Pre-Task Planning

Pre-task plans are required on all of Barton Malow projects. It is an informative tool that not only communicates to the crews what needs to be done but, is a continuing reminder about staying focused on the hazards that are present everyday and preparing ourselves to control them.

Toolbox Talking Points

Pre-task plans should always be performed on the job site, not in the job trailer. This allows workers to see the area they are working in and get an idea of who is working around them, what is around them and are able to spot hazards or conditions that could pose a challenge during the course of the day.

If during the day something changes then STOP gather everyone together and discuss it.

Make sure it is noted on the PTP as this is a live document from the start of work till the end of a shift. Some tasks may require the foreman to discuss roles and responsibilities. Always remember that construction is constantly moving and changing. We may come in to work to do the same thing we have done for years but the hazards are always changing.
Why effective Pre-task Planning is more than a safety tool?

Sure it insures mandatory Barton Malow safety requirements are being upheld, but SAFE WORK and PRODUCTION are in a symbiotic relationship. You need both to be SUCCESSFUL!!

- Planned work is safe work in most cases because:
  - Hazards are looked at, planned for and controlled.
  - Proper installation sequences are planned and scheduled.
  - Coordination between conflicting scopes of work can be settled before both crews try to unsafely work in the same area.
  - Proper equipment is on hand to do the job or rented to perform the task at hand.
  - Tasks are given to the workers that are trained and best suited for the assignment.
  - Sometimes the plan needs to be changed to accommodate the lack of equipment or trained personnel. **This is the curveball that we struggle with day to day.**
    - Example Your foreman asks you to complete a task you don’t have the tools for. You have two choices, complete the task unsafely with the wrong tools or let the foreman know so the proper tool can be procured.
    - Which worker are you?
  - Unplanned work leads to the ultimate failure, being caught with your pants down. Being behind the 8 ball leads to corner cutting and step skipping. This is the root cause for many incidents!

- The most effective pre-task is one that is filled out by one person with each person on the crew contributing to the conversation.
  - If you know of a hazard missed by the person conducting the pre-task planning meeting, bring it up.
  - Knowledge is POWER and the more we know, the safer the work can be completed in the field.
  - You owe it to your fellow workers and to the family you go home to.

Time is always against us, so filling this pre-task plan out for the next day gives you the best chance to have the right tools, personnel, planning and coordination to safely complete your tasks.

**PRE-TASK PLANNING ALLOWS US TO:** **BUILD IT SAFE NO EXCEPTIONS**