



NAVY AND MARINE CORPS PUBLIC HEALTH CENTER ENVIRONMENTAL PROGRAMS DIRECTORATE

ACCIDENT PREVENTION PLAN REVIEW CHECKLIST

The Navy and Marine Corps Public Health Center (NMCPHC) developed the enclosed Accident Prevention Plan (APP) Review Checklist as a tool to assist with developing and reviewing the site-specific APPs. The checklist was developed based on the regulatory requirements of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, 30 November 2014 (original publication 30 November 2014, with 7 published changes through March 2016). Many changes were made to the 2008 edition of the EM 385. The U.S. Army Corps of Engineers have identified the changes in the 2014 text by "underlining". An electronic copy of the EM 385 is located on the Army Corps of Engineers website.

<http://www.usace.army.mil/SafetyandOccupationalHealth.aspx>

All possible and applicable regulatory requirements unique to your APP are not cited in the checklist. Additional regulatory requirements may also apply. Where obvious and generally applicable, additional regulatory citations are provided. The checklist is not a substitute for the knowledge and experience of professional safety specialists and industrial hygienists. A qualified safety and health specialist and/or an industrial hygienist should carefully review each APP to determine the full scope and applicability of all regulations. The order of the Checklist mirrors the format presentation of APP information as specified in EM 385-1-1 (November 2014).

We hope the checklist is useful to you. Please feel free to share it with others, including your contractors. Copies will soon be available from the Navy and Marine Corps Public Health Center (NMCPHC) website:

<http://www.med.navy.mil/sites/nmcphe/environmental-programs/Pages/health-and-.aspx>

We welcome suggestions for improvement on any aspect of the checklist. Please feel free to e-mail your comments to: Mr. Bob Hayes, Harold.r.hayes.civ@mail.mil.

ACCIDENT PREVENTION PLAN REVIEW CHECKLIST

<p>1. ACCIDENT PREVENTION PLAN An Accident Prevention Plan (APP) is a safety and health policy and program document that is contract – or job specific. (Section 01 and 01.A.12)</p> <p style="margin-left: 20px;">a. The APP shall interface with the employer’s overall safety and health program. b. The APP shall be submitted to the Government Designated Authority (GDA) for acceptance prior to work starting.</p>				
<p>2. ABBREVIATED ACCIDENT PREVENTION PLAN: In lieu of a fully developed APP for limited-Scope Service. Supply and R&D Contracts (e.g. grass mowing, park attendant, land surveying, and etc.) the Contracting Officer and local Safety and Occupational Health Office may allow an abbreviated APP to be developed and submitted for acceptance.</p> <p style="margin-left: 20px;">(a) The non-mandatory APP Form A-1 (or similar) may be used to insure each area of required information has been provided. Form A-1 is located in EM 385-1-1, Appendix A, para. 3.k. The A-1 Form outline is provided at the end of this checklist. (b) This APP is a short version APP that can be used on low risk, limited scope contracts. (c) Each sub-contractor shall be provided a copy of the APP by the prime contractor and be required to comply with it.</p>				
<p>3. ACCIDENT PREVENTION PLAN FORMAT (Form A-2) The following areas are typically addressed in an APP. The non-mandatory APP Checklist, Form A-2 may be used to insure each area of required information has been addressed. For multi-employer projects consult ANSI A10.33.</p>				
1. SIGNATURE SHEET				
References: EM 385-1-1, Appendix A, para. 3.a. (1) through (3)		Yes (✓)	No (✓)	N/A (✓)
a. The Signature Sheet contains the Name, Title, Signature, and Phone Number of the following:				
(1) Plan Preparer (Qualified Person (QP), Competent Person (CP), Corporate safety staff person (QC), and their qualifications.				
(2) Plan Approver(s) (Company/Corporate Officers authorized to obligate the company)				
(2) Plan Concurrence (Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, Project				

Manager/Superintendent, Project Safety Professional, Project Quality Control Manager).				
2. BACKGROUND INFORMATION		Yes (✓)	No (✓)	N/A (✓)
Reference: EM 385-1-1, Appendix A, para. 3.b. (1) through (6) List the following:				
(1) The Contractor				
(2) Contract Number				
(3) Project Name				
(4) A brief project description and description of work performed, location map, equipment to be used, anticipated high risk activities.				
(5) Major phases of work anticipated.				
(6) Within these major phases of work identified, activities (includes definable features of work (DFOW) and tasks) to be performed that will require an Activity Hazard Analysis (AHA) shall be specifically highlighted.				
3. STATEMENT OF HEALTH AND SAFETY POLICY		Yes (✓)	No (✓)	N/A (✓)
Reference: EM 385-1-1, Appendix A, paragraph 3.c. Provide the following:				
a. A copy of the current Contractor Corporate/Company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all employees on the work site.				
b. Contractor's written safety program goals, objectives and accident experience goals for the (site specific) contract.				
4. RESPONSIBILITIES AND LINES OF AUTHORITY		Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.d. (1) through (10). EM 385-1-1, Section 01.A.17 Provide the following:				
(1) A statement of the employer's ultimate responsibility for the implementation of the Safety and Occupational Health (SOH) program for his own employees, all subcontractors and all others on the worksite.				
(2) Identification and accountability of personnel responsible for safety at both corporate and project levels. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes. Project safety and health personnel have completed the OSHA 30-hour safety course.				
(3) If equivalent training to the OSHA 30-Hour classes is presented as qualification, the training shall have covered the following areas: (a) OSH Act/General Duty Clause				

