

JRYM 426: PRE-TASK PLANNING/STANDARD WORK INSTRUCTIONS/JOB HAZARD ANALYSES & PERSONAL RISK ASSESSMENTS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	1 lecture per quarter (1 total per quarter)
Prerequisite:	This course is limited to students employed with Cupertino Electric.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- Apply Safe Work Process concepts to job site scenarios
- Describe when and why each safety tool is used

Description

This course covers topics related to the CEI Pre-Task Planning, Standard Work Instructions (SWIs), Job Hazard Analyses (JHAs), and Personal Risk Assessments (PRAs) processes as a significant part of the company's Safe Work Process.

Course Objectives

The student will be able to:

1. Understand CEI's Safe Work Process, including the roles and functions of Pre-Task Planning, Standard Work Instructions (SWIs), Job Hazard Analyses (JHAs), and Personal Risk Assessments (PRAs).
2. Effectively apply these tools to identify and mitigate job site hazards, enhance safety awareness, and support a culture of proactive risk management.

Course Content

1. Overview of CEI's Safe Work Process and its core components
2. Purpose and structure of Pre-Task Planning
3. Understanding and applying Standard Work Instructions (SWIs); conducting and documenting Job Hazard Analyses (JHAs); performing effective Personal Risk Assessments (PRAs); integrating safety planning into daily work routines
4. Communication and coordination with team members

5. Hazard identification and mitigation
6. Roles and responsibilities of employees and supervisors in safety planning

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When taught in person, this training must be conducted in a clean classroom with internet access, necessary hardware and software, and course materials, if applicable.
2. When taught online, this course requires access to CEI's Learning Management System (Amplify), continuous access to a computer with the necessary software and hardware to view video content, and a reliable intranet connection.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Quiz
Results of skills demonstration

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
Classroom demonstration

Representative Text(s) and Other Materials

CEI EH&S program and applicable Fed/OSHA and/or Cal/OSHA standards, provided by Cupertino Electric.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

No assignments.

Discipline(s)

Electricity