

## GUIDELINES FOR PREPARING TASK SPECIFIC PLANS (TSP)

Successful Category B, Hazardous subcontractors are required to submit for WSRC/BSRI review and acceptance a Task Specific Plan (TSP).

The TSP is:

- a documented hazard analysis of primary tasks that are deemed necessary and appropriate to complete a scope of work within a subcontract
- considered a supplement to the subcontractor's corporate Worker Protection Plan (WPP).

The hazard analysis process is accomplished by utilizing the following five functions and incorporating the appropriate WPP and Occupational Safety and Health (OSH) program elements included in the subcontract:

- Define the Scope of Work
- Analyze the Hazards
- Develop and Implement Hazard Controls
- Perform the Work within Established Controls
- Provide Feedback and Continuous Improvement.

The TSP includes a break down of tasks, hazards, and controls that are based on the scope of work and subcontractor management's determination of required primary tasks. It should be arranged in a three-column format with the following headings: Task, Hazards, and Controls/Safeguard Plans. (An example of a TSP is attached.)

When preparing the TSP consider the following:

- identify tasks to be completed within the scope of work known at the time of award NOTE: subcontractor is responsible for revising TSP to include additional tasks and/or hazards after subcontract onset
- identify and analyze existing and potential hazards associated with the performance of each task
- document hazard controls/safeguards.

When completed, the TSP is submitted to WSRC/BSRI for review and acceptance prior to start of work.

Below is a list of items to consider when preparing the TSP:

- Access and egress
- Adequate lighting
- Chemical exposure
- Electrical hazards
- Emergency evacuation and response
- Fall protection
- Heat stress
- IH Sampling
- Noise
- Personal protective equipment
- Pinch points
- Radiation exposure
- Sharp points
- Special equipment/tools
- Tripping hazard

**\*Note: this list is not inclusive.**

The following Sample TSP is provided as guidance to subcontractors for the development of plans specific to the scope of work and job-site.

### Sample TSP

**SCOPE:** Cleaning HVAC units for the removal of visible surface contaminants and deposits

TASK	HAZARDS	CONTROLS/SAFEGUARDS
Setting up work area	Trips and falls	Install barricade with access and identification tags
	Inadequate lighting	Portable light stringers will be provided in the immediate work area
Disassembly of HVAC unit	Electrical	Employee training and 8Q, 32, Hazardous Energy Control compliance Use of GFCI
	Cuts and/or abrasions	Leather gloves will be worn per WPP
Cutting access holes in ductwork	Cuts and/or abrasions	Leather gloves will be worn per WPP
	Metal shavings/filaments	Safety glasses with side shields and face shields will be worn per WPP
	Electrical	Use of GFCI
		Employee training and 8Q, 32, Hazardous Energy Control compliance
	Noise	Hearing protection is required in this area and shall be worn per WPP
Falls from upper elevations	Work will be performed on completed scaffold per WPP requirements	
Cleaning grilles/registers	Eye/skin exposure to potentially hazardous chemicals	Rubber gloves will be worn
		Safety glasses with side shields and face shields will be worn
		MSDS and PPE will be reviewed with employees before chemical is used per WPP
	Cuts and/or abrasions	Leather gloves will be worn
Cleaning ductwork	Eye/skin exposure to potentially hazardous chemicals	Rubber gloves will be worn
		Safety glasses with side shields and face shields will be worn
		MSDS and appropriate PPE will be reviewed with employees
	Cuts and/or abrasions	Leather gloves will be worn
	Electrical	Use GFCI with power tools
		Employee training and 8Q, 32, Hazardous Energy Control compliance
	Noise	Use hearing protection per WPP