

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS ELECTRIC DRILL



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Review the scope of work with all crew members to ensure a clear understanding among the crew.
- Inspect all tools and equipment prior to begin of work
- Obtain Hot Work Permit if needed and write WP/SEA
- Scan work area for obstructions prior to begin of work.
- Verify employees are wearing complete PPE.
- Route all extension cords out of walk ways and caution off if needed.

MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Inspect all tools and equipment.
- 3) Flag off immediate work area and tag with company name, supervisor contact, and all hazards.
- 4) Check all extension cords for cracks or damage and visually inspect drill for damage.
- 5) Route all extension cords overhead or out of walk ways to prevent tripping hazards.
- 6) Ensure safety glasses or goggles and face shields are worn prior to start of work.
- 7) Watch for prop hand placement and body placement.
- 8) Work at a slow steady pace
- 9) Ensure all clothing is properly tucked in and no loose ends.
- 10) Secure all loose items with tools lanyards to prevent dropped objects.
- 11) Ensure material is properly supported while drilling.
- 12) Return all tools and equipment to their place in tool house.
- 13) Remove all barricades and ensure all barricade tape is in proper container.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA