## Pre Task Plan

1. **Purpose**

The purpose of this documented Safety Program is to provide COMPANY field management employees with COMPANY requirements for Pre-Task Planning and Worker Safety Engagement. This Safety Program establishes a pre-task plan process to evaluate hazards and establish safe methods of performing the work for key steps of an activity or task.

1. **Scope**

This documented safety program applies to all operations managed by COMPANY where pre-task

planning and worker safety engagement processes are required including: xxxxxxx, xxxxxxx, xxxxxxx.

COMPANY is considered a PRIME/SUBCONTRACTOR to General Motors for the purposes of this

program.

1. **Definitions**

**360 Risk Assessment-** The concept and awareness of a dynamic buffer zone between the Contractor Worker, various hazards and others to control the hazard(s).  
  
**Critical Equipment:** Equipment, that if not used or maintained correctly, or if fails, has the potential to produce significant loss to people, property, and/or processes. Examples include respirators, mobile equipment and any equipment used for lifting and rigging, personal fall arrest, electrical safe work and confined space rescue.  
  
**Hazard -** A source, situation or act with a potential for harm in terms of injury or illness, damage to property and/or processes.  
  
**Job Line Up meeting-** A meeting held by the Contractor with the Contractor Workers to receive their daily job assignment and review the Pre-Task Plan(s) for the work or tasks they will be performing, also known as a pre-shift meeting.  
  
**Management of Change (MOC):** Change control procedure for modifications, deviations or the

identification of new hazards associated with changes to people, property or process.

**Pre-Task Plans (PTP) -** A developed set of work instructions that identifies the steps of the work, these are also referenced as: SOP, TIS, Standardized Work, Safety Plan, Risk Analysis etc.

**Prime Contractor –** A primary (or tier 1) provider of works or services under a contract with GM to perform specific business activities on behalf of GM at GM sites.

**Risk –** A combination of the likelihood of an occurrence of hazardous event or exposure(s) and the severity of injury/illness that can be caused by the event or exposure(s).

**Risk Assessment:** Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk is acceptable.

**Root Causes:** The most basic cause (or causes) that can reasonably be identified that the site has control to fix and, when fixed, will prevent (or significantly reduce the likelihood of) the problem’s recurrence.

**Safety FMEA (Failure Mode and Effects Analysis) –** A matrix to evaluate risk of an activity or task using the following formula: “Risk = Severity Potential Score x Probability of Occurrence Score x Frequency of Exposure Score x Number of People Exposed Score”. The result will determine the level of detail in the Pre-Task Planning process.

**Safety Plan –** A detailed written plan encompassing all aspects of the Work, including those performed by subcontractors at any tier that will do work at the job-site. Safety Plans must include a detailed review of all aspects of the Project, identification of all tasks that may present a health or safety hazard and contain a strategy for coordinated implementation with Subcontractors, also known as a Job Site Safety Plan.

**Safety Observation Tours (SOT):** Task observations focused on engaging employees and contractors in conversations about working safely and on positive/negative “work safely” behaviors and conditions.

**Sentinel Event –** Any work-related injury, property damage, near miss or unsafe act/condition that may result in death.

**Special Safety Conditions –** Safety requirements issued by GM, applicable to Contractors and its subcontractors, in addition to legal requirements.

**Subcontractor –** A secondary (or tier 2, 3, etc.) provider of services to GM under the direct control and contract of a prime or general Contractor.

**Worker:** Person who performs services for COMPANY pursuant to an agreement between GM and COMPANY. A Worker is not a GM employee and remains subject to the control and employment terms of the Contractor Worker's own employer.

**Worker Safety Engagement Process –** The site safety processes designed to engage contractor workers in safety, which includes: training and orientation, pre-task planning, take two, 360 Risk Assessment concept, and Management of Change (1+3 Approach, Change Validation Checklist).

