

SAFETY TASK ASSESSMENT NON-ROUTINE TASK

Plant M Plant M		gr./Su	r./Supervisor			
Date Descrip		ion				
Is there a specific procedure required for the task?			ls spe	cial training required?		
If yes, list procedures			List and verify specialized training			
NON-ROUTINE TASK EVALUATION						
HOUSEKEEPING			RIGGING			
	Keep work area and access clear			Inspect rigging before each use		
	Clean work area daily			Do not work under suspended load		
	FALL PROTECTION			Proper use of tagline/positioning pole		
	100% tie off, where fall hazard exists			Do not exceed load limits		
	Lifeline installed			Check tags on chokers for load limits		
	Full body harness/lanyard		POWER / HAND TOOLS			
	Equipment inspected prior to use			Use guards/handles		
	LIFTING			Wear eye/ear protection as required		
	Lift with legs and back straight			GFCI or double insulated cords/tools		
	Get help with heavy loads			Unplug tools when not in use		
	Use material handling equipment			Proper tool for the job		
LADDERS				Inspect tools daily and before use		
	Tie off ladder using 4 to 1 rule			WELDING / BURNING		
	Face ladder when climbing			Wear gloves/protective clothing		
	Use both hands when climbing (3 point rule)			Use cutting goggles		
	Extend ladder 36" above landing			Use and inspect fire extinguisher		
	Use handline to raise/lower tools			Ground welding machine		
	One employee on ladder at a time			Post "Hot Work" permit, if required		
	GUARDING / PINCHPOINTS			Move/cover combustible materials		
	Wear gloves, when required			Leads inspected prior to use for damage		
	Be aware of swing radius of machinery			PERSONAL PROTECTIVE EQUIPMENT		
	Proper use of guards			Hard hat, safety glasses, and steel toed boots		
	Start up horns/emergency stop cords			Proper gloves, when required		
	LOCKOUT / TAG OUT			Hearing protection, when required		
	The equipment has been properly locked out			Respirator/dust mask, when required		
	Drained, vented and energy released			Goggles/Face shield, when required		
	Proper documentation completed			WELLNESS MESSAGE		
	CONFINED SPACE ENTRY					
	All employees trained					
	Confined space evaluated prior to entry					
	Rescue/retrieval equipment available			OTHER		
	Communication between attendant/entrant	-				
	Special considerations (i.e. respiratory protection, permit, etc.)					

SAFETY PRINCIPLES

POST JOB REVIEW

Plan every job Anticipate unplanned events Use the right tool for the job Identify the hazard Assess the risk Put controls in place to minimize the possibility of injury Protect each other Use a "BUDDY" system Do NOT take shortcuts Believe in ZERO accidents Wear protective equipment (PPE) Keep all work areas clean			Was anybody injured or did an unplanned event occur today?		
Inspect all tools and equipment prior to use Know the safe handling procedures of materials an	d hazardous	-			
chemicals	u Hazaruous	-			
		-			
EMPLOYEE NAME (PRINT)	POST JOB INITIALS		EMPLOYEE NAME (PRINT)	POST JOB INITIALS	
		-			
		+			
		+			
		+			
Supervisor/Leadman		P	Plant Manager/Supervisor		
Maintenance Manager			Operations Manager		

Note: The Supervisor/Leadman and the Plant Manager/Supervisor signatures are required prior to beginning the job.

The Maintenance Manager's and the Operations/Production Manager's signatures are for post job review.