



**US Army Corps
of Engineers®**

EM 385-1-1
30 November 2014

SAFETY AND HEALTH REQUIREMENTS MANUAL



BUILDING STRONG...SAFELY!

APPENDIX A

Minimum Basic Outline for Accident Prevention Plans

1. Accident Prevention Plan (APP) - General. An APP is a safety and health policy and program document that is contract- or job- specific. It is an integral part of the planning process. > See Section 01 and 01.A.12.

a. The APP shall interface with the employer's overall safety and health program. Any portions of the overall safety and health program that are referenced in the APP shall be included as appropriate.

b. The APP shall be submitted to the GDA for acceptance prior to work starting.

(1) Understanding that the APP is submitted prior to work starting and that some project-specific information is not yet known (e.g., subcontractors to be used, type of fall protection to be used at a certain point in time, specific cranes or other load handling equipment (LHE) to be brought on site, etc.), the known information shall be provided and additional information added at each preparatory phase/meeting along with the appropriate Activity Hazard Analyses (AHAs).

(2) A copy of the contractor's project-specific, accepted APP shall be available on the work site. > See ANSI/ASSE A10.38 for programmatic issues.

2. Abbreviated APP. In lieu of a fully-developed APP, for Limited-Scope Service, Supply and R&D Contracts (e.g. grass mowing, park attendant, rest room cleaning, etc.), the Contracting Officer (KO) and local Safety and Occupational Health Office (SOHO) may allow an Abbreviated APP to be developed and submitted for acceptance.

a. The non-mandatory Abbreviated APP Form, Form A-1 (or similar) may be used to insure each area of required information has been provided.

b. This APP is a short-version APP that can be used on low-risk, limited-scope contracts. > See 01.A.12.e, and Appendix A, paragraph 3.k.

c. Each sub-contractor shall be provided a copy of the APP by the prime contractor and be required to comply with it.

3. APP Format. The following areas are typically addressed in an APP, but besides being job-specific, the APP shall also address any unusual or unique aspects of the contract or job for which it is written. The non-mandatory Accident Prevention Plan (APP) Checklist, Form A-2 (or similar), may be used to insure each area of required information has been provided. > See ANSI A10.33 for multi-employer projects.

a. Signature Sheet: Include title, signature, and phone number of the following:

(1) Plan preparer (Qualified Person (QP), Competent Person (CP), Corporate safety staff person, QC) and their qualifications;

(2) Plan must be approved by company/corporate officers authorized to obligate the company;

(3) Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC). Contractors shall provide concurrence of other applicable corporate and project personnel.

b. Background Information. List the following:

(1) Contractor;

(2) Contract number;

(3) Project name;

(4) Brief project description, description of work to be performed, location (map), equipment to be used, anticipated high risk activities, and

(5) Major phases of work anticipated.

(6) Within these major phases of work identified, activities [includes Definable features of Work (DFOWs) and tasks] to be performed that will require an AHA shall be specifically highlighted. This information can then be used by QC, QA and Safety personnel to track AHA submittals. The AHAs for these activities, tasks of DFOWs are NOT submitted at this time (AHAs created/submitted at this time would not be activity-specific as they are intended to be). > See Sections 01.A.14 and 01.A.15.

c. Statement of Safety and Health Policy. Provide a copy of current corporate/company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract shall also be provided.

d. Responsibilities and Lines of Authority. Provide the following:

(1) A statement of the employer's ultimate responsibility for the implementation of his SOH program for his own employees, all sub-contractors and all others on the worksite (includes the strict enforcement of the program).

(2) Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes. Qualifications shall be in accordance with Section 01.A.17.

➤ Note: Only official OSHA 30-Hour cards will be accepted or, if equivalent training is provided, appropriate instructor qualifications. > See also Section 01.A.17.i, Exception 2.

