

Pre-Task Planning Form

Prepared By: _____

Project: _____

Supervisor: _____

Date: _____

Task/ Activity: _____

Location: _____

Potential Hazards Present

☐ Falls from heights	☐ Being struck by machinery	☐ Falling limbs / Debris	☐ Electricity
☐ Ergonomic/strain/sprain	☐ Chemicals (Burns, Inhalation, etc.)	☐ Noise	☐ Tools and equipment

Hazard Elimination

☐ Protective Clothing	☐ Head Protection Eye / Face Protection	☐ Ear Protection Respirator Safety	☐ Fire Protection
☐ Lanyard / Harness	☐ Manlift/boom lift	☐ Adequate Eyewash / Shower	☐ Restrict Area
☐ Other	☐ Pre-work stretching		

Items to Be Verified

☐ PPE Present	☐ Emergency Plan Reviewed	☐ First-Aid Kit	☐ First-Aid Training
☐ Electrical lines de-energized	☐ Immediate Response	☐ Safety Equipment Present	☐ Employees trained and knowledgeable
☐ Permitting Obtained	☐ Others Informed	☐ MSDS	☐ Supervision Present
☐ Other			

Description of procedure to perform task:

Scope of work communicated to other team members: ☐ Yes ☐ No

All known hazards have been addressed in task plan: ☐ Yes ☐ No

Conflict with other projects and departments addressed: ☐ Yes ☐ No

Proper safety equipment on site and available: ☐ Yes ☐ No

Proper tools and materials on site and available: ☐ Yes ☐ No

Applicable permits have been issued: ☐ Yes ☐ No

☐ Confined space ☐ Crane ☐ Lockout/tagout

☐ Other: _____

Nature of work communicated to others in the area: ☐ Yes ☐ No

Persons responsible for actions are assigned: ☐ Yes ☐ No

Notes:

Tree Services Jobsite Inspection Checklist

Project: _____ Job No.: _____ Date: _____

Project Manager: _____ Foreman: _____

Inspection Criteria	Yes	No	Comments
A. General			
1. Emergency phone numbers and procedures posted?			
2. First aid supplies readily available?			
3. First aid supplies adequate for job manpower?			
4. Are fire extinguishers available?			
B. Personal Protective Equipment			
1. Hard hats worn by all personnel in work areas?			
2. Eye and face protection worn as required?			
3. Hearing protection worn as required?			
4. Respiratory protection worn as required?			
5. Safety harnesses and lanyards worn for fall protection?			
6. Workers dressed properly for the job?			
7. Personal protective equipment in good condition?			
8. Safety supplies adequate for job manpower?			
D. Fire Protection			
1. Fire fighting equipment well marked and accessible?			
2. Employees trained to use fire-fighting equipment?			
3. Fire extinguishers inspected monthly?			
4. Smoking prohibited where flammables are located?			
5. Flammables stored and handled in approved containers?			
6. Oily rags disposed of in an approved container?			
E. Material Handling and Storage			
1. Materials stored neatly in stacks or piles?			
2. Cylindrical materials racked or cribbed and blocked?			
3. Loose materials containerized or palletized?			
4. Aisle space maintained around stored materials?			
5. Storage areas kept clear of scrap, debris, and trash?			
6. Slings and chokers in good condition?			
7. Chain falls and come-a-longs in good condition?			
8. Cranes operated in a safe manner by operators?			

Inspection Criteria	Yes	No	Comments
9. Workers move from under suspended loads?			
10. Workers know and use proper crane signals?			
11. Crane hand signals posted on jobsite?			
12. Workers attach tag lines to loads?			
13. Hoisting hooks have safety latches?			
14. Running cables inspected and in good condition?			
15. Load limits marked on all hoisting rigs?			
F. Tools			
1. Power tools have guards in place?			
2. Power tools either grounded or double insulated?			
3. Power tool cords and plugs in good condition?			
4. Impact tools with mushroomed heads dressed as needed?			
5. Broken tools repaired or replaced as needed?			
H. Electrical			
1. 120 volt tools and equipment tested and color-coded?			
2. Extension cords heavy duty, 3-wire type?			
3. Temporary lights equipped with bulb guards?			
4. Sufficient lighting to work and move safely?			
5. Lockouts used to de-energize operational systems?			
6. Are there any power lines that could be hazardous?			
I. Ladders			
1. Straight ladders secured at top landing?			
2. Straight ladders extend 36" above top landing?			
3. Straight ladders have feet or blocked at bottom?			
4. Straight ladders set up with a 4 to 1 slope?			
5. Top step of stepladders not used as a step?			
6. Climbing the back of stepladders prohibited?			
7. Workers use the proper height ladder for the job?			
8. Portable ladders used only by company employees?			
J. Scaffolds and Manlifts			
1. All scaffold parts and hardware used as required?			
2. All scaffold hardware and parts in good condition?			
3. Scaffolds fully planked?			
4. All scaffold planks cleaned?			
5. Scaffolds have guardrails, midrails, and toe boards?			
6. Wheels on rolling scaffolds locked during scaffold use?			

Inspection Criteria	Yes	No	Comments
7. Workers prohibited from riding rolling scaffolds?			
8. Manlifts in good operating condition?			
9. Only trained employees allowed to operate manlifts?			
10. Outriggers extended when manlifts are in use?			
11. Workers prohibited from exiting raised manlifts?			
12. Workers only allowed to work from floor of basket?			
13. Workers required to tie-off while basket is raised?			
14. Only company employees allowed to operate manlifts?			
L. Excavation and Trenching			
1. Excavations 5' or deeper shored, sloped, or boxed?			
2. Workers stay within shored area?			
3. Excavated spoil stored at safe distance from work?			
4. Barricades placed on all open sides at end of shift?			
5. Ladders placed every 50' for entry and egress?			
6. Excavations de-watered as needed?			
7. Backfill placed as soon as possible?			
M. Employee Communications			
1. Do foremen communicate with their crews on job methods?			
2. Do foremen react to employee safety recommendations?			
3. Do foremen address unsafe actions and conditions?			
4. Are safety meetings held weekly with all employees?			

ATTACH ADDITIONAL COMMENTS TO BACK OF FORM

Inspection Completed By: _____

Hazard Assessment Form

DATE OF ANALYSIS: _____

DEPARTMENT: _____

ANALYSIS BY: _____

Task	Steps	Hazards	Hazard Controls	Equipment Available?
Ex. Limbing tree up to 6 feet off ground level	1. Sharpen saw 2. Gather PPE 3. Check ground conditions 4. Begin cutting 5. Stack brush 6. Clean site 7. Drive back to shop	1. Cuts 2. Debris getting in eyes 3. Slips, trips, falls 4. Cuts and limbs falling 5. Traffic	1. Wear cut resistant gloves and focus on task 2. Wear face shield and safety glasses 3. Check for mud, holes, and other obstructions 4. Leave room to stand out of the way of limbs, stack branches as cutting progresses to avoid crowding 5. Drive safely, do pre-trip vehicle check, do not	Yes – gloves, face shield, safety glasses, safety boots, skid steer for brush, chaps for chain saw use, saw sharpener, hands-free phone device

APPROVED BY: _____

Hazard Assessment Form

			rush or drive distracted.	

APPROVED BY: