



MTS SERVICE SOLUTIONS



General Motors Pre-task Planning

September 28, 2018 Rev A

be certain.

What is a pre-task plan?

- » General Motors has instituted a program whereas a pre-task plan must be completed prior to performing any onsite work, this is done to assess any safety risks that may be present.
- » All vendors must comply with this program to do business with General Motors.





What Does This Mean To You?

- » Prior to starting any job at General Motors you must fill out a pre-task plan to assess the risks involved with the particular task you are performing..

PRE-TASK PLAN TEMPLATE PAGE 1

PART 1 - Risk Assessment/SAFETY FMEA

1.1 PROJECT / TASK DESCRIPTION

Company Name:	Contact #:
Prepared by:	Job:
Supervisor:	Contact #:
Proposed Start Date:	Proposed End Date:
Name(s) of supporting engineer or qualified person (if necessary): None	
Project Risk Description:	

1.2 RISK ASSESSMENT / SAFETY FMEA (Failure Modes and Effects Analysis)

Instructions: Complete a Risk Assessment/Safety FMEA for each hazard identified as part of this task/activity. Determine the risk score based on the values associated with the descriptions found on the next page for Severity Potential, Probability of Occurrence, Frequency of Exposure and # of People Exposed. Complete the Minimum Actions found on the Minimum Action Summary based on the activity with the Highest Risk Score for this task. NOTE: Any of the High Risk Tasks listed below must require all three parts of the PTP form (1) Safety FMEA, (2) JSA, and (3) Worker Safety Engagement Process.

HIGH RISK TASKS	
1. Construction, Installation, & Demolition	18. Electrical work with voltage greater than 50 volts
2. Excavation / Trenching	19. Energized work (Power On)
3. Steel Erection	17. Permit activities (e.g. confined space, hot work)
4. Blasting	16. Industrial hygiene exposures (e.g. asbestos, lead, hexavalent chromium, etc.)
5. Working at Heights	19. Work on tanks, boilers or pressure vessels
6. Roof or false ceiling work	20. Work involving explosion hazards
7. Working from scaffolding	21. Work with compressed gas cylinders
8. Working in a falling objects area	22. Work involving servicing mobile equipment
9. Crane or Lifting & Rigging operations	23. Working around heating/ventilation units
10. Work over tanks with the risk of blowing	24. Work on CO2 fire suppression systems
11. Nonstandard Charge Cross-Zone tasks	25. Exposure to flammable/toxic chemicals/radiation
12. Work in high vehicle or mobile equipment traffic	26. Working in isolation
13. Truck dock or dock plate work	27. Conveyor servicing with potential head or body crush exposure
14. Rail Car or Rail Track repair	

Risk Assessment/SAFETY FMEA CALCULATION

RISK = SP (Severity Potential Score) x P (Probability Score) x F (Frequency of Exposure Score) x NP (# of People Exposed Score)

Hazard	SP Score	P Score	F Score	NP Score	RISK Score

HIGHEST RISK SCORE →

1.3 MINIMUM ACTION SUMMARY - BASED ON HIGHEST RISK SCORE FROM ABOVE

SCORE	RISK	MINIMUM ACTION SUMMARY
0 - 50	LOW	1. Verify Orientation 2. Develop Work Instructions and Standardized Work 3. Apply/Use Specific Safety Conditions 4. Emergency Response Plan 5. Inspect/Use BCP Process 6. Use MOC Approach 7. Contractor Worker(s) performing this Task Must Perform a Daily Worker Engagement (Part 5)
51 - 500	HIGH	1. Complete Part 2 - Job Safety Analysis 2. Develop Work Instructions/Standardized Work/JSA to Train Contract Worker(s) at Job Site (up to Meeting) 3. Establish Personal Inspections Based on Priority of Risk (e.g. Safety Observation Tours or Critical Safety Equipment Inspections) 4. Ensure All Contract Worker(s) That Perform This Task Perform Worker Engagement (Part 5) During Each Shift
>500	UNACCEPTABLE	1. Contractor must reduce risk below 500 prior to starting work by applying safety controls. 2. Based on a second Risk Assessment/FMEA calculation follow the action summary for either Low or High Risk.

What Do I Need To Do?

- » MTS Field Service must follow procedure FS-OP 4413. Use FS-OP 4413 when filling out the pre-task template. You can contact your Manager or the quality department if you need assistance.
- » All pre-task templates should be attached to the service order by the MTS internal service coordinator assigned to the assigned FSE.
- » You can download the Pre Task Plan Template from the link below. This is also available on the QMS page at:
 - QMS Home > Service > Safety > Forms, Templates, and Tools
- » [Pre-Task Plan Template](#)

Pre-task planning

- » The pre-task checklist has a header which must be completed prior to the start of each job.
- » This identifies the risks associated with the service (tasks) to be performed.

1.1 PROJECT / TASK DESCRIPTION	
Company Name:	Control #:
Prepared by:	Date:
Supervisor:	Contact #:
Proposed Start Date:	Proposed End Date:
Name(s) of supporting engineer or qualified person (if necessary): None	
Project/Task Description:	

Pre-task planning

» Section 1.2 identifies the Risk Assessment/Safety Failure Modes Affect Analysis (FMEA) encountered during the performance of the task. FMEA is calculated based on Severity, Probability, Frequency and Exposure of the event.

1.2 RISK ASSESSMENT / SAFETY FMEA (Failure Modes and Effects Analysis)
 Instructions: Complete a Risk Assessment/Safety FMEA for each hazard identified as part of this task/activity. Determine the risk score based on the values associated with the descriptions found on the next page for Severity Potential, Probability of Occurrence, Frequency of Exposure and # of People Exposed. Complete the Minimum Actions found on the Minimum Action Summary based on the activity with the Highest Risk Score for this task. NOTE: Any of the High Risk Tasks listed below must require all three parts of the PTP form 1) Safety FMEA, 2) JSA, and 3) Worker Safety Engagement Process)

HIGH RISK TASKS

1. Construction, Installation, & Demolition	15. Electrical work with voltage greater than 50 Volts
2. Excavation / Trenching	16. Energized work (Power On)
3. Steel Erection	17. Permit activities (e.g. confined space, hot work)
4. Blasting	18. Industrial Hygiene exposures (e.g. asbestos, lead, hexavalent chromium, etc.)
5. Working at Heights	19. Work on tanks, boilers or pressure vessels
6. Roof or false ceiling work	20. Work involving explosion hazards
7. Working from scaffolding	21. Work with compressed gas cylinders
8. Working in a falling objects area	22. Work involving servicing mobile equipment.
9. Crane or Lifting & Rigging operations	23. Working around heating/ventilation units
10. Work over tanks with the risk of drowning	24. Work on CO2 fire suppression systems
11. Non-standard Orange Crush Zone tasks	25. Exposure to flammable/toxic chemicals/Radiation
12. Work in high vehicle or mobile equipment traffic	26. Working in isolation
13. Truck dock or dock plate repair	27. Conveyor servicing with potential head or body crush exposure
14. Rail Car or Rail Track repair	

Risk Assessment/SAFETY FMEA CALCULATION
 $RISK = SP \text{ (Severity Potential Score)} \times P \text{ (Probability Score)} \times F \text{ (Frequency of Exposure Score)} \times NP \text{ (# of People Exposed Score)}$

Hazard	SP Score	P Score	F Score	NP Score	RISK Score

HIGHEST RISK SCORE ➔

1.3 MINIMUM ACTION SUMMARY - BASED ON HIGHEST RISK SCORE FROM ABOVE

SCORE	RISK	MINIMUM ACTION SUMMARY
0 - 50	LOW	1. Visitor Orientation 2. Develop Work Instructions and Standardized Work 3. Applicable Special Safety Conditions 4. Emergency Response Plan 5. Inspection/ SOT Process 6. 1+3 MOC Approach 7. Contractor Worker(s) performing this Task Must Perform a Daily Worker Engagement (Part 3)
51 - 500	HIGH	1. Complete Part 2 – Job Safety Analysis 2. Develop Work Instructions/Standardized Work/JSA to Train Contract Worker(s) at Job Line Up Meeting 3. Establish Planned Inspections Based on Priority of Risk (e.g. Safety Observation Tours or Critical Safety Equipment Inspections) 4. Ensure All Contract Worker(s) That Perform This Task Perform Worker Engagement (Part 3) During Each Shift
>500	UNACCEPTABLE	1. Contractor must reduce risk below 500 prior to starting work by applying safety controls. 2. Based on a second Risk Assessment/S-FMEA calculation follow the action summary for either Low or High Risks.

New Hazards

- » Section 2.3 and 2.4 will walk you through a series of questions that help you to mitigate High Risk hazards.

2.3 HIGH RISK TASK PLANNING QUESTIONS			PAGE 4
Question	Answer	Comments	
1. Is there any way to eliminate, substitute, or to use engineering controls to eliminate or restrict exposure to the hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
2. Do you have work instructions, previous JSAs or standardized work for this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
3. Are there any GM Risk Mitigation Requirements including in the Special Safety Conditions for this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
4. Are there any GM Safety Specifications included in the contract for the work to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
5. Does this work require assistance or support from an engineer, professional engineer, or safety professional?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
6. Is there a need for engineering drawings, rigging calculations, anchorage point calculations, assessment of critical equipment, licenses/certifications, Safety Data Sheets (SDS) or other supportive documentation to be attached to this JSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
7. For any critical equipment or personal protective equipment used, have you verified that required preventive maintenance has been completed? If pre-use or pre-operational inspection is required, is it a part of the work instructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
8. Does this activity require a permit (e.g. confined space, roof access, hot work, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
9. For work involving hazardous energy, have you considered all energy sources and the safe method of control/verification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
10. Is there a need for specialized training? AND Have the assigned workers received such training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
2.4 PLANNING ACTION SUMMARY			
Instructions: Based on the high risk task planning questions above, list additional documentation or actions necessary to complete prior to the start of the job.			
#	Action	Responsible	Date Completed
1			
2			
3			
4			
5			

Pre-task planning

- » Section 2.5 gives the resultant risks must be approved by you and by GM before continuing.

2.5 CONTRACTOR APPROVAL AND GM REVIEW		JSA/PTP CONTROL #:	PAGE 5
RISK LEVEL	CONTRACTOR APPROVAL		GM REVIEW
	ROLE	SIGNATURE BLOCK	
Low Risk (Score ≤50)	Contractor Worker(s) sign Part 3 - Daily Worker Safety Engagement only		None Required
High Risk (Score 51 - 250)	1. Contractor Supervisor:	SIGNATURE: _____ DATE: _____ 1. _____	1 st GM person to review: Name: _____ Date: _____
	2. Prime Contractor Representative:	2. _____	
	3. Contractor Safety Representative:	3. _____	
Note: Low Risk section must also be completed.			
Very High Risk (Score 251 - 500)	4. Prime Contractor Top Leader on Site:	SIGNATURE: _____ DATE: _____ 4. _____	2 nd GM person to review: Name: _____ Date: _____
Note: Low and High Risk sections must also be completed.			
Unacceptable Risk	Contractor must reduce risk below 500, using the hierarchy of safety controls and then conduct a second Safety FMEA to determine new risk score.		GM will not accept Risk level
<p>GM REVIEW: GM Persons authorized to review Job Safety Analysis (JSA) include GM Contract/Project Manager, Field Safety Resource, Site SCM Champion, the Site Global Workplace Safety Leader/Resources, or anyone trained and authorized by the site champion to review JSAs.</p> <p>GM Representative's review of a Contractor's JSA, or any safety measure proposed or implemented by the Contractor, is intended for the sole and exclusive benefit of GM. Contractor may not rely upon GM's review as constituting validation of the means, methods, techniques, procedures or equipment.</p>			
2.6 WORKER TRAINING & COMMUNICATION			
<p>Instructions: Direct Contractor Supervisor must review the Job Safety Analysis, at a minimum, at the following times:</p> <ol style="list-style-type: none"> 1. The initial job line up meeting 2. When the JSA changes 3. When new contractor workers are assigned to the work 4. At least monthly 			

Daily Checklist

- » Section 3.1 is a daily checklist, this is used to make sure there have been no changes in the Job Hazards.

