



Training Outline - Operational Task Planning

Instruction time - 120 minutes (2.0 hours)

Summary

Task planning is a critical element of maintaining wastewater treatment plant operation. Developing a work process that supports effective task planning will help identify and reduce unintended outcomes. This training will introduce attendees to a task planning approach that includes risk assessment and plan development. Attendees will participate in a scenario-based task planning session to gain experience using this approach. The intent of this training is to inform operators on how to manage risk while performing operational tasks.

Outline

Introduction

Training Goals and Objectives (5 min)

- Understand how to define operational tasks
- Highlight the importance of risk assessment, operating procedures, and planning.
- How to incorporate sequencing, safety, roles, and responsibilities into planning.
- Understand how to establish and implement a formal operational task planning process.

Task Planning Overview (20 min)

- Introduce task planning work flow
- Review key elements of task planning
- Examples of wastewater operational tasks
- Overview of standard operating procedures (SOP)

Risk Assessment (30 min)

- Scheduling
- Mitigation plans
- Job Safety Analysis
- Resources
- Go/No Go Conditions

Break (10 min)



Operational Task Planning, cont.

Task Planning (30 min)

- Task identification and sequencing
- Use of supporting drawings and photos
- Key responsibilities and roles
- Hourly schedule
- Safety requirements
- Communication plan and emergency contact information
- Preparing and mitigation activities
- Post task checklist

Task Planning Scenario (30 min)

- Task description
- Utilize task planning work flow
- Perform risk assessment
- Develop task plan
- Review and discuss results

Training Summary (5 min)

- Review of learning concepts
- Questions and answers

(Attachment – Task Planning work flow)