(3) If equivalent training to the OSHA 30-hour classes is being presented as qualification, the training shall have covered the following areas:

(a) OSH Act/General Duty Clause;

(b) 29 CFR 1904, Recordkeeping;

(c) Subparts C, CC, D, E, F, K and M of OSHA;

(d) Rigging, load handling equipment (LHE), welding and cutting, scaffolding, excavations, concrete and masonry, demolition, health hazards in construction, materials handling, storage and disposal, hand and power tools, motor vehicles, mechanized equipment, marine operations, steel erection, stairways and ladders, confined spaces or any others that are applicable to the work being performed;

(4) The names of CP(s) and/or QP(s) and proof of competency/qualification to meet specific OSHA CP/QP requirements must be attached. The local SOHO will review the qualifications for acceptance;

(5) Requirements and details of the employer's Risk Management Process;

➤ Note: USACE uses the Activity Hazard Analysis (AHA) as part of a total risk management process. Contractors and other individual employer's may use the AHAs or their own version [Job Safety Analyses (JSAs), Job Hazard Analyses (JHAs), or similar Risk Management assessment tools]. These documents are considered equivalent to, and acceptable substitutes for, the USACE's AHA provided the data collected is the same as that required by the AHA.

(6) Requirements for initial activity-specific AHAs to be submitted and accepted at preparatory meetings, prior to work being performed;

(7) Requirements that no work by the Contractor shall be performed unless a designated CP/SSHO is present on the job site;

(8) Policies and procedures regarding non-compliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;

(9) Lines of authority;

(10) Provide written company procedures for holding managers and supervisors accountable for safety.

e. Subcontractors and Suppliers. If applicable, provide procedures for coordinating SOH activities with other employers on the job site:

(1) Identification of subcontractors and suppliers. If not known at the time of initial APP submittal, the contractor shall include the following statement in their initial APP: "The subcontractors for the following DFOWs/activities are not known at this time, but additional information will be submitted to the APP for acceptance prior to the start of any activities listed";

(2) Safety responsibilities of subcontractors and suppliers.

f. Training.

(1) Requirements for new hire SOH orientation training at the time of initial hire of each new employee.

(2) Requirements for mandatory training and certifications that are applicable to this project (e.g. explosive actuated tools, confined space entry, crane operator, underwater diver, vehicle operator, HAZWOPER training and certification, PPE, etc.) and any requirements for periodic retraining/recertification.

(3) Procedures for periodic safety and health training for supervisors and employees.

(4) Requirements for emergency response training.

g. Safety and Health Inspections.

(1) Specific assignment of responsibilities for a minimum daily jobsite SOH inspection during periods of work activity: Who will conduct (e.g., SSHO, PM, QC, supervisors, employees – depends on level of technical proficiency needed to perform said inspections), proof of inspector's training/qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow-up procedures;

(2) Any external inspections/certifications that may be required (e.g. USCG).

h. Mishap Reporting and Investigation. The Contractor shall identify means to provide the following:

(1) Exposure data (man-hours worked);

(2) Mishap reports, investigations, and documentation. Report all accidents per the requirements covered in Section 01.D. Mishaps shall be reported as soon as possible but not more than 24 hours afterwards to the KO/COR. The contractor shall report, thoroughly investigate, and analyze all mishaps occurring incidentally to an operation, project or facility for which this manual is applicable. Implement corrective actions as soon as reasonably possible and provide notice to the KO/COR when corrective actions are completed;

i. Plans, Programs and Procedures, required by this manual. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans.

(1) Include a project-specific compliance plan, as applicable to the work being performed, and as identified below. The plans shall incorporate project-wide procedures to control hazards to which the employees of all project employers may be exposed.

(2) These procedures shall be coordinated with all project employers and shall include project-specific, project-wide emergency response and evacuation procedures, PPE requirements, recordkeeping and reporting requirements, and training requirements.

(3) The plans shall be prepared prior to the start of any work activities on the job site (as much as the information can be known at that point in time). The plans shall be updated throughout the life of the project to include changes in personnel, equipment, conditions, etc. Additional revisions shall be incorporated as necessary to reflect changing site conditions, construction methods, personnel roles and responsibilities and construction schedules.

