

APPENDIX A

MINIMUM BASIC OUTLINE FOR ACCIDENT PREVENTION PLAN

An APP is, in essence, a safety and health policy and program document. The following areas are typically addressed in an APP, but a plan 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. Any portions of the overall safety and health program that are referenced in the APP shall be included as appropriate. **> See 01.A.11**

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

- a. Plan preparer (qualified person such as corporate safety staff person, QC).
- b. Plan must be approved, by company/corporate officers authorized to obligate the company (e.g., owner, company president, regional vice president, etc.).
- 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)).

2. BACKGROUND INFORMATION. List the following:

- a. Contractor;
- b. Contract number;
- c. Project name;

EM 385-1-1

3 Nov 03

d. Brief project description, description of work to be performed, and location (map);

e. Contractor accident experience (provide information such as experience modification rate (EMR), OSHA 300 Forms, corporate safety trend analyses); and

f. Listing of phases of work and hazardous activities requiring AHA.

3. STATEMENT OF SAFETY AND HEALTH POLICY. Provide a copy of your current corporate/company Safety and Health Policy Statement. **NOTE:** In addition to the corporate/company policy statement, your corporate/company safety program may provide a significant portion of the information required by the APP.

4. RESPONSIBILITIES AND LINES OF AUTHORITIES.

a. Identification and accountability of personnel responsible for safety - at both corporate and project level. (Contracts specifically requiring safety or industrial hygiene personnel should include a copy of their resume. The District Safety and Occupational Health Office will review the qualifications for acceptance.)

b. Lines of authority.

5. SUBCONTRACTORS AND SUPPLIERS. Provide the following:

a. Identification of subcontractors and suppliers (if known);

b. Means for controlling and coordinating subcontractors and suppliers; and

c. Safety responsibilities of subcontractors and suppliers.

6. TRAINING.

- a. List subjects to be discussed with employees in safety indoctrination.
- b. List 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. Identify requirements for emergency response training.
> **See paragraph 12.b. below for a list of requirements that may require emergency response training.**
- d. Outline requirements (who attends, when given, who will conduct, etc.) for supervisory and employee safety meetings.

7. SAFETY AND HEALTH INSPECTIONS. Provide details on:

- a. Who will conduct safety inspections (e.g., PM, safety professional, QC, supervisors, employees), proof of inspector's training/qualifications, when inspections will be conducted, how the inspections will be recorded, deficiency tracking system, follow-up procedures, etc. 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.
- b. Any external inspections/certifications that may be required (e.g., USCG).

8. SAFETY AND HEALTH EXPECTATIONS, INCENTIVE PROGRAMS, AND COMPLIANCE.

- a. The company's written safety program goals, objectives, and accident experience goals for this contract should be provided.
- b. A brief description of the company's safety incentive programs (if any) should be provided.

EM 385-1-1

3 Nov 03

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

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

9. ACCIDENT REPORTING. The Contractor shall identify who, how, and when the following will be completed:

- a. Exposure data (man-hours worked);
- b. Accident investigations, reports, and logs;
- c. Immediate notification of major accidents.

10. 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.

11. PERSONAL PROTECTIVE EQUIPMENT. Outline procedures (who, when, how) for conducting hazard assessments and written certifications for use of PPE. Outline procedures to be followed to assure the proper use, selection, and maintenance of personal protective and life saving equipment (e.g., protective footwear, protective gloves, hard hats, safety glasses, hearing protection, body harnesses, lanyards).

12. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL (as applicable).

- 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, 19.A.04)
- (4) Posting of emergency telephone numbers (01.E.05)
- (5) Wild land fire prevention plan (09.K.01)
- (6) Man overboard/abandon ship (19.A.04)

c. Hazard communication program (01.B.06). Provide the location of MSDS, records of Contractor employee training, and inventory of hazardous materials (including approximate quantities and a site map) that will be brought onto Government project by the Contractor and subcontractor.

- d. Respiratory protection plan (05.E.03)
- e. Health hazard control program (06.A.02)
- f. Lead abatement plan (06.B.05 & specifications)
- g. Asbestos abatement plan (06.B.05 & specifications)
- h. Abrasive blasting (06.H.01)
- l. Confined space (06.I)
- j. Hazardous energy control plan (12.A.07)
- k. Critical lift procedures (16.C.18)
- l. Contingency plan for severe weather (19.A.03)
- m. Access and haul road plan (8.D.1)
- n. Demolition plan (engineering and asbestos surveys) (23.A.01)

EM 385-1-1

3 Nov 03

- o. Emergency rescue (tunneling) (26.A.05)
- p. Underground construction fire prevention and protection plan (26.D.01)
- q. Compressed air plan (26.I.01)
- r. Formwork and shoring erection and removal plans (27.B.02)
- s. Jacking plan (lift) slab plans (27.D.01)
- t. Safety and health plan and SSHP (for HTRW work, an SSHP must be submitted and shall contain all information required by the APP - two documents are not required (28.A.02))
- u. Blasting plan (29.A.01)
- v. Diving plan (30.A.13)
- w. Plan for prevention of alcohol and drug abuse (Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 252.223-7004)
- x. Fall protection plan (Section 21)
- y. Steel erection plan (27.E.01)
- z. Night operations lighting plan (16.C.19.d)
- aa. Site sanitation plan (Section 02)
- bb. Fire Prevention Plan (09.A.01)

13. CONTRACTOR INFORMATION. The Contractor shall provide information on how they will meet the requirements of applicable Sections of this manual in the APP. As a minimum, excavations, scaffolding, medical and first-aid requirements, sanitation, PPE, fire prevention, machinery and mechanized equipment, electrical

safety, public safety requirements; and chemical, physical agent, and biological occupational exposure prevention requirements shall be addressed as applicable.

14. SITE-SPECIFIC HAZARDS AND CONTROLS. Detailed site-specific hazards and controls shall be provided in the AHA for each activity of the operation.

