

[CompanyName]

Painting and Coatings Contractor

Site-specific Health, Safety and Environmental Plan

[ProjectName]
[ProjectNumber]

Management acceptance

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

Endorsed By: (Name / Title)	[HSEManagerName], HSE Manager		
Signature:	[HSEManagerName]	Date:	[Date]
Version	1.0	Notes	Initial Issue

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SIGNATURE SHEET

Plan Preparer

This [CompanyName] Site-specific Health, Safety and Environmental Plan was prepared in accordance with the contract specifications and requirements of the [CompanyName] health, safety, and environmental management system and approved by:

[HSEManagerName] / [Date]

[HSEManagerName], HSE Manager /Date

Approval by Company Officer

This [CompanyName] Site-specific Health, Safety and Environmental Plan is approved by:

[PresidentName] / [Date]

[PresidentName] President /Date

Plan Concurrence

[CompanyName] Site-specific Health, Safety and Environmental Plan concurrence by:

[ProjectManagerName] / [Date]

[ProjectManagerName], Project Manager /Date

[SuperintendentName] / [Date]

[SuperintendentName], Superintendent /Date

SITE-SPECIFIC HEALTH, SAFETY, AND ENVIRONMENTAL PLAN

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5. TRAINING

Training is a critical component of [CompanyName]'s safety and environmental program. It ensures that all personnel have the knowledge, skills, and awareness necessary to perform their work safely, respond to emergencies, and comply with site-specific safety and environmental requirements. This section outlines the structure and requirements for safety and environmental training throughout the project.

a. TRAINING PROGRAM OVERVIEW

[CompanyName] maintains a comprehensive training program to ensure that all personnel, including subcontractors, have the necessary knowledge, skills, and awareness to perform tasks safely, respond effectively to emergencies, and comply with all safety, environmental, and SSPC QP1 requirements that includes:

- New hire orientation and onboarding
- Job-specific training and certifications
- Periodic refresher training
- Task-based instruction tied to Job Hazard Analyses (JHAs)
- Emergency response and drill participation
- Corrective action retraining when needed

Training records are maintained in the **Training Log** (Appendix E) and reviewed regularly by the HSE Manager.

b. NEW HIRE ORIENTATION

All employees, including subcontractors, must complete a Site-Specific HSE Orientation before beginning work. The orientation includes:

- Overview of the Health, Safety, and Environmental Plan (HSP) and [CompanyName] HSE System
- Key safety and environmental policies, procedures, and reporting expectations
- Job Hazard Analyses (JHAs) for relevant work scopes
- Emergency response protocols and contact information
- Stop Work Authority and hazard reporting procedures
- Personal protective equipment (PPE) requirements

Each employee signs an attendance roster acknowledging participation. Documentation is maintained in project training files.

(1) RESPONSIBILITY:

- HSE Manager and Project Superintendents ensure completion and documentation.

c. MANDATORY TRAINING AND CERTIFICATIONS

Personnel must complete all training and hold valid certifications required for the tasks they are assigned to perform. Examples include:

Training/Certification	Required For
OSHA 10/30-Hour	Field personnel / Supervisors
Fall Protection	Work at height, elevated platforms
Confined Space Entry	Entry or standby roles in permit spaces
Lockout/Tagout (LOTO)	Work on energized systems or equipment
First Aid, CPR, AED	Minimum two individuals per site shift
Environmental Compliance	Personnel responsible for waste management and spill prevention/response
Respirator Use & Fit Testing	Tasks requiring respiratory protection
Lead and Hazardous Coating Management	Lead and Hazardous Coating Management: Personnel involved in removal and disposal activities

(1) RESPONSIBILITY:

- The HSE Manager verifies and maintains certification records.
- The HSE Manager verifies that all required certifications are current and readily available for review.

d. REFRESHER AND ONGOING TRAINING

The following refresher training is conducted at regular intervals or when triggered by specific events:

- Annual Training: Confined space, fall protection, respirator use, hazard communication
- Monthly Meetings: Site-wide safety and environmental topics led by the HSE Manager
- Weekly Toolbox Talks: Conducted by the Superintendent or Foreman; includes task-specific or seasonal topics
- Corrective Action Training: Required after safety and environmental nonconformance or as directed by the HSE Manager

Topics are selected based on inspection findings, incident trends, and project phase transitions.

(1) RESPONSIBILITY:

- Project Superintendents, HSE Manager, and Training Coordinator oversee the scheduling and documentation of ongoing training.

e. VISITOR HSE BRIEFINGS

All visitors to the site receive a Visitor HSE Briefing that covers:

- Potential hazards present in the work area
- PPE requirements and enforcement
- Emergency evacuation procedures
- Restrictions and site-specific safety and environmental expectations

(1) RESPONSIBILITY:

Project Superintendents or designated escorts document and maintain briefing records.

f. EMERGENCY RESPONSE TRAINING

All personnel receive training on:

- Fire, medical, and severe weather response procedures
- Assembly points and headcount procedures
- How to contact site emergency responders
- Use of fire extinguishers (where applicable)
- Identifying and assisting injured coworkers

Quarterly emergency drills are conducted and evaluated for effectiveness. Results are reviewed and shared at safety and environmental meetings.

g. TRAINING DOCUMENTATION AND RECORDS

The Training Coordinator and HSE Manager maintain the following:

- Training attendance rosters and completion acknowledgments
- Copies of certifications, licenses, and training completion cards
- Training plans and matrices outlining required training by role
- Refresher training schedules and attendance documentation

(1) RESPONSIBILITY:

- The Training Coordinator and HSE Manager maintain comprehensive, organized, and readily accessible training documentation.

