Pre-Job Planning

This tool can be used on both small and large jobs. It has been found that no matter how small a job may seem, pre-job planning is important to the success of the job. Use the following items as a guideline. Think the job through and you will save time in job delay and will reduce the number of accidents that could happen.

Job Location

1. Traffic control: vehicles - pedestrians. Is traffic control required? Who will design the traffic control?
2. Utilities: Have they been located?
3. Right-of-way or easement restriction: Are there any?
4. Hazards: What can be foreseen - traffic light wires, overhead concerns, soil analysis, cave-in protection requirements?

Time of Job

1. Starting and quitting time: Has the best time been selected? Is this a restricted area?
2. Effects on area: How does the job affect businesses in this area?

Materials

1. Who is responsible for development of a materials list?
2. If this is a pre-planned job with a job estimate, does material list match needs?
3. Is one person assigned to identify and gather all necessary materials?

Equipment

1. List all special tools and equipment needed for the job.
2. Verify all tools and equipment are in working order.
3. Are tools and equipment in need of repair or maintenance prior to or during the job?
4. Verify spark plugs and gas are available to be taken to the site.
5. Is one person designated to gather all necessary tools and equipment?

Personnel

1. Are there enough personnel to do the job?
2. Are all personnel trained to do the job?
2. Do they need any special skills?
3. Has one person been assigned responsibility for crew comfort? (coffee, water, refreshments, restrooms, etc.)

Safety

1. Has one person been assigned as the safety officer?
2. Are there a sufficient number of signs and cones?
3. Has a traffic control layout been designed?
4. Are traffic control devices in good condition?
5. If this is an excavation, is there a OSHA qualified “Competent Person” assigned to the job?

6. How will cave-in protection be implemented?
7. How will water accumulation in the ditch be handled?
8. Have you reviewed the emergency notification procedure?
9. Does this job involve A.C. pipe? You will need special equipment and procedures to protect workers who handle A.C. pipe.
10. Does this job require a confined space entry? If so, is entry equipment available?
11. What other safety issues or problems could occur?

Problems

1. What unexpected problems can you visualize? Can you cope?
2. Do you have personnel, equipment, and materials that allow you to deal with the unexpected?
3. Will this job create any liability for you or your department from the crew or the public?
4. Could adverse weather (rain, snow, heat, cold) or other environmental problems cause complications?
5. If the project takes longer than expected, could darkness be a problem?