

Job-Site Safety Plan

Project Name: _____

Project Number: _____

Location: _____

Date: _____

Job Site Supervisor: Notice that this is a guide for a project safety management plan. The safety management plan for a particular project must address the specific activities on that project. You will likely have to delete and add activities from the ones included in this project safety management plan.

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Project Safety Management Plan

Project No. _____

Project Location _____

Table of Contents

Topic	Page
Introduction/Purpose	1
Hazard Assessment	1
Competent Persons	5
Project Safety Manager Designations.....	6
Significant / High-Risk Activities.....	6
Implementation Measures	8
First Aid/CPR.....	8
Project Safety Meetings	8
Project Safety Inspections	9
Portions of the Plan prepared by Subcontractors	9
Compliance by Subcontractors	9
Drug and Alcohol Impairment	9
Corrective Actions	10
Evacuation Procedures.....	11
Contractor’s Certification.....	12

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1. Introduction/Purpose:

The purpose of this plan is to provide specific job-site safety guidance when any _____ has job-site safety responsibility. This plan serves as an extension of the _____ Safety Program and as a supporting document to the contractor’s safety plan when _____ performs as a sub-contractor. Safety guidelines addressed in this plan also applies to sub-contractors who must develop a supporting plan. Paragraph numbers in parenthesis reference the topic in the _____ Safety Program.

2. Job Hazard Analysis: (4.2)

The initial step to ensure a safe job-site working environment is to conduct a Job Hazard Analysis (JHA). This analysis must be completed for each project focusing on the worker, the tasks to be performed, the tools, and the environment. The purpose of this process is to identify hazards that are or may be associated with each specific job-site/task and to look for methods to eliminate and/or reduce the hazards. Make sure that employees are involved in the JHA process. Once the hazards have been identified, then it is critical that appropriate safe work methods, safety equipment and PPE be identified in a job-site specific safety plan. Measures must be taken to get the tasks to acceptable risk levels so that employees may work safely.

Specific hazards identified for this project are identified below:

Hazard Assessment

	Hazard	Present Y/N	Hazard Mitigation
1	Noise Hazard (4.4.10)		
2	Working in Traffic (4.4.14)		
3	Fall Protection (4.4.5)		

4	Ladder Safety (4.4.6)		
5	Electrical (4.4.8)		
6	Slips, Trips, and Falls (2.4)		
7	Brush Cutting (4.4.17)		
8	Heat Stress (4.4.20)		

9	Boat Safety (4.4.21)		
10	Personal Protective Equipment (4.4.4)		

3. Competent Persons:

Competent persons for the following hazards are as indicated. (List identified hazards and competent person for that hazard.)

Example:

- ***Trenching and Excavating:*** *Excavation of soils or gravel on this project should not occur to the extent that would qualify as creating a trench or an excavation. However, should such an instance occur, [NAME] is the competent person for that activity.*

Additional Hazards:

4. Project Safety Manager Designation:

Job-Site Safety ManagerName
Office Phone NoPhone Number
Cell Phone NoPhone Number

Alternate Safety ManagerName
Office Phone NoPhone Number
Cell Phone NoPhone Number

Safety Coordinator.....NAME
Office Phone NoPhone Number
Cell Phone NoPhone Number

Project Competent Persons..... See names listed under paragraph 3 above

5. Significant or High-Risk Activities:

Example:

Hazard Assessment:

Operating equipment and dump trucks under or near overhead power lines and similar hazards.

- **Safety Consideration**
 1. Getting equipment too close to electrical lines may cause an arc and possible electrocution.
 2. Dump trucks may strike or snag overhead lines, etc. while raising dump box. The hazard is increased if the truck moves with the dump box in the raised position.

- **Hazard Mitigation**
 1. Equipment operators must be aware of positions of overhead hazards, which will be clearly marked. Ground personnel will assist with incident prevention by assisting operators to spot wires.
 2. Dump truck drivers will verify that the area overhead is clear before raising the dump box by visually inspecting the immediate and surrounding areas. If a hazard is present or near, the hazard will be marked by a safety cone to designate the hazard.

Hazard Assessment:

- **Safety Consideration:**

- **Hazard Mitigation:**

Hazard Assessment:

- **Safety Consideration:**

- **Hazard Mitigation:**

6. Implementation Measures to Address Hazards:

Methods of addressing the hazards that have been identified, and any hazards that might be subsequently identified will include the following efforts, listed in priority order.

- Eliminate the hazard through engineering efforts.
- Minimize the exposure to physical or health hazards by applying administrative controls.
- Train the individuals that might be subject to hazardous exposure to avoid exposure to the hazardous element or to use proper PPE.
- Supply personal protective equipment to personnel that might be subject to an identified hazard that might persist after reasonable engineering and administrative measures have been substantially exhausted. Personnel will be trained in the selection, use and care of the respective articles of PPE.