1. **Requirements**

**4.1 Planning**

COMPANY POSITION RESPONSIBLE FOR CREATING SAFETY PROGRAMS has developed and published this safety program to establish minimum requirements relating to Pre-Task Planning and Worker Safety Engagement. This documented safety program has been written to meet the regulatory and contractual requirements outlined in General Motor’s Special Safety Conditions. This documented safety program includes the following minimum elements:

• A pre-task plan template

• Established clear roles and responsibilities for company leaders and workers

• A Risk Assessment/Safety FMEA model to evaluate safety risk

• A Job Safety Analysis template for all High Risk Tasks

• A Worker Safety Engagement tool to be used to identify changes in the work

environment that pose additional risks to people, property or product.  
 **4.2 Implementation  
4.2.1 Roles & Responsibilities**The following are the minimum COMPANY worker roles and responsibilities:

**Site or Project Senior Leader**

• Assign resources to execute this Pre-Task Plan program

• Approve High Risk Activities

• Conduct weekly Safety Observation Tours on High Risk activities to review and

ensure the worker safety engagement process is followed

• Respond to worker concerns regarding the program  
**Site or Project Managers**

• Support Front Line Supervisors, General Forman and Safety Resources in

conducting Risk Assessment/Safety FMEA risk assessments

• Approve Job Safety Analysis (JSAs) for High Risk activities

• Conduct weekly Safety Observation Tours on High Risk activities to review and

ensure the worker safety engagement process is followed

• Lead by example, set expectations and teach and coach Front Line Supervisors

regarding the Pre-Task Plan and Worker Safety Engagement process

• Require sub-contractors to comply with the companies Pre-Task Plan process

and integrate them into the program  
  
**Front Line Supervisors / General Forman**

• Conduct Risk Assessment/Safety FMEA Risk Assessments with support from

Safety Resources and Site or Project Managers  
• Approve Job Safety Analysis (JSAs) for High Risk activities

• Review Job Safety Analysis (JSAs) with contractor workers during Job Line Up

meetings

• Require and support workers in completing the Worker Safety Engagement

process and drive hazard recognition on the shop floor

• Conduct daily Job Line Up meetings to review daily work assessments and

review JSAs and de-brief meetings to address lessons learned with workers

• Conduct daily Safety Observation Tours on High Risk activities to review and

ensure the worker safety engagement process is followed

• Lead by example, set expectations and teach and coach Front Line Supervisors

regarding the Pre-Task Plan and Worker Safety Engagement process  
  
**Safety Representatives**

• Support Front Line Supervisors, General Foreman, and Site Project Managers in

conducting Risk Assessment/Safety FMEA risk assessments

• Provide technical expertise into the JSA process

• Approve Job Safety Analysis (JSAs) for High Risk activities

• Conduct daily Safety Observation Tours on High Risk activities to review and

ensure the worker safety engagement process is followed

• Provide workers with hazard recognition training to support the Worker Safety

Engagement process

• Provide workers with continuous improvement in hazard recognition

• Lead by example, set expectations and teach and coach Front Line Supervisors,

General Forman, and Project Managers regarding the Pre-Task Plan and Worker

Safety Engagement process  
  
**Workers**

• Conduct hazard recognition, evaluation and control each shift and during the

work activities using the Worker Safety Engagement process.

• STOP work when new hazards are recognized or a deviation is necessary from

the standardized work of JSA

• Notify your Front Line Supervisor of any safety concerns identified

**4.2.2 Part 1 – Risk Assessment/Safety Failure Modes Affect Analysis (FMEA)**

For each activity on site, (COMPANY POSITION RESPONSIBLE FOR CONDUCTING

SAFETY FMEA) will conduct a Risk Assessment/Safety FMEA to evaluate the level of

risk for the given task following these minimum requirements:

