

Daily pre-task plan

COMPANY

PROJECT

DATE

FOREMAN / CREW LEAD

CREW / TRADE

WORK AREA TODAY

Today's tasks

#	TASK AND STEPS	HAZARDS	CONTROLS
1			
2			
3			
4			

Hazards on this work today (check all that apply)

- | | | |
|--|--|--|
| ☐ Falls / work at height | ☐ Ladders | ☐ Scaffolds / lifts |
| ☐ Floor holes / openings | ☐ Electrical / power lines | ☐ Struck by vehicles or equipment |
| ☐ Falling objects / overhead work | ☐ Caught between / pinch points | ☐ Trench / excavation |
| ☐ Crane / rigging | ☐ Hot work / fire | ☐ Silica or other dust |
| ☐ Noise | ☐ Chemicals (check the SDS) | ☐ Heat or cold |
| ☐ Confined space | ☐ Lifting / strains | ☐ Other: |

Protective equipment needed

- | | | |
|--|---|---|
| ☐ Hard hat | ☐ Safety glasses | ☐ Face shield |
| ☐ Hearing protection | ☐ Gloves | ☐ High-visibility vest |
| ☐ Harness and lanyard | ☐ Respirator | ☐ Safety-toe boots |

Before we start

- ☐ Tools, equipment and ladders checked; damaged ones tagged out
- ☐ Permits in place (hot work, confined space, other):
- ☐ Competent person on site for this work:
- ☐ Underground utilities located and marked (if digging)
- ☐ Everyone knows today's tasks, hazards and controls

NEAREST HOSPITAL / CLINIC

MEETING POINT

FIRST AID KIT AND FIRE EXTINGUISHER AT

Changes during the day (new task, weather, new crew member): stop, update this plan, review it with the crew.

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REVIEWED BY (COMPETENT PERSON)

REVIEW DATE

#	NAME (PRINT)	SIGNATURE	COMPANY
1			
2			
3			
4			
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