SUGGESTED PLANNED TASK OBSERVATION FOR OPERATORS OF

## ready-mix tanker trucks



OBSERVER'S INFORMATION	
OBSERVER'S NAME	FROM DEPT
DATE OF OBSERVATION	TIME OF OBSERVATION
LOCATION OF OBSERVATION	

TASK DESCRIPTION:

OPERATES A TANKER TRUCK TO DELIVER CONCRETE MIX TO CONSTRUCTION SITES.

OPERATOR'S INFORMATION	
OPERATOR'S NAME	POSITION
EQUIPMENT USED	SERIAL NO
RELEVANT SAFETY FEATURES	

## **OBSERVATION OBJECTIVES**

**√**×

ASSESS COMPLIANCE WITH SAFETY SOPS

EVALUATE OPERATOR'S COMPETENCE AND PERFORMANCE

IDENTIFY POTENTIAL HAZARDS AND AREAS FOR IMPROVEMENT

## PPE EQUIPMENT USED WITHOUT PROMPTING

Overall, hard hat, safety shoes, hand protection gloves and reflective vest



PRE-TASK PREPARATION	×
OPERATOR INSPECTS THE VEHICLE FOR ANY MECHANICAL ISSUES.	
OPERATOR ENSURES THAT THE MIX IS OF THE CORRECT SPECIFICATION.	
OPERATOR VERIFIES THE DELIVERY SITE LOCATION AND ACCESS ROUTE.	
OPERATOR CHECKS THE MIXER TO ENSURE IT IS WORKING PROPERLY.	
OPERATOR CONFIRMS THE MIXER IS CLEAN AND FREE OF OLD CONCRETE.	
OPERATOR VERIFIES SAFETY GEAR IS IN PLACE AND FUNCTIONAL.	
OPERATOR REVIEWS THE DELIVERY SCHEDULE AND ROUTE.	

TASK EXECUTION	×
OPERATOR SAFELY DRIVES TO THE DELIVERY SITE.	
OPERATOR COMMUNICATES WITH SITE PERSONNEL ABOUT WHERE THE MIX IS TO BE POURED.	
OPERATOR POSITIONS THE TRUCK PROPERLY FOR MIXER OPERATION.	
OPERATOR OPERATES THE MIXER AND SUPERVISES THE POURING OF THE MIX.	
OPERATOR MANAGES THE SPEED OF THE MIXER TO ENSURE CORRECT CONSISTENCY.	
OPERATOR COMMUNICATES EFFECTIVLY WITH SITE PERSONNEL.	
OPERATOR COMMUNICATES ANY ISSUES OR CONCERNS TO SITE PERSONNEL IMMEDIATELY.	
OPERATOR VERIFIES THAT THE ENTIRE LOAD HAS BEEN DELIVERED.	

## **Continued overleaf**

POST TASK WIND-DOWN	YX
OPERATOR SAFELY DRIVES BACK TO THE PLANT.	
OPERATOR CLEANS OUT THE MIXER TO PREVENT CONCRETE HARDENING.	
OPERATOR REPORTS ANY ISSUES OR CONCERNS TO THE PLANT MANAGER.	
OPERATOR UPDATES THE DELIVERY LOGS.	
OPERATOR PERFORMS POST-OPERATION VEHICLE INSPECTION.	
OPERATOR SECURES THE VEHICLE FOR THE NEXT OPERATION.	
OPERATOR REVIEWS THE SCHEDULE FOR THE NEXT DELIVERY.	
POST-TASK EVALUATION	
OVERALL OPERATOR PERFORMANCE AND SAFETY COMPLIANCE	
DEVIATIONS FROM ESTABLISHED PROCEDURES OR BEST PRACTICES	
IDENTIFIED HAZARDS AND POTENTIAL IMPROVEMENTS	
FEEDBACK PROVIDED TO THE OPERATOR DURING THE OBSERVATION	
EOLLOW LID ACTIONS	
FOLLOW-UP ACTIONS	
RECOMMENDATIONS FOR CORRECTIVE ACTIONS:	

Think of Planned Task Observations as part of your early warning and stabilisation system. But remember, to truly make a difference, be thorough, unbiased, and helpful in your feedback.

Your keen observations could be the key to success!

**TARGET COMPLETION DATES** 

RESPONSIBLE PERSON(S) FOR IMPLEMENTING CORRECTIVE ACTIONS