

Pre-Task Plan (PTP)

Today's tasks, hazards and controls, agreed with the crew before work starts

DATE SHIFT / START TIME FOREMAN / CREW LEAD WORK AREA

COMPANY / SUBCONTRACTOR PROJECT / JOB NUMBER

#	Today's task	Hazards (what can go wrong)	Controls and who is responsible
1			
2			
3			
4			
5			

Needed today

- ☐ Hot work permit
- ☐ Confined space permit
- ☐ Excavation / trench check
- ☐ Lockout / tagout
- ☐ Fall protection
- ☐ Lift plan or rigging check
- ☐ Traffic control
- ☐ Spotter or flagger
- ☐ Other permit (write in):

CHANGES SINCE YESTERDAY: NEW PEOPLE, NEW EQUIPMENT, WEATHER, OTHER TRADES NEARBY

FIRST AID KIT / AED LOCATION MUSTER POINT NEAREST HOSPITAL OR CLINIC

Crew sign-in: I took part in this plan

Name (print)	Signature	Time

END OF SHIFT: WHAT CHANGED, NEAR MISSES, WHAT TO FIX TOMORROW FOREMAN SIGNATURE