• The following formula will be used: Risk = Severity Potential Score x Probability

of Occurrence Score x Frequency of Exposure Score x Number of People

Exposed Score

• The following criteria and justification will be used to determine the scores, used

in the above formula:

|  |  |  |
| --- | --- | --- |
| (SP) - SEVERITY POTENTIAL | | |
| **SCORE** | **CATEGORY** | **DESCRIPTION (JUSTIFICATION OF SCORE)** |
| 15 | Fatality | Death of one or more people |
| 10 | Critical Life Altering Injury | Loss of two limbs/eyes, both hands, both feet, Paralysis, or serious permanent illness (permanent loss of respiratory function, above mild hearing loss, non terminal disease). Full thickness/third degree burn of > 9% of body. Any injury requiring greater than a week-long hospitalization. |
| 6 | Major Life Altering Injur | Loss of one limb/eye, a hand, a foot. Partial thickness/second degree burn of >9% of body. Any injury requiring 2-7 days in the hospital. |
| 4 | Life Altering Injury | Loss of digits (fingers/toes), break of major bone (e.g. skull, arm, back, pelvis, leg, rib) or minor permanent illness (e.g. mild hearing loss). Full thickness/third degree burn of |
| 2 | Reversible Injury | Break of minor bone (fingers, hand, toes, foot) or minor temporary illness (e.g. concussion, sprain or repetitive strain injury). Partial thickness burn 1% to 9% of body. No overnight hospitalization required |
| 1 | Minor Reversible | Laceration or minor ill-health effect or Partial thickness/secondary degree burn |
| 15 | CERTAIN | Typically risks in this category have NO or Minimum controls in place. 80-to 100% chance an injury will occur due to the hazards. An injury will occur immediately when a person comes into contact with the hazard. A person is in the danger zone, or it is highly likely that an accident will happen, such as in the case of a mezzanine without handrails, or a live wire exposed in an occupied area |
| 8 | POSSIBLE | Typically risks in this category are mitigated solely with administrative controls such as standardized work, pre task plans, warning signs, or PPE. The injury will occur if a single person fails to follow directions or follow procedures. 5 to 80% chance an injury will occur due to the hazards. An injury may happen if additional factors precipitate it, but it is unlikely to happen without them. In the presence of the hazard, an additional factor such as vibration, wind, or human carelessness will cause the injury. An incident occurs if a single person fails to follow directions or procedures. |
| 2 | UNLIKELY | Typically risks in this category are mitigated with engineering controls and/or several administrative controls (standardized work, pre task plans, training, warning signs and/or PPE) that rely on more than one person or checking processes are in place (e.g. safety observation tours, high risk safety equipment inspections). 1 to 5% chance an injury will occur due to the hazards. If multiple factors are in place an injury may occur, but the probability is low. Multiple people would need to fail to follow directions or follow procedures. For example, a person is in an aerial platform without being tied off and the spotter does not remind the worker to use fall protection. |

|  |  |
| --- | --- |
| (F) - FREQUENCY OF EXPOSURE | |
| SCORE | CATEGORY |
| 5 | CONSTANTLY (EVERY CYCLE) |
| 4 | HOURLY |
| 2.5 | DAILY |

|  |  |
| --- | --- |
| (F) - FREQUENCY OF EXPOSURE | |
| SCORE | CATEGORY |
| 12 | MORE THAN 50 PEOPLE |
| 8 | 16 TO 50 |
| 4 | 8 TO 15 |
| 2 | 3 TO 7 |
| 1 | 1 TO 2 |

• Based on the results of the Risk Assessment / Safety FMEA, tasks will fall into

the one of the following categories:

– 0 to 50 – Low

– 51 to 500 – High

– 500 and Above – Unacceptable

• The category that the given task falls into will determine what steps will be

taken, and what documents will be kept:

**For Low Risk tasks the following steps will be taken:**

1. Visitor Orientation & SCM Orientation Video

2. Work Instructions and Standardized Work for the task will be completed

3. Applicable Special Safety Conditions

4. Emergency Response Plan

5. Inspection / SOT Process

6. 1+3 MOC Approach

7. Contractor Worker(s) performing task must perform a Daily Worker

Engagement each shift  
  
**For High Risk tasks the following steps will be taken including all**

**requirements for Low Risk tasks:**

1. Complete a Job Safety Analysis  
2. Develop Work Instructions/Standardized Work/JSA to train contract

workers at Job Line Up meeting

3. Establish Planned Inspections Based on Priority of Risk (e.g. Safety

Observation Tours or Critical Safety Equipment Inspections)

