

# Subcontractor Pre-Task Planning Program

Guy's Construction

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29 CFR 1926.20 / OSHA Hazard Assessment

Effective Date: June 08, 2026

**SAMPLE DOCUMENT - NOT FOR COMPLIANCE USE**

## 1.0 PURPOSE AND SCOPE

This program requires all subcontractors and crews to complete a pre-task plan before beginning each new task, phase, or when conditions change on Guy's Construction projects. The pre-task plan is a brief, crew-led hazard analysis that identifies the specific hazards of the immediate task and the controls to mitigate them.

## 2.0 WHEN TO COMPLETE A PRE-TASK PLAN

- Start of each work day or shift
- Before starting a new task or activity
- When conditions change (weather, personnel, equipment, adjacent trades)
- After a near-miss or incident
- When moving to a new work area

## 3.0 HOW TO COMPLETE THE PRE-TASK PLAN

The foreman leads the crew through 5 questions:

- 1. What are we doing today? (Scope of the task)
- 2. What can hurt us? (Identify hazards: falls, struck-by, electrical, caught-in, environmental)
- 3. How do we prevent it? (Controls: PPE, barricades, procedures, permits)
- 4. Do we have what we need? (Equipment, PPE, permits, competent person)
- 5. What if something goes wrong? (Emergency plan, first aid, communication)

The discussion takes 5-10 minutes. Everyone on the crew participates. The foreman documents it on the Pre-Task Plan form (Appendix A).

## 4.0 GC REVIEW AND APPROVAL

- Subcontractor submits the completed pre-task plan to the GC superintendent before starting work
- GC superintendent reviews for: completeness, adequacy of controls, coordination with other trades
- GC may require additional controls based on site conditions or concurrent operations
- GC retains a copy; subcontractor retains original

## 5.0 HIGH-HAZARD TASKS

The following tasks require an enhanced pre-task plan (additional detail, GC safety review):

- Work at heights above 6 feet without standard guardrails
- Confined space entry
- Excavation/trenching
- Crane lifts (critical lifts require a separate lift plan)
- Hot work
- Work near energized electrical systems
- Demolition
- Work near traffic or public areas

## 6.0 TRAINING

- All foremen/crew leaders: how to lead a pre-task planning session
- All workers: participation in pre-task planning, hazard identification, stop work authority

## 7.0 RECORDKEEPING

- Completed pre-task plans retained for project duration + 1 year
- Filed by date and subcontractor

## California STATE-SPECIFIC REQUIREMENTS

- the hazards identified in the task hazard analysis
- the established safe work procedures
- necessary tools, equipment and personal protective equipment
- identified hazards and established safe work procedures
- Construction and Demolition Operations
- Hazardous energy control plan
- Wild Land Fire Management Plan
- Contingency plan for severe weather
- Float Plan
- Emergency response plans: Spill plans
- to identify and control workplace hazards
- general-contractor
- written document
- 29 CFR 1926.20(b)
- JHA
- fiberboard box (4G) or fiber drum (1G) with plastic inner packaging not exceeding 5 kg (11 lbs) and maximum net mass not more than 25 kg (55 lbs)
- third physician to conduct examinations, consultations, laboratory tests and discussions with prior physicians as necessary to resolve disagreement
- a diagrammatic sketch of the mechanical installation along with a detailed explanation of the flow, procedures and frequency of well tests, calibration/proving of metering devices and allocation formu
- the overall status of implementation of the provisions of this Part relating to the identification, inventory, and removal of underwater obstructions
- a list of interested parties (those with interests in the leases and/or units from which production is to be commingled for which the applicant has no existing commingling authority)
- employee exposure for initial determination
- any chemical substance, biological agent, or physical stress regulated by California or Federal law due to hazard to health, listed in NIOSH RTECS, with positive evidence of health hazard, or subject
- accurate recordkeeping of objective data relevancy
- potentially hazardous exposure levels
- requirements of the special provisions of column 7 of the § 172.101 table
- plastic bag containing one inner packaging placed inside a heavy-wall polypropylene bag lined with polypropylene absorbent material of sufficient capacity to completely absorb the liquid contents
- substance technical guidelines and data sheet
- the commission-prescribed form, and in accordance with the instructions thereon
- a person employed at an operation facility who possesses a recognized degree or certificate or through extensive knowledge, training and experience has successfully demonstrated the ability to solve p
- locking so only authorized qualified persons have access

## APPENDIX A: PRE-TASK PLAN FORM

Date: \_\_\_\_\_ Project: \_\_\_\_\_  
 Subcontractor: \_\_\_\_\_ Foreman: \_\_\_\_\_  
 Task Description: \_\_\_\_\_ Work Area: \_\_\_\_\_

### Hazard Identification

Hazard Category	Specific Hazard	Control Measure
Fall		
Struck-by		
Caught-in/between		
Electrical		
Chemical/HazMat		
Environmental (heat, cold, weather)		
Equipment/mechanical		
Other: _____		

### Permits Required

Hot Work  Confined Space  Excavation  Crane/Lift Plan  Energized Work  None

### PPE Required

Hard hat  Safety glasses  Hi-vis  Gloves: \_\_\_\_\_  Fall protection  Hearing  Respiratory: \_\_\_\_\_   
 Other: \_\_\_\_\_

### Emergency Plan

First aid kit location: \_\_\_\_\_ | Nearest phone/radio: \_\_\_\_\_ | Assembly point: \_\_\_\_\_

Crew Acknowledgment (all crew members sign):


Foreman: \_\_\_\_\_ Date: \_\_\_\_\_

GC Superintendent (review): \_\_\_\_\_ Date: \_\_\_\_\_