(4) No activity (DFOW) shall be started on site until the APP is revised and submitted to the GDA for acceptance, with the site-specific plans, programs and procedures required to complete the project. Using the EM 385-1-1 as a guide, plans, programs, procedures (assessments and evaluations) may include but not be limited to:

- Fatigue Management Plan (01.A.20);
- Emergency Plans (01.E);
- Site Sanitation/Housekeeping Plan (02.B);

- Medical Support Agreement (03.A.01; 03.A.03);
- Blood-Borne Pathogen Program (03.A.05);
- Exposure Control Plan (03.A.05);
- Automatic External Defibrillator (AED) Program (03.B.04);
- Site Layout Plan (04.A);
- Access/Haul Road Plan (04.B);
- Hearing Conservation Program (05.C);
- Respiratory Protection Plan (05.G);
- Health Hazard Control Program (06.A);
- Hazard Communication Program (06.B.01);
- Process Safety Management Program (06.B.04);
- Lead Compliance Plan (06.C.02 & specifications);
- Asbestos Abatement Plan (06.C.03 & specifications);
- Radiation Safety Program (06.F);
- Abrasive Blasting Procedures (06.I.01);
- Heat Stress Monitoring Plan (HSMP) (06.J.02);
- Cold Stress Monitoring Plan (CSMP) (06.J.04);
- Indoor Air Quality Management (06.L);
- Mold Remediation Plan (06.L.04);
- Chromium (VI) Exposure Evaluation (06.M);
- Crystalline Silica Evaluation (06.N.02);
- Lighting Plan for Night Operations (07.A.06);
- Traffic Control Plan (08.C.05);

- Fire Prevention Plan (09.A.01);
- Wild Land Fire Management Plan (09.L);
- Arc Flash Hazard Analysis (11.B);
- Assured Equipment Grounding Control Program (AEGCP) (11.D.05, Appendix E);
- Hazardous Energy Control Program & Procedures (12.A.01);
- Standard Pre-Lift Plan – Load Handling Equipment (16.A.03);
- Critical Lift Plan – Load Handling Equipment (16.H);
- Naval Architectural Analysis – Load Handling Equipment (Floating) (16.L);
- Floating Plant Inspection and Certification (19.A.01);
- Severe Weather Plan for Marine Activities (19.A.03);
- Emergency Plan for Marine Activities (19.A.04);
- Man Overboard/Abandon Ship Procedures (19.A.04);
- Float Plan for Launches, Motorboats, and Skiffs (19.F.04);
- Fall Protection and Prevention Plan (21.D);
- Demolition/Renovation Plan (to include engineering survey) (23.A);
- Rope Access Work Plan (24.H);
- Excavation/Trenching Plan (25.A.01);
- Fire Prevention and Protection Plan for Underground Construction (26.D.01);
- Compressed Air Work Plan for Underground Construction (26.I.01);
- Erection and Removal Plan for Formwork and Shoring (27.C);
- Precast Concrete Plan (27.D.01);
- Lift-Slab Plans (27.E);
- Masonry Bracing Plan (27.E.01);

- Steel Erection Plan (28.B);
- Explosives Safety Site Plan (ESSP) (29.A);
- Blasting Plan (29.A; 26.J);
- Dive Operations Plan (30.A.14, 30.A.16);
- Safe Practices Manual for Diving Activities (30.A.15)
- Emergency Management Plan for Diving (30.A.18)
- Tree Felling and Maintenance Program (31.A.01);
- Aircraft/Airfield Construction Safety & Phasing Plan (CSPP) (32.A.02);
- Aircraft/Airfield Safety Plan Compliance Document (SPCD) (32.A.02);
- Site Safety and Health Plan for HTRW (33.B);
- Confined Space Entry Procedures (34.A.05);
- Confined Space Program (34.A.06).

j. Risk Management Process (AHAs). Detailed project-specific hazards and controls shall be provided by AHAs for each activity (DFOW). No work will begin on an activity (DFOW) until the initial AHA has been accepted by the GDA addressing the project-specific hazards. > See Section 01.A.14 and 01.A.15.