All training records are made available for review by clients, regulatory agencies, or auditors upon request.

6. HEALTH, SAFETY, AND ENVIRONMENTAL INSPECTIONS

Regular inspections are essential for identifying hazards, verifying compliance, and reinforcing a proactive safety and environmental culture. [CompanyName] conducts multiple levels of HSE inspections throughout the project lifecycle to ensure work is performed in accordance with all applicable safety and environmental standards, this Health, Safety, and Environmental Plan, and relevant Job Hazard Analyses (JHAs).

a. INSPECTION TYPES AND RESPONSIBILITIES

Inspection Type	Frequency	Conducted By	Purpose
Daily Safety Inspection	Daily during work hours	Superintendent / HSE Manager	Identify immediate hazards and ensure site readiness
Work Task Safety Inspections	Before, during, and after each task	Superintendent / Qualified Inspector	Verify safe conditions exist at each work phase
Weekly Safety Inspection	Weekly	Superintendent / HSE Manager	Focused review of high-risk areas and recurring issues
Monthly Safety Audit	Monthly	HSE Manager	Comprehensive compliance audit across all areas of worksite HSE
Closeout Inspection	Project completion	HSE Manager / Superintendent	Confirm all work is completed to safety and environmental standards before turnover
External Inspections	As scheduled or unscheduled	OSHA, client, or third-party auditors	Verify compliance with regulatory and contract requirements

Only qualified personnel designated by the HSE Manager may perform inspections for specific activities.

b. ROUTINE SAFETY INSPECTIONS

Routine safety inspections are a critical component of the overall General Health and Safety program. Regular inspections help to identify potential hazards and verify that workplace conditions comply with OSHA standards and internal safety requirements. This procedure outlines the responsibilities, frequency, and documentation requirements for conducting routine safety inspections.

(1) RESPONSIBILITIES

The HSE Manager and Project Superintendent share responsibilities for implementing and overseeing routine safety inspections. The Superintendent is primarily responsible for conducting inspections and immediate corrective actions, while the HSE Manager ensures overall compliance and monitors effectiveness.

(2) FREQUENCY OF INSPECTIONS

Routine safety inspections will be conducted at intervals appropriate to the level of risk and project phase:

- Daily safety walkthroughs by the Superintendent.
- Weekly documented safety inspections by the Superintendent or designated competent person.
- Monthly comprehensive safety audits conducted by the HSE Manager.

(3) INSPECTION ELEMENTS

Inspections shall cover, but not be limited to, the following safety elements:

- Proper use and condition of personal protective equipment (PPE).
- Housekeeping practices and potential slip/trip hazards.
- Condition and safety compliance of tools and equipment.
- Adequate signage, signals, and barricades in place.
- Fire extinguishers inspected and readily accessible.
- Electrical equipment and cords inspected for wear and compliance.
- Fall protection systems checked and maintained.
- Clear access and egress routes maintained.

(4) DOCUMENTATION AND RECORDKEEPING

All safety inspections must be thoroughly documented. Records shall be kept on standardized inspection forms and must include the following information:

- Date and time of inspection.
- Name and title of inspector.
- Areas and elements inspected.
- Observations of hazards or compliance issues identified.
- Immediate actions taken or recommended corrective actions.
- Due dates and responsible persons for corrective actions.
- Signature of inspector and reviewing manager.

Inspection records shall be retained by the HSE Manager for at least three years or as required by applicable regulations.

(5) CORRECTIVE ACTIONS

Any identified hazards or deficiencies found during routine safety inspections must be addressed promptly. Corrective actions shall be clearly assigned, tracked, and verified for effectiveness during subsequent inspections.

C. INSPECTION CRITERIA AND DOCUMENTATION

Inspections follow standardized checklists that cover:

- Use and condition of personal protective equipment (PPE)
- Housekeeping and material storage

- Condition and proper use of ladders, scaffolds, and equipment
- Safe access and egress routes
- Fall protection systems and guardrails
- Fire prevention controls, hot work permits, and extinguishers
- Electrical safety and GFCI protection
- Proper signage and barricades

Inspection results are documented using appropriate forms found in Appendix E. Observations are logged, and immediate hazards are corrected on the spot or escalated as nonconformances.

d. NONCONFORMANCE REPORTING AND CONTROLS

If a deficiency is not immediately corrected:

- The HSE Manager or Superintendent issues a Nonconformance Report
- The affected area or item is marked and, if necessary, isolated with a Stop Work Order
- A corrective action plan is developed and assigned with a completion due date
- The item is tracked in the Nonconformance Report Control Log until resolution is verified

