

## APPENDIX A

### MINIMUM BASIC OUTLINE FOR ACCIDENT PREVENTION PLAN

An accident prevention plan is, in essence, a safety and health policy and program document. The following areas are typically addressed in an accident prevention plan, 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 accident prevention plan 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 accident prevention plan shall be included as appropriate.

1. SIGNATURE SHEET. Title, signature, and phone number of the following:
  - a. plan preparer (corporate safety staff person, QC);
  - b. plan approval, e.g., owner, company president, regional vice president (HTRW activities require approval of a Certified Industrial Hygienist (or qualified Industrial Hygiene personnel for in-house USACE activities; a Certified Safety Professional (or qualified USACE safety personnel for in-house work) may approve the plan for operations involving UST removal where contaminants are known to be petroleum, oils, or lubricants);
  - c. plan concurrence (provide concurrence of other applicable corporate and project personnel (contractor)), e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC.
  
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 (map);
  - e. contractor accident experience (provide information such

3 Sep 96

as EMR, OSHA 200 Forms, corporate safety trend analyses);

f. listing of phases of work and hazardous activities requiring activity hazards analyses.

3. STATEMENT OF SAFETY AND HEALTH POLICY. (In addition to the corporate policy statement, a copy of the corporate safety program may provide a significant portion of the information required by the accident prevention plan.)

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;

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 which are applicable to this project (e. g., explosive actuated tools, confined space entry, crane operator, diver, vehicle operator, HAZWOPER training and certification, personal protective equipment) and any requirements for periodic retraining/recertification.

c. Identify requirements for 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., project manager, safety professional, QC, supervisors, employees, etc.), when inspections will be conducted, how the inspections will be recorded, deficiency tracking system, follow-up procedures, etc;
  - b. any external inspections/certifications which may be required (e.g., Coast Guard).

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.
- 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 shall complete the following, how, and when:

- 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.

11. PERSONAL PROTECTIVE EQUIPMENT. Outline procedures (who, when, how) for conducting hazard assessments and written certifications for use of personal protective equipment.

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

- a. hazard communication program (01.B.04);

3 Sep 96

- b. emergency response plans:
  - procedures and tests (01.E.01)
  - spill plans (01.E.01, 06.A.02)
  - firefighting plan (01.E.01, 19.A.04)
  - posting of emergency telephone numbers (01.E.04)
  - wildfire prevention plan (09.K.01)
  - man overboard/abandon ship (19.A.04)
- c. layout plans (04.A.01);
- d. respiratory protection plan (05.E.01);
- 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);
- i. confined space (06.I);
- j. hazardous energy control plan (12.A.07);
- k. critical lift procedures (16.C.17);
- l. contingency plan for severe weather (19.A.03);
- m. access and haul road plan (22.I.10);
- n. demolition plan (engineering and asbestos surveys) (23.A.01);
- 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. lift slab plans (27.D.01)
- t. SHP and SSHP (for HTRW work an SSHP must be submitted and shall contain all information required by the accident prevention plan - two documents are not required (28.B.01);
- 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 Subpart 252.223-7004, Drug-Free Work Force);

13. The contractor shall provide information on how they will meet the requirements of major sections of EM 385-1-1 in the

EM 385-1-1

3 Sep 96

accident prevention plan. Particular attention shall be paid to excavations, scaffolding, medical and first aid requirements, sanitation, personal protective equipment, fire prevention, machinery and mechanized equipment, electrical safety, public safety requirements, and chemical, physical agent, and biological occupational exposure prevention requirements.

Detailed site specific hazards and controls shall be provided in the activity hazard analysis for each phase of the operation.

FIGURE 1-1

ACTIVITY HAZARD ANALYSIS

ACTIVITY \_\_\_\_\_ ANALYZED BY/DATE \_\_\_\_\_

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Identify the principal steps involved and the sequence of work activities	Analyze each principal step for potential hazards	Develop specific controls for each potential hazard
EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
List equipment to be used in the work activity	List inspection requirements for the work activity	List training requirements, including hazard communication