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○ Plan Sample

Selected pages (not a complete plan)

Part 1: Project-Specific =ch

Part 2: Quality Manual

Part 3: Submittal Forms

Contact:

FirstTimeQuality

410-451-8006

PROJECT HEALTH AND SAFETY PLAN

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7. SAFETY AND HEALTH INSPECTIONS

[CompanyName][CompanySuffix] will conduct a coordinated array of safety inspections and tests that will verify that work processes and results conform to this Health and Safety Plan, contract requirements, and [CompanyName] safety standards.

Inspections are necessary to verify that work processes and results conform to both contract requirements and [CompanyName] safety standards.

Qualified personnel inspect every project throughout the construction process. Additional reviews validate the accuracy of the field safety inspections and ensure that the safety standards apply uniformly.

An inspection and test plan defines the safety inspections and tests required for a specific project.

Personnel may only inspect construction activities for which they have been qualified by the Safety Manager.

Should an accident occur or an inspection identifies a safety issue, we systematically contain the issue and quickly make corrections.

(1) CONTROL THE CONTINUATION OF WORK

Our first action is to prevent further injuries or harm by clearly mark the area by tape, tag, or other easily observable signal to prevent entry to a hazardous area, or use of hazardous equipment and materials.

After the item is marked, the Safety Manager or Superintendent determines if work can continue in the affected area:

**[CompanyName][CompanySuffix]
Work Task Inspection Form**

Version 20131215

Work Task (Section#)

Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Location/Area:	Subcontractor Company ID#: Name:
Reference Specifications:		Reference drawings:	Crew ID/Name

Compliance Verification

- Compliance with initial job-ready requirements
- Compliance with material inspection and tests
- Compliance with work in process first article inspection requirements
- Compliance with work in process inspection requirements
- Compliance with inspection and test plan

Heightened Awareness Checkpoints

-
-
-
-
-

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

Subcontractor <i>Work Task verified complete to specifications (sign and date)</i>	Sign and date*:
Project Superintendent <i>Score subcontractor performance and feedback notes</i>	Safety: 5 4 3 2 1
	On-Time: 5 4 3 2 1
	Safety: 5 4 3 2 1
<i>Work Task verified complete to specifications (sign and date)</i>	Sign and date*:
Safety Manager <i>Score subcontractor performance and feedback notes</i>	Safety: 5 4 3 2 1
	Sign and date*:

* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

8. ACCIDENT REPORTING

a. EXPOSURE DATA

The Safety Manager will submit Monthly Man-hour Exposure Reports to the Contracting Officer no later than the 5th workday of each month. The report encompasses on-site work including all hourly and salaried employees. The report will include all subcontractors working on this project.

Exposure data will be reported on the Man-Hour Exposure Reports form included as an exhibit in this subsection.

b. ACCIDENT INVESTIGATION REPORTS AND LOGS

(1) ACCIDENT REPORTS

All accidents occurring incidentally to the project is investigated, reported, and analyzed. The Safety Manager will report all accidents and injuries no matter how slight. The Safety Manager will notify the Contracting Officer as soon as practical, but not later than 24 hours, after any accident. The accident notification will include: contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known; and brief description of accident (to include type of construction equipment used, PPE used, etc.).

The Safety Manager will notify the Contracting Officer as soon as practical, but not later than four hours, after any accident that

- Meets the definition of Recordable Injuries or Illnesses or High Visibility Accidents
- Property damage equal to or greater than \$2,000
- Weight handling equipment accident in accordance with NASA NPG 8621.1.

Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.

The Safety Manager will notify the Contracting Officer immediately when there is:

Questions? Call First Time Quality 410-451-8006

OSHA's Form 301 Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
 Title _____
 Phone (____) _____-____ Date ____/____/____

Information about the employee

- 1) Full name _____
- 2) Street _____
 City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____

- 7) If treatment was given away from the worksite, where was it given?
 Facility _____
 Street _____
 City _____ State _____ ZIP _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____ AM / PM
- 13) Time of event _____ AM / PM Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*
- 18) **If the employee died, when did death occur?** Date of death ____/____/____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistics, Room N-5644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

10. RISK MANAGEMENT PROCESSES

a. WORK TASK ACTIVITY HAZARD ANALYSIS

As the project proceeds, the Safety Manager prepares an Activity Hazard Analysis (AHA) for each work task. AHAs will be prepared using the form on the following page and will be presented and discussed at the Preparatory Phase Meeting prior to starting the definable feature of work.

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4. PROJECT-SPECIFIC SAFETY STANDARDS

APPLICABLE REGULATIONS, INDUSTRY, and COMPANY STANDARDS

4.1. OVERVIEW

[CompanyName] personnel and subcontractors are accountable for compliance to safety standards-based written specifications.

To achieve expectations reliably and consistently, specifications are clearly spelled out not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors, safe work rules, and environmental work conditions.

Standards ensure that materials, methods, and results are specified rather than left to discretionary practices.

4.2. REGULATORY CODES AND INDUSTRY STANDARDS

All [CompanyName] construction activities must comply with the relevant regulations. The Site Safety and Health Officer identifies regulatory requirements applicable to the jurisdictions served, including:

- Applicable Federal regulations
- Applicable State regulations
- Applicable building codes and local addenda to building codes
- Applicable Fire Code
- Applicable Fuel and Gas Code
- Applicable Mechanical Code
- Applicable Plumbing Code
- Additional regulations specified by the customer contract

The Site Safety and Health Officer identifies regulatory requirements that apply to a specific project on the Project Accident Prevention Plan.

The Site Supervisor had jobsite access to relevant codes and government regulations.

4.2.1. INDUSTRY SAFETY STANDARDS

All [CompanyName] construction activities comply with generally accepted practices and industry safety standards.

The Site Safety and Health Officer identifies supplemental requirements for industry safety standards that apply to a specific project on the Project Accident Prevention Plan when it is not otherwise specified by the contract, contract technical specifications, or approved drawings.

4.2.1.1. [COMPANYNAME] PROJECT LICENSE AND QUALIFICATION REQUIREMENTS

The Site Safety and Health Officer identifies company license and qualification credentials required by contract specifications and government regulators. The Site Safety and Health Officer obtains records, certificates, and license records that provide verification of [CompanyName] credentials.

4.3. SAFETY LICENSE AND CREDENTIAL REQUIREMENTS

4.3.1. COMPANY SAFETY LICENSE AND CREDENTIAL REQUIREMENTS

The Site Safety and Health Officer identifies requirements for company licenses, credentials, and certifications related to project safety.

4.3.2. PERSONNEL SAFETY LICENSE, CREDENTIAL, AND QUALIFICATION REQUIREMENTS

The Site Safety and Health Officer defines safety-related credentials for each project job position that affects safety including:

- Required licenses
- Required training
- Required certifications
- Required experience

4.4. PROJECT RISK ASSESSMENT

The Site Safety and Health Officer assesses and identifies project safety risks in preparation for planning safety risk mitigation and prevention.

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LIBRARY OF SAFETY SUBMITTAL FORMS

- PROJECT ORGANIZATION CHART FORM
- SAFETY MANAGER APPOINTMENT
- PROJECT MANAGER APPOINTMENT
- PROJECT SUPERINTENDENT APPOINTMENT
- SAFETY CONTROLLED FEATURE OF WORK LIST
- SAFETY TESTING PLAN AND LOG
- PROJECT SAFETY COMMUNICATIONS PLAN
- POINT OF CONTACT LIST
- PROJECT SAFETY TRAINING PLAN FORM
- PROJECT SAFETY TRAINING RECORD
- PROJECT SAFETY RECORDS PLAN
- CHANGE ORDER FORM
- SOURCE OF SUPPLY FORM
- PREPARATORY PHASE CHECKLIST
- PREPARATORY PHASE CHECKLIST
- CONTRACTOR QUALITY CONTROL REPORT
- CONTRACTOR PRODUCTION REPORT
- INITIAL PHASE CHECKLIST
- FEATURE OF WORK INSPECTION FORM
- INSPECTION AND TEST REPORT
- NONCONFORMANCE REPORT
- NONCONFORMANCE REPORT CONTROL LOG
- TRAINING RECORD
- PROJECT SAFETY SYSTEM AUDIT FORM

Selected Pages

[CompanyName] Activity Hazard Analysis (AHA)

Activity/Work Task:	Risk Assessment Code (RAC) Rating Matrix					
Project Location:						
Contract Number:	Severity	Probability				
Date Prepared:		Frequent	Likely	Occasional	Seldom	Unlikely
Prepared by (Name/Title):	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
Reviewed by (Name/Title):	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L
Notes: (Field Notes, Review Comments, etc.)		<p>Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC rating (above). "Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely. Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible Step 2: Identify the RAC (Probability/Severity) rating as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.</p>			<p>RAC Rating E = Extremely High Risk H = High Risk M = Moderate Risk L = Low Risk</p>	

