Pre-Task-Plan (PTP) Checklist
Review before jobs and re-visit the plan if conditions change.

Section 1: Description of Work

Job Title: IRTC Install
Floor/Area: 6
Est. Duration: 609s004

Job Description (if no procedure):

Use of this checklist does not relieve the individual of the responsibility to be fully aware of and address any hazards involved in performing the work, even if they are not specifically detailed in this questionnaire. This checklist is meant to assist in identifying risk, and is in no way comprehensive to all possible risk.

Section 2: Answer Yes/No if item is Required. All Yes Answers Require Additional Information in Details Column

Y □ Yes N □ No

Criteria

DETAILS: WHAT< WHICH ONES< WHEN< WHERE< BY WHOM?

Special/Comment

ADMINISTRATION

Procedure for this Task? (It's, who will lead, etc.)

Telescopework Email (before/after, who/when)

Release of Equipment (who releases? Unsure? Call)

Telescope/Building Orientation (sun, hatch, etc.)

Staff Assigned Trained, & Qualified (list qualifications)

Lockout/Tagout (list & review hazardous energies and the isolation points. Telescope, building, breakers, valves, rotators, motors, drives, pumps, etc.)

Fall Protection & Rescue Plan (equipment needed, tie-off method & location, rescue method)

PPE Required (Eye, hand, foot, ear, etc.)

Buddy System (falls, EEW, lifts, illness)

Task Lighting (dark dome, etc.)

Eyewash Needed (note location)

Emergency Equipment/Response

Tethering (COULD it fall, snag, injure or damage? List what will be tethered. Check yourself, too. Checklist: 004s031)

Dust/Falling Debris Mitigation (vacuum, cover, block)

Sun Mitigation (angle, strategy, etc., Mtn. Mgr. Req.)

Pre-Use Inspections (scissor/boom, crane, tools, etc.)

Other Equipment/Systems Potentially Impacted?

Special Equipment (chain falls, ropes, etc. These may also need to be tethered)

Lifting/Rigging Plan (list & review sequence)

M1 Primary Flyover (Checklist 004s030)

Hot Work Permit (outside 3L. Fire/Spark Control)

EEW Plan (Electricians ONLY w/mgr appr.)

Confined Space Entry (Eval. space for Procedure/Permit)

Use Back Side of Paper or Attach Work Plan(s) to This Form as Needed. Hot Work Permit is on UA Website: https://risk.arizona.edu/fire-safety/hot-work-permit-and-shutdown-request-menu

Section 3: PTP Approval (All signatures below indicate agreement and understanding of this document)

Note: Lead will personally check to see that identified preparations and precautions have been met

Team Lead (LBTO, Visitor, Contractor) Rick Hansen Rick Hansen June 9, 2017

LBTO Management/Safety (or designee) Kevin Newton Kevin Newton June 9, 2017

All Employees Involved in Actual Work must sign after management approval, but before starting work

Note: By signing, I understand the hazards involved in performing this job and agree to observe the requirements stated on this form.

Worker Jared Schuh Jared Schuh June 9, 2017

Worker LeRoy Durham LeRoy Durham June 9, 2017

Give Completed Forms to David Carroll