➤ Note: USACE uses the Activity Hazard Analysis (AHA) as part of a total risk management process. Contractors and other individual employer's may use the AHAs or their own version [Job Safety Analyses (JSAs), Job Hazard Analyses (JHAs), or similar Risk Management assessment tools]. These documents are considered equivalent to, and acceptable substitutes for, the USACE's AHA provided the data collected is the same as that required by the AHA.

(1) The AHA defines the work sequence, anticipated hazards, conditions, equipment, materials, personnel and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk, and the Risk Assessment Code for each step.

(2) Once this process has occurred, an overall RAC shall be assigned to the activity, based on the highest RAC assigned to an individual step.

(3) Acceptance of risk. The residual risk is that which remains after controls have been applied. This residual risk must be communicated to the proper authority for acceptance in order to proceed with the activity.

(4) Before beginning each work activity/DFOW, the Contractor performing that work activity shall prepare the initial AHA, which will include a RAC for that activity.

(5) No work will begin on the activity until the initial AHA has been accepted by the GDA addressing the activity-specific hazards.

(6) AHA's are intended to be created by the contractor field crews/workers performing the work, with the assistance of others (SSHO, QC, Superintendent, etc) as needed. They are living documents and are intended to be created in the field and updated (by the workers) as needed.

(7) The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of CP(s)/QP(s).

(a) If a new CP/QP (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he or she has reviewed the AHA and is familiar with current site safety issues.

(b) If the initial RAC increases due to a change made to the AHA by the workers, the AHA shall be resubmitted to GDA for acceptance prior to work proceeding.

(c) Changes to or updates of an AHA that do not increase the RAC are not required to be resubmitted for acceptance by the GDA.

(8) Workers/crews shall have in their possession the current AHA that reflects current site conditions, personnel, equipment, control measures, etc while the work is being performed.

(9) The AHA shall be used by the contractor and USACE personnel to assure work is being performed consistent with the AHA. In the event that the work is not being conducted in a safe manner, the contractor and/or the USACE shall stop the unsafe work being conducted until it is in compliance with this manual, APP and the AHA or the APP/ AHA is revised and accepted by the GDA, if necessary. > See Section 01.A.14.

(10) Once the activity has been completed, the AHA shall be available and kept on file on site for the length of the contract.

k. Abbreviated APP for Limited-Scope Service, Supply and R&D Contracts. If service, supply and R&D contracts with limited-scopes are awarded, the contractor may submit an abbreviated APP in lieu of a full APP. The abbreviated APP shall address the following areas at a minimum. If other areas of the EM 385-1-1 are pertinent to the contract, the contractor must assure these areas are addressed as well. The non-mandatory Abbreviated APP Form, Form A-01 (or similar) may be used to insure each area of required information has been provided.

(1) Title, signature, and phone number of the plan preparer.

(2) Background Information to include:

(a) Contractor;

(b) Contract number;

(c) Project name;

(d) Brief project description,

➤ Note: The project description shall provide a means to evaluate the work being done (see AHA requirements in 01.A.14), associated hazards involved and a RAC assigned to each. The overall RAC for the activity must be determined (based on highest task RAC) and accepted at the appropriate level in order for work to proceed.

(e) Description of work to be performed, and

(f) Location of work being performed, to include a map.

(3) Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.

(4) Responsibilities and Lines of Authorities – to include a statement of the employer's ultimate responsibility for the implementation of his SOH program; Identification and accountability of personnel responsible for safety at all levels to include designated site safety and health officer (SSHO) and associated qualifications. The District SOHO will be asked to review the qualifications for acceptance.

(5) Training - new hire SOH orientation training at the time of initial hire of each new employee and any periodic retraining/recertification requirements.

(6) Procedures for job site inspections - assignment of responsibilities and frequency.

(7) Procedures for reporting man-hours worked and reporting and investigating any mishaps required by Section 01.D.

(8) Emergency Planning. Employees working alone shall be provided an effective means of emergency communication. This may be cellular phone, two-way radio or other acceptable means. The selected means of communication must be readily available and must be in working condition.

(9) Drinking Water provisions, toilet and washing facilities.

(10) First Aid and CPR training (at least two employees on each shift shall be qualified/certified to administer first aid and CPR) and provision of first aid kits (types/size).

(11) Personal Protective Equipment (PPE).

(a) Work Clothing - Minimum Requirements. Employees shall wear clothing suitable for the weather however minimum requirements for work shall be short-sleeve shirt, long pants (excessively long or baggy pants are prohibited) and leather work shoes. If analysis determines that safety-toed (or other protective) footwear is necessary (i.e., mowing, weedeating, chainsaw use, etc), they shall be worn.

(b) Eye and Face Protection. Eye and face protection shall be worn as determined by an analysis of the operations being performed, however, all involved in chainsaw use, chipping, stump grinding, pruning operations, grass mowing, weedeating and blowing operations shall be provided safety eyewear (Z87.1) as a minimum.

(c) Hearing Protection. Hearing protection must be worn by all those exposed to high noise activities (to include grass mowing and trimming, chainsaw operations, tree chipping, stump grinding and pruning).

(d) Head Protection. Hard hats shall comply with ANSI Z89.1 and shall be worn by all workers when a head hazard exists, per Section 05.D.

(e) High Visibility Apparel shall comply with ANSI/ISEA 107, Class 2 requirements at a minimum and shall be worn by all workers exposed to vehicular or equipment traffic.

(f) Protective Leg chaps shall be worn by all chainsaw operators.

(g) Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts, abrasions, punctures, burns and chemical irritants.

(h) If work is being performed around water and drowning is a hazard, PFDs must be provided and worn as appropriate.

(12) Machine Guards and safety devices. Power tools/equipment must have appropriate guards and safety devices in place and operational.

(13) Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a Hazard Communication Program must be in place and MSDSs (SDSs) shall be available at the worksite. Employees shall have received training in hazardous substances being used. When the eyes or body of any person may be exposed to corrosives, irritants or toxic chemicals, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within 10 seconds of the worksite.

(14) Traffic control shall be accomplished in accordance with DOT's MUTCD.

(15) Control of Hazardous Energy (Lockout/Tagout). Before an employee performs any servicing or maintenance on any equipment where the unexpected energizing or startup of the equipment could occur, procedures must be in place to ensure adequate control of this energy. > See Section 12.

(16) High hazard activities should not be encountered on these types of jobs. If they are (i.e., driving/operating equipment on slopes, working from/in boats, etc), a determination shall be made by the KO and local SOH Office as to whether an abbreviated APP is applicable. If so, they shall be fully addressed in the APP. AHAs are required on work activities which include high hazard activities.

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U.S.Army Corps of Engineers Safety Inspection Checklist Abbreviated Accident Prevention Plan	Date of Inspection
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Location (Plant or Facility)	Contract Number
Contractor Name	Project Name
Inspector Name (Print)	Inspector Signature

This checklist serves as a guide only. It does not replace or eliminate the need to comply with the requirements set forth in Engineering Manual 385-1-1, Safety and Health Requirements Manual, dated XX September 2014. The references included in this checklist correspond to the applicable sections of EM 385-1-1.

If service, supply and R&D contracts with limited scopes are awarded, the contractor may submit an abbreviated Accident Prevention Plan. This APP shall address the following areas at a minimum. If other areas of the EM 385-1-1 are pertinent to the contract, the contractor must assure these areas are addressed as well.

Item Description	Yes	No	N/A	Remarks (Any NO or N/A Item)
1. Signature sheet				
a. Includes the name, signature, and title of the Plan Preparer (<i>Qualmed person, i.e. corporate safety staff person, QC</i>)				
b. Includes the name, signature, and title of the Plan Approver {e.g. <i>owner, company president, regional vice president</i> }				
c. Includes the name(s), signature(s), and title(s) for Plan Concurrence (provide concurrence of other applicable corporate and project personnel(contractor))				
2. Background information				
a. Includes the Contractor Name.				
b. Includes the Contract Number.				
c. Includes the Project Name.				
d. Includes the Brief Project Description.				
e. Includes the Location of the Project {map}.				
f. Includes a means to evaluate the work being done (see AHA requirements in 01.A.13) and associated hazards involved.				
g. Addresses the identified hazards involved and the control measures to be taken.				
3. Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.				
4. Responsibilities and Lines of Authorities				
a. Includes the identification and job responsibilities of personnel responsible for safety - at both corporate and project level - including their resumes.				
b. Includes the lines of authority.				
5. Training- new hire SOH orientation training at the time of initial hire of each new employee and any periodic retraining/recertification requirements				
6. Procedures for job site inspections - assignment of responsibilities and frequency				

U.S.Army Corps of Engineers Safety Inspection Checklist Abbreviated Accident Prevention Plan				Date of Inspection
Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
7.Procedures for reporting man-hours worked and reporting and investigating any accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR)				
8.Emergency Planning. Employees working alone shall be provided an effective means of emergency communication. This may be cellular phone, two-way radio or other acceptable means. The selected means of communication must be readily available and must be in working condition.				
9.Drinking Water provisions, toilet and washing facilities.				
10.First Aid and CPR training (at least two employees on each shift shall be qualified/certified to administer first aid and CPR) and provision of first aid kit (types/size).				
11.Personal Protective Equipment				
a. Work Clothing - Minimum Requirements. Employees to wear clothing suitable for the weather; minimum requirements for work shall be short-sleeve shirt, long pants (excessively long or baggy pants are prohibited) and leather work shoes. If AHA determines safety-toed (or other protective) footwear is necessary (i.e., mowing, weed eating, chain saw use, etc), they shall be worn.				
b.Eye and Face Protection. Eye and face protection shall be worn as determined by an analysis of the operations being performed HOWEVER, all involved in chain saw use, chipping, stump grinding, pruning operations, grass mowing, weed eating and blowing operations shall be provided safety eyewear (Z87.1) as a minimum.				
c. Hearing Protection. Hearing protection must be worn by all exposed to high noise activities {includes grass mowing/trimming, chainsaw operations, tree chipping, stump grinding and pruning)				
d.Head Protection. Hard hats shall comply with ANSIZ89.1 and shall be worn by all workers when a head hazard exists. At a minimum, hard hats shall be worn when performing activities identified in {b) above				
e.High Visibility Apparel shall comply with ANSI/ISEA 107, Class 2 requirements at a minimum and shall be worn by all workers exposed to vehicular or equipment traffic.				
f.Protective Leg chaps shall be worn by all chainsaw operators.				
g. Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts,abrasions, punctures, burns and chemicalirritants.				
h. If work is being performed around water and drowning is a hazard, PFD's must be provided and worn as appropriate.				
12.Machine Guards and safety devices. Lawn maintenance equipment must have appropriate guards and safety devices in place and operational.				

**U.S.Army Corps of Engineers
Safety Inspection Checklist
Abbreviated Accident Prevention Plan**

Date of Inspection

Item Description	Yes	No	N/A	Remarks (Any NO or N/A Item)
13. Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a hazard communication program must be in effect and MSDSs shall be available at the worksite. Employees shall have received training in hazardous substances being used. When the eyes or body of any person may be exposed to corrosives, irritants or toxic chemicals, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within 10 seconds of the worksite.				
14. Traffic control shall be accomplished in accordance with DORs MUTCD.				
15. Control of Hazardous Energy (Lockout/Tagout). Before an employee performs any servicing or maintenance on any equipment where the unexpected energizing or startup of the equipment could occur, procedures must be in place to ensure adequate control of				
16. Driving, working on (i.e., working with equipment/mowers) while on slopes, working from/in boats/skiffs, etc shall also be considered and dealt with accordingly.				

Other Remarks

Form A-02
U.S. Army Corps of Engineers
Accident Prevention Plan Checklist

Date of Inspection

Location (Plant or Facility)	Contract Number
Contractor Name	Project Name
Inspector Name (Print)	Inspector Signature

This checklist serves as a guide only, it does not replace or eliminate the need to comply with the requirements set forth in Engineering Manual 385-1-1, Safety and Health Requirements Manual, dated XX Sept 2014. The references included in this checklist correspond to the applicable sections of EM 385-1-1.

Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
1. Signature sheet				
a. Includes the name, signature, and title of the Plan Preparer (<i>Qualified person, i.e. corporate safety staff person, QC</i>)				
b. Includes the name, signature, and title of the Plan Approver (<i>e.g. owner, company president, regional vice president</i>) (HTRW activities require approval of a Certified Industrial Hygienist, a Certified Safety Professional may approve the plan for operations involving UST removal where contaminants are known to be petroleum, oils, or lubricants).				
c. Includes the name(s), signature(s), and title(s) for Plan Concurrence (provide concurrence of other applicable corporate and project personnel (contractor)) (<i>e.g. Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC.</i>)				
2. Background information				
a. Includes the Contractor Name.				
b. Includes the Contract Number.				
c. Includes the Project Name.				
d. Includes the Brief Project Description.				
e. Includes the Location of the Project (map).				
f. Includes the Contractor Accident Experience (<i>Copy of OSHA 300</i>)				
g. Includes the Listing of Phases of Work and Hazardous Activities Requiring an Activity Hazard Analyses (AHA).				
3. Statement of Safety and Health Policy. Includes a copy of the corporate safety policy. (<i>In addition to the corporate policy statement, a copy of the corporate safety program may provide a portion of the information required by the accident prevention</i>)				
4. Responsibilities and Lines of Authorities				
a. Includes the identification and job responsibilities of personnel responsible for safety - at both corporate and project level – including their resumes.				
b. Includes the lines of authority.				

Form A-02 U.S. Army Corps of Engineers Accident Prevention Plan Checklist (cont'd)				Date of Inspection
Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
5. Training				
a. Includes the list of subjects to be discussed with employees at safety indoctrination.				
b. Includes the list of mandatory training and certifications applicable to this project (e.g., <i>explosive actuated tools, confined space entry, crane operator, diver, vehicle operator, HAZWOPER training and certification, PPE</i>) and any requirements for periodic retraining / recertification.				
c. Includes the identity requirements for emergency response training.				
d. Includes the outline requirements (<i>who attends, when given, who will conduct, etc.</i>) for supervisory and employee safety				
6. Safety and Health Inspections				
a. Includes the name(s) of individual(s) responsible for conducting safety inspections. (e.g., <i>PM, safety professional, QC, supervisors, employees</i>)				
b. Includes proof of inspector's training / qualifications.				
c. Indicates when inspections will be conducted.				
d. Furnished sample forms upon which inspections will be recorded.				
e. Indicates deficiency tracking system and follow-up procedures.				
f. Includes the names of competent and / or qualified person(s) and proof of competency / qualification to meet specific OSHA competent / qualified person(s) requirements.				
g. Includes any external inspections / certifications which may be required. (e.g., <i>US Coast Guard</i>)				
7. Safety and Health Expectations, Incentive Programs, and Compliance				
a. Includes the company's written safety program goals, objectives, and accident experience goals.				
b. Includes a brief description of the company's safety incentive programs (<i>if any</i>).				
c. Includes the policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements).				
d. Includes the written company procedures for holding managers and supervisors accountable for safety.				
8. Mishap Reporting				
a. The plan identifies how, when, and who shall complete the Exposure data (man-hours worked).				
b. The plan identifies how, when, and who shall complete mishap investigations, reports, and logs.				
c. The plan identifies how, when, and who shall make immediate notification of major mishaps.				

