



## Total Safety Task Instruction (TSTI)

The **TSTI (Total Safety Task Instruction)** is a tool to help you conduct all jobs safely by conducting a job hazard analysis. Each section of **The TSTI** is covered in the following paragraphs. **Completion of this form is mandatory.** This form should be collaboratively completed by the entire crew, while at the actual jobsite. Anyone knowing or deliberately falsifying this, or any other safety form is subject to disciplinary action. Every section should be fully completed, and all questions answered. A "Yes" that has been circled must be addressed on the back page under the *Job Safety Analysis section*.

### SECTION 1: This is for General Information specific to your jobsite.

Task _____		Date _____	
Project _____	Location _____	Date _____	
<b>Emergency Information</b>			Date _____
Evacuation Route _____	Alarm _____	Date _____	
Assembly Area _____	Tornado Shelter _____	Date _____	
Nearest Fire Ext. _____	Nearest Eye Wash _____	Date _____	

**Task or tasks:** Should be general titles with the specifics explained in the **JSA section 6**

**Projects:** Should be the name or project number you are on.

**Location:** When entering location be a detailed as possible. Don't just name the site but specific location within the site.

**Emergency Information:** This area must be filled out as specific as possible. Everyone must know and understand what to do and where to go in the event of an emergency.

**Dates:** The foreman is to fill out each date that work is being performed at this site & location after a quick review that no changes have occurred.

### SECTION 2: Pre-Task Preparation.

Pre-Task Preparation							
Personal Protective Equipment		Surrounding Work Area Hazards		Inspection			
Yes - No	Gloves	Yes - No	Poor Weather	Yes - No	Right tool for the job	Yes - No	Barricades
Yes - No	Dbl Hearing Protect*	Yes - No	Overhead Electrical	Yes - No	Electrical Cords	Yes - No	Spill Response Kit
Yes - No	Filtered Lens	Yes - No	Underground Utilities*	Yes - No	GFCI	Yes - No	First Aid Kit/BBP
Yes - No	Face Shield	Yes - No	Heat/Cold Stresses	Yes - No	Ladders	Yes - No	Drinking Water
Yes - No	Dbl Mtrx Face Shield	Yes - No	Hot/Cold Objects	Yes - No	Power tools	Yes - No	Fire Extinguisher
Yes - No	Rubber Boots	Yes - No	Low Lighting	Yes - No	Hand Tools	Yes - No	Fall Protection*
Yes - No	Toe Clips	Yes - No	High Noise*	Yes - No	Mechanical Equip.	Yes - No	Respirators*
Yes - No	Fall Protection*	Yes - No	Sharp Objects	Yes - No	Rigging*	Yes - No	Scaffold*
Yes - No	Per. Monitor	Yes - No	Overhead Work*	Yes - No	Self Check -PPE	Yes - No	Excavations*
Yes - No	Safety Vest	Yes - No	Heavy Traffic*	Yes - No	Fuel Containers	Yes - No	Welding Equip.*
Yes - No	FR Coveralls	Yes - No	Adjacent Work*	Yes - No	Work Truck	Yes - No	SDS Obtained
Yes - No	FR Sleeves/Jacket	Yes - No	Tight Spaces	Yes - No	Specialized Permits	Yes - No	Housekeeping





This section should be used to set the job up for the day. Every item listed in this section should be completed before the start of any actual work. Item with an (asterisk \*) denotes other permitting may be needed.

**PPE (personal protective equipment)** - It is expected that everyone shows up to work in typical construction clothing and wear your standardized PPE as outlined in Section 3 of the Brieser SH&E manual. Items such as hearing protection can vary depending upon the site rules and noise levels.

You will be reviewing the PPE Matrix in the Job Hazard Analysis section. This list is not comprehensive as you may need specialized protection for each tool or equipment you use according to the PPE Matrix.

**Surrounding Work Area** - When answering these questions please observe in the work area and around your task for hazards. This is NOT task specific but rather area specific. Observe other operations in the surrounding areas that could potentially affect your workplace.

**Inspection** - This list is to assist in all the inspections that may have to be performed prior to the start of the workday. Be sure all equipment, tools & supplies needed are ready to go.

