



WWOA 43<sup>rd</sup> Annual Conference  
1:30 p.m. – 2:15 p.m. Session



## Safe Work Planning –

A Practical Planning Tool to Keep You and Your Co-Workers  
Safe

Thursday, October 8, 2009

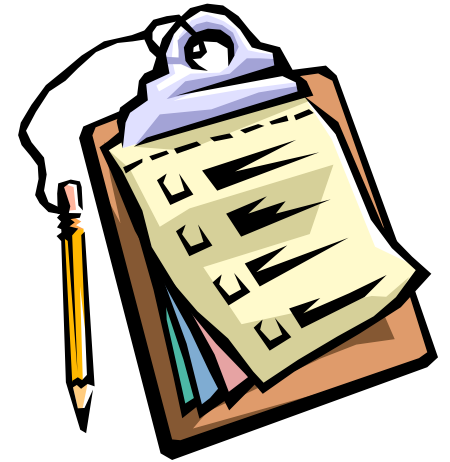
Presented By:  
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- *What is a Safe Work Plan?*
- *Why is it important?*
- *How can it be successfully used to plan job?*
- *What are some common pitfalls and how to prevent these!*





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## What is a Safe Work Plan?

A task planning document that includes 4 simple steps:

1. Identify the hazards;
2. Determine the level of risk of injury;
3. Identify hazard controls to prevent injury;
4. Perform a post-task review.

## Why is it important?

Research shows that many injuries are caused by poor or inadequate “planning”!

- Hazards & controls aren’t pre-identified;
- Proper tools/equipment aren’t identified;
- Roles & responsibilities aren’t defined;
- Work isn’t coordinated.



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How can it successfully be used to plan a job?





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The Cover Page allows for:

1. Who's who;
2. Location and duration of task;
3. Short description of task;
4. Routine or Non-Routine;
5. Length of Time Employed;
6. Signature of Lead Field Sup.

**SAFE WORK PLAN**  
"My plan for a safe job"

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

Lead Field Supervisor: \_\_\_\_\_

Responsible Manager: \_\_\_\_\_

Task Location: \_\_\_\_\_  
\_\_\_\_\_

Expected Task Duration: \_\_\_\_\_

Short Task Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This task is a:

Routine Task (performed at least once/wk)

Non-Routine Task

The most junior person on this task crew has been employed in their current position for:

**Less than 90 days**

**Between 90 days and 1 Year**

Between 1 and 2 Years

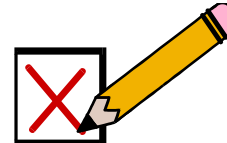
Between 2 and 5 Years

Greater than 5 Years

Signature of Lead Field Supervisor or Designee: \_\_\_\_\_

### Step 1 – Identify the Hazards!

1. Housekeeping;
2. Confined Spaces;
3. Ergonomic;
4. Falls;
5. Stored Energy;
6. Hazardous Chemicals & Materials;
7. Hand or Power Tools/Equipment;
8. Contact with Objects or Equipment
9. Environmental; and
10. Hot Work



#### STEP 1: IDENTIFY THE HAZARDS

*“EXPECT THE UNEXPECTED”*

(within each category, circle all that apply)

- Housekeeping / Jobsite Conditions - Congested areas, slip/trip hazards, uneven terrain, overhead work, flammable/combustible materials, excavation/ trenching; working in traffic; working over open water (drowning).
- Confined Spaces - Those spaces large enough to enter, have limited or restricted means for entry or exit, and are not designed for continuous occupancy.
- Ergonomic - lifting, carrying, bending, twisting, sitting, pushing, pulling, standing, walking, climbing, crawling, reaching, overexertion, repetitive motion
- Falls - Fall from elevated work, fall to same level, fall to lower level
- Stored Energy - Tension, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam, water pressure, electrical, gravity
- Hazardous Chemical & Materials - Burns, chemical exposure, inhalation, ingestion, splashing, fumes, spills, airborne particles, compressed gases, adhesives, solvents, lubricating oils and greases, welding fumes
- Hand or Power Tools/Equipment - Sharp edges, pinch points, rotating parts, vibration, shock, heavy equipment operations
- Contact with Objects or Equipment - Struck-by or contact with objects or equipment
- Environmental - Severe weather, wind, lightning, wet/slippery surfaces, bees, wasps, snakes, spiders, hot/cold stress, noise, dust, radiation, atmospheric (oxygen deficiency, toxic gases, fumes, vapors, IDLH conditions).
- Hot Work - Equipment that produces a spark or open flame or produces excessive heat (e.g. welding, cutting, burning)



