

# U.S. Army Corps of Engineers Galveston District

## CONTRACTOR ACCIDENT PREVENTION PLAN (APP) CHECKLIST (EM 385-1-1, Appendix - A, dated; 15 Sep 08)

Minimum Basic Outline for Accident Prevention Plan  
The APP is the Contractor's Safety and Health Program Document.  
All areas of the APP must be site specific :

NOTE: 1. Contractor APP WILL be submitted in format below.

NOTE: 2. Contractor APP's ARE NOT APPROVED, only found as Acceptable or Non-Acceptable.

Reviewed by: \_\_\_\_\_ Safety Office Reviewed: \_\_\_\_\_

Review Status: ACCEPTED BY-DATE: \_\_\_\_\_ NOT ACCEPTED BY/DATE: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contract No: \_\_\_\_\_

Project Name & Location: \_\_\_\_\_

Description:	Yes	No	N/A	Page #:
<b>1. SIGNATURE SHEET.</b> Title, signature, and phone number of the following:				
a. Plan Preparer (Qualified, Competent person such as corporate safety staff person, QC).				
b. Plan Approval by company/corporate officers authorized to obligate the company (e.g. owner company president, regional vice president etc.)				
c. Plan Concurrence (e.g. Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC) . (provide concurrence of other applicable corporate and project personnel (Contractor)				
<b>2. BACKGROUND INFORMATION.</b> List the following:				
a. Contractor;				
b. Contract number;				
c. Project name;				
d. Brief project description, description of work to be performed, and location; phases of work anticipated (these will require an AHA)				
<b>3. STATEMENT OF SAFETY AND HEALTH POLICY.</b>				
a. 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 should be provided.				
<b>4. RESPONSIBILITIES AND LINES OF AUTHORITIES.</b>				
a. A statement of the employer's ultimate responsibility for the implementation of his SOH program;				

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b. 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. <u>Qualifications shall include the OSHA 30-hour course or equivalent course areas as listed here:</u>				
(1) OSH Act/General Duty Clause;				
(2) 29 CFR 1904, Recordkeeping;				
(3) Subpart C: General Safety and Health Provisions, Competent Person;				
(4) Subpart D: Occupational Health and Environmental Controls, Citations and Safety Programs;				
(5) Subpart E: PPE, types and requirements for use;				
(6) Subpart F: understanding fire protection in the workplace;				
(7) Subpart K: Electrical;				
(8) Subpart M: Fall Protection;				
(9) Rigging, 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.				
c. The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached. <u>The District SOHO will review the qualifications for acceptance.</u>				
d. Requirements that no work shall be performed unless a designated competent person is present on the job site;				
e. Requirements for pre-task safety and health analysis;				
f. Lines of authority;				
g. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;				
h. Provide written company procedures for holding managers and supervisors accountable for safety.				
<b>5. SUBCONTRACTORS AND SUPPLIERS.</b> If applicable, provide procedures for coordinating SOH activities with other employers on the job site:				
a. Identification of subcontractors and suppliers (if known);				
b. Safety responsibilities of subcontractors and suppliers.				
<b>6. TRAINING.</b>				
a. Requirements for new hire SOH orientation training at the time of initial hire of each new employee.				
b. Requirements for mandatory training and certifications that are applicable to this project (e.g., explosive actuated tools, confined space entry, crane operators, flagmen, riggers, diver, vehicle operator, HAZWOPER training and certification, PPE) and any requirements for periodic retraining/recertification.				

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b. Requirements for mandatory training and certifications that are applicable to this project (e.g., explosive actuated tools, confined space entry, <b>crane operators, flagmen, riggers</b> , diver, vehicle operator, HAZWOPER training and certification, PPE) and any requirements for periodic retraining/recertification.				
c. Procedures for periodic safety and health training for supervisors and employees.				
d. Requirements for emergency response training.				
<b>7. SAFETY AND HEALTH INSPECTIONS.</b> Provide details on:				
a. Specific assignment of responsibilities for a minimum daily job site safety and health inspection during periods of work activity: Who will conduct (e.g., SSHO, PM), proof of inspector's training/qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow-up procedures;				
b. Any external inspections/certifications that may be required (e.g., Coast Guard).				
<b>8. ACCIDENT REPORTING.</b> The contractor shall identify who, how, and when the following will be completed:				
a. Exposure data (man-hours worked);				
b. Accident investigations, reports and logs; Report all accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR). The contractor shall thoroughly investigate the accident and submit the findings of the investigation along with appropriate corrective actions to the CO/COR in the prescribed format as soon as possible but no later than five (5) working days following the accident. Implement corrective actions as soon as reasonably possible;				
c. Accident notification procedural for:				
(1) A fatal injury; (2) A permanent total disability; (3) A permanent partial disability; (4) The hospitalization of three or more people resulting from a single occurrence; (5) Property damage of \$200,000 or more.				
<b>9. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL (as applicable).</b>				
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. <b><u>If N/A is marked a short description of why the plan is N/A must be present.</u></b>				
a. Plans for the layout of temporary construction buildings, facilities, fencing and all other applicable use of the site. (04.A.01)				
b. Emergency response plans:				
(1) Procedures and tests (01.E.01);				
(2) Spill plans (01.E.01, 06.A.02);				
(3) Firefighting Plan. (09.A.01- 19.A.04)				
(4) Posting of emergency telephone numbers (01.E.05);				
(5) Man overboard/abandon ship. (19.A.04)				

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(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. (03.A.02; 03.D)				
c. Plan for prevention of alcohol and drug abuse (01.C.02);				
d. Site Sanitation Plan (Section 02)				
e. Access and haul road plan (8.D.1)				
f. Respiratory Protection Plan (05.G)				
g. Health Hazard Control Program (06.A)				
h. Hazard Communication Program (06.B.01)				
i. Process Safety Management Plan (06.b.04);				
j. Lead Abatement Plan (06.B.05 & specifications)				
k. Asbestos Abatement Plan (06.B.05 & specifications)				
l. Radiation Safety Program (06.E.03.a);				
m. Abrasive blasting (06.H.01);				
n. Heat/Cold Stress Monitoring Plan (06.I.02)				
o. Crystalline Silica Monitoring Plan (Assessment) (06.M) ;				
p. Night Operations Lighting Plan (16.C.19.d)				
q. Fire Prevention Plan (09.A);				
r. Wild Land Fire Management Plan (09.K);				
s. Hazardous energy control plan (12.A.01);				
t. Critical Lift Procedures				
u. Contingency Plan for Severe Weather (19.A.03)				
v. Float Plan (19.F.04);				
w. Site-Specific Fall Protection & Prevention Plan (21.C);				
x. Demolition plan (to include engineering survey) (23.A.01);				
y. Excavation/trenching plan (25.A.01);				
z. Emergency rescue (tunneling) (26.A.);				
aa. Underground construction fire prevention and protection plan (26.D.01)				
bb. Compressed air plan (26.I.01);				
cc. Formwork and shoring erection and removal plans (27.C)				
dd. Pre-Cast Concrete Plan (27.D);				
ee. Lift slab plans (27.E);				
ff. Steel erection plan (27.F.01);				
gg. Site Safety and Health Plan for HTRW work (28.B);				
hh. Blasting Safety Plan (29.A.01);				
ii. Diving plan (30.A.13);				
jj. Confined space Program (34.A);				
<b>10. RISK MANAGEMENT PROCESSES.</b>				
a. Detailed project-specific hazards and controls .				
b. All activities shall be provided by an Activity Hazard Analysis (01.A.13) for each major phase/activity of work.				

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Comments: