



### General Information

Nearly every task we attempt has associated risks or hazards. To minimize these risks most individuals, make a conscious effort to be aware of situations around them that may cause harm. A Pre-Task Planning (PTP) focus on the relationship between a worker, the task to be performed, the work environment, and the equipment and tools related to the task. The PTP process may seem simple but the benefits of performing it correctly are exponential, such as lowering the number of injuries or incidents that may occur. In order to correctly perform a PTP, the following three steps must be completed.

- Identify the steps needed to complete task
- Pinpoint possible hazards that may occur in each step
- Eliminate or reduce the severity of the hazards that may occur



### PTP Hazard Types

When performing PTP it is important to identify hazards that may cause harm or injury to individuals involved in the tasks. When Identifying hazards, the following list may help to pinpoint issues.

- Is there a danger of striking or being struck by an object?
- Is there a danger of being caught in, by, or between objects?
- Is there danger of slipping, tripping, or falling?
- Can pushing, pulling, lifting, bending, or twisting cause strain?
- Is there danger of harm to eyes, hands, feet, or other part of a worker's body?

There are a variety of hazards that may be presented and can be categorized as: chemical, physical, biological, and ergonomic. The list below provides example hazards associated with each category.

<u>Chemical Hazards</u>	<u>Physical Hazards</u>	<u>Ergonomics Hazards</u>	<u>Biological Hazards</u>
<ul style="list-style-type: none"><li>• Inhalation</li><li>• Skin contact</li><li>• Absorption</li><li>• Injection</li><li>• Ingestion</li></ul>	<ul style="list-style-type: none"><li>• Electrical</li><li>• Fire/Explosion</li><li>• Noise</li><li>• Slips/Falls</li><li>• Struck by/Against</li><li>• Radiation</li><li>• Thermal stress</li><li>• Pinch points</li></ul>	<ul style="list-style-type: none"><li>• Repetition</li><li>• Forceful exertions</li><li>• Awkward postures</li><li>• Contact stress</li><li>• Vibration</li><li>• Work area design</li><li>• Tool or equipment design</li></ul>	<ul style="list-style-type: none"><li>• Bloodborne pathogens</li><li>• Brucellosis</li><li>• Building-related illness</li><li>• Legionnaires' disease</li><li>• Mold</li><li>• Plant &amp; insect poisons</li><li>• Tuberculosis</li><li>• Water (grey &amp; black) &amp; waste water</li></ul>