

HEALTH AND SAFETY PLAN SUBMITTAL CHECKLIST

Contract/Project Name _____

Facility/Location(s) _____

Submitted by: _____

Reviewed by: _____ Date: _____

The following guidance document highlights key items at minimum to be included in the Site-Specific Health and Safety Plan (HASP). HASP documents can be more comprehensive than the items listed below depending on the work to be performed and associated hazards. The completed HASP must comply with contract documents and applicable Federal, State, or Local regulations.

A. Requirements for accepting a HASP submission

Reference	Conditions for accepting a HASP document from the contractor
PA Req.	Name, title and contact information of the individual responsible for managing and maintaining OSHA/Safety records for the contractor's safety program
PA Req.	Name, title and contact information of the individual responsible for developing and submitting the HASP document on behalf of the contractor.
PA Req.	All elements in part "B. Cover Page Requirement" must be followed
PA Req.	According to the scope of work, provide all necessary information including but not limited to part "C. Scope of HASP Review".
PA Req.	The HASP and all HASP related documents must be submitted digitally and contain only site specific and job specific information.

B. Cover Page Requirement

Reference	Cover Page Requirement
PA Req.	Project Name and Project Number
PA Req.	Name, address and 24-hour phone number of the Prime Contractor
PA Req.	List of Emergency Contact Numbers, including PA Resident Engineer's Office and PA Police/Communications Desk

C. Scope of HASP Review

Reference	Scope of Work
PA Req.	Table of contents with indexed page numbers
PA Req.	Scope of work and project specifics
PA Req.	Identify work site location within the facility
PA Req.	Anticipated duration of project work
PA Req.	Location of the HASP written document where it will be stored for consultation during the project

Reference	Personnel
PA Req.	Site team (crew size and names of key personnel)
PA Req.	Project Safety Manager Responsibilities
PA Req.	List of job titles and number of workers assigned to each of them

Reference	Emergency Response
29 CFR 1926.35, 1926.65, 1926.50	Program that details procedures in the event of an emergency, accident, or spill including reporting methods, corrective action, clean-up procedures, and responsibilities of key personnel
PA Req.	Accident/Injury reporting template that records accidents, injuries and near misses.
PA Req.	Highlighted map and directions to the nearest hospital
29 CFR 1926.35	Evacuation/Egress plan

Reference	Competent Person Requirements
PA Req.	Name and 24-hour phone number of on-site competent person(s) for Prime Contractor and Subcontractor(s)
PA Req.	Evidence of minimum 2 years supervisory experience for construction/demolition projects
PA Req.	Evidence of 30-hour OSHA Construction Industry training

Reference	Job Hazard Analysis/Control
PA Req.	Site-specific hazard assessment describing tasks, hazards, and controls (including PPE). The table below can be used as a template

Task	Hazard	Control

Reference	Employee Information & Training
29 CFR 1926.21(b) (2)	Provide the minimum training requirements for this project

Reference	Protective Clothing & Equipment
29 CFR 1910.132 29 CFR 1926 Subpart E 29 CFR 1926.95 29 CFR 1926.28	Program including PPE selection, use, storage, replacement, and proper disposal
29 CFR 1926.100	Head protection
29 CFR 1926.95 29 CFR 1926.102	Eye protection
29 CFR 1910.138	Hand protection
29 CFR 1926.28	Foot protection
29 CFR 1926.52	Hearing protection
29 CFR 1910.120 App B & 29 CFR 1926.1101	Tyvek Suits/Disposable Clothing

Reference	Restricted Zones & Signs
29 CFR 1926 Subpart G 29 CFR 1926.200(a)	Program that specifies and establishes restricted zones at work site, their access, and use of project work caution signs

Reference	Housekeeping, Site Conditions
29 CFR 1926.25(a)	Procedures on promoting clean and safe project site conditions using good housekeeping and avoiding slippery walking and working surfaces
29 CFR 1910.22 29 CFR 1926.501	Procedures on promoting safe walking and working surfaces

Reference	Fire Protection & Prevention
29 CFR 1926.24, 29 CFR 1926.150, 29 CFR 1926.152	Procedures for proper storage and control of ignition of flammable and combustible materials

Reference	Recordkeeping
29 CFR part 1904	Program describing record keeping requirements and duration for all records, including medical records

Reference	Personal Hygiene Facilities and Sanitation
29 CFR 1926.1101 (i)	Procedures specifying decontamination procedures, break (lunch), and change areas
29 CFR 1910.141 (d)	Hand wash station (Must have hot and cold taps)
29 CFR 1926.51	Availability of potable (drinking) water

Reference	Hazard Communication
29 CFR 1926.59 29CFR1910.1200	Hazard communication program that provides chemical information and associated protective measures to all project workers
29CFR1910.1200 (e)(2)	Copies of all Safety Data Sheets related to this project. If not available electronically, indicate accessible location.
29CFR1910.1200 (h)	Proof of worker training

