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TASK SAFETY ANALYSIS	
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09/01/13	1	Reformat	A. Holland
04/01/14	2	Change Title "Job to Task", update sequence steps.	A. Holland

I. PURPOSE AND SCOPE

- A.** A Task Safety Analysis (TSA) is a planning tool designed to help work crews assess and address health and safety hazards that have the potential to cause serious injury or illness (e.g. tool use, manual handling, and work at elevations).
- B.** A TSA shall be developed and documented prior to beginning each field related work activity. A TSA is a work task planning tool technique that focuses on work tasks as a way to identify hazards before they occur. It focuses on the worker, the task, the tools, and the work environment. They are conducted daily for each job task to help the workgroup to help identify:
1. Steps involved in performing the work task.
 2. Hazards associated with each step and with adjacent work or processes.
 3. Controls for the hazards identified.
 4. Appropriate protective equipment (PPE).
 5. Necessary resources (personnel, tools, equipment, etc.) to complete the task without incident.

II. RESPONSIBILITY

- A.** HSE policy implementation responsibilities are stated in **HSE40-001, HSE Roles and Responsibilities**. Additional management, employee, and subcontractor responsibilities are stated in individual procedures that address responsibilities specific to the HSE topic.
- B.** The MAPP Superintendent is responsible for implementing and managing the MAPP TSA process on his/her project. They shall insure TSAs are kept on file for auditing and client review purposes.
- C.** The Subcontractor Foreman and MAPP Superintendent shall insure all participating workers are have reviewed and signed the TSA prior to the start of any daily work activity.
- D.** Work shall stop when conditions change, the task changes, or a deficiency in the plan is discovered and the current TSA will be modified or a new TSA created.

III. TASK SAFETY ANALYSIS PROCESS

- A.** The task safety analysis shall be completed on the **MAPP TSA Form, HSE25-002** and utilizing the information, hazards, and controls identified in the **Pre Work Assessment, HSE66-002** for the scope of work.
- B.** Complete all fields at the top of the TSA regarding project, contractor, and task details.
- C.** Work crew shall conduct a walk-through survey of the work area prior to beginning the completion of the TSA to review site conditions.
- D.** List the sequence of steps required to complete the task.
- E.** List the potential hazards associated with in each task step. These could be physical, mechanical, environmental, behavioral, or chemical hazards. Each crew member should be involved in identifying hazards. Note that there may be more than one hazard for each task step.
- F.** In the Control Plan column, state the actions that will be taken to address and control each hazard listed. All actions should be recognized as to whether the action will eliminate, isolate, or minimize the hazard.
- G.** The Personal Protective Equipment (PPE) necessary for the task should be identified including any task specialized PPE.
- H.** Identify with yes or not applicable any required special work permit or plan that is required for the task. Please reference the MAPP HSE Policy Manual for applicable policies.
- I.** The work crew should answer the site related questions and list the necessary resources to do the task safely, ensuring all tools and equipment have been inspected.
- J.** Ask each team member, who helped develop and will use this TSA, to sign in the spaces provided. Then the work crew foreman will sign the TSA form and have it authorized by the MAPP Superintendent.

- K.** NOTE: There is a risk identification and control table that can be used on page two to assist the work crew in identifying the hazards associated with their work task and the potential controls.
- L.** Review the TSA at the end of the task for improvements and learnings.

IV. TRAINING

- A.** Employees shall be trained on the TSA process as a part of initial hiring orientation, when employee shows lack of understanding of the process, and when the policy changes.
- B.** It is the subcontractor's responsibilities to provide training to their employees on the requirements of this policy, however, MAPP Construction will assist or allow subcontractor participants during our onsite training classes. "We here to help"