

# Construction Safety Plan Requirements

Prior to commencing work contractors must submit for approval an Accident Prevention Plan IAW. The prime contractor will write this plan for the specific work and hazards of the contract and implementing in detail the requirements for safety and occupational health. This plan shall be reviewed and found acceptable by Government personnel prior to initiation of work at the job site. **The plan shall be developed by qualified personnel and shall be signed by a competent person AND a representative of management.**

The prime contractor shall integrate all subcontractor work activities into the Safety and health Program, make the program available to all contractor and subcontractor employees and ensure all subcontractors integrate the provisions of the plan into their work activities.

The safety plan must include:

- Title, signature and phone number of the plan preparer
- Title, signature and phone number of the plan approver
- Background information on the project: Contractor, contract number, project name, description of work to be performed and location of work to be performed, contractor accident experience such as OSHA 200 forms, corporate safety trend analysis, and a listing of phases of work and hazardous activities requiring hazard analysis.

- Statement of safety & health policy

- Administrative responsibilities for implementing the plan

- Identification and accountability of personnel responsible for accident prevention

- Means for controlling work activities of subcontractors and suppliers

- Responsibilities of subcontractors

- Plans for safety indoctrination of new employees

- Plans for continued safety training

- Provisions for safety inspections to include:

- Work site/material and equipment inspection

- Means for recording inspection results

- Timetable for correction of deficiencies

- Procedures for follow-up inspections to ensure correction

- Responsibilities for investigation and reporting accidents/exposure

- All accidents incident to the project will be investigated & reported within 24 hours

- Accidents that result in a fatality, three or more persons admitted to a hospital or significant property damage will be reported immediately to the Contracting Officer. Contractors are responsible for notifying OSHA. The accident scene shall not be disturbed except for rescue and emergency measures until released by the investigating official.

First aid treatments shall be reported and recorded daily.  
Responsibilities for maintaining accident data, reports and logs  
Emergency response capabilities for disasters  
Emergency Plans will include emergency phone numbers and shall be tested periodically. Plans shall include escape procedures, employee accounting following an emergency evacuation, rescue and medical duties, means of reporting emergencies and persons to be contacted.  
Plans for maintaining job cleanup and safe access  
Public safety requirements (fencing/signs)  
Prevention of alcohol/drug abuse on the job

**Items that are commonly omitted in safety plans:**

Plans for hazard communication program must include:

- A list of hazardous chemicals known to be present
- Methods used to inform employees of the hazards
- Containers must be present and labeled
- MSDS for each hazardous chemical on site

Plans must identify monthly supervisor safety meeting and weekly worker safety meetings. Meetings shall be documented including the date, attendance, subjects, and the name of individuals who conducted the meeting.

Fire Safety requirements must identify the use of safety cans in construction areas. Storage of fuel and flammable materials must be addressed in the safety plan.

Local requirements for the hazards identified on the job site such as:

- Fall protection
- Asbestos exposure
- Confined space entry
- Lock out/tag out
- Excavations
- Electrical safety
- Machinery and mechanized equipment
- Hand and power tools
- Contingency plan for severe weather

## Hazard Analysis

Prior to beginning ***EACH MAJOR PHASE OF WORK***, an activity hazard analysis shall be prepared by the contractor performing that work. Work will not proceed until the hazard analysis has been accepted. The analysis will:

- Define the activity being performed
- Identify the sequence of work to be accomplished
- Identify the specific hazards that are anticipated
- Identify the control measures that shall be implemented to reduce each hazard to an acceptable level

Hazard analysis shall identify the principal steps to be accomplished in sequence to accomplish the operations. Equipment used in the operation shall be listed on the hazard analysis form. Inspection requirements for the equipment and machinery shall be listed on the hazard analysis form. Each step shall be analyzed to identify its potential hazards and a recommended control shall be identified to reduce the hazard to an acceptable level.

Hazard Analysis		Work Phase:
Activity _____		Analyzed by/Date _____
		Reviewed by/Date _____
Principal Steps	Potential Hazards	Recommended Controls
Identify the hazard principal steps involved and the sequence of work activities	Analyze each principal step for its potential	Develop specific controls for each potential
Equipment to be used	Inspection Requirements	Training Requirements
List equipment/machinery to be used in conducting the work activities	List inspection requirement for equipment/machinery listed	Determine requirement for worker training. Include Hazard Communication/Fall Protection Confined Space/Lockout & Tagout/Asbestos

### Safety Plan Checklist

1. The Safety Office has reviewed the attached safety plan. This plan does/does not meet the requirements established for work.

2. The items checked below are either missing from the plan or lack sufficient detail to provide a safe and healthful workplace for the workers on this project. Please correct these items and resubmit for approval prior to beginning work on the project.

- Title, signature and phone number of the plan preparer
- Title, signature and phone number of the plan approver
- Background information on the project: Contractor, contract number, project name, description of work to be performed and location of work to be performed, contractor accident experience such as OSHA 300 forms, corporate safety trend analysis, and a listing of phases of work and hazardous activities requiring hazard analysis.
  
- Statement of company safety & health policy
- Administrative responsibilities for implementing the plan
- Identification and accountability of site personnel responsible for accident prevention
- Means for controlling work activities of subcontractors and suppliers
- Responsibilities of subcontractors
- Plans for safety indoctrination of new employees
- Plans for continued safety training
- Provisions for safety inspections to include:
  - Work site/material and equipment inspection
  - Means for recording inspection results
  - Timetable for correction of deficiencies
  - Procedures for follow-up inspections to ensure correction
- Responsibilities for investigation and reporting accidents/exposure
- Responsibilities for maintaining accident data, reports and logs
- Emergency response capabilities for disasters
- Plans for maintaining job cleanup and safe access
- Public safety requirements (fencing/signs)
- Prevention of alcohol/drug abuse on the job
  
- Plans for hazard communication program must include:
  - A list of hazardous chemicals known to be present
  - Methods used to inform employees of the hazards
  - Containers must be present and labeled
  - MSDS for each hazardous chemical on site

### Safety Plan Checklist (continued)

- Plans for monthly supervisor safety meeting and weekly worker safety meetings. Meetings shall be documented including the date, attendance, subjects, and the name of individuals who conducted the meeting. Documents shall be available for inspection on the job site.

Local requirements for the hazards identified on the job site such as:

- Fall protection
- Asbestos exposure
- Confined space entry
- Lock out/tag out
- Excavations
  
- Fire prevention/protection
- Electrical safety
- Machinery and mechanized equipment
- Hand and power tools
- Contingency plan for severe weather
  
- Hazard Analysis
- Define the activity being performed
- Identify the sequence of work to be accomplished
- Identify the specific hazards that are anticipated
- Identify the control measures that reduce each hazard to an acceptable level