

# Safety Brief: Pre-Task Plans for Work

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## Rules and Requirements

- PTPs are required daily prior to starting the task
  - Must be task specific
  - All workers on the crew must participate and sign
  - Late arrivals must review and sign prior to working
  - Written PTP must be in ink
- Completing PTP
  - Gather in crews
  - Discuss and create new task PTP
    - List task steps
    - Identify hazards
    - List hazard remedies
  - All crew members sign
- For repeating tasks
  - Print copy of existing PTP
  - Discuss with crew every day the PTP is in use.
  - Change the date
  - All crew members must initial and date