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[CompanyName]

Construction

Site-specific Health and Safety Plan

[ProjectName]
[ProjectNumber]

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Management acceptance

This Site-specific Health and Safety Plan has been reviewed and accepted

Endorsed By: (Name / Title)	[SafetyManagerName], Safety Manager		
Signature:	*[SafetyManagerName]*	Date:	[Date]
Version	1.0	Notes	Initial Issue

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SITE-SPECIFIC HEALTH AND SAFETY PLAN

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3. Responsibilities and Lines of Authorities

Establishing clear roles and responsibilities is essential to implementing an effective safety program on site. Everyone—from executive leadership to field workers—has a defined role in supporting the safe execution of work in accordance with this Site-Specific Safety Plan (SSSP), the [CompanyName] Safety Management System, and all applicable OSHA standards.

a. Company Responsibility Statement

[CompanyName] is ultimately responsible for the overall implementation and performance of the Safety Management System on each project. This responsibility includes:

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- Investigating and correcting unsafe practices or conditions;

Continuously improving systems through training, audits, and incident reviews

b. Safety Roles and Responsibilities Summary

Role	General Safety Responsibilities
President	Oversees company-wide safety performance and culture
Safety Manager	Develops, implements, and enforces the HSP; leads inspections, training, and incident response
Superintendent	Enforces jobsite safety practices and ensures subcontractor compliance
Supervisors/Foremen	Directly manage safe execution of daily work and participate in inspections
All Employees	Follow safe work practices; report hazards; exercise Stop Work Authority

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c. Safety Manager Duties

General Responsibilities:

- Prepare and maintain the Site-Specific Health and Safety Plan (HSP)
- Ensure company-wide implementation of the [CompanyName] Safety System

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Site-Specific Duties:

- Conduct site orientations and periodic safety training
- Perform and document daily, weekly, and monthly safety inspections
- Investigate all incidents and near misses; lead root cause analysis
- Enforce corrective and preventive actions

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- Approve subcontractor mobilization after verifying safety readiness
- Monitor and verify compliance with JHAs, permits, and PPE use

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d. Superintendent Duties

General Responsibilities:

- Ensure day-to-day compliance with the HSP and JHAs
- Lead toolbox talks and engage field crews in safety discussions
- Schedule and coordinate inspections of scaffolds, ladders, PPE, and work areas
- Implement discipline for safety violations according to Section 4 (Noncompliance)
- Collaborate with the Safety Manager to assess subcontractor performance

Site-Specific Duties:

- Conduct daily safety inspections and document findings
- Maintain records of corrective actions and verify hazard abatement

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e. Supervisors and Foremen

- Lead daily work crews in accordance with safe work practices
- Conduct job-specific briefings, including JHA reviews
- Monitor the use of tools, ladders, lifts, and PPE
- Stop work or escalate unsafe conditions to the Superintendent
- Participate in incident reporting and near-miss documentation

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g. Competent and/or Qualified Persons

[CompanyName] ensures that all work requiring oversight by a competent or qualified person is staffed accordingly. A competent person must be present whenever work is performed on tasks involving:

- Fall protection systems
- Scaffolding, ladders, or aerial lifts
- Excavation and trenching
- Confined space entry

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8. Incident and Near Miss Reporting

Timely reporting and thorough investigation of incidents, injuries, and near misses are critical to maintaining a safe work environment and driving continuous improvement. This section outlines the procedures for reporting, investigating, documenting, and responding to safety-related events.

a. Incident Reporting Requirements

All personnel are responsible for immediately reporting any:

- Injury or illness (no matter how minor)
- Near miss (an unplanned event that could have resulted in injury or damage)
- Unsafe condition or behavior

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OSHA Reporting

The Safety Manager will notify OSHA as required:

- Within 8 hours: Fatality or work-related COVID-19 fatality
- Within 24 hours: In-patient hospitalization, amputation, loss of an eye, or qualifying COVID-19 case

b. Investigation and Documentation

All incidents and near misses will be investigated by the Safety Manager, with assistance from the Superintendent and other personnel involved.

The objectives of the investigation are to:

- Determine root cause(s)
- Identify contributing factors

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- Near-Miss Report Form
- Nonconformance Report (if applicable)
- Root Cause Analysis Worksheet

c. Corrective Actions and Follow-Up

For each verified incident or near miss:

1. Corrective actions are identified and documented
2. Responsibilities and due dates are assigned

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d. Near Miss Management

Near misses are a valuable source of proactive insight and are treated with the same importance as actual incidents. Employees are encouraged to report near misses without fear of reprisal.

- Near misses must be documented using the Near-Miss Report Form
- The Safety Manager conducts an investigation and assigns corrective actions
- Patterns and trends are reviewed monthly to inform the Lessons Learned Log

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- Submit electronic reports to OSHA as required by regulation

All records will be retained in accordance with OSHA and company policy.

f. Communication and Training

Key findings from incidents and near misses will be communicated to all project personnel through:

- Weekly toolbox talks
- Monthly safety meetings
- Lessons Learned Log updates

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10. Required Project Risk Management Plans (Programs, Procedures)

Effective risk management is essential to safeguarding personnel, property, and the environment. [CompanyName] develops and implements risk-specific plans based on the unique hazards associated with each project phase. These plans supplement the core Health and Safety Plan (HSP) and provide targeted controls for high-risk activities.

a. Project Risk Assessment Process

The Safety Manager conducts a formal Project Risk Assessment prior to the start of work. This process includes:

- Reviewing the full project scope and work breakdown structure
- Identifying foreseeable hazards associated with project activities
- Evaluating severity, probability, and exposure duration for each hazard
- Determining the need for specialized safety plans, procedures, or permits

The results of the assessment are documented on the Project Risk Assessment Form (see Appendix B).

b. Job Hazard Analyses (JHAs)

For each definable work task, a detailed Job Hazard Analysis (JHA) is prepared. JHAs outline:

- Specific steps of the task
- Potential hazards associated with each step
- Required engineering, administrative, and PPE controls
- Competency, training, and supervision requirements

JHAs are reviewed with the work crew during preparatory phase meetings and prior to the start of each task. All JHAs are included in Appendix C.

c. Risk-Specific Plans and Procedures

Based on the Project Risk Assessment and task-specific JHAs, the Safety Manager identifies additional required risk-specific plans. These may include:

- Fire Prevention Plan
- Hazardous Energy Control Program (Lockout/Tagout)
- Heat/Cold Stress Monitoring Plan
- Confined Space Entry Program
- Respiratory Protection Plan
- Fall Protection Plan
- Traffic Control Plan
- Exposure Control Plan
- Hearing Conservation Plan
- Housekeeping Plan
- Compressed Air Plan

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- Emergency Response Plan
- Safety Data Sheets (SDSs) and Chemical Inventory
- Hazard Communication Program

These plans are documented in the List of Required Risk-Specific Plans, Programs, and Procedures form and maintained in Appendix D.

If new risks are introduced during the course of the project (e.g., scope changes, equipment modifications), the Safety Manager will revise the list and create or amend plans as needed.

d. Implementation and Communication

Risk-specific plans are:

- Reviewed during the Pre-Construction Safety Conference

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e. Recordkeeping and Updates

All plans are reviewed periodically and updated when:

- Site conditions change
- Equipment or work methods are modified
- New hazards are identified
- Regulatory requirements are revised

Updated plans are redistributed to all affected personnel and documented in the Safety File.

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Appendix D: Supporting Plans, Policies, and Procedures

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Fall Protection Plan

Project Name: [ProjectName]
Project Number: [ProjectNumber]
Prepared By: [SafetyManagerName]
Date: [Insert Date]
Revision: 1.0

1. Purpose

This Fall Protection Plan establishes the requirements and procedures for preventing falls during work at heights, in compliance with OSHA 29 CFR 1926 Subpart M. It outlines methods for protecting workers exposed to fall hazards of **6 feet or more** during Construction system installation and related construction tasks.

