

# 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. Are permits required? If so, are they in-hand?
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 concern, soil analysis, cave-in protection requirements?
5. Verification of Plans: Are there any unnoticed problems or changes?

## Time of Job

1. Starting & 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?
3. Effects away from the project: Does the delivery of materials affect other areas?
4. Equipment & Personnel: Are they available and qualified for the entire job?

## Materials

1. Does material list match needs?
2. Check delivery schedule against needs.
3. Is one person assigned to identify and gather all necessary materials.

## Equipment

1. Assure that proper tools and equipment will be at the job site when needed.
2. Is there a need for any special tools or equipment?
3. Are tools and equipment in need of repair or maintenance prior to or during the job?
4. Is one person designated to gather all necessary tools and equipment.

## Personnel

1. Are all personnel trained to do the job?
2. Do they need any special skills?
3. Do you have the proper number of the right people?

## 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. Review the emergency notification procedure?
9. Does this job involve AC pipe? You will need special equipment and procedures to protect workers who handle AC pipe?
10. Does this job require a confined space entry? If so, is entry equipment available?
11. What other safety issues or problems may you encounter?

## 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 to you or your department from the crew or from the public?

## Basic Considerations

When a job is to be completed by a crew it is often best to include the crew in the pre-job planning. This involvement provides an opportunity for the crew members to develop job planning skills and speeds the planning process. Most jobs require thinking though the need for:

- Materials
- Equipment
- Safety issues and equipment
- Traffic control design and equipment
- Staff requirements

Start by discussing the overall job with the crew. Then each member of the crew one or more of these areas as their responsibility. They should start by developing list, materials and equipment, writing a description of safety issues and equipment needs,

designing traffic control, and determining personnel needs.

Prior to obtaining all needed items, have the crew come back together for a review each list, issues, and the traffic control design.

After making the appropriate alterations, based on crew input, select a starting day and time. Provide adequate time to collect materials and schedule equipment. Assemble all materials and equipment, review the tasks, review special safety issues, and proceed to the job.

Once the job is completed, reassemble the crew to debrief the job. Focus on what went right, what lessons were learned, and what we can do next time to improve our performance.