



## COMPANY HEALTH & SAFETY PROGRAM

Issue: A  
Date: 4/20/2009  
Rev: 2  
Date: 1/19/2015  
Authorized: MJM

**Title: Safety Planning**

Section No: 37

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### **1.0 PURPOSE**

The purpose of this section is to establish a policy of conducting preliminary analysis of proposed work operations to identify potential hazards that could cause injury, illness and/or property damage. When hazard possibilities have been identified, procedures can be developed to eliminate or mitigate those possibilities.

Safety planning is essential during each phase of a project including proposal planning, estimating, project planning and project execution. Safety planning accomplished effectively throughout the course of a project will result in a full understanding of the hazards that may be encountered and a work plan that includes the necessary methods and practices to perform all tasks safely.

### **2.0 SCOPE**

This section provides guidelines and procedures for planning a safe approach to performing a scope of work and/or daily tasks as they arise. The procedures of this section are considered minimum requirements for safety planning. Owner or host employer safety planning procedures may alter or supersede PPP procedures.

### **3.0 INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Project Safety Pre-Planning Checklist
- 5.0 Job Safety Analysis
- 6.0 Pre-Task Plan for Safety
- 7.0 Related Forms

### **4.0 PROJECT SAFETY PRE-PLANNING CHECKLIST**

There are many safety considerations that must be addressed at project mobilization. The attached Project Safety Pre-Planning Checklist (S.PSPC.1) can assist the project management team in verifying that these considerations have been effectively addressed.



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## **5.0 JOB SAFETY ANALYSIS**

1. The Job Safety Analysis (JSA) (Form S.JSA.1) is a basic and essential procedure for establishing a safe approach to performing a work scope or task. The JSA provides a written procedure designed to:
  - a. Identify basic job steps;
  - b. Identify the hazards associated with each step;
  - c. **Classify and prioritize hazards based on the risk and task;**
  - d. Develop a safe work plan, procedure and/or contingency plan (if applicable) for each step; and thus
  - e. Provide training;
  - f. Increase employee awareness and efficiency;
  - g. Assist in defining total job procedures; and
  - h. Improve overall health, safety and loss prevention.
2. JSA's encompassing the project scope of work must be completed and implemented before related work can commence. Additional work operations requiring JSA's may be identified during the course of the project.
3. The PPP project supervisor shall be primarily responsible for developing JSA's for his/her project. The PPP project manager and the safety director shall assist as needed. The PPP safety director shall have final approval prior to submitting or implementing a JSA.
4. While the completion of a JSA is a management responsibility, other affected employees should be involved if their participation is feasible.
5. Completed JSA's shall be reviewed with affected employees prior to related tasks being assigned. Affected employees acknowledgement of review and understanding shall be documented utilizing PPP Form S.STAR.1 – Safety Training Attendance Record. JSA review may be accomplished by conducting a special safety meeting or **training**, or it



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may be incorporated into a site specific safety orientation or weekly site employee safety **training**.

6. JSA's should be referenced by crew supervisors in developing Pre-Task Plans.
7. Completed JSA's shall be maintained on file at the job-site for the duration of the project. They shall be made readily available to employees, customers and other concerned parties at their request.

**Note:** Some situations may require a formal Personal Protective Equipment (PPE) Hazard Assessment. For such situations, the appropriate assessment form and worksheet are attached to this section. Written certification that Identifies the workplace evaluated, the person certifying that the evaluation has been performed and the Date will be posted at the work site.

## **6.0 PRE-TASK PLAN FOR SAFETY**

1. The PPP Pre-Task Plan for Safety (PTP) (Form S.PTP.2) is the process each PPP crew supervisor is required to use to effectively conduct safety planning prior to each shift and when new tasks are assigned during the shift.
2. The PPP Pre-Task Plan for Safety form includes sections for:
  - a. Project and supervisor information;
  - b. Description of work;
  - c. Hazard identification checklist;
  - d. Task safety checklist;
  - e. Control measures taken;
  - f. Emergency contact numbers;
  - g. Verification of understanding; and
  - h. Post-task inspection checklist.



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3. Supervisors can eliminate potential problems only by ensuring that every worker in his/her crew thoroughly understands each task they are to perform. The PTP process is PPP's chosen form of communicating the nature of each task to the worker, ensuring that each worker is aware of the associated hazards, and fully understands how to perform the work safely.
4. While completion of the PTP is a crew supervisor responsibility, worker involvement is strongly recommended where feasible. The supervisor shall review the PTP with each member of the work crew. Crew members will sign-off verifying that they have read and understand the information contained in the completed PTP.
5. The crew supervisor shall post or otherwise make a copy of the completed PTP immediately available in the work area. The PTP shall be revised as necessary to reflect changes to the work plan or work methods used.
6. At the end of each shift, all completed PTP's shall be submitted to the PPP project supervisor for review and appropriate processing.
7. The PPP project supervisor and/or the PPP safety director shall periodically audit completed PTP's. When deficiencies are observed, crew supervisor training sessions shall be conducted to enable supervisors to understand the PTP process and use it effectively. Positive re-enforcement should be given to recognize crews for developing PTP's that are well done and address potential safety hazards effectively.

## **7.0 RELATED FORMS**

Attached related PPP forms include:

- [S.PSPC.1 – Project Safety Pre-Planning Checklist](#)
- [S.JSA.1 – Job Safety Analysis](#)
- [S.PPEHA.1.1 – Personal Protective Equipment Hazard Assessment](#)
- [S.PPEHA.1.2 – Personal Protective Equipment Hazard Assessment Worksheet](#)
- [S.PTP.2 – Pre-Task Plan for Safety](#)
- [S.STAR.2 - Safety Training Attendance Record](#)



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**REVISION HISTORY**

<b>Revision number</b>	<b>Description of change</b>	<b>Written by</b>	<b>Checked by</b>	<b>Effective date</b>
1	Revised to meet current standards	George Newton	Safety	2/4/2011
	Program reviewed and Revision History added		GMN	4/16/2014
2	5.0 Note: Written certification	George Newton	Safety	1/19/2015
	Program reviewed		MJM	4/3/2018