

Pre-Task Planning (PTP) Assessment

Worker's Perspective

Instructions for Contractors:

The assessment on the following page is for companies that have already started their PTP process and would like to get their workers' perspective on its effectiveness. It should be given anonymously.

If you have not started your PTP process yet, please use CPWR's Guidelines and Resources for Pre-task Planning (PTP) Implementation and Assessment to initiate and then assess your process.

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Instructions: Your employer would like to learn from your experience in order to identify shortcomings in the Pre-Task Planning (PTP) process and improve its quality. Please answer the questions below based on your experiences on this jobsite. This survey shouldn't take longer than 10 minutes. Please do not provide your name or any personally identifying information.

Date:

1. Do you conduct PTP before each task starts? Yes No

➔ If you answered **Yes**, skip to **question 2**

Comments:

- a. If you answered **No**, when do PTP meetings occur?

When we start a new task When working conditions change Other (specify: _____)

Comments:

2. How helpful are PTP meetings in doing your job?

(1) Not at all (2) Slightly (3) Somewhat (4) Very (5) Extremely

Comments:

3. Did your employer train you on how to complete the PTP? Yes No

➔ If you answered **NO**, skip to **question 4**

Comments:

- a. If you answered **Yes**, how satisfied were you with the quality of the PTP training?

(1) Very Dissatisfied (2) Dissatisfied (3) Neutral (4) Satisfied (5) Very Satisfied

Comments:

4. Does your employer give craft workers the opportunity to lead PTP meetings?

(1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

5. Does your employer train employees on how to lead the PTP meeting? Yes No

Comments:

6. How satisfied are you with the PTP meeting leaders' presentation skills?

(1) Very Dissatisfied (2) Dissatisfied (3) Neutral (4) Satisfied (5) Very Satisfied

Comments:

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7. How often do you use visual aids like photos or diagrams in your PTP meetings?

- (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

8. How often do you use educational aids like a whiteboard or live demonstration in your PTP meetings?

- (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

9. How often is PTP content updated to reflect changes in working conditions?

- (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

10. How much do you agree with each of the following statements?

- | | | | | | |
|--|----------------------|----------|---------|-------|-------------------|
| | Strongly
Disagree | Disagree | Neutral | Agree | Strongly
Agree |
| | (1) | (2) | (3) | (4) | (5) |

a. Each task is broken down into understandable steps in the PTP.

b. The potential hazards for each step of the task are clearly explained in the PTP.

c. Ways to control each hazard are clearly explained in the PTP.

d. PTP content is easy to understand.

e. PTP information is easily accessible after the meeting is completed.

Comments:

11. Are potential hazards caused by other crews discussed in the PTP meetings?

- (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

12. How often does your employer ask for your feedback on PTP?

➔ If you answered **Never**, skip to next **question 13**

- (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

a. Does your employer incorporate your feedback on PTP?

- (1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

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13. How often does your employer give you information on the following items?

Never (1) Rarely (2) Sometimes (3) Usually (4) Always (5)

a. Site layout

b. Medical facility location

c. Evacuation and emergency plans

d. Schedule

e. Tools

f. Equipment

g. Materials

h. Specific types of PPE

i. Permits

Comments:

14. How often does your employer update you when jobsite conditions change?

(1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

15. How often does your employer conduct site walkthroughs?

➔ If you answered **Never**, skip to **question 16**

(1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

a. Are worker representatives involved in site walkthroughs?

(1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

16. Do you have end-of-shift huddles to discuss issues you noticed during the shift?

➔ If you answered **Never**, do not answer the next question.

(1) Never (2) Rarely (3) Sometimes (4) Usually (5) Always

Comments:

a. How satisfied are you with the end of-shift huddles?

(1) Very Dissatisfied (2) Dissatisfied (3) Neutral (4) Satisfied (5) Very Satisfied

Comments:

Thanks for your participation!