

APPENDIX A

MINIMUM BASIC OUTLINE FOR ACCIDENT PREVENTION PLANS

An Accident Prevention Plan (APP) is a safety and health policy and program document. The following areas are typically addressed in an APP, but an APP shall be job-specific and shall also address any unusual or unique aspects of the project or activity for which it is written.

The APP shall interface with the employer's overall safety and health program, and a copy shall be available on the work site. Any portions of the overall safety and health program that are referenced in the APP shall be included as appropriate. ANSI/ASSE A10.38 should be referenced for Programmatic Issues.

> For LIMITED-SCOPE SERVICE, SUPPLY AND R&D CONTRACTS, for example, mowing (only), park attendant, rest room cleaning, the Contracting Officer and SOHO may allow an ABBREVIATED APP (customized APP requirements and waive the more stringent elements of this section). > See 01.A.11, and Appendix A, paragraph 11.

1. SIGNATURE SHEET. Title, signature, and phone number of the following:

- a. Plan preparer (Qualified Person, Competent Person, such as corporate safety staff person, QC);
- b. Plan must be approved, by company/corporate officers authorized to obligate the company;
- c. Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC). Provide concurrence of other applicable corporate and project personnel (Contractor).

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2. BACKGROUND INFORMATION. List the following:

- a. Contractor;
- b. Contract number;
- c. Project name;
- d. Brief project description, description of work to be performed, and location; phases of work anticipated (these will require an AHA).

3. STATEMENT OF SAFETY AND HEALTH POLICY. Provide a copy of current corporate/company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract should be provided.

4. RESPONSIBILITIES AND LINES OF AUTHORITIES. Provide the following:

- a. A statement of the employer's ultimate responsibility for the implementation of his SOH program;
- b. Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes. Qualifications shall include the OSHA 30-hour course or equivalent course areas as listed here:

(1) OSH Act/General Duty Clause;

(2) 29 CFR 1904, Recordkeeping;

(3) Subpart C: General Safety and Health Provisions, Competent Person;

(4) Subpart D: Occupational Health and Environmental Controls, Citations and Safety Programs;

(5) Subpart E: PPE, types and requirements for use;

(6) Subpart F: understanding fire protection in the workplace;

(7) Subpart K: Electrical;

(8) Subpart M: Fall Protection;

(9) Rigging, welding and cutting, scaffolding, excavations, concrete and masonry, demolition; health hazards in construction, materials handling, storage and disposal, hand and power tools, motor vehicles, mechanized equipment, marine operations, steel erection, stairways and ladders, confined spaces or any others that are applicable to the work being performed.

c. The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached. The District SOHO will review the qualifications for acceptance;

d. Requirements that no work shall be performed unless a designated competent person is present on the job site;

e. Requirements for pre-task safety and health analysis;

f. Lines of authority;

g. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;

h. Provide written company procedures for holding managers and supervisors accountable for safety.

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5. SUBCONTRACTORS AND SUPPLIERS. If applicable, provide procedures for coordinating SOH activities with other employers on the job site:

- a. Identification of subcontractors and suppliers (if known);
- b. Safety responsibilities of subcontractors and suppliers.

6. TRAINING.

- a. Requirements for new hire SOH orientation training at the time of initial hire of each new employee.
- b. Requirements for mandatory training and certifications that are applicable to this project (e.g., explosive actuated tools, confined space entry, crane operator, diver, vehicle operator, HAZWOPER training and certification, PPE) and any requirements for periodic retraining/recertification.
- c. Procedures for periodic safety and health training for supervisors and employees.
- d. Requirements for emergency response training.
> ***See paragraph 9.b. below for a list of requirements that may require emergency response training.***

7. SAFETY AND HEALTH INSPECTIONS.

- a. Specific assignment of responsibilities for a minimum daily job site safety and health inspection during periods of work activity: Who will conduct (e.g., SSHO, PM, safety professional, QC, supervisors, employees – depends on level of technical proficiency needed to perform said inspections), proof of inspector's training/qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow-up procedures;

- b. Any external inspections/certifications that may be required (e.g., USCG).

