



Lead, Serve, Support

March 29, 2018

PRE-TASK PLANNING: A CRITICAL STEP TO COMPLETING NON-ROUTINE WORK SAFELY

Non-routine work includes tasks or activities which are not performed on a regular basis, includes jobs or tasks which are performed infrequently or for the very first time, is completed in a manner which differs from the “normal” or documented procedure, or is considered to be outside of one’s “normal” or usual duties.

Pre-task planning is a critical step for completing non-routine work safely because it helps ensure everyone is working from the same page and understands what the job entails, the potential risks involved, and the safety plan so the job can be completed safely.

PRE-TASK PLANNING CAN BE COMPLETED IN 5 EASY STEPS

1. THINK THROUGH THE JOB/TASK – step by step; from start to finish.

2. SPOT THE HAZARDS – consider:

- *What could cause injuries, i.e., splashing liquids, slippery surfaces, flying particles, falling objects, loud noise, etc.?*
- *Will the work involve lifting or moving objects/materials?*
- *Will the job require the use of any equipment or chemicals?*
- *Has everyone been trained to use the equipment/chemicals to be used to do the job?*
- *Has the training been documented?*
- *Will anyone be exposed to any of the following:*
 - *Live electricity?*
 - *Confined Spaces?*
 - *Moving Parts?*
 - *Other hazards?*

3. CREATE A SAFETY PLAN to eliminate or reduce the hazards – consider:

- **Reviewing the Safety Data Sheet(s)** to refresh your memory on how to use the chemical(s) safely, what personal protective equipment (PPE) is required, first aid treatment for exposures, etc.
- **Using mechanical aides**, (carts, hand trucks, furniture moving sliders/straps, etc.), **breaking up heavy loads into smaller loads**, or **getting help** if the job involves moving heavy or awkward loads.
- **Reviewing any safety procedures which will need to be followed before starting the task**, i.e., lockout/tagout, confined space, hot work, fall protection, etc.
- **Calling 8-1-1 to request a utilities locate** so you know exactly where the power, water, natural gas, fiber optic lines are located.
- **If PPE could help reduce the hazard(s)**, i.e., eye, skin, hearing, and/or fall protection.
- **Asking a co-worker to stand-by while you complete the job/task.**

4. MANAGE THE PLAN using communication and documentation.

- **Communicate with everyone involved in the job/task.**
- [Click here](#) to download a simple documentation tool or google “LNI job hazard form”.

5. COMPLETE THE JOB SAFELY so you can return home safely to your family.



Job Hazard Analysis

Job: _____
 Department or location: _____
 Safety First School District

Task or Step	Hazards	Controls	Personal Protective Equipment (PPE)

Job by: _____
 Date: _____

REMEMBER, NO JOB IS SO IMPORTANT THAT IT CAN'T BE PERFORMED SAFELY!

SAFETY MATTERS