All corrective actions are verified through follow-up inspections. If nonconformances persist or recur, root cause analysis and preventive measures are implemented per Section 8 (Incident Reporting).

e. CONTROL OF UNSAFE CONDITIONS

If an inspection identifies a safety and environmental concern, the Superintendent or HSE Manager will determine whether work can proceed:

- Continue Work: If the issue does not pose immediate risk, work may continue under restrictions
- Stop Work Order: If the issue presents a serious hazard, work must cease until the issue is resolved

Affected areas will be clearly marked with tags, tape, or signage to prevent inadvertent exposure.

f. CONTINUOUS IMPROVEMENT THROUGH INSPECTIONS

Inspection findings are reviewed monthly to:

- Identify recurring hazards or unsafe behaviors
- Evaluate subcontractor safety and environmental performance
- Measure adherence to JHAs and the Health, Safety, and Environmental Plan
- Inform updates to procedures, training, and hazard controls

Inspection trends are discussed during the Monthly Safety Review Meeting and documented in the Safety Performance Review Log.

9. OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROLS

Occupational Health and Environmental Controls ensure that workplace conditions remain safe and healthy, in alignment with OSHA regulations and SSPC-QP1 standards. This section defines the procedures for Routine Workplace Monitoring and Industrial Hygiene Assessments, outlining roles, responsibilities, and documentation requirements.

a. ROUTINE WORKPLACE MONITORING

Routine workplace monitoring helps to promptly identify and control occupational and environmental hazards. Regular monitoring ensures compliance with applicable regulations and internal standards, mitigating risk to employees.

Responsible Person: HSE Manager

- Regular monitoring of air quality, noise levels, and other environmental factors.
- Scheduled inspections of work areas to identify hazards or potential exposures.
- Documentation and analysis of monitoring results to identify trends and preventive actions.
- Use of calibrated and properly maintained monitoring instruments.
- Immediate communication of any hazardous findings to management and employees.
- Regular training of personnel conducting environmental monitoring.

b. INDUSTRIAL HYGIENE ASSESSMENTS

Industrial Hygiene Assessments are conducted to systematically evaluate workplace conditions for occupational health hazards, such as chemical exposures, excessive noise, and ergonomic risks, ensuring controls are effective and compliant.

Responsible Person: HSE Manager

- Periodic assessments by qualified industrial hygienists to evaluate potential health risks.
- Personal and area sampling to identify exposure to hazardous substances.
- Evaluation of ventilation systems and engineering controls.
- Detailed reports documenting findings, recommendations, and corrective actions.
- Implementation and monitoring of corrective actions recommended by industrial hygiene assessments.
- Employee education and training related to occupational health risks identified.

c. DOCUMENTATION AND RECORDKEEPING

All workplace monitoring and industrial hygiene assessment records shall be systematically documented, clearly identified, and securely maintained. Records must be accessible for internal audits and regulatory reviews.

- Monitoring and assessment dates.
- Personnel conducting the monitoring or assessments.
- Methods, instruments, and results of monitoring activities.

- Recommendations and corrective actions identified.
- Signatures verifying review and follow-up by the HSE Manager.
- Retention of records for a minimum of three years or as required by applicable regulations.