### SECTION 3: Job Hazard Analysis Checklist

Jobsite Hazard Analysis Checklist							
Specialized Permits		Physical Hazards			Chem/Ergonomic Hazards		
Yes - No	Lockout/Tagout	Yes - No	Line of Fire	Yes - No	Flying Particles	Yes - No	Toxic/Corrosive
Yes - No	Confined Spaces	Yes - No	Rotating Parts	Yes - No	Hazardous Energy	Yes - No	Excessive Dust
Yes - No	Excavations	Yes - No	Fall Potential*	Yes - No	Hand Tool Hazards	Yes - No	Chem. Reaction
Yes - No	Hot Work	Yes - No	Pinch Points	Yes - No	Power Tool Hazards*	Yes - No	Plants/Insects
Yes - No	Rigging/Lifting	Yes - No	Struck by/Crushed by	Yes - No	Sharp Objects	Yes - No	Vibration
Yes - No	PPE Matrix Reviewed	Yes - No	Electrical	Yes - No	Holes,Pits,Shafts	Yes - No	Repetitive task
Yes - No	Fall Protection	Yes - No	Unguarded Machinery	Yes - No	Uneven Surfaces	Yes - No	Fumes
Yes - No	Respiratory Fit Test	Yes - No	Fire/Flammables	Yes - No	Radiation	Yes - No	Poor Posture
Yes - No	Sound Level Survey	Yes - No	Excessive Force	Yes - No	Lifting	Yes - No	Carcinogens
Yes - No	Demolition Eng Survey						
Yes - No	Silica Exposure Control						
Yes - No	Equipment Checklist						
Yes - No	Scaffold						

**Specialized Permits**- The section is to identify that additional permitting is or could be required while performing a particular task. A "Yes" circled in this section would require that the respective permit be attached to the TSTI. The PPE matrix should always be marked "Yes" and any tool or equipment on that form that you would be using shall be followed. The respiratory fit test is there as a reminder if you would need respiratory protection for your task. If a "Yes" is marked, safety must be contacted to see if you or anyone in your crew requires any additional training or perhaps a medical evaluation to wear a respirator.

**Physical Hazards** - A thorough analysis of the hazard recognition for the entire work area is to be noted here. Anything that puts any member of the crew in the path of harm, will need to be documented. This is to include people's movements when performing a particular task. If a "Yes" for any of these items is circled an effort to adjust the work to find a safer way is to be found if possible. If not, all other efforts to keep the employee(s) safe is to be made.





**Chemical/Ergonomic Hazards** – Any Toxic/Corrosive work would require you to refer to the SDS for the chemical. Following the recommended PPE and use the product is required. You can get a full listing of SDS's from the QR code located on the back of the TSTI sheet. If specific PPE is needed, please contact the safety department or equipment manager for these tools.

### SECTION 4: TSTI Quality Review

TSTI Quality Review					
Stand backs (circle)	MTWTFSS	Name (Print)	TSTI Review (circle)	MTWTFSS	Name (Print)
Yes - No	Sometime Before Break	_____	Yes - No	Sometime Before Break	_____
Yes - No	Sometime After Break	_____	Yes - No	Sometime After Break	_____
Yes - No	Sometime After Lunch	_____	Yes - No	Sometime After Lunch	_____
Yes - No	Is the task assignment clear to all crew members?	_____	Yes - No	Was this TSTI discussed at the task location?	_____
Yes - No	Are all permits attached to this TSTI?	_____	Yes - No	All hazards identified understood by crew?	_____

**TSTI Quality Review** – This is a Quality control section. It is intended to be used to scrutinize the original TSTI that was filled out and reviewed each morning. A “Stand Back” or review should be made several times throughout the day. All updates should be discussed and documented immediately after changes have been made.

### SECTION 5: TSTI Quality Review

Section 5	Review for Next Day
Yes - No Is this TSTI being used for consecutive days?	Yes - No Have I added or subtracted hazards from JSA?
Yes - No If above is YES have I reviewed and added date?	Yes - No Did I discuss this TSTI with my crew
Yes - No Will I be performing activities that create silica dust, fumes, mists, vapors, welding/cutting/grinding or high noise?	
If yes to the above question please contact Safety Department to schedule personal monitoring.	