4. Ensure all Contract Worker(s) performing the task complete the Worker

Engagement (Part 3 of the Pre Task Planning Template) each Shift  
**For Unacceptable Risk Tasks the following steps will be taken:**

1. Contractor must reduce risk below 500 prior to starting work by applying

safety controls.

2. Based on a second Risk Assessment / SFMEA calculation follow the

action summary for either Low or High Risks.  
  
**4.2.3 Part 2 – Job Safety Analysis**  
  
(COMPANY POSITION RESPONSIBLE FOR COMPLETING JSA) will complete a Job

Safety Analysis for all High Risk Tasks. The following are the minimum requirements of

the Job Safety Analysis process:

• A hazard analysis matrix will be used that includes the following 4 columns:

1. Critical Risk Indication: A visual indication that a step, hazard or safe

method/control is a Critical Lifesaving item to be highlighted during the Job

Line Up Meeting.

1. Key Steps: The key steps to the activity to be performed
2. Hazards: The hazards associated with the key steps
3. Safe Method/Control: The safe method(s) or control(s) to be used to

mitigate the identified hazards.

• The following High Risk planning questions will be answered as part of the JSA

process

1. Is there any way to eliminate, substitute, or to use engineering controls to

eliminate or restrict exposure to the hazards?

1. Do you have work instructions, previous JSAs or standardized work for this

activity?

1. Are there any GM Risk Mitigation Requirements included in the Special

Safety Conditions for this activity?

1. Are there any GM specifications included in the contract for the work to be

performed?

1. Does this work require assistance or support from a professional engineer,

or safety professional, or qualified Subject Matter Expert to develop:

engineering drawings, rigging calculations, working at heights anchorage

point calculations, assessment of critical equipment, licenses/certifications,

or other supportive documentation to be attached to this JSA?

1. For any critical equipment or personal protective equipment used, have you

verified that required preventive maintenance has been completed?

1. If pre-use or pre-operational inspection is required is it a part of the work

instructions?

1. Does this activity require a permit (e.g. confined space, roof access, hot

work, etc.)?

1. For work involving hazardous energy, have you considered all energy

sources and the safe method of control/verification?

1. Is there a need for specialized training and the assigned workers have

received such training?

1. ANY OTHER QUESTIONS THAT COMPANY WISHES TO ADD

• All Pre Task Plans will include the following minimum Company approval and GM Review sign-off based on the Risk Score according to the following:

**Low Risk (Risk Assessment/Safety FMEA score of 0 to 50)**

• No COMPANY Approval is necessary

• No GM Review is necessary

• Worker(s) must sign Part 3 – Worker Safety Engagement

**High Risk (Risk Assessment/Safety FMEA score of 51 - 250)**

• All requirements outlined in Low Risk, and

– Front Line Supervisor / General Foreman for the activity must

review and approve the pre task plan prior to the work beginning.

– Prime Contractor Representative

– In addition, any engineering or safety personnel who supported the

pre task plan development must also sign off as necessary.

• GM Review:

– One Authorized GM PTP reviewer must review and accept or reject

that the contractor followed the pre task plan process.

**Very High Risk (Risk Assessment/Safety FMEA score of 251 - 500)**

• All requirements outlined in Low and High Risks, and

– The Company Senior Project Leader must approve the pre task

plan (Note: this may be the same as the direct contractor leader for

smaller contracts or projects or may be a person who is not on

site).

• GM Review:

– At least two Authorized GM Reviewers must review and accept or

reject that the contractor followed the pre task plan process.