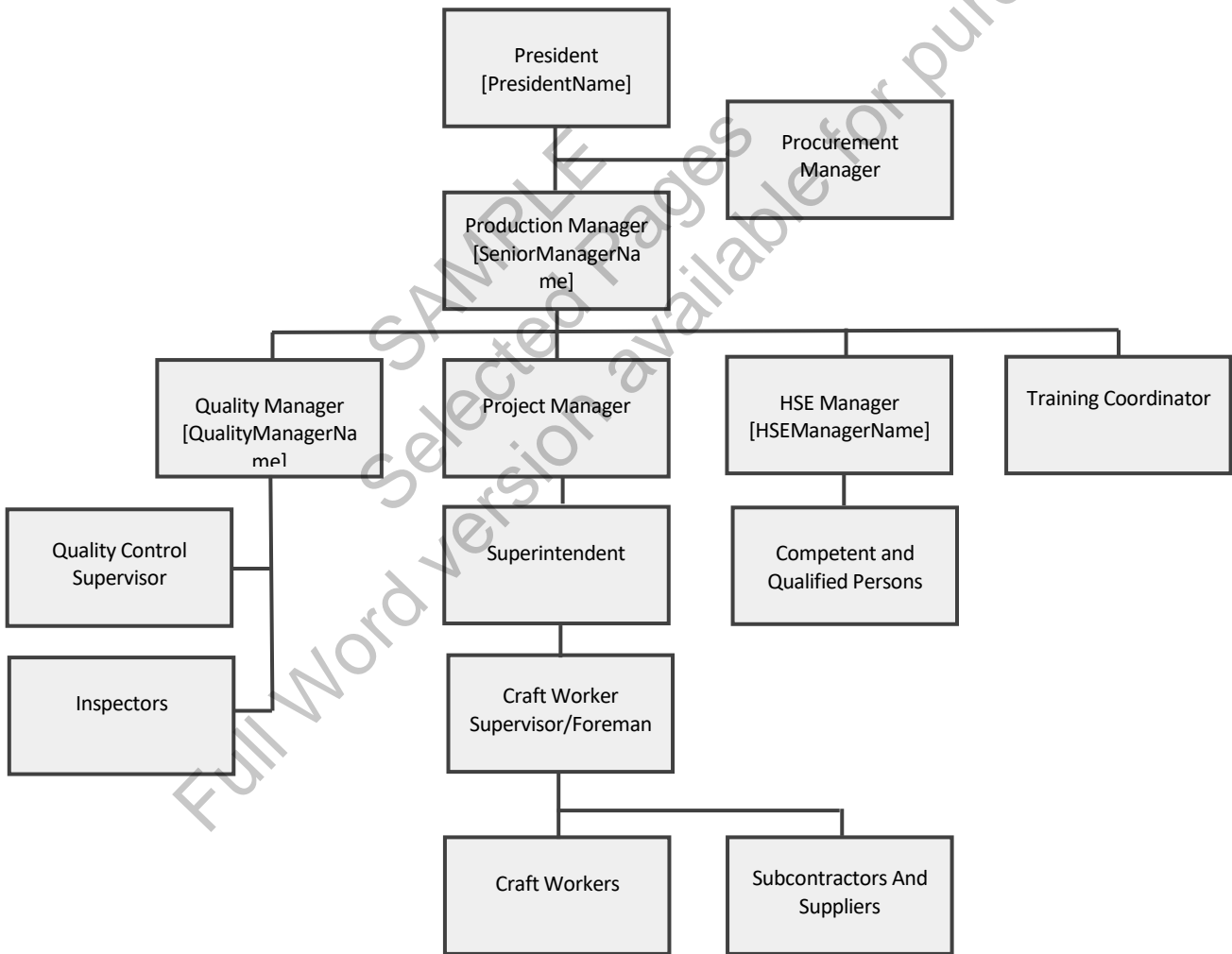
d. CORRECTIVE ACTIONS

Identified deficiencies or potential health risks from monitoring and hygiene assessments must trigger prompt corrective actions. Actions are documented, tracked, and verified for effectiveness by follow-up inspections.

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Appendix A: Project Safety Personnel

a. PROJECT ORGANIZATION CHART



c. REQUIRED PERSONNEL COMPETENCY AND QUALIFICATIONS

(1) HSE MANAGER

- OSHA 30-hour certification.
- Certified in First Aid, CPR, and AED usage.
- Comprehensive knowledge of OSHA regulations and site-specific safety and environmental protocols.
- Minimum five years' experience in safety and environmental management within construction or related industries.

(2) PROJECT SUPERINTENDENT

- OSHA 30-hour certification.
- First Aid, CPR, and AED certification.
- Demonstrated competency in hazard recognition and mitigation.
- Minimum three years' experience managing safety and environmental in construction projects.

(3) EMERGENCY RESPONSE COORDINATOR

- Formal training in emergency management or incident command.
- Extensive knowledge of emergency response procedures and coordination with external services.
- Minimum three years' experience in emergency response coordination.

(4) DESIGNATED FIRST AID AND CPR RESPONDERS

- Certified by a recognized organization (e.g., American Red Cross, American Heart Association) in First Aid, CPR, and AED use.
- Refresher training annually.

Personnel records documenting certifications, qualifications, and competencies are maintained and regularly reviewed to ensure compliance and readiness.

d. PERSONNEL RESUMES AND CERTIFICATIONS

Personnel Resumes and Certifications are included as exhibits in the following page(s).

Appendix C: Job Hazard Analysis

[CompanyName] Job Hazard Analysis (JHA) for Surface Preparation 39

[CompanyName] Job Hazard Analysis (JHA) for: 41

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[CompanyName] Job Hazard Analysis (JHA) for Surface Preparation

Activity/Work Task: Surface Preparation	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.)		Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC rating (above). "Probability" is the likelihood to cause an incident or near miss, and identified as: Frequent, Likely, Occasional, Seldom or Unlikely. Severity" is the outcome/degree if an incident or near miss 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 JHA. Annotate the overall highest RAC at the top of JHA.				RAC Rating E = Extremely High Risk H = High Risk M = Moderate Risk L = Low Risk
Job Steps	Hazards	Controls				RAC
Abrasive Blasting (sandblasting, media blasting): Set up blasting equipment, perform abrasive blasting, cleanup operations.	Airborne dust (silica, abrasive media), eye injuries, respiratory hazards, high noise exposure, ergonomic strain.	Use appropriate PPE (respirators, blast helmets, hearing protection), ventilation, training, and equipment inspection.				High
Power Tool Cleaning (grinders, needle guns, pneumatic tools): Select appropriate tools, clean surfaces using power tools, maintain equipment.	Flying debris, noise, vibration, hand-arm injuries, eye injuries, electrical hazards.	PPE (eye/face shields, hearing protection, gloves), ergonomic practices, equipment inspection and maintenance.				Moderate
Chemical Stripping or Cleaning: Select and handle chemicals, apply chemical strippers, dispose of waste.	Chemical exposure (skin, eyes, respiratory), burns, spills.	PPE (chemical-resistant gloves, aprons, goggles, respirators), spill containment kits, proper ventilation.				High