Job Steps	Hazards	Controls	RAC
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements	

Master Hazard List

ID	Hazard/ Injury	Correction/ Control
1	Airborne particles, explosive	Air filtration;; Exhaust fans; Wetting dusts; Dust collection systems and hoods for equipment; Airborne particle concentration detectors and alarms
2	Airborne particles, inhaled	Use correct respirator, mask, helmet or hood type
3	Anchor points, fall protection, loose, insufficient quantity or strength	Close inspection; Load testing; Snag and sharp edge free path for tethers; Proper netting installation; Personnel instruction in use and maintenance
4	Anchor points, temporary scaffolding, loose, insufficient quantity or strength	Verify fasteners, design and spacing; Concrete at design strength; Adequate strength of materials; Load testing;
5	Attention:, lack of personnel focus	Situational awareness training; coffee breaks; task variation
6	Barriers and rails, temporary, missing, damaged or insecure	Planning; robust construction; Regular inspections and maintenance
7	Biological Hazards, medical waste/needles, molds, bird feces	Hazard survey and management policy; Proper containers; Cleanup/removal and Remediation
8	Bolt-up work hazards, injuries when aligning bolts and flanges	Drift pin use, vs. fingers; Bolt installation, sequencing and torquing plan
9	Bolt-up work hazards, sudden movement of pipes and structural members	Body parts clear of joints; Communication between installer and lift/crane operators; Escape route for installer
10	Burns, sun	Proper clothing; Sun screen; Equipment roof and umbrella; Shade cloth; water mist systems
11	Burns, welding, skin and retinal exposure to UV light	No exposed skin while welding; Proper mask
12	Burns, welding, sparks, hot parts	Proper clothing, clean orderly workspace; welding screens; pants outside boots
13	Cables, ropes and wires, breaks when over stressed	Verify tensile strength; inspect connections; check for damage; Personnel safety instruction
14	Cleanup, individual trade responsibility, undone or incomplete	Posted general policy; subcontract clauses; backcharge enforcement
15	Cleanup, site, general, lax or undone	GC policy with assigned procedures and responsibilities
16	Communication, telephone, cell and land line, Interruption, wiretapping	Protected wires, secure boxes; identified, marked lines
17	Confined spaces, suffocation or engulfment	Personnel training, Entry supervision and attendant; Safety tests; Safety lockouts; Rescue plans and retrieval equipment
18	Corrosion, chemical/rust, fasteners, reinforcing, structural members, roofing	Protective coatings, rain protection;
19	Corrosion, electro-galvanic. fasteners, reinforcing, structural members, roofing	Sacrificial anodes; electrical isolation; protective coatings; proper material selection;
20	Crane collapse, sudden tilt or lift failure	Proper setup; maintaining specification limits; scheduled maintenance and inspections;
21	Crane counterweight motion, collision with vehicles or personnel	Barriers, audible alarms, personnel hazard awareness;
22	Crane load, injury during manual and tag line placement	Clear view of load and personnel by crane operator; Personnel never under load
23	Crane loads, swinging, impacting personnel , vehicles or structures	Qualified operator; Personnel awareness; Weather envelope policies per crane mfr.
24	Crane, communication, radio. faulty or dead battery	Assigned channels/frequencies; Operator/tender agreement on verbal commands; range check; daily battery check; communication loss policy
25	Crane, visual hand signaling, obstructed or distant view	Clear understanding between operator and tender before work
26	Data Line failures, hardwired and wireless, temporary and permanent	Protected wires or fibers; secure boxes; firewall and password protection; line conditioners and battery backup
27	Demolition, Falls, strains, punctures	Demolition-specific personnel instruction
28	Demolition, hazardous materials exposure	Pre-demolition site and structure survey; Sampling and testing program
29	Demolition. Structural collapse	Pre-demolition analysis and planning
30	Electrical circuits improper connection; back feeds	Circuit and continuity testing before energizing
31	Electrical explosion, faulty high voltage connections	Torque, voltage and continuity test all connections; proper boxes, enclosures and fasteners;
32	Electrical labels, missing or incorrect	Qualified electrician cross-check before energizing



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