**Review for the Next Day** – This section is to be completed towards the end of the day in preparation for the next day. If you are using the same TSTI for the next day, it should be noted that the intent of this was to allow a crew that is working together on the same task as the previous day to basically use the same TSTI. Very few changes should be needed for this but nonetheless be added to the TSTI or deleted from the TSTI for the next day.





## SECTION 6: JSA – Job Safety Analysis

JSA - Job Safety Analysis		
Job Steps	Potential Hazards	Actions to Eliminate or Reduce the Hazard
Gather all tools and equip. to start job	Cuts, Elect. Shock, Falls, Fire, traffic collision	Perform a user inspection of all tools & equipment before any work begins today
	line-of-fire (kickback from saw, hand-tool failure)	
Transport all job materials, tools & equipment to jobsite	Traffic Collision, Electrical, Frostbite,	Currently raining so reduce speed with driving, Also be sure headlights are on as this is a high traffic area. Take breaks to warm up
		Be aware of overhead power line at entrance to project (there is a sign)
Inspect jobsite, finish & review TSTI with crew	Hazardous Energy/Electrical undergrounds, Noise, Overhead Adjacent work	Complete/Review Excavation Permit. Earplugs, use spotter to warn other of overhead swings
	Falls, Cave-ins, Fire, Bad Air,	Ensure everyone is wearing FR coveralls and is in good condition, Complete Confined Space Permit. Sweep area for Housekeeping
Install Forms around Pier	Cuts, Line-of-Fire (watch path of hammer swings) Pinch point (between form edges)	Kevlar gloves when using utility blade, position body away from hammer swing, communicate with others when putting up a form.
	Excessive Force, Flying particles, Sharp Objects	Be careful during plumbing of forms when using a hammer to swing with a lot of force, use the right tool or think of a safer way
		Safety glasses during saw cutting, wear gloves at all times.
Prepare for next day	List any new hazards on TSTI	List any new actions here



**Job Steps** – A list of all the job steps no matter how small are to be listed.

**Potential Hazards** – What are the potential hazards associated with performing this job. Be specific (Examples: where are the trip hazards, what work is going on around us, where are the pinch points, struck by what)

**Actions to Eliminate or reduce the hazard** – What action to eliminate or procedure can be used so all workers can stay safe during this job step.

## SECTION 7: QR Codes

Please Scan these QR Codes to get direct access on your phone to important safety information:

		
Search for SDS Sheets Scan this QR code	Search The Brieser Safety Manual Scan this QR code	Enter in a Good to Great (G2G) Scan this QR code

This form can be found: \Safety\Safety\Training\Toolbox Talks\Toolbox Talk – subject – date





These QR codes are for all workers on site to use when the need arises.

**SDS Sheets** – This allows anyone to search our SDS database right on their phone

**Safety Manual** – This allows anyone to look up any information from the Brieser Safety Manual

**Good to Great (G2G)**– This allows anyone to enter a Safety Issue, Great Catch, Near Miss, Dangerous Conditions, 'Atta Boy/Girl', or General Suggestions to the safety department.

### **SECTION 8: Signatures**

I acknowledge receiving these instructions, understand the instructions and fully comply with the assigned job task.

Employee Signature

Employee Signature

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Foreman Signature \_\_\_\_\_

Yes -Routed to Office

Safety or Mgt Reviewed \_\_\_\_\_

This should be signed by all workers and anyone that visits the work site.

Before signing this or any other forms make sure you understand fully the job and all the connected responsibilities.

## **Reminders**

- 1) This form needs to be specific (call out the actual trip hazard, not just "slips/trips" ). The TSTI should not be transferrable from job to job. The TSTI should be specific enough that it does not apply to any other crews' work onsite.
- 2) Needs to be filled out at the job site, not the trailer
- 3) Needs to be filled out as a group, not by one singular person
- 4) Our goal is to eliminate/mitigate hazards, not just write them down. For example, many "slips/trips" can be completely eliminated.
- 5) This form should result in a group pre-task talk. The TSTI should be able to successfully guide your crew's conversations. If it can't, it's too generic. **DO NOT GO TO WORK WITHOUT HAVING A PRE-TASK TALK.** Huddle everyone up to walk the jobsite, address what you are doing that day, the hazards involved, the surrounding conditions, the day's plan and goals, etc. This is also a great time to double-check everyone is fit for duty. **Get everyone focused and ready for a safe days work!!!**



