



# Pre-Task Safety Check

The purpose of a pre-task safety check is to: 1) consider the task you are about to begin, 2) identify and evaluate specific hazards and risks associated with the work that you will be doing, 3) determine the control measures to put in place in order to remove or reduce the hazards present, and 4) implement and act on the control measures.

Even when the task you will be completing is one that you are familiar with, you must take the time to perform a pre-task safety check. Frequently, the tasks that everyone is "used to" or "doesn't have to think about" are the ones with the most commonly overlooked hazards. You don't want to wait until after an injury occurs to consider how to control the hazard. Get in the habit of conducting a pre-task safety check before every task.

There are several options to consider when determining what method or methods should be used to control hazards. You can eliminate the hazard; reduce the hazard by replacing the tool, material, or process with a less hazardous one; separate the hazard from those in the work area; and/or use personal protective equipment.

Following are some questions to consider when conducting your pre-task safety check:

- ✓ Have you considered everything that can hurt you or your co-workers?
- ✓ Do you have the right tools for the job?
- ✓ Have you inspected them for damage or wear?
- ✓ Is there adequate lighting to complete the job safely?

- ✓ Do you know what to do in case of an emergency?
- ✓ Are emergency phone numbers posted nearby?
- ✓ Can you complete the task in the allotted time?
- ✓ Are all walking surfaces free from tripping hazards?
- ✓ Are holes and excavations guarded?
- ✓ Are excavations properly sloped or shored?
- ✓ Are ladders positioned so users don't have to overstretch or climb over obstacles?
- ✓ Are fall protection systems (guardrails, personal fall arrest systems, etc.) in place and being used?
- ✓ Are hazardous materials stored properly?
- ✓ Is the public protected from construction activities?

If you answered "yes" to all of these questions, then you're on your way to working safely. If you answered "no" to any of them, you need to think about changing the way you approach your work.

[Note: you can find a pre-task plan checklist on the web at [www.safetymeetingoutlines.com/checklists](http://www.safetymeetingoutlines.com/checklists)]

### SAFETY REMINDER

**Before you start your car or truck, make sure passengers are strapped in and that any cargo is in a safe place where it won't injure passengers in case of an accident.**

### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:

REVIEWED MSDS # \_\_\_\_\_ SUBJECT: \_\_\_\_\_

### MEETING DOCUMENTATION:

JOB NAME: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

ATTENDEES: \_\_\_\_\_

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*These instructions do not supersede local, state, or federal regulations.*





# What Do You Learn from an Accident Investigation?

The focus of your safety training is to help you develop safe work practices so you can avoid accidents. Unfortunately, accidents still happen. Accidents have negative outcomes such as injuries, deaths, damage to equipment and property, as well as loss of productivity. However, the positive outcomes of any accident begin with the accident investigation. The investigation is conducted to find out what caused the accident, how to prevent accidents like it, and often results in changes to safety programs and procedures.

The goal of every accident investigation is to prevent the same type of accident from ever happening again. The goal **is not** to assign blame or point fingers at anyone. As a construction worker, someday you may be on a job where you will witness an accident; maybe you already have. You may have a chance to participate in the accident investigation. The investigator will want to interview you as soon as possible after the accident. Tell the investigator as much detail as you can remember. Keep in mind that the point is not to get anyone in trouble, but to prevent future accidents. **Be honest and be specific.**

Another by-product of accidents is that they raise our level of safety awareness. If you are lucky enough to be involved in an accident investigation and not be the victim, ask yourself: How could this accident have been avoided? Could this have happened to me? Would I have been doing

the same thing that my co-worker was doing when the accident occurred? What steps would I have taken to avoid the accident? What behaviors would I change?

Of all factors, your work practices and habits have the most significant influence on your chances of having an accident. Examine your own daily work practices and ask yourself: What bad habits can I eliminate? Do I always follow safe work practices? Do I take shortcuts and skip steps that could prevent accidents? Do my work habits set a good example for others on the job? Do I participate and pay attention during safety training?

Don't wait for an accident to occur to make the site safer. You can prevent accidents by making accident prevention a part of your daily routine. Report unsafe conditions to your supervisor, avoid horseplay, follow safety guidelines, make suggestions, practice good housekeeping, wear the necessary personal protective equipment, and ask questions before you begin any task you are unsure of. And when there is an accident, participate in the investigation—treat it as an opportunity, not an irritation.

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**SAFETY REMINDER**  
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**Near misses are excellent opportunities to prevent future accidents.**

**Report near misses to your supervisor.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:  
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