





Pre-Task Planning (PTP) Form

Project: Project A
Location: Anytown USA

Contractor: Contractor B
Name / Role: J. Doe / Foreman

Date: 7/20/2023
PTP #: E1.123

Task: Conduit Installation

Steps	Hazards	Controls
Pre-job set up	<ul style="list-style-type: none"> Injury from hand tools and power tools Slips, trips, and falls 	<ul style="list-style-type: none"> Inspect all tools prior to use. Secure the work area and clear bystanders. Use site-specific PPE. Maintain good housekeeping. Complete hands-on training prior to using power tools. Evaluate materials to be drilled for potential hazards (e.g., lead based paint).
Bend conduit using conduit bender tool 	<ul style="list-style-type: none"> Injury to hands, including pinching fingers Strain/sprain from awkward position 	<ul style="list-style-type: none"> Use site-specific PPE. Keep hands away from bender head. Use proper body positioning when bending conduit.
Cut conduit with reciprocating saw 	<ul style="list-style-type: none"> Lacerations Metal debris in eyes Strain/sprain from awkward position 	<ul style="list-style-type: none"> Use site-specific PPE. Secure conduit with a vise prior to cutting. Keep hands away from saw blade. Use proper body positioning.
Drill holes with power drill and install conduit supports 	<ul style="list-style-type: none"> Debris in eyes Lacerations Strain/sprain from awkward position Breathing hazardous dust Noise Burns 	<ul style="list-style-type: none"> Use site-specific PPE. In addition to site-specific PPE, use an N95 mask and hearing protection. Make sure drill bits are sharp and not cracked before use so they don't break off and cause injury. Do not wear loose fitting clothing that can get caught in moving parts. Keep hair and jewelry out of the drill path. Keep hands away from rotating drill bit. Use proper body positioning. After drilling, do not touch the drill bit, it is often extremely hot.
Drill hole in junction box with power drill	<ul style="list-style-type: none"> Debris in eyes Lacerations Strain/sprain from awkward position Breathing hazardous dust Noise Burns 	<ul style="list-style-type: none"> Use site-specific PPE. In addition to site-specific PPE, use an N95 mask and hearing protection. Do not wear loose fitting clothing that can get caught in moving parts. Keep hair and jewelry out of the drill path. Keep hands away from rotating drill bit. Secure junction box with a vise prior to drilling to prevent rotation. Use proper body positioning. After drilling, do not touch the drill bit, it is often extremely hot.
Place conduit 	<ul style="list-style-type: none"> Falls Strain/sprain from awkward position Debris in eyes 	<ul style="list-style-type: none"> Use site-specific PPE. If using a ladder, select one of appropriate height. Position the ladder directly beneath work area to avoid over-reaching as this can result in falls.

Staff responsible for implementing and checking controls: R. Garcia

Crews working nearby:

Crew / Activity	Hazards	Action Plan
Ironworkers / Overhead work	<ul style="list-style-type: none"> Falling objects 	<ul style="list-style-type: none"> Use safety nets. Establish a clearly marked safety perimeter.
Drywallers / Sanding	<ul style="list-style-type: none"> Silica exposure 	<ul style="list-style-type: none"> Wear a dust mask or N95.
Laborers / Excavation	<ul style="list-style-type: none"> Cave-ins Falling into excavation 	<ul style="list-style-type: none"> Install barriers or fence off excavation site. Use a spotter when workers are in or near excavation site.
Operating Engineers / Heavy equipment traffic	<ul style="list-style-type: none"> Struck by 	<ul style="list-style-type: none"> Designate marked pedestrian walkways.

Staff responsible for coordinating with other crews: L. Smith

Have you provided the information below?

Site layout	Equipment	Specific types of PPE	Medical facility information
Materials	Tools	Work schedule	Permits
			Evacuation and emergency plans

Notes:

This is sample text.