

**OSHA
Compliant**

OSHA compliant Health and Safety Plan Sample

Selected pages – not a complete plan

Part 1: Project Health and Safety Plan

Part 2: Safety Management Manual

Part 3: Safety Management Procedures

**Contact:
Ed Caldeira
First Time Quality
410-451-8006**



PROJECT HEALTH AND SAFETY PLAN

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6. TRAINING

All project personnel must undergo all training required by this plan before they may perform project work.

As the project proceeds, newly hired employees and new employees assigned to the project must undergo training required by this plan before they may perform project work.

The Training Plan and Log form lists the training required by this project.

a. REQUIREMENTS FOR NEW HIRE SOH ORIENTATION TRAINING

The Safety Manager conducts a meeting with the Project Manager, Superintendent, and other key management and safety personnel. Topics to discuss include:

- Details of the HSP and how they will be incorporated plans, programs, and procedures.
- A listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed and agreed upon.
- A schedule for the preparation, submittal, review, and acceptance of AHAs to preclude project delays.
- Deficiencies in the submitted HSP

The functions of the Preconstruction Safety Conference may be incorporated into other planning meetings. Customer safety training on operation and maintenance

During the project closeout phase, the Safety Manager trains customers on the safety aspects of operation and maintenance of the completed project.

The Safety Manager ensures that all employees receive training relevant to their safety responsibilities including job hazards and activity hazards.

The Safety Manager ensures that all subcontractors receive training on relevant elements of the [CompanyName] Safety System, Project Health and Safety Plan, and safety standards.

The Safety Manger identifies the training needs of all personnel performing activities that affect safety. Training topics may include:

- The [CompanyName] Safety System
- The [CompanyName] Safety Policy
- Specific operating policies identified in the Safety Manual
- Specific safety standards cited in the Safety Manual, or project documents, or records
- Specific safety standard operating procedures
- Customer operation and maintenance training
- Job hazard analysis
- Activity hazard analysis

[CompanyName] Training Plan Version:				
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[SafetyManagerName]	June 26, 2012	
Training Title/ID	Training Description	When Required (date, milestone or event)	Planned Participants (Job Position/Organization)	Notes

Selected Pages

<p style="text-align: center;">[CompanyName] Training Log</p> <p style="text-align: center;">Version: _____</p>					
Project ID	Project Name				
[ProjectNumber]	[ProjectName]				
Training Title/ID	Training Date	Participant Name	Participant Signature	Trainer Signature Of Completion	Notes

Selected Pages

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 work day 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:

- A fatal injury
- A permanent total disability

SAFETY MANAGEMENT MANUAL

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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 Safety Manager identifies regulatory requirements applicable to the jurisdictions served.

The Safety Manager identifies regulatory requirements that apply to a specific project on the Project Health and Safety Plan.

The Superintendent 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 Safety Manager identifies supplemental requirements for industry safety standards that apply to a specific project on the Project Health and Safety 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 Safety Manager identifies company license and qualification credentials required by contract specifications and government regulators. The Safety Manager 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 Safety Manager identifies requirements for company licenses, credentials, and certifications related to project safety.

4.3.2. PERSONNEL SAFETY LICENSE, CREDENTIAL, AND QUALIFICATION REQUIREMENTS

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

4.5. IDENTIFICATION OF SAFETY CONTROLLED TASK

The Safety Manager identifies each Task that is a phase of construction that requires separate safety controls to assure and control safety results. Each Task triggers a set of requirements for activity hazard analysis, safety inspection, and testing.

4.6. JOB POSITION HAZARD ANALYSIS

Considering the Task identified in Safety Manual section 4.5 Identification of Safety Controlled Task, the Safety Manager identifies job positions that apply to the project, assesses and identifies project safety risks for each, and plans reduction and prevention of those risks.

A job position hazard analysis (PHA) is prepared as warranted by the hazards associated with the position's activities. The Safety Manager shall determine the need for analysis of each position within his or her area of responsibility.

The Safety Manager will train each employee on the PHA related to the job positions(s) performed by the employee and upon completing the training award a certificate of completion. An employee must have a valid certificate before performing work of the job position.

4.7. ACTIVITY HAZARD ANALYSIS

For each Task the Safety Manager identifies, assesses, and identifies project safety risks for each activity, and plans reduction and prevention of those risks.

4.8. IDENTIFICATION OF APPLICABLE SAFETY RISK MANAGEMENT PLANS

Based on the assessment, the Safety Manager selects which plans, programs, and procedures apply to the project.

4.9. MATERIAL AND EQUIPMENT SPECIFICATIONS

The Safety Manager ensures that all types of materials and equipment that affect safety are identified and controlled.

The Safety Manager evaluates the expected use of materials and equipment and identifies types of materials and equipment that may affect project safety.

The Safety Manager ensures that purchase orders for listed materials and equipment include the relevant specifications as specified in section 5.7 Purchase Order Requirements.

Only approved materials are used in the construction process.

4.10. [COMPANYNAME] SAFETY STANDARDS

[CompanyName] safety standards supplement contract requirements when they are necessary to ensure safety.

The Safety Manager identifies supplemental requirements for [CompanyName] Safety standards that apply to a specific project on the Project Health and Safety Plan.

When [CompanyName] safety standards differ from industry standards or product manufacturer instructions, the Safety Manager justifies that the company standard reliably achieves safety results and then documents the justification.

All [CompanyName] construction activities conform to the company safety standards.

4.11. APPLICATION OF MULTIPLE SOURCES OF SPECIFICATIONS

LIBRARY OF SAFETY SUBMITTAL FORMS

- SAFETY CONTROLLED TASK LIST
- PROJECT SAFETY MANAGER COMPETENT PERSON APPOINTMENT LETTER
- PROJECT MANAGER COMPETENT PERSON APPOINTMENT LETTER
- PROJECT SUPERINTENDENT COMPETENT PERSON APPOINTMENT LETTER
- PROJECT PERSONNEL COMPETENT PERSON QUALIFICATION FORM
- TRAINING PLAN
- TRAINING LOG
- POINT OF CONTACT LIST
- CONTRACTOR QUALITY CONTROL REPORT
- TASK INSPECTION FORM
- MONTHLY SAFETY EVALUATION CHECKLIST
- SAFETY NONCONFORMANCE REPORT
- NONCONFORMANCE REPORT CONTROL LOG
- PROJECT RISK ASSESSMENT
- ACTIVITY HAZARD ANALYSIS (AHA)
- PROJECT ORGANIZATION CHART FORM
- PROJECT DESIGN MANAGER APPOINTMENT LETTER
- PROJECT PERSONNEL QUALIFICATION FORM
- PERSONNEL CERTIFICATIONS AND LICENSES
- INSPECTION AND TEST PLAN
- PROJECT SAFETY COMMUNICATIONS PLAN
- PROJECT TRAINING PLAN
- PROJECT SUBMITTAL FORM
- PROJECT SUBMITTALS SCHEDULE AND LOG
- CHANGE ORDER FORM
- PROJECT LICENSE AND QUALIFICATIONS
- PROJECT RISK ASSESSMENT
- POSITION HAZARD ANALYSIS (PHA)
- ACTIVITY HAZARD ANALYSIS (AHA) 123
- LABORATORY QUALIFICATION FORM
- SUBCONTRACTOR OR SUPPLIER QUALIFICATION FORM
- SUBCONTRACTOR AND SUPPLIER CERTIFICATIONS AND LICENSES
- PRECONSTRUCTION MEETING FORM
- TASK PROJECT HEALTH AND SAFETY PLAN
- TASK PROJECT HEALTH AND SAFETY PLANNING MEETING FORM
- DAILY REPORT
- MONTHLY SAFETY CONTROL REPORT
- MAN-HOUR EXPOSURE REPORT
- TASK INSPECTION FORM
- INSPECTION AND TEST REPORT
- PUNCH LIST
- NONCONFORMANCE REPORT

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- NONCONFORMANCE REPORT CONTROL LOG
- TRAINING RECORD
- PROJECT SAFETY SYSTEM AUDIT FORM
- MONTHLY SAFETY EVALUATION CHECKLIST
- PROJECT SAFETY RECORDS PLAN
- SAFETY SYSTEM AUDIT FORM
- PROJECT DOCUMENT CONTROL FORM

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HAZARD-SPECIFIC FORMS INCLUDED:

- LAYOUT PLAN (04.A.01)
- EMERGENCY RESPONSE PLAN
- MAN OVERBOARD/ABANDON SHIP (19.A.04)
- MEDICAL SUPPORT PLAN
- ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM (01.C.02)
- SITE SANITATION PLAN (SECTION 02)
- ACCESS AND HAUL ROAD PLAN (04.B)
- DEWATERING PLAN (05.A.06)
- RESPIRATORY PROTECTION PLAN (05.G)
- HEALTH HAZARD CONTROL PROGRAM (06.A)
- HEALTH HAZARD COMMUNICATION PROGRAM (06.B)
- PROCESS SAFETY MANAGEMENT PLAN (06.B.04)
- LEAD ABATEMENT PLAN (06.B.05)
- ASBESTOS ABATEMENT PLAN (06.B.05)
- RADIATION SAFETY PROGRAM (06.E.03.A)
- ABRASIVE BLASTING PLAN (06.H.01)
- HEAT/COLD STRESS MONITORING PLAN (06.I.02)
- CRYSTALLINE SILICA MONITORING PLAN (06.M)
- NIGHT OPERATIONS LIGHTING PLAN (07.A.08)
- FIRE PREVENTION PLAN (09.A)
- WILD LAND FIRE MANAGEMENT PLAN (09.K)
- HAZARDOUS ENERGY CONTROL PLAN (12.A.01)
- CRITICAL LIFT PLAN (16.H.02)
- CONTINGENCY PLAN FOR SEVERE WEATHER (19.A.03)
- FLOAT PLAN (19.F.04)
- SITE-SPECIFIC FALL PROTECTION & PREVENTION PLAN (21.C)
- DEMOLITION PLAN (23.A.01)
- EXCAVATION/TRENCHING PLAN (25.A.01)
- EMERGENCY RESCUE (TUNNELING) (26.A.05)
- UNDERGROUND CONSTRUCTION FIRE PREVENTION AND PROTECTION PLAN (26.D.01)
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- DIVING OPERATIONS PLAN (30.A.17)
- CONFINED SPACE PROGRAM (34.A.06)

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- PERSONNEL PROTECTIVE EQUIPMENT (SECTION 05)

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**Caldeira Construction, Inc.
Respiratory Protection Plan (05.G)**

Version October 23, 2011

Project Name	Project Number	Prepared By:	Date:
ELLIS AFB TRAINING FACILITY	W912CA-11-C-0037	Ed Caldeira	October 24, 2011

05.G.03.c.(1) Methods used to identify and evaluate workplace respiratory hazards;

--

05.G.03.c.(2) Procedures for selecting respirators for use in the workplace;

--

05.G.03.c.(3) Medical evaluations of employees required to use respirators;

--

05.G.03.c.(4) Fit testing procedures for tight-fitting respirators;

--

05.G.03.c.(5) Procedures for proper use of respirators in routine and reasonably foreseeable emergency

--

05.G.03.c.(6) Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding,

--

05.G.03.c.(7) Procedures to ensure adequate air quality, quantity, and flow of breathing air for

--

05.G.03.c.(8) Training of employees in the respiratory hazards to which they are potentially exposed

--

05.G.03.c. (9) Training of employees in the proper use of respirators, including putting on and removing

--

05.G.03.c. (10) Procedures for regularly evaluating the effectiveness of the program.
05.G.03.c. (11) Project/facility specific voluntary use guidelines and a requirement for voluntary users to
Q. 1.) Address voluntary use of respiratory protective equipment.
Q. 2.) Address selection of respiratory protective equipment.
Q.8.) Address identification of filter, cartridges, and canisters.
Q.9.) Address training and information.
Q.11.) Address record keeping.

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**Caldeira Construction, Inc.
Health Hazard Control Program (06.A)**

Version October 23, 2011

Project Name	Project Number	Prepared By:	Date:
ELLIS AFB TRAINING FACILITY	W912CA-11-C-0037	Ed Caldeira	October 24, 2011

Hazardous Or Toxic Agent Or Environment

06.A.01 Exposure standards.

06.A.02 Hazard evaluation. Reference specific to AHA and/or PHA used for the evaluation.

06.A.03 Testing and monitoring.

06.A.04 Methods for the control of exposure to hazardous or toxic agents and environments (substitution, engineering control, work practice control, PPE):

Q. 1.) Hazardous substances

Q. 2.) Hot substances.

Selected Pages

Q. 3.) Harmful plants, animals, and insects.
Q. 4.) Ionizing radiation.
Q. 5.) Non-ionizing radiation and magnetic and electric fields.
Q. 6.) Ventilation and exhaust systems.
Q. 7.) Inclement weather and environmental hazards.
Q. 8.) Cumulative trauma prevention.
Q. 9.) Indoor air quality management.

Selected Pages



For more information

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