

DAILY PRE-TASK PLAN (This does not replace the JHA)

Date _____

Prior to the start of a task, or when required by changing circumstances or conditions, the following should be addressed.

- 1- Work area has been walked by supervisor to identify safety concerns. (i.e. housekeeping, fall protection, ladders, work surfaces, access, scaffolds).
- 2- Work has been coordinated with other crafts in the area.
- 3- Are tools, materials, and equipment available and in safe and good condition?
- 4- Has all necessary training for this task been completed and all new employees familiarized with work area?
- 5- Sufficient personnel have been assigned to complete this task safely.

JHA Complete ✓	TASK	HAZARDS	STEP TO DO IT SAFELY

Near misses reported? Y/N _____ (attach report)

What permits are required to perform these tasks: _____

Production: Previous Day's "unit cost" - _____**Items/Concerns:** _____**Quality: Previous Day's Items -** _____**Present Items/Concerns:** _____**Attendees:***Print Name**Signature**Print Name**Signature*

Printed Name of Supervisor

Signature of Supervisor