[CompanyName] Site-specific Health, Safety and Environmental Plan

Pressure Washing or Water Blasting: Set up equipment, conduct pressure washing, site cleanup.	High-pressure water injuries, slips/falls, electrical hazards, flying debris.	PPE (face shields, boots, rain gear), barricade areas, equipment grounding.	Moderate
Hand Tool Cleaning (scraping, sanding, wire brushing): Select hand tools, clean surfaces manually, cleanup.	Ergonomic injuries, hand injuries, eye injuries, dust inhalation.	Appropriate PPE (gloves, eye protection, dust masks), ergonomic training.	Low
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements	
Abrasive blasting equipment, respirators, blast helmets, protective suits.	Abrasive Blasting Certification, respiratory protection training.	Daily equipment checks, air quality monitoring, PPE inspection before each use.	
Grinders, needle guns, pneumatic tools, PPE.	Hand/Power Tool Safety Training.	Pre-use inspection of tools and PPE, routine maintenance logs.	
Chemical stripping agents, containers, applicators, PPE.	Hazard Communication (HAZCOM) training.	Inspect PPE and chemical storage areas daily, verify SDS availability.	
Pressure washer, PPE.	Pressure Washer Safety Training.	Daily equipment safety checks, area inspection before operation.	
Scrapers, sandpaper, wire brushes, PPE.	Hand Tool Safety and Ergonomic Training.	Pre-use inspections, PPE checks.	

**[CompanyName]
Job Hazard Analysis (JHA) for:**

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

Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements

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Appendix D: Plans, Programs, Procedures

Personal Protective Equipment (PPE) Guidelines for Handling Hazardous Materials..... 44

Emergency Response and Preparedness Procedure 46

Respiratory Protection Program 49

Fall Protection Program 51

Hazardous Materials and Waste Management Procedures 53

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PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES FOR HANDLING HAZARDOUS MATERIALS

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

To clearly specify appropriate Personal Protective Equipment (PPE) requirements for personnel handling hazardous materials during painting and coating operations, ensuring worker safety and compliance with OSHA and SSPC QP1 standards.

SCOPE

Applicable to all employees and subcontractors handling hazardous materials during painting, coating, and related activities.

ROLES AND RESPONSIBILITIES

- **HSE Manager:** Oversees PPE program implementation, training, and compliance.
- **Supervisors/Project Managers:** Ensure PPE availability, proper use, and maintenance at project sites.
- **Employees:** Consistently use required PPE, conduct regular inspections, and report issues or deficiencies.

PPE REQUIREMENTS BY HAZARDOUS MATERIAL TYPE

SOLVENTS AND CHEMICAL COATINGS (E.G., PAINTS, THINNERS, EPOXY)

- **Eye Protection:** Chemical-resistant safety goggles or face shields
- **Respiratory Protection:** Half-mask or full-face respirator with appropriate chemical cartridges
- **Hand Protection:** Chemical-resistant gloves (e.g., nitrile, neoprene)
- **Body Protection:** Chemical-resistant coveralls or aprons
- **Foot Protection:** Chemical-resistant boots or overshoes

ABRASIVE BLASTING MEDIA

- **Eye Protection:** Impact-resistant goggles or blast hood
- **Respiratory Protection:** Supplied-air respirator or powered air-purifying respirator (PAPR)
- **Hand Protection:** Abrasion-resistant gloves
- **Body Protection:** Abrasion-resistant coveralls
- **Foot Protection:** Safety boots with reinforced toe caps

LEAD-BASED OR TOXIC COATINGS

- **Eye Protection:** Full-face respirator or goggles with face shield

- **Respiratory Protection:** PAPR or full-face supplied-air respirator
- **Hand Protection:** Disposable or chemical-resistant gloves
- **Body Protection:** Disposable coveralls with hood and boot covers
- **Foot Protection:** Disposable overshoes or chemical-resistant boots

PPE SELECTION CONSIDERATIONS

- Ensure compatibility of PPE with hazardous materials.
- Confirm PPE fit, comfort, and functionality through regular evaluations.
- Replace PPE immediately if damaged or compromised.

PPE INSPECTION, MAINTENANCE, AND STORAGE

- Inspect PPE daily before use for any signs of damage or wear.
- Clean and maintain reusable PPE per manufacturer's instructions.
- Store PPE in clean, dry, designated areas to prevent contamination.

TRAINING

- Provide comprehensive training on PPE use, limitations, inspection, maintenance, and proper disposal.
- Conduct regular refresher training to reinforce correct PPE practices.

DOCUMENTATION

- Maintain accurate records of PPE training, inspection, and maintenance.
- Document PPE replacement schedules and disposal procedures.

CONTINUOUS IMPROVEMENT

- Regularly review and update PPE guidelines based on changes in materials, regulations, and best practices.
- Utilize feedback from employees and incident reports to improve PPE effectiveness and usage.