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## Step 2 – Determine Level of Risk

Risk involves considering both the *probability* that an injury will occur and the *severity* if it does. The matrix at the top of the form can be used to quickly quantify this level of risk.

### STEP 2: DETERMINE LEVEL OF RISK Probability and Severity of Injury

Probability \ Severity	Probable (3)	Possible (2)	Remote (1)
Catastrophic (3)	9	6	3
Serious (2)	6	4	2
Minor (1)	3	2	1

Risk Score =

#### Action Required:

- 1-3 Proceed with caution
- 4-6 Conduct thorough safety assessment before beginning and throughout task
- >6 Transfer or terminate task

#### PROBABILITY

- > Remote - Incident unlikely to occur
- > Possible - Incident may occur
- > Probable - Incident likely to occur

#### CONSEQUENCE

- > Minor - Potential to result in incident requiring first aid.
- > Serious - Potential to result in Recordable incident (e.g. Requiring medical treatment beyond first aid, restrictions in work or motion, days away from work for recovery, or loss of consciousness).
- > Catastrophic - Potential to result in Multiple Injuries or Fatality.



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## STEP 2: DETERMINE LEVEL OF RISK

### Probability and Severity of Injury

Probability \ Severity	Probable (3)	Possible (2)	Remote (1)
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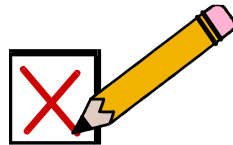
Risk Score = 4



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## Step 3 – Identify Hazard Controls and Perform Pre-Job Check



Based on the identified hazards in STEP 1 and potential risk of injury in STEP 2, use this Section to identify controls necessary to prevent injury!

### STEP 3: Identify Hazard Controls and Perform Pre-Job Check (check all that apply)

#### 1. Housekeeping/Jobsite Conditions

- Work area clearly delineated and footing reviewed with crew
- Clutter/debris kept minimal and picked up
- Aisles, stairs, floors kept clean
- Proper fire extinguishers available
- If multiple employer worksite, all work coordinated with others
- Proper traffic control measures in place
- Overhead hazard evaluated and safe measures put in place
- Adequate communications devices available
- Floatation devices available if working over open water

#### 2. Confined Spaces

- Confined Space properly classified
- Entry procedures in place and understood by all
- Written Permit in place if appropriate
- Entrant, Attendant, Entry Supervisor utilized if required
- Calibrated Combustible Gas Meter available
- Ventilation requirements evaluated and equipment procured

#### 3. Ergonomics

- Reviewed proper lifting techniques with crew
- Mechanical lifting/moving devices identified for heavy loads or repetitive tasks
- Work breaks defined to prevent overexertion
- Repetitive tasks identified with proper work/rest cycles

#### 4. Falls

- Proper ladder procedures reviewed with crew
- Guardrail system in place where appropriate
- Floor openings identified and protected
- Fall protection systems planned where appropriate
- Fall protection equipment identified and inspected

#### 5. Stored Energy

- Written Energy Control Procedure(s) reviewed
- Type and magnitude of energy sources identified
- Only Authorized employees performing work
- All Affected employees have been notified
- Lockout/Tagout Permits in place
- ALL energy brought to zero energy state (Lock/Tag/Try)

#### 6. Hazardous Chemicals & Materials

- Proper chemicals & materials identified for job
- MSDSs reviewed with crew and available
- First aid kit(s) available
- Eyewash/shower available

#### 7. Hand and Power Tools/Equipment

- Proper tools identified for the job
- Tools/Equipment in good condition
- Ground fault protection in place
- Pinch points identified
- All machine guards in place
- Controls in place around all mobile equipment

#### 8. Contact with Objects or Equipment

- Object/Equipment awareness reviewed with crew

#### 9. Environmental Conditions

- Forecast of severe weather known
- Outside temperature reviewed against duration of job
- Jobsite noise levels known or estimated
- Jobsite dust levels known or estimated

#### 10. Hot Work

- Hot Work Permit in place as required
- Work area inspected for fire hazards
- Suitable fire extinguishers in place
- Fire Watch assigned and in place

#### 11. Personal Protective Equipment (PPE)

- Written PPE Hazard Assessment reviewed for task
- Safety Glasses with Side Shields
- Safety Footwear with good tread
- Hard Hat (if overhead or bump hazards exist)
- Standard Work Uniform & gloves
- Respiratory Protection (Air Purifying/Air Supplying)
- Hearing Protection
- Secondary Eye Protection used if required

#### 12. Attitudes and Behavior

- Job scope understood by all
- If working alone, scope is understood and limited
- Teamwork approach established
- Standard procedures reviewed with team
- All crew members have received proper training (knowledge to perform task safely)

#### Other:

- \_\_\_\_\_
- \_\_\_\_\_

#### Verification of Understanding

I understand the scope of this task and am able to safely perform the task without increasing the risk of injury to myself or others:

Name: \_\_\_\_\_

Name: \_\_\_\_\_



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Once finished with Steps 1-3, all crew members can sign the Verification of Understanding that reads:

*“I understand the scope of this task and am able to safely perform the task without increasing the risk of injury to myself or others”.*

<b>Verification of Understanding</b>	
I understand the scope of this task and am able to safely perform the task without increasing the risk of injury to myself or others:	
<b>Name:</b>	<b>Name:</b>
<b>Name:</b>	<b>Name:</b>
<b>Name:</b>	<b>Name:</b>
<b>Name:</b>	<b>Name:</b>



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## Step 4 – Perform a Post-Task Review

This Section provides an opportunity to review how things went!

- All hazards properly identified?
- All controls properly implemented?
- Any lessons learned?
- Any improvements identified?

### STEP 4: POST TASK CHECKLIST

- Post Job Clean-up Complete?
- Debrief with focus on future improvement
- All Permits Closed Out?
  - Energy Control?
  - Confined Space?
  - Hot Work?
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_
- After task complete, closed-out Safe Work Plan reviewed by Management?

Responsible Manager: \_\_\_\_\_

Lead Field Supervisor: \_\_\_\_\_

Date Safe Work Plan Reviewed/Closed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Emergency Information

In case of injury:

1. Call 911;
2. Seek immediate medical attention;
3. Notify:

**Local Emergency Numbers:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Common Pitfalls

How to destroy a really good idea!

1. Take this back with you, hand it out, and ask workers to “fill it out”!





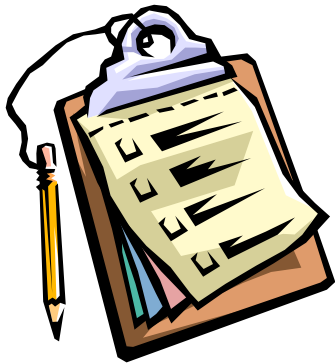
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## How to Prevent These!

1. Start with the BIG jobs – Take one at a time;
2. Use teamwork approach;
3. Perform thorough “Plans” – Desktop, Field, Post-Job;
4. Be responsive from feedback;
5. Customize/Simplify;
6. Stay actively involved in the improvement process.

Summary – The Safe Work Plan is just as important as any other conventional “tool” brought to the jobsite to accomplish the job...safely...without injury!



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