8. ACCIDENT REPORTING. The Contractor shall identify person(s) responsible to provide the following:

- a. Exposure data (man-hours worked);
- b. Accident investigations, reports, and logs: Report all accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR). The contractor shall thoroughly investigate the accident and submit the findings of the investigation along with appropriate corrective actions to the CO/COR in the prescribed format as soon as possible but no later than five (5) working days following the accident. Implement corrective actions as soon as reasonably possible;
- c. The following require immediate accident notification:
 - (1) A fatal injury;
 - (2) A permanent total disability;
 - (3) A permanent partial disability;
 - (4) The hospitalization of three or more people resulting from a single occurrence;
 - (5) Property damage of \$200,000 or more.

9. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks and compliance plans. Using the EM 385-1-1 as a guide, plans may include but not be limited to:

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- a. Layout plans (04.A.01);
- b. Emergency response plans:
 - (1) Procedures and tests (01.E.01);
 - (2) Spill plans (01.E.01, 06.A.02);
 - (3) Firefighting plan (01.E.01, Section 19);
 - (4) Posting of emergency telephone numbers (01.E.05);
 - (5) Man overboard/abandon ship (Section 19.A.04);
 - (6) Medical Support. Outline on-site medical support and off-site medical arrangements including rescue and medical duties for those employees who are to perform them, and the name(s) of on-site Contractor personnel trained in first aid and CPR. A minimum of two employees shall be certified in CPR and first-aid per shift/site (Section 03.A.02; 03.D);
- c. Plan for prevention of alcohol and drug abuse (01.C.02);
- d. Site sanitation plan (Section 02);
- e. Access and haul road plan (4.B);
- f. Respiratory protection plan (05.G);
- g. Health hazard control program (06.A);
- h. Hazard communication program (06.B.01);
- i. Process Safety Management Plan (06.B.04);
- j. Lead abatement plan (06.B.05 & specifications);
- k. Asbestos abatement plan (06.B.05 & specifications);

- l. Radiation Safety Program (06.E.03.a);
- m. Abrasive blasting (06.H.01);
- n. Heat/Cold Stress Monitoring Plan (06.I.02)
- o. Crystalline Silica Monitoring Plan (Assessment) (06.M) ;
- p. Night operations lighting plan (07.A.08);
- q. Fire Prevention Plan (09.A);
- r. Wild Land Fire Management Plan (09.K);
- s. Hazardous energy control plan (12.A.01);
- t. Critical lift Plan (16.H);
- u. Contingency plan for severe weather (19.A.03);
- v. Float Plan (19.F.04);
- w. Site-Specific Fall Protection & Prevention Plan (21.C);
- x. Demolition plan (to include engineering survey) (23.A.01);
- y. Excavation/trenching plan (25.A.01);
- z. Emergency rescue (tunneling) (26.A.);
- aa. Underground construction fire prevention and protection plan (26.D.01);
- bb. Compressed air plan (26.I.01);
- cc. Formwork and shoring erection and removal plans (27.C);
- dd. PreCast Concrete Plan (27.D);

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- ee. Lift slab plans (27.E);
- ff. Steel erection plan (27.F.01);
- gg. Site Safety and Health Plan for HTRW work (28.B);
- hh. Blasting Safety Plan (29.A.01);
- ii. Diving plan (30.A.13);
- jj. Confined space Program (34.A).

10. RISK MANAGEMENT PROCESSES. Detailed project-specific hazards and controls shall be provided by an Activity Hazard Analysis (01.A.13) for each major phase/activity of work.

11. ABBREVIATED APP for LIMITED-SCOPE SERVICE, SUPPLY AND R&D CONTRACTS. If service, supply and R&D contracts with limited scopes are awarded, the contractor may submit an abbreviated Accident Prevention Plan. This APP shall address the following areas **at a minimum**. If other areas of the EM 385-1-1 are pertinent to the contract, the contractor must assure these areas are addressed as well.

- a. Title, signature, and phone number of the plan preparer.
- b. Background Information to include: Contractor; Contract number; Project name; Brief project description, description of work to be performed, and location (map); The project description shall provide a means to evaluate the work being done (see AHA requirements in 01.A.13) and associated hazards involved. Contractor's APP shall address the identified hazards involved and the control measures to be taken.
- c. Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.