Reference	Respiratory Protection, if applicable
29 CFR 1926.103 29 CFR 1910.134	Program in accordance with 29 CFR 1926.103 including respirator selection, use, maintenance, inspection, cleaning, and storage
29 CFR 1926.103	Copies of Respirator Medical Clearances (Performed within the last 12 months)
29 CFR 1926.103	Copies of Respirator Fit Test records (Performed within the last 12 months)
PA Req.	List of respiratory protection in use

Reference	Medical Surveillance, if applicable
29 CFR 1910.1001 Appendix H & 29 CFR1926.1101 (m)	Details on medical monitoring program and physical examinations

Reference	Hearing Conservation, if applicable
29 CFR 1926.52 29 CFR 1926.101-Subpart E	Program describing Hearing Conservation procedures including scope, application, monitoring, signs, audiometric testing, and recordkeeping
PA Req.	List of hearing protection devices in use
PA Req.	Proof of worker training

Reference	Fall Protection, if applicable
29 CFR 1926.500-503 29 CFR 1926. Subpart M	Procedures describing site-specific Fall Protection Program
	Emergency rescue/retrieval procedures
PA Req.	List of fall protection equipment in use
29 CFR 1926.503	Proof of worker training

Reference	Scaffolding, if applicable
29 CFR 1926.450-454 29 CFR 1910.28	Program describing scaffolding procedures including method of erection, inspection frequency, and maintenance
PA Req.	List of scaffolding equipment in use
29 CFR 1926.454	Proof of worker training

Reference	Waste Management, if applicable
29 CFR 1926.65	Procedures for properly classifying and managing all hazardous and solid waste, and construction debris
	Waste hauler certifications
	Laboratory certifications
	Waste disposal site permit
	Method of waste disposal

Reference	Confined Space, if applicable
29 CFR 1926.1200-1213	Program describing site-specific confined space entrance and operating procedures
29 CFR1926.1211	Emergency rescue/retrieval procedures
29 CFR1926.1207	Proof of training
PA Req.	List of confined space equipment in use including calibration procedures and frequency for the monitoring instrumentation
PA Req.	Copy of Contractor's Confined Space permit
PA Req.	Copy of Port Authority Permit Required Confined Space Notification PA3745C

Reference	Crane & Hoist Safety, if applicable
29 CFR 1926.1401-1441	Procedures for proper rigging and lifting of materials and equipment
PA Req.	Copy of Port Authority Crane Database Form
1 RCNY 3319-01	Provide crane safety procedures including the conditions under which operations will shut down.
29 CFR 1926.751	Provide crane safety procedures for 'critical lift'

Reference	Lockout & Tag Out, if applicable
29 CFR 1926.417, 29 CFR 1926.702	Lockout/Tag out program that provides information on procedures and equipment for properly locking out and tagging out equipment with hazardous energies to all workers
	Proof of worker training

Reference	Excavation & Trenching, if applicable
29 CFR 1926.650-652	Excavation & Trenching program that provides procedures for proper underground digging operations
1926.651(b)	Include in the procedure the requirement to contact the utility companies before beginning the excavation
	Proof of worker training

Reference	Traffic Safety, if applicable
29 CFR 1926.200-203 Manual of Uniform Traffic Control Devices (MUTCD)	Submit a program that provides procedures for conducting project work while maintaining traffic safety around the work site
	Proof of worker training

Reference	Cutting & Welding Safety, if applicable
29 CFR 1926.350- 354	Welding safety plan
PA Req	Include the Fire Watch requirement to maintain surveillance for 1 hour after completion of hot work
29 CFR 1926.350(a)	Procedures for storage and handling of compressed gases
PA Req.	Copy of Port Authority Cutting and Welding Permit Form PA 2133
PA Req.	Copy of Port Authority Hot Work Permit Port Authority Form PA 2847

Reference	Silica Program, if applicable
29 CFR1926.1153	Provide a Silica Program that identifies activities within the scope of the project that have potential silica exposure, levels of exposure, as well as controls in place to mitigate this hazard
29 CFR1926.1153	Include medical monitoring program, if applicable

Reference	Drug and Alcohol, Disciplinary Action
PA Req.	Provide the Drug and Alcohol Program in relation to the specific Disciplinary Action Procedure, including disciplinary steps and appeals process.

Reference	First Aid
29 CFR1926.50	Provide first aid supply list
	Provide cleaning procedures
	Provide proof of responder training

Reference	Diving Program, if applicable
29 CFR1910.410	Program describing operating procedures
29 CFR1915.6,7,9	
	Diving Certifications for dive team
	CPR certifications for dive team
	Identify Competent Person and provide training, experience
	Decompression chamber required (dive depth contingent)
	List First Aid supplies present at dive site
	Emergency phone numbers (Police, nearest hospital, Resident Engineer, company personnel and safety personnel)
	Nearest hyperbaric chamber
	Nearest Coast Guard Rescue
	Identify conditions requiring dive termination
	2-way communication available between diver and attendant
	Site-specific hazard analysis
	Diving equipment in use
	Lock Out & Tag Out procedure

Reference	Working near water, if applicable
29 CFR1926.106	Describe safety procedures for working near water
	Provide rescue procedure