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| **Pre-Task Work Plan (PTWP)** | | | | | | | | | | | | | | | | | | | | |
| **Date:** | | | | | | **Safety Management System FAA Airports (ARP) Safety Risk Assessment** | | | | | | | | | | | | | | |
| **Time to Perform Work: Day Night**  (*circle one*) | | | | | |
| **Activity/WorkTask:** | | | | | | **Safety Risk Assessment (SRA) Code Matrix** | | | | | | | | | | | | | | |
| **Project Name:** | | | | | | **Severity** | | | | | | | | | | | | | | |
| **Contractor Name:** | | | | | |
| **Contract number:** | | | | | | **Severity** | | | | **Probability** | | | | | | | | | | |
| **Location of work (be Specific):** | | | | | | Frequent | | Probable | | Remote | | **Extremely Remote** | **Extremely Improbable** | | | |
| **Prepared by:** | | | | | | **Catastrophic** | | | | **E** | | **E** | | **H** | | **H** | **M** | | | |
| **Contractor Safety Manager/Engineer Reviewed by:** | | | | | | **Hazardous** | | | | **E** | | **H** | | **H** | | **M** | **L** | | | |
| **Work Plan Description (Include Specification Description):**  **Please Provide PPE Requirements (Submit SDS’s with each PTWP):** | | | | | | **Major** | | | | **H** | | **M** | | **M** | | **L** | **L** | | | |
| **Minor** | | | | **M** | | **L** | | **L** | | **L** | **L** | | | |
| **Minimal** | | | | **L** | | **L** | | **L** | | **L** | **L** | | | |
| **“Probability”** is the likelihood to cause an incident, near miss, or accident as: Frequent, Probable, Remote, Extremely Remote, or Extremely Improbable. | | | | | | | | | | | | | | |
| **“Severity”** is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Hazardous, Major, Minor, or Minimal. | | | | | | | | | | **SRA Code Chart** | | | | |
| **Step 1:** | | Review each “Hazard” with identified safety “Controls” and determine SRA Code (See above). | | | | | | | | **E = Extremely High Risk** | | | | |
| **Step 2:** | | Identify the SRA Code (probably/Severity) as E, H, M, or L for each “hazard” on PTP work plan. | | | | | | | | **H = High Risk** | | | | |
| **Step 3:** | | Put Letter of SRA Code in SRA Column for each task (See below). | | | | | | | | **M = Moderate Risk** | | | | |
| **L = Low Risk** | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Work Area Evaluation**  *(Circle Yes or No)* | | | | | | | | | | | | | | | | | | | | |
| Has Air Operations been notified of the work plan if working on AOA? | | | | Yes | | | No | | Do you have adequate lighting in the work area? | | | | | | | | | Yes | | No |
| If excavating, has Miss Utility been called? | | | | Yes | | | No | | Is a respirator required for the task? | | | | | | | | | Yes | | No |
| Has the Airports Authority excavation check list been filled out? | | | | Yes | | | No | | Have you met the requirements to wear a respirator if used (fit test/medical evaluation)? | | | | | | | | | Yes | | No |
| Does this task expose the public to hazards,if so, provide abatement plan? | | | | Yes | | | No | | Have all tools/equipment been inspected before use? | | | | | | | | | Yes | | No |
| Have SDS hazards been reviewed and coordinated with other trades? | | | | Yes | | | No | | Do you have a fall protection plan if working above 6 feet? | | | | | | | | | Yes | | No |
| Are work permits required (Confined Space, Excavation, Hot work)? | | | | Yes | | | No | | If using a crane has air operations/FAA been notified? | | | | | | | | | Yes | | No |
| Have PPE requirements been met? | | | | Yes | | | No | | Has the work plan been coordinated with other trades/contractors? | | | | | | | | | Yes | | No |
|  | | | |  | | |  | |  | | | | | | | | |  | |  |
| **List Tools and Equipment Being Used (submit cut sheets on equipment being used):**  **List documented safety training given to perform task ( provide copies of training certification):** | | | | | | | | | | | | | | | | | | | | |
| **Task Hazards**  *(Circle/Highlight All That Apply)* | | | | | | | | | | | | | | | | | | | | |
| 1. Caught In/Between | 10. Falls From Elevations | | | 19. Line Breaking | | | | | | 28. Sharp Tools/Objects | | | | 37. | | | | | | |
| 2. Chemical Burns | 11. Fire/Explosion | | | 20. Lock Out/Tag out | | | | | | 29. Slip trip Hazards | | | | 38. | | | | | | |
| 3. Chemical Spills | 12. Hazardous Chemicals | | | 21. Manual Lifting | | | | | | 30. Struck By | | | | Describe Hazards of Task: | | | | | | |
| 4. Compressed Gases | 13. Heat Exhaustion/Stress | | | 22. Mechanical Lifting | | | | | | 31. Thermal Burns | | | |  | | | | | | |
| 5. Confined Space | 14. High Noise Levels | | | 23. Mobile Equipment | | | | | | 32. Radiation | | | |  | | | | | | |
| 6. Critical Lift | 15. Hot Work | | | 24. Particles in the Eyes | | | | | | 33. Rigging | | | |  | | | | | | |
| 7. Electrical Shock | 16. Inadequate Access | | | 25. Plant Operations | | | | | | 34. Utilities | | | |  | | | | | | |
| 8. Elevated work | 17. Inhalation Hazard | | | 26. Poor Housekeeping | | | | | | 35. Other Hazards | | | |  | | | | | | |
| 9. Excavations/Trench | 18. Ladders | | | 27. Scaffolding | | | | | | 36. Public Exposure | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Description of Steps to be Performed** | | **Hazards Associated with Each Step** | | | | | | | | | | **Required to Eliminate or Control the Hazard** | | | | | | **SRA Code** | | |
| 1. | | 1. | | | | | | | | | | 1. | | | | | |  | | |
| 2. | | 2. | | | | | | | | | | 2. | | | | | |  | | |
| 3. | | 3. | | | | | | | | | | 3. | | | | | |  | | |
| 4. | | 4. | | | | | | | | | | 4. | | | | | |  | | |
| 5. | | 5. | | | | | | | | | | 5. | | | | | |  | | |
| **INSTRUCTIONS: 1. Identify each task and write the steps of each task. 2. List all possible hazards involved in each task and write out hazards per step. 3. List the corrective actions that will be taken to prevent the hazards.**  **4. Use Airports Authority & OSHA safety guidelines and the PTWP as a control measure. 5. Continual improvement, see what works and what does not work and make changes to improve the process.** | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Description of Steps to be Performed** | **Hazards Associated with Each Step** | | **Required to Eliminate or Control the Hazard** | | | **SRA Code** |
| 6. | 6. | | 6. | | |  |
| 7. | 7. | | 7. | | |  |
| 8. | 8. | | 8. | | |  |
| 9. | 9. | | 9. | | |  |
| 10. | 10. | | 10. | | |  |
| **INSTRUCTIONS: 1. Identify each task and write the steps of each task. 2. List all possible hazards involved in each task and write out each hazard per step. 3. List the corrective actions that will be taken to prevent the hazards.**  **4. Use Airports Authority & OSHA safety guidelines and the PTWP as a control measure. 5. Continual improvement, see what works and what does not work and make changes to improve the process.** | | | | | | |
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| **Required: Project Manager or General Superintendent Signature:** | |  | | **Date:** |  | |
| **Required: Competent Person Name, Title and Signature:** | |  | | **Date:** |  | |
| **Required: Work Crew Employee Signatures**: | |  | | **Date:** |  | |
|  | |  | | **Date:** |  | |
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