Front Line Supervisors / General Foreman will review the JSA with all affected

Contractor Workers at least:

• During the initial Job Line Up Meeting

• When the JSA changes

• When new Contractor Workers are assigned to the work

• At Least Monthly

**4.2.4 Part 3 – Worker Safety Engagement Process**

Front Line Supervisors / General Foreman will require Workers to conduct a Worker

Safety Engagement Process at the start of the shift that meets the following minimum

requirements:

• Workers will complete the following minimum steps:

1) Emergency Response Plan: Workers will write in any emergency or

contingency plans for the work to be performed that includes the following

minimum questions:

1) Is a rescue plan necessary? (e.g. working at heights, confined

space rescue plan, chemical spill response)

2) Is any Safety Critical Equipment necessary to perform the rescue?

Is it available and inspected?

3) What steps are necessary to perform the rescue?

2) Worker Verification: Workers will verify that all workers assigned for this

activity have met the following conditions:

1) Have all workers completed Safety Orientation and required training

to perform the work?

2) Have all workers reviewed the Job Safety Analysis (JSA) or work

instructions?

3) Does the JSA or work instructions reviewed cover the task you are

being asked to perform?

4) Have all pre-inspections been conducted (e.g. mobile equipment,

tools, safety critical equipment)

3) On Job Site Hazard Recognition:

1) All workers assigned to the activity will walk the job site together and

identify their individual and team’s Safe Work Zone, as outlined in

section 4.2.5 of this documented program.

2) During the job site review, workers will also identify any new or

additional environmental, adjacent or proximity hazards to include

the following:

▪ Additional lockout or hazardous motion

▪ New slip or trip hazards

▪ New pinch point or laceration hazards

▪ Additional fall hazards

▪ New fire or explosion hazards

▪ Additional/New workers in the area

▪ Additional permits needed

▪ have conditions changed sense the last shift

▪ New mobile equipment hazards

▪ New lifting or rigging hazards

▪ Additional barricading or safe tape needed

▪ Additional hazardous chemicals being used

▪ New production vehicle activity

▪ Now working in isolation

▪ ADDITIONAL COMPANY HAZARD

▪ ADDITIONAL COMPANY HAZARD

▪ Any other changes to the work environment that cause an

additional or new hazard not addressed on the JSA for the

given task  
 3) During the course of the work, workers will STOP work if a new

hazard is recognized or a deviation is needed from the JSA

4) All new hazards or deviations from the JSA will be written on the

form.

5) Front Line Supervisors / General Foreman will review each written

item and sign off to verify the change throughout the course of the

day.

4) Front Line Supervisor / General Foreman will conduct a de-brief with

workers and document on the Worker Safety Engagement form. Lessons

learned will be shared during the new Job Line Up Meeting and the JSA will be updated as necessary.

Service Agreement Firms, Chemical and Resource Managers, Production Contractors and Service Providers may insert the following or similar language to describe the usage of Worker Engagement Cards. Key Contractors performing Construction, Installation, Demolition work or work as a PDPM may NOT include this paragraph.

5) Worker Safety Engagement Card: A Worker Safety Engagement pocket card may be issued to and carried by each worker instead of completing the 2-page, Daily Engagement Form (described in Sections 1- 3 above) if the Safety FMEA score is low (50 or less) for assigned tasks. At a minimum, the Worker Safety Engagement Card will include the following information:

i. Site Name

ii. Emergency Action Plan that includes Host Contact Numbers

of Plant Security

iii. Take 2 for Safety – 16 hazard recognition checklist / questions

(with Risk 360)

iv. MOC 1+3 Flowchart

When using the Worker Safety Engagement card, all workers must sign in/out every shift to acknowledge that they will conduct a Risk 360o Safe Work Zone evaluation and that they will discuss all new safety hazards and any injuries or incidents with their supervisor.

**4.2.5 Risk 360 Technique**

Risk 360 is a technique that assists Workers in hazard recognition. COMPANY has

included the following Risk 360 process into the Worker Engagement portion of the PTP

process:

* Risk 360 Diagram
* Identification of hazards that will interact with the worker or team above,

below, beside, in front and behind.