7. First Aid/CPR: (4.4.2)

Arrangements must be made by the Supervisor prior to the mobilization of each project to provide for prompt medical response and treatment in the event of an emergency. In areas where severe injuries can occur, a 3 to 4 minute response time is required to be met. If this response cannot be met by medical professionals, a person trained in CPR/First Aid will be available at the jobsite at all times. A posting will be kept at all job sites that indicate emergency numbers to be called in the event of an injury or other incident.

- In the event of a medical emergency, medical assistance/or a medical facility is available within a 3-4 minute timeframe:
 - Emergency Medical Facility: _____
 - Emergency Medical Response: _____

- A 3-4 minute response time cannot be met:
 - CPR/First Aid trained person: _____

8. Provisions for Safety Meetings: (4.4.1)

The initial job-site safety meeting will cover in detail the results of the Job Hazard Analysis and the approach to deal with each identified hazard. Thereafter, supervisors must hold a 10-minute (minimum) toolbox safety class, as a minimum, every week at the beginning of the shift. All employees are required to attend. Meeting attendance and subject matter will be documented by _____ and provided to the Client as required.

9. Project Safety Inspections: (4.3.2)

Inspections will be conducted to identify hazardous conditions and unsafe behaviors. Project Managers/Supervisors will set aside a specific time to complete a weekly jobsite inspection, complete an inspection report, note deficiencies on the report and the corrective action taken. Keep a copy for your file and for review during safety meetings. In addition, safety consultants, insurance company loss control, and others may perform jobsite inspections.

10. Portions of the Plan prepared by subcontractors: (4.1)

Portions of the Plan may be prepared by subcontractors performing that work. However, these portions will be as stringent as the Contractor's overall plan.

11. **Compliance by Subcontractors:** (4.1)

_____ requires adherence to established safety policies, procedures and performance standards by all persons that are present at the project location whether they be a Company employee, a subcontractor, a supplier or an authorized visitor to the site. Compliance with Company safety requirements are integrated into the subcontract agreements that pertain to the subject project, and are explicitly and implicitly conveyed to all suppliers and authorized visitors to the site. Unauthorized visitors are strongly discouraged from being present at the site and should be escorted off site until authorization to be present is obtained. Only those persons with a legitimate purpose for being on site should be given authorization.

12. **Drug and Alcohol Impairment:**

_____ prohibits all company, subcontractor, and supplier personnel from reporting to or being at work with a detectable amount of a controlled substance in their system. _____ further prohibits the possession or distribution of a controlled substance at a worksite under its responsibility by anyone, employee, subcontractor, supplier, or other. If a person, present on the Project is under reasonable suspicion by a supervisor or individual in authority, that person will be transported by a supervisor or Company safety manager to [TESTING FACILITY] for a drug screen and an alcohol breathalyzer test. The person under suspicion shall not return to work at the Project or any other _____'s premises until confirmed negative results for both tests are received. In the event of a positive result, that person is prohibited from returning to the Project and must be dealt with according to that person's company prevailing substance abuse policy. Any such instance will be immediately reported to _____'s Project Manager.

13. **Corrective Actions:**

Violations of safety policies and procedures are not to be tolerated and require immediate attention and action. In the event of such a violation that is committed by a Company, subcontractor or supplier employee, the Company project supervisor must be notified as to the nature of the violation, persons involved and all other pertinent information. The violation report will be investigated to determine veracity. Persons involved in the investigation are as follows:

- Immediate supervisor of employee
- Company Project Supervisor
- Company Safety Manager

If a violation is verified, appropriate action will be taken with regard to the specific circumstances of the violation. The purpose and scope of the investigation will be documented, as well as the findings and action that was taken. Appropriate action may include but is not necessarily limited to:

- Retraining
- Verbal Warning
- Written Warning
- Permanent removal from the project
- Suspension From Employment
- Termination of Employment

Discipline will be administered after the situation is reviewed by _____'s Safety Committee, unless immediate action is required, in which case, the Human Relations Manager will conduct action according to prevailing policies and regulations.

14. **Evacuation procedures:**

An evacuation plan, procedures, and escape route assignments must be defined so employees understand who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate, and what routes to take. Exit diagrams are typically used to identify the escape routes to be followed by employees from each specific facility location.

Plan specifics:

Exit diagram if needed: (expand if necessary)

(12) Contractor's Certification

By authorized signature below, _____, hereinafter referred to as 'the Contractor', hereby certifies that this Project Safety Management Plan (Plan) complies with the _____ Safety Program and meets applicable Federal, State, and local laws, rules, regulations and guidelines governing safety, health and sanitation. All operations and work practices of the Contractor will comply with this Plan. The Contractor requires that all subcontractors, suppliers and Department personnel comply with this Plan.

(Signature of Contractor's Project Safety Manager or alternate)

Title

Date