EMERGENCY RESPONSE AND PREPAREDNESS PROCEDURE

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

To establish clear and structured emergency response and preparedness procedures, ensuring effective management of emergencies to protect the health and safety of personnel, minimize environmental impact, and maintain compliance with OSHA, EPA, and SSPC QP1 standards.

SCOPE

Applies to all personnel at company project sites, including subcontractors and visitors.

DEFINITIONS

- **Emergency:** Any unforeseen event or situation posing immediate risk to health, life, property, or the environment.
- **Emergency Coordinator:** Person responsible for managing emergency response operations.

ROLES AND RESPONSIBILITIES

- **Senior Management:** Ensures resources, training, and overall effectiveness of emergency procedures.
- **HSE Manager (Emergency Coordinator):** Leads emergency response planning, training, drills, and incident response coordination.
- **Supervisors/Project Managers:** Enforce emergency procedures at the site, manage immediate response, and communicate clearly during emergencies.
- **Employees:** Understand and follow established emergency procedures, participate in drills, and report emergencies promptly.

EMERGENCY RESPONSE PROCEDURES

GENERAL EMERGENCY RESPONSE

- Immediately report emergencies to the Project Manager, Supervisor, or designated Emergency Coordinator.
- Activate alarms and initiate evacuation or response procedures as appropriate.

MEDICAL EMERGENCIES

- Provide immediate first aid using available medical supplies and certified first aid responders.
- Call emergency medical services (911) and clearly communicate the location and nature of the emergency.

FIRE EMERGENCIES

- Activate fire alarms immediately upon detection of fire.
- Attempt to extinguish minor fires using fire extinguishers if trained and safe to do so.
- Evacuate immediately if the fire is not manageable.

HAZARDOUS MATERIAL SPILL OR RELEASE

- Immediately alert nearby personnel and evacuate affected areas.
- Utilize available spill kits to contain and control minor spills safely.
- Notify the Emergency Coordinator for coordination of cleanup efforts.
- Contact appropriate regulatory agencies if required.

SEVERE WEATHER

- Monitor weather conditions through designated alert systems.
- Relocate personnel to designated shelter areas if severe weather is imminent.
- Suspend outdoor work during adverse weather conditions.

EVACUATION PROCEDURES

- Use the [CompanyName] *Guidelines for Identifying Evacuation Routes, Exits, And Assembly Points* included in this section to clearly identify evacuation routes, exits, and assembly points for all site locations.
- Ensure employees and visitors know evacuation procedures and assembly points.
- Conduct headcounts at assembly points to confirm complete evacuation.

COMMUNICATION

- Establish and maintain clear emergency communication channels.
- Maintain readily accessible emergency contact lists at all project sites.
- Communicate updates clearly and promptly to all personnel and emergency services.

TRAINING AND DRILLS

- Provide regular training on emergency procedures, including site-specific emergency response actions.
- Conduct periodic emergency drills to practice response and evacuation effectiveness.
- Document training and drill activities, identifying and addressing any deficiencies promptly.

DOCUMENTATION AND RECORDKEEPING

- Maintain records of emergency incidents, response actions, corrective measures, training sessions, and drills.
- Documentation reviewed regularly to ensure readiness and continual improvement.

PROGRAM EVALUATION

- Regularly assess the effectiveness of emergency procedures through drills, incident reviews, and audits.
- Update procedures as needed based on lessons learned and changing regulatory requirements.

CONTINUOUS IMPROVEMENT

- Continuously evaluate and update emergency response procedures, incorporating feedback, incident analysis, and industry best practices to enhance effectiveness and preparedness.

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RESPIRATORY PROTECTION PROGRAM

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

To establish detailed guidelines ensuring effective selection, use, maintenance, and management of respiratory protective equipment in compliance with OSHA regulations and SSPC QP1 standards, protecting workers from respiratory hazards during painting and coating operations.

SCOPE

This procedure applies to all employees required to wear respirators during their assigned tasks.

ROLES AND RESPONSIBILITIES

- **HSE Manager:** Oversees program implementation, training, fit-testing, medical evaluations, and compliance.
- **Supervisors/Project Managers:** Ensure compliance at the site level, verify correct respirator use, and address non-compliance issues immediately.
- **Employees:** Adhere to respirator requirements, complete required training, maintain respirators properly, and report any issues.

RESPIRATOR SELECTION

- Conduct hazard assessments to determine appropriate respirators based on airborne contaminants, concentrations, and exposure duration.
- Refer to the [CompanyName] Respirator Selection Procedure included in this section. Select respirators certified by the National Institute for Occupational Safety and Health (NIOSH).
- Document respirator selection rationale clearly for each job task.

MEDICAL EVALUATION

- Employees must undergo a medical evaluation by a qualified healthcare professional prior to respirator use.
- Maintain confidential records of medical clearance.
- Re-evaluations conducted per OSHA guidelines or if changes in employee health status occur.

FIT TESTING

- Perform qualitative or quantitative fit testing for all tight-fitting respirators before initial use and annually thereafter.
- Fit tests conducted by qualified personnel following OSHA-accepted procedures.
- Maintain documented fit test records.

