guarding, congestion, work surfaces, access).

3. Work has been coordinated with others in the area.

4. All tools and equipment are safe and in good condition (includes assured grounding, slings, hand tools, etc.)

5. All necessary training for this task has been completed.

6. All new employees have been familiarized with the work area.

7. Sufficient personnel have been assigned to complete this task safely.

8. Emergency exits and equipment have been identified (phones, fire extinguishers, eyewashes, etc.).

9. Contingency plans have been developed for unexpected events (medical emergency and equipment failure).

Crew lead­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Crew lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Print name)

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| --- | --- | --- |
| **Sequence of basic job steps** | **Risks involved in completing steps** | **Risk control method** |
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| **Crew signatures**  (By signing below, I certify that I have participated in the creation  of this document. I have read and understood it, and I agree with the content.) |
| **If work conditions or activities change, this task plan must be revised and reviewed by crew.** |