



Daily Pre-Task Plan (PTP)-Grading

Date: Analyzed By:
 Job Number: Job Description:
 Crew: Task:
 Excavation Permit: Competent Person:

Locate Ticket Number(s):

Possible Issues	
Adjacent Activities	
Electric Shock	
Fire/Burn	
Flying Debris	
Lifting	
Moving Machinery	
Noise	
Overhead Utilities	
Pinch Points on Equipment	
Slip/Fall	
Traffic	
Underground Utilities	
Ventilation	

Personal Protective Equipment	
Vest	
Hard Hat	
Boots	
Safety Glasses	
Gloves	
Mask	
Face Shield	
Chaps	
Hearing Protection	
Fall Protection/Harness	

Basic Safeguards	
Road Closure Signs	
Barricades	
Cones or Barrells	
Post Warning Signs	
Flagmen with stop/slow paddle	
Message/Arrow Boards	
Fire Extinguishers located	
MSDS Sheets	
Tools/Equipment-Good Condition	
Hole Covers	

Task/Procedures	Hazard	Action Taken to Eliminate Hazard

Crew Member Attendees (Sign after each morning PTP. Initial beside your signature at the end of the day.)	

End of day Discussion (Near misses, Lessons learned, etc.)

Confidential: This document is the property of Branscome Inc. and may not be copied or disclosed to others without authorization.