RESPIRATOR TRAINING

- Initial and annual training covers respirator selection, inspection, use, cleaning, maintenance, storage, and limitations.
- Training ensures employee understanding of proper respirator use, hazard recognition, and emergency protocols.

USE AND MAINTENANCE

PROPER USE

- Conduct respirator seal checks each time respirator is worn.
- Follow prescribed protocols for putting on, adjusting, and removing respirators.

INSPECTION AND MAINTENANCE

- Employees inspect respirators daily for cleanliness, damage, and component integrity.
- Replace defective respirators or components immediately.
- Perform regular cleaning per manufacturer's instructions, ensuring hygienic storage.

STORAGE

- Store respirators in clean, dry areas, protected from contamination, damage, and extreme conditions.
- Clearly label storage containers or areas designated for respirator storage.

RECORDKEEPING

Maintain comprehensive and readily accessible records:

- Respirator fit test results.
- Medical evaluation clearances.
- Respirator training documentation
- Maintenance, inspection, and replacement logs.

PROGRAM EVALUATION

- Conduct regular reviews and audits of the Respiratory Protection Program to ensure ongoing compliance and effectiveness.
- Update program elements based on audit findings, incident investigations, regulatory changes, and employee feedback.

CONTINUOUS IMPROVEMENT

- Regularly assess the respiratory protection needs, program effectiveness, and implement improvements based on emerging best practices, incident analyses, and regulatory updates.

FALL PROTECTION PROGRAM

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

This procedure establishes detailed requirements to protect employees from fall hazards during painting and coating operations, ensuring compliance with OSHA regulations and SSPC QP1 standards.

SCOPE

Applies to all personnel working at heights or near unprotected edges, openings, or other fall hazards.

ROLES AND RESPONSIBILITIES

- **HSE Manager:** Oversees program development, training, inspection compliance, and documentation.
- **Supervisors/Project Managers:** Ensure site-level compliance, proper use of fall protection systems, and prompt corrective action for identified deficiencies.
- **Employees:** Adhere to established fall protection procedures, participate in training, inspect and maintain fall protection equipment, and report unsafe conditions immediately.

HAZARD IDENTIFICATION

- Conduct thorough job hazard analysis (JHA) to identify potential fall hazards for each task or project.
- Document and communicate identified hazards and required fall protection measures clearly to all personnel.

FALL PROTECTION SYSTEMS AND MEASURES

Utilize one or more of the following systems to prevent falls:

GUARDRAIL SYSTEMS

- Install around all open edges and elevated platforms.
- Ensure guardrails meet OSHA height and strength requirements.

PERSONAL FALL ARREST SYSTEMS (PFAS)

- Require PFAS use when guardrails or other passive systems are infeasible.
- PFAS includes anchorage points, full-body harness, connectors, and lifelines.
- Anchorage points must support at least 5,000 pounds per employee.

FALL RESTRAINT SYSTEMS

- Designed to prevent employees from reaching fall hazards.

- Clearly identify and implement appropriate systems based on job-specific hazards.

COVERS AND HOLE PROTECTION

- Securely cover floor, roof, and wall openings.
- Clearly mark covers to indicate hazards and strength limitations.

EQUIPMENT INSPECTION AND MAINTENANCE

- Employees inspect fall protection equipment daily prior to use.
- Remove defective or damaged equipment immediately from service.
- Conduct formal equipment inspections at regular intervals, documenting findings and maintaining records.

TRAINING AND COMPETENCY

- Provide fall protection training prior to assignment to tasks involving fall hazards.
- Training covers hazard recognition, proper equipment use, inspection, limitations, emergency procedures, and rescue plans.
- Conduct annual refresher training and additional training if equipment or work conditions change.

RESCUE AND EMERGENCY PROCEDURES

- Follow the [CompanyName] *Rescue Procedure* included in this section.
- Provide and maintain appropriate rescue equipment readily accessible at work sites.
- Conduct regular drills to ensure preparedness and proficiency in rescue operations.

RECORDKEEPING

Maintain accurate and comprehensive records, including:

- Training documentation.
- Equipment inspection and maintenance logs.
- Incident and near miss reports.
- Rescue drill records.

PROGRAM EVALUATION

- Regularly evaluate the effectiveness and compliance of the Fall Protection Program through audits and incident reviews.
- Implement corrective actions promptly to address identified deficiencies.

CONTINUOUS IMPROVEMENT

- Routinely review and update the Fall Protection Program based on regulatory changes, audit findings, incidents, and best practice developments.
- Engage employees actively in program reviews and improvements.

HAZARDOUS MATERIALS AND WASTE MANAGEMENT PROCEDURES

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

These procedures detail specific requirements for the safe handling, storage, labeling, transportation, and disposal of hazardous materials and waste generated during painting and coating operations, ensuring compliance with OSHA, EPA, state/local regulations, and SSPC QP1 standards.

SCOPE

Applies to all employees involved in managing hazardous materials and waste on project sites.

