

CONTRACTOR ACCIDENT PREVENTION PLAN REVIEW CHECKLIST

NOTE 1: The Contractor Accident Prevention Plan (APP) should be presented in the format below to facilitate review.

NOTE 2: Contractor APP's are not approved, only found to be acceptable or not acceptable.

Reviewed by: _____

Review status: Accepted/Date _____ Not Accepted/Date _____

Contractor Name: _____ Contract #: _____

Project Title: _____

Project Location: _____

An Accident Prevention Plan is, in essence, a safety and health policy program document. The following areas are typically addressed in an accident prevention plan, but a plan shall be job-specific and shall also address any unusual or unique aspects of the project or activity for which it is written. The accident prevention plan 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 accident prevention plan shall be included as appropriate.

Section	Acceptable?			Page(s)
	Yes	No	N/A	
1. SIGNATURE SHEET. Title, signature, and phone number of the following:				
a. Plan preparer (Qualified, <u>competent</u> 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.)				
2. BACKGROUND INFORMATION. List the following:				
a. Contractor				
b. Contract number				
c. Project name				
d. Brief project description, description of work to be performed, map/diagram				
e. Contractor accident experience (OSHA 300 Log, EMR, etc.)				
f. Listing of phases of work and hazardous activities requiring Activity Hazard Analyses (AHA's)				
Notes:				
3. 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 should be provided.				
Notes:				
4. RESPONSIBILITIES AND LINES OF AUTHORITY.				
a. A statement of the employer's ultimate responsibility for the implementation of his APP program				
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. Qualifications shall include the OSHA 30-hour or 10-hour course (as applicable) that include the following topics: (1) OSH Act/General Duty Clause; (2) 29 CFR 1904, Recordkeeping; (3) Subpart C: General Safety and Health Provisions, Competent Person;				

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(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.				
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. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;				
g. Provide written company procedures for holding managers and supervisors accountable for safety				
Notes:				
5. SUBCONTRACTOR AND SUPPLIERS. If applicable, provide procedures for coordinating safety and occupational health activities with other employers on the job site:				
a. Identification of subcontractors and suppliers (if known)				
b. Safety responsibilities of subcontractors and suppliers				
Notes:				
6. TRAINING.				
a. Requirements for new hire safety and occupational health 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 operator, 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 action plans (OSHA 29 CFR 1926.35)				
Notes:				
7. SAFETY AND HEALTH INSPECTIONS. 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., Safety Officer, PM, safety professional, 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				
b. Any external inspections/certifications that may be required				
Notes:				

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8. ACCIDENT REPORTING (OSHA 29 CFR 1904). The contractor shall identify who, how, and when the following will be completed:				
Accident investigations, reports and logs; Report all accidents immediately or 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 as soon as possible, but no later than five (5) working days following the accident. Implement corrective actions as soon as reasonably possible.				
9. PLANS (PROGRAMS AND PROCEDURES, AS APPLICABLE)				
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. Plans may include but not be limited to:				
a. Emergency plans				
1. Spill response plans (OSHA 29 CFR 1926.65)				
2. Fire prevention plan (OSHA 29 CFR 1926.24)				
3. Posting of emergency telephone numbers				
4. Emergency action plan (OSHA 29 CFR 1926.35)				
b. Plan for prevention of alcohol and drug abuse				
c. Site sanitation plan (OSHA 29 CFR 1926.51)				
d. Respiratory Protection Plan (OSHA 29 CFR 1926.28, 1910.132, 1910.134)				
e. Hazard communication program (OSHA 29 CFR 1910.1200)				
f. Lead abatement plan (OSHA 29 CFR 1926.62)				
g. Asbestos abatement plan (OSHA 29 CFR 1926.1101, CT DPH)				
h. Ionizing and Non-ionizing Radiation Safety Program (OSHA 29 CFR 1926.53, 1926.54)				
i. Abrasive blasting (OSHA 29 CFR 1926.57)				
j. Heat/Cold stress monitoring plan (OSHA General Duty Clause)				
k. Crystalline silica handling/monitoring plan (OSHA 29 CFR 1926.55)				
l. Lighting plan (OSHA 29 CFR 1926.56)				
m. Hazardous energy control plan - Lock Out Tag Out (LOTO) (OSHA 29 CFR 1910.147)				
n. Crane safety/critical lift procedures (OSHA 29 CFR 1926.550)				
o. Contingency Plan for Severe Weather (OSHA 29 CFR 1926.550)				
p. Site-Specific Fall Protection & Prevention Plan (OSHA 29 CFR 1926.500-503)				
q. Excavation/trenching plan (OSHA 29 CFR 1926.650-652)				
r. Formwork and shoring erection and removal plans (OSHA 29 CFR 1926.703)				
s. PreCast Concrete Plan (OSHA 29 CFR 1926.704)				
t. Confined space Program (OSHA 29 CFR 1910.146)				
u. Handling of hazardous materials or substances not otherwise regulated (OSHA 29 CFR 1926.55)				
Notes:				

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10. RISK MANAGEMENT PROCESS. Detailed project-specific hazards and controls shall be provided by an Activity Hazard Analysis (OSHA Publication 3071) for each major phase/activity of work.				
Notes:				
11. OTHER:				
Notes:				
Comments:				