Form A-02
U.S. Army Corps of Engineers
Accident Prevention Plan Checklist (cont'd)

Date of Inspection

Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks and compliance plans. Using the EM 385-1-1 as a guide, plans may include but not be limited to:

Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
9. Plans (Programs, Procedures) required by the Safety Manual				
a. Fatigue Management Plan (01.A.20)				
b. Emergency response plans:				
(1) Procedures & Test (01.E.01)				
(2) Spill Plans (01.E.01, 06.A.02)				
(3) Fire Fighting Plan (01.E.01; 19.A)				
(4) Posting of Emergency Telephone Numbers (01.E.05)				
(5) Man overboard/abandon ship (19.A.04)				
(6) Medical Support. Outline on-site medical support and off-site medical arrangements including rescue and medical duties for those employees who are to perform them, and the name(s) of on-site Contractor personnel trained in first aid and CPR. A minimum of two employees shall be certified in CPR and first-aid per shift/site (Section 03.A; 03.D)				
c. Plan for prevention of alcohol and drug abuse (01.C.02)				
d. Site Sanitation Plan (Section 02.B)				
e. Medical Support Plan, (03.A.01; <u>03.A.06</u> ; 03.D)				
f. Bloodborne Pathogen Plan (03.A.05)				
g. Exposure Control Plan (03.A.05)				
h. Site Layout Plan (04.A)				
i. Access/Haul road Plan (04.B)				
j. Hearing Conservation Program (05.C)				
k. Respiratory Protection Plan (05.G)				
l. Health Hazard Control Program (06.A)				
m. Process Safety Management Plan (06.B.04)				
n. Lead Abatement Plan (06.C & Specs)				
o. Asbestos Abatement Plan (06.C & Specs)				
p. Radiation Safety Program (06.F)				
q. Abrasive Blasting Plan (06.I)				
r. Heat/Cold Stress Monitoring Plan (06.J)				
s. Indoor Air Quality Management Plan (06.L)				
t. Mole Remediation Plan (06.L.04)				
u. Chromium (VI) Exposure Evaluation (06.M)				
v. Crystalline Silica Assessment (06.N)				
w. Lighting Evaluation (07.A)				
x. Lighting Plan for Night Operations (07.A.09)				

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U.S. Army Corps of Engineers
Accident Prevention Plan Checklist (cont'd)

Date of Inspection

Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks and compliance plans. Using the EM 385-1-1 as a guide, plans may include but not be limited to:

Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
9. Plans (Programs, Procedures) continued.				
y. Traffic Control Plan (08.C.05)				
z. Fire Prevention Plan (09.A.01)				
aa. Wild Land Fire Management Plan (09.L)				
bb. Arc Flash Hazard Analysis (11.B)				
cc. Assured Equipment Grounding Control Program (AEGCP), (11.D.05, App D)				
dd. Hazardous Energy Control Plan, (12.A.01)				
ee. Standard Pre-Lift Plan (LHE) (16.A.03, 16.L.15)				
ff. Critical Lift Plan – LHE (16.H)				
gg. Naval Architectural Analysis (16.L)				
hh. Contingency Plan for Severe Weather (19.A.03)				
ii. Man Overboard/Abandon Ship (19.A.04)				
jj. Float Plan (19.F.04)				
kk. Fall Protection Program, (21.D);				
ll. Demolition/Renovation Plan (to include engineering survey), (23.A.02)				
mm. Rope Access Program, (24.H.02)				
nn. Excavation/Trenching Plan, (25.A.01)				
oo. Underground construction fire prevention and protection Plan, (26.D.01)				
pp. Compressed Air Plan, (26.I.01)				
qq. Formwork and Shoring Erection and Removal plan, (27.C)				
rr. PreCast Concrete Plan, (27.D)				
ss Lift. slab plans, (27.E)				
tt. Masonry Bracing Plan, (27.F.01)				
uu. Steel Erection Plan, (28.B)				
vv. Explosives Safety Site Plan (ESSP) (29.A)				
ww. Blasting Plan, (29.A; 26.J)				
xx. Underwater Dive Operations Plan, (30.A.14, 16,)				
yy. Tree Felling/Maintenance Program, (31.A)				
zz. Aircraft/Airfield Construction Safety & Phasing Plan, (32.A.02)				
aaa. Site Safety and Health Plan (HTRW), (33.B)				
bbb. Confined Space Entry Program, (34.A.06, 07)				
10. Risk Management Processes. Detailed project-specific hazards shall be identified and controls provided via Activity Hazard				