



SAFETY TASK ASSESSMENT

NON-ROUTINE TASK CHECKLIST

This checklist is required when tasks need to be completed that are outside the scope of normal day-to-day operations. Each item on this checklist needs to be thoughtfully considered **BEFORE** the task begins. More complex tasks may require more extensive measures to ensure the safety of all employees involved.

List any specific procedures required for this task.

**Is special training required?
Has training been verified?**

| | |
|-----|----|
| Yes | No |
| Yes | No |

A. HOUSEKEEPING

- Work area is clean and access is clear

B. FALL PROTECTION

Is fall protection required for this task? Yes / No

- Full body harness & lanyard will be used
- Equipment is inspected prior to use

C. CLIMBING

- Climbers will face ladder during use
- Employees will maintain 3 points of contact
- Top of ladder will extend 6" or more above resting point
- Only one employee will be on a ladder at one time

D. GUARDING / PINCHPOINTS

- Lockout/tagout performed when removing guards
- All guards will be properly replaced after removal

E. LOCKOUT / TAG OUT (LOTO)

- Appropriate LOTO procedures selected
- Only authorized employees will be conducting LOTO
- All affected personnel have been notified of task

F. CONFINED SPACE ENTRY (CSE)

- Entry permit obtained from safety department
- All involved employees are authorized in CSE
- No entry will be made with less than 2 people
- Rescue procedures are understood by all involved
- CSE permit properly filled out by entry supervisor prior to work

G. POWER / HAND TOOLS

- All guards/handles are properly adjusted/serviceable
- GFCI, double insulated cords or 3-prong plugs being used
- Proper tools for the job are available
- Tools inspected prior to use

H. WELDING / BURNING

- Welding equipment is properly grounded
- Appropriate fire extinguisher instantly accessible
- Combustible materials removed/covered
- Welding equipment inspected for damage prior to use

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some tasks will require the use of specific PPE; circle the letter for each piece of PPE required that corresponds to the task being done

- Hard hat:** All tasks per company policy
- Safety Glasses:** A B C D E F G H
- Gloves:** A B C D E F G H
- Hearing Protection:** A B C D E F G H
- Goggles/Face Protection:** A B C D E F G H

OTHER TOPICS

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