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- Access to roof edges, mezzanines, or open-sided floors
- Work above floor openings or wall openings
- Steel erection or pipe rack installations

3. Responsibilities

Role	Responsibilities
Safety Manager	Oversees plan implementation, reviews fall hazard controls, verifies training
Superintendent	Ensures fall protection systems are provided, used, and inspected daily
Competent Person	Conducts fall hazard assessments, inspects equipment, verifies anchor points
Employees	Use fall protection equipment properly and report damaged or unsafe conditions

4. Fall Hazard Identification

Activity	Potential Fall Hazard

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Roof or elevated mechanical areas	Slips, trips, unprotected edges
Working through openings	Floor or wall openings without covers or rails

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5. Control Measures

A. Fall Protection Systems

When working at elevations of **6 feet or higher**, the following systems must be used as appropriate:

System	Application
Guardrail Systems	Roof edges, floor openings, platform perimeters
Personal Fall Arrest Systems (PFAS)	Aerial lifts, scaffolds, open-edge work
Fall Restraint Systems	Where fall arrest is not feasible or excessive
Safety Net Systems	Only when PFAS or guardrails are infeasible

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- Scaffolds must include guardrails, midrails, toe boards, and safe access
- Employees must maintain **three points of contact** when climbing ladders

6. Training Requirements

All workers exposed to fall hazards must be trained in:

- Fall protection systems and their proper use
- Inspection, donning, and maintenance of PFAS
- Ladder and scaffold safety requirements
- Recognizing fall hazards and reporting deficiencies
- Rescue procedures in the event of a fall

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7. Equipment Inspection and Maintenance

- Harnesses, lanyards, and connectors must be **inspected before each use**
- Damaged or defective gear must be removed from service immediately
- The Safety Manager conducts monthly audits of fall protection equipment
- Inspection records are documented and maintained in project files

8. Rescue Procedures

In the event of a fall:

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1. Activate the emergency response system immediately
2. The nearest competent person coordinates rescue efforts

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5. The incident is reported and investigated according to Section 8 (Incident Reporting)

9. RECORDKEEPING

- Fall protection training records retained per company and OSHA requirements
- Monthly inspection records for PFAS and anchor systems
- Documentation of fall hazard assessments and control measures

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- Annually
- After any fall incident or near miss
- When new fall hazards or equipment are introduced

11. ENFORCEMENT

Failure to use fall protection systems or follow safe practices will result in immediate disciplinary action. Deliberate bypassing of fall protection is grounds for removal from the project.

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Appendix E: Planning Documents and Reporting Forms

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Safety Nonconformance Report

Project Number	Project Name	Date	Reported By
[ProjectNumber]	[ProjectName]		

Nonconformance Description

Location/Area:	Task/Activity Involved

Detailed Description of Nonconformance:

Immediate Corrective Action Taken:

Immediate Action	Person Taking Action	Date/Time Action Completed

Additional Actions Required

Corrective Action	Assigned To	Due Date

Root-Cause Analysis (for significant/repeat issues)

Method Used:	5 Whys _____	Fishbone Diagram _____	Other: _____

Root Cause(s) Identified:

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Preventive Actions Recommended		
Preventive Action	**Assigned To**	**Due Date**

Verification of Corrective and Preventive Actions		
Action Verified	**Date Verified**	**Verified by (Name/Signature**

Additional Notes/Observations

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Root Cause Analysis Guidance

When conducting root-cause analyses, use one of the following structured methods:

The 5 Whys Method:

1. Describe the safety issue.
2. Ask, "Why did this issue occur?" and record the answer.
3. Continue asking "Why?" to each answer (approximately five iterations).
4. Identify and document the root cause(s).

Example:

- Incident: Worker slipped on the floor.
- Why? The floor was wet.
- Why? Pipe was leaking.
- Why? Pipe was corroded.
- Why? Regular inspections missed.
- Why? Inspection schedule unclear (root cause).

Fishbone Diagram Method:

1. Clearly state the safety issue and place it at the "head" of the diagram.
2. Identify possible causes in categories such as People, Equipment, Process, Environment, and Management.
3. Analyze to determine likely root causes and document findings.

Categories to Consider:

- People (training, awareness, fatigue)
- Equipment (maintenance, suitability)
- Process (procedures, inspections)
- Environment (weather, workspace conditions)
- Management (policy, supervision)

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