When multiple workers are present, the team will review the Risk 360 technique for the

entire team and account for positioning of all team members.

Any hazards recognized during the Risk 360 process will be written on the Worker

Safety Engagement form as outlined in section 4.2.4.

**4.2.6 Job Line Up Meetings**At the start of each shift, COMPANY will conduct a Job Line Up meeting. This meeting will be held at the project job board, white board, or tool box, where workers receive their daily job assignment(s) and review appropriate work instructions or JSAs

When multiple Contractors or General Motors employees are performing tasks in the same area, COMPANY will request and attend a job coordination meeting to discuss how the tasks interact with one another.

At the Job Line Up meeting, COMPANY will communicate the work instructions developed during the pre-task plan process, with affected contractor workers.

The following things will be included in the Job Line Up meeting:

* Review of the work instruction for any activities the affected worker(s) will be

performing based on the results of the pre-task plan process

* Reminder to Worker(s) to follow the Worker Safety Engagement process.
* Reminder to Worker(s) to follow the company’s management of change

process to STOP work if new hazards and identified or if a deviation from the JSA.

**4.2.7 Worker Training**

All COMPANY Front Line Supervisors, General Foreman, Project Managers, and Site Senior Managers must receive COMPANY Pre-Task Planning and Worker Safety Engagement training prior to beginning work on site. A refresher training will be conducted at least annually.

All COMPANY workers will receive hazard recognition and Worker Safety Engagement training prior to beginning work on site. A refresher training will be conducted at least annually

**4.2.8 Planning Job Board**

COMPANY will utilize a Planning Job Board to communicate to COMPANY workers and sub-contractor workers who are performing activities in the same area(s).  
  
The Planning Job Board will have a space for all PTPs, past daily Worker Engagement forms, and a chart showing the various tasks being completed that clearly identifies the risk score for those tasks. This will be done so that all identified hazards can be easily communicated with anyone working in the same areas that COMPANY is working.

The chart that shows all tasks being completed with the Risk Score included will have a space for sign off on any Safety Observation Tours that are completed based on the priority of safety risk. This will help COMPANY keep track of the Safety Observation Tours that have been completed and ensure that Safety Observation Tours are completed more frequently for the asks with higher risk scores.

**4.2.9 Control of Documents and Records**

COMPANY acknowledges that COMPANY will keep all documents and records related to PTP and Worker Safety Engagement, and will ensure all documentation that might be needed by any worker or to be reviewed by GM is easily accessible and retained according to the following:

* Risk Assessment/Safety FMEA, JSA and Worker Safety Engagement forms will

be kept for the life of the contract or project and be made available to GM upon

request

* JSAs will be available to workers at all times
* Worker Safety Engagement forms will be at the job site location for the duration

of the shift and turned in once the de-brief has been completed

* Completed Worker Safety Engagement forms will be used to determine

necessary updates to JSAs and to identify lessons learned to be shared at the

next Job Line Up Meeting.

* Documentation pertaining to training of all workers will be retained for the

employment of the worker  
  
COMPANY will use the following location and method for storing completed forms:

xxxxxxxxx

**4.3 Checking and Corrective Actions**

COMPANY will conduct Safety Observation Tours (SOTs) to continuously improve the Pre-Task

Planning process. SOTs will:

* Focus on identifying improvement opportunities related to High and Very High Risk Tasks, Critical Equipment, Worker Safety Engagement Process, and regulatory requirements.
* Be conducted using the following schedule:

– ROLE FREQUENCY

– Site or Project Senior Leader Weekly

– Site or Project Managers Weekly

– Front Line Supervisors / General Forman Daily

– Safety Representatives Daily

* The following is COMPANY’S method for tracking and documenting SOTs:

– xxxxxxxxxx

Revision History

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| --- | --- | --- | --- |
| Date | Rev # | Change Made | Author(s) |
| XX/XX/XXXX | 0 | Initial document | COMPANY Author |
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