DEFINITIONS

- **Hazardous Materials:** Chemicals or substances that pose a risk to health, safety, or the environment.
- **Hazardous Waste:** Any waste exhibiting hazardous characteristics such as ignitability, corrosivity, reactivity, or toxicity, or listed as hazardous by regulatory agencies.

ROLES AND RESPONSIBILITIES

- **HSE Manager:** Oversees hazardous materials and waste management, ensuring compliance, training, documentation, and regulatory reporting.
- **Supervisors/Project Managers:** Implement site-specific procedures, conduct inspections, and manage on-site compliance.
- **Employees:** Follow established procedures for handling, storing, and disposing of hazardous materials and waste, and report any compliance issues immediately.

PROCEDURES

HAZARDOUS MATERIALS HANDLING

- Use the [CompanyName] *Personal Protective Equipment (PPE) Guidelines For Handling Hazardous Materials* included in this section to select appropriate Personal Protective Equipment (PPE) when handling hazardous materials.
- Clearly label all hazardous material containers according to regulatory requirements.
- Handle materials according to Safety Data Sheets (SDS) and training provided.

STORAGE

- Store hazardous materials and waste in designated, clearly labeled areas.
- Provide secondary containment to prevent leaks or spills from spreading.

- Regularly inspect storage areas and document findings.

LABELING AND DOCUMENTATION

- Clearly label hazardous materials and waste containers with content identification, hazard warnings, and accumulation start dates.
- Maintain Safety Data Sheets (SDS) readily accessible at storage and handling locations.

TRANSPORTATION

- Transport hazardous waste in compliance with Department of Transportation (DOT) regulations.
- Ensure proper labeling, container integrity, documentation, and manifest tracking during transport.

DISPOSAL PROCEDURES

- Contract qualified hazardous waste disposal vendors for waste removal and disposal.
- Complete required disposal documentation and maintain waste manifests as compliance records.
- Verify that disposal vendors comply with applicable regulations.

SPILL PREVENTION AND RESPONSE

- Maintain spill response kits readily accessible at material storage and handling locations.
- Provide training on spill prevention, immediate response actions, and reporting procedures.
- Report and document any spills immediately and implement corrective actions promptly.

TRAINING

- Provide initial and annual refresher training covering hazardous materials handling, storage, disposal procedures, spill response, and regulatory compliance.
- Maintain comprehensive training records.

RECORDKEEPING

Maintain accurate and comprehensive records, including: - Hazardous waste manifests and disposal documentation. - Inspection and maintenance logs of storage areas. - Training documentation and records. - Incident and spill reports.

PROGRAM EVALUATION

- Conduct periodic audits and inspections to evaluate compliance and program effectiveness.
- Implement corrective actions promptly to address identified deficiencies.

CONTINUOUS IMPROVEMENT

- Regularly review and update hazardous materials and waste management procedures based on regulatory changes, audit findings, incident analysis, and employee feedback.
- Communicate procedural improvements and lessons learned across projects to maintain consistent and effective compliance.

Appendix E: Planning Documents and Reporting Forms

Project Subcontractor and Supplier List 56

Daily Safety Inspection Form 57

SDS / Chemical Inventory Log 59

Weekly Environmental Audit Form 60

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Project Subcontractor and Supplier List				
Project ID	Project Name			Preparer/ Date
[ProjectNumber]	[ProjectName]			
Work Tasks	Subcontractor/Supplier Name	Description of Materials / Services	Safety Control Method (Not Applicable/ Subcontractor QC/ [CompanyName] QC)	Remarks

Daily Safety Inspection Form				
Project Number	Project Name	Inspection Date	Time:	
[ProjectNumber]	[ProjectName]			
Inspector Name		Job Title:		
Work Areas Inspected:				
<input type="checkbox"/> Material Storage <input type="checkbox"/> Site Access/Egress <input type="checkbox"/> Overhead Work Areas		<input type="checkbox"/> Equipment Operations <input type="checkbox"/> Scaffold/Ladder Areas <input type="checkbox"/> Hot Work Areas		<input type="checkbox"/> Excavation/Trenching <input type="checkbox"/> General Housekeeping <input type="checkbox"/> Other: _____
Inspection Item	Yes	No	N/A	Observations/Comments
Proper PPE worn by workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment inspected & in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools & materials properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping adequate (no slip/trip hazards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fall protection systems in place & inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffold/Ladders secure & correctly erected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot work permits posted & precautions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excavations secured & protective systems in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear access and egress paths maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical cords & tools in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers accessible and inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High-risk task checklists completed (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Immediate Hazards / Nonconformances Identified:				
Description of Hazard	Immediate Action Taken	Additional Corrective Action Required	Responsible Person	Due Date

Follow-Up Actions			
Action Required	Assigned To	Date Completed	Inspector Verification

Additional Comments/Recommendations	
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Inspector Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

SDS / Chemical Inventory Log				
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[HSEManagerName]		

Product Name	Manufacturer	Hazard Type	Location Stored	SDS On File (Y/N)	Last Reviewed

Weekly Environmental Audit Form				
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[HSEManagerName]		

Audit Date	Inspector Name	Observed Issues	Corrective Actions	Follow-Up Date