PRE TASK PLAN TEMPLATE		PAGE 7
PART 3 - DAILY WORKER SAFETY ENGAGEMENT		Revision 4.5 March 2018
3.1 PROJECT / TASK DESCRIPTION AND EMERGENCY RESPONSE		
Company: _____ Date: _____ JSA Name/#: _____ Job #: _____ Frontline Supervisor: _____ Overall Task Risk Value From S-FMEA: _____ Specific Task Location (Ex. Column/Bay #, Building) _____ Trades Involved: (MW, IW, LAB...) _____		EMERGENCY ACTION PLAN Emergency Contact Number: _____ <small>(In Plant and/or Outside Phone)</small> DO NOT HANG UP UNTIL TOLD TO DO SO! Be prepared to give: YOUR NAME, LOCATION (building name, column #, address, etc.), and TYPE OF EMERGENCY. Also contact the following: 1. Is a rescue plan necessary (e.g. working at heights rescue, confined space, chemical spill, etc.)? 2. Is any Critical Equipment Necessary to perform the rescue? Is it available and inspected accordingly? 3. What steps are necessary to perform the rescue?
3.2 CREW MEMBER VERIFICATION		
Y	N	1. Have all crew members completed Safety Orientation, Management of Change and any other site-specific training or access requirements?
Y	N	2. Have all crew members reviewed a Job Safety Analysis (JSA) or standardized work?
Y	N	3. Does the JSA or standardized work reviewed cover the task you are being asked to perform?
Y	N	4. Have all pre-inspections been conducted (e.g. mobile equipment, tools, critical equipment)?
3.3 DAILY HAZARD IDENTIFICATION AT THE JOB/TASK LOCATION		
<small>Prior to the start of work each shift all Contract Workers must go to the work location and conduct individual and team Safe Work Zone evaluations. Use the questions below, and the diagram to the right as a guide to ensure all areas around the work location are evaluated for additional hazards or energy sources found that could potentially Feed Into, Back-Feed Into, Run Overhead, Run Underside, Run Through, or Be Inside of the SWZ before beginning the task.</small>		
TAKE "2" FOR SAFETY		 Risk 360° Look for hazards above, below, beside, in front and behind.
Y	N	1. Additional Hazardous Motion?
Y	N	2. Additional Lockout Required?
Y	N	3. New Slip or Trip Hazard?
Y	N	4. New Pinch Points or Laceration Hazard?
Y	N	5. New Fall Hazard?
Y	N	6. New Fire/Explosion Hazard?
Y	N	7. Additional/Other Workers in the Area?
Y	N	8. New Mobile Equipment Hazard?
Y	N	9. Additional PPE required and Available? <small>(Ex. Full-Face Shield, Respirator, Goggles, Ear Plugs, Seat Belts etc.)</small>
Y	N	10. Additional Rigging Hazard?
Y	N	11. Additional Barricades/ Safety Tape Needed?
Y	N	12. New Hazardous Materials/Chemicals?
Y	N	13. Additional Production Vehicle Activity?
Y	N	14. Working in Isolation Now?
Y	N	15. Additional Permits/Interruption Requests Needed? <small>(Ex. Hot Work, Confined Space Entry, Roof Access)</small>
Y	N	16. Has anything changed since the last shift/time the crew performed this task?
Any questions answered "YES" in Section 3.3 above MUST have information added in section 3.5 on back of this form.		



Pre-task planning

- » If changes to the JHA are identified complete section 3.5-3.8 and refer to FS-OP 4412 GM management of change to test for changes to people processes or property have occurred.

PART 3 - DAILY WORKER SAFETY ENGAGEMENT			PAGE 8
<p>Fill in the boxes below to include additional safety information identified in 3.3 before beginning the task. Note: If the change involves a HIGH RISK TASK, you must STOP, amend your JSA, recalculate the Risk Assessment/ SFMEA and have acceptance by your Leadership AND GM Contract/Project Manger prior to restarting work.</p>			
3.5 SAFETY ANALYSIS FROM CHANGES IDENTIFIED IN 3.1			
STEPS IN THE TASK	HAZARDS	ELIMINATION / CONTROL MEASURES	Supervisor Initials
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
3.6 WORKER SIGNATURE BLOCK - All workers must acknowledge review of JSA/standardized work before beginning the task, and initial post task.			
Printed Name:	Signature	Post-Task Initials	<p>Upon completion of the task and initializing this form, I confirm to the best of my knowledge that all tasks were performed according to the JSA or standardized work and this review sheet, and that there was no injury or incident during the completion of this task that was not reported to my supervisor.</p>
3.7 DEBRIEF - Contractor worker(s) (with the assistance of the Direct Contractor Supervisor) must answer the following questions after the work has been completed			
Questions	Answer	Action(s) / Comments	
During the task, did you or the team have to deviate from the JSA or was a new hazard identified requiring the use of the MOC process?	Y N		
Did any incidents, near misses, or sentinel events occur?	Y N		
Are all of the tools/equipment used, debris, trash, etc. cleaned up and stored properly?	Y N		
Does the JSA or standardized work need to be updated? Or are there any lessons learned to be shared at the next job line up meeting?	Y N		
3.8 FRONT LINE SUPERVISOR REVIEW:			
Signature: _____ Date: _____ Time: _____			
Review & Signature <u>at end of task</u> by the Frontline Supervisor indicates thorough completion of this document by all crew members.			
GENERAL NOTES AND COMMENTS			
<p>Note: If your job includes or encounters exposure to mold, lead, asbestos or other potentially hazardous conditions, contact your Supervisor and/or Safety Professional as additional safety precautions and procedures must be followed.</p>			