(b) 29 CFR 1904, Recordkeeping (c) Subparts C, CC, D, E, F, K, and M of OSHA (d) Rigging, load handling equipment (LHE) 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, other applicable work being performed.			
(3) The names of Competent (CP) and/or Qualified (QP) person(s) and their proof of competency and qualifications to meet specific OSHA CP/QP requirements.			
(5) Requirements and details of the employers Risk Management Process. Note: EM-385 uses the Activity Hazard Analysis as part of the risk management process. Contractors may use the AHAs or their own version of Job Safety Analysis (JSAs) Job Hazard Analysis (JHAs) or similar risk management tools. The data collected must be the same as that required by the AHAs.			
(6) Requirements for initial activity specific AHAs to be submitted and accepted at preparatory meetings, prior to the start of work.			
(7) Requirements that no work will be conducted by the contractor unless a designated CP/SSHO is present on the job site.			
(8) Policies and procedures regarding non-compliance with safety requirements (including disciplinary actions) are identified in the APP			
(9) Line of authority			
(10) Written company procedures for holding managers and supervisors accountable for safety.			
5. SUBCONTRACTORS AND SUPPLIERS If applicable provide procedures for coordinating safety and occupational health activities with other employers on the job site.	Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.e. (1) and (2) Provide the following:			
(1) Subcontractors and suppliers are identified (if known). If not known include the following statement: “The subcontractor’s for the following DFOWs/activities are not known at this time, but additional information will be submitted to the APP for acceptance prior to the start of any activities listed.”			
(2) Safety responsibilities of subcontractors and suppliers are identified			
6. TRAINING References: EM 385-1-1, Appendix A, para. 3.f. (1) through (4) Provide the following:	Yes (✓)	No (✓)	N/A (✓)
(1) Requirement for “new hire” safety and health orientation training at time of initial hire of each new employee.			
(2) Requirements for project-specific mandatory training and			

certifications that are applicable to the project (e.g. explosive activated tools, confined space entry, crane operator, underwater diver, vehicle operator, HAZWOPER Training and certification, PPE and etc.) and any requirements for periodic re-training and re-certification.			
(3) Procedures for periodic safety and health training for supervisors and employees are provided.			
(4) Requirements for emergency response training (see also Section 01.E)			

7. SAFETY AND HEALTH INSPECTIONS	Yes	No	N/A
References: EM 385-1-1, Appendix A, para. 3.g. (1) and (2)	(✓)	(✓)	(✓)
Provide the following:			
(1) The APP assigns specific employees responsibilities for a minimum daily job site safety and health inspection during work activity. Health and safety job site inspection information includes:			
- Who will conduct the inspection (Name and job title)			
- Proof of inspector's training/qualifications			
- When inspections will be conducted			
- Procedures for documenting results of inspections			
- Deficiency tracking system and follow-up procedures			
(2) External inspections/certifications that may be required (e.g. USCG)			
8. Mishap Reporting and Investigation	Yes	No	N/A
References: EM 385-1-1, Appendix A, para. 3.h. (1) and (2)	(✓)	(✓)	(✓)
Identify the means to Provide the following:			
(1) Exposure data (man-hours worked)			
(2) Mishap reports, investigations, and documentation.			
- Report all accidents per the requirements in Section 01.D Requirement to report all accidents as soon as possible but not more than 24 hours afterwards to Contracting Officer/Representative (CO/COR).			
- Requirement for contractor to report, thoroughly investigate, and analyze all mishaps. Implement corrective actions as soon as possible and provide notice to the KO/COR when corrective actions are completed. Submit investigation findings and corrective actions to KO/COR no later than five (5) working days following accident.			

e. APP includes requirement for immediate accident notification when the following occur: (Section 01.D.)			
- Fatal injury.			
- Permanent total disability.			
- Permanent partial disability.			
- Hospitalization of three or more people from a single occurrence.			
- Accidental property damage of \$500,000 or more.			

9. PLANS PROGRAMS AND PROCEDURES REQUIRED BY THE SAFETY MANUAL	Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.1. (1) through (4) Based on risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans.			
(1) Include a project-specific compliance plan as applicable to the work being performed. The plans shall incorporate project-wide procedures to control hazards to which all project employees may be exposed			
(2) The procedures shall be coordinated with all project employees and shall include project-specific, project-wide emergency response and evacuation procedures, PPE requirements. Record keeping, and reporting requirements, and training requirements.			
(3) The Plans shall be prepared prior to the start of any work activities on the job site (as much as the information can be known at that point in time). The plans shall be up-dated throughout the life of the project as required to include changes in personnel, conditions, equipment, etc.			
(4) No activity (DFOW) shall be started on site until the APP is revised and submitted to the GDA for acceptance, with site-specific plans, programs and procedures required to complete the project. Using the EM-385 as a guide, plans programs, and procedures (assessments and evaluations) may include but not limited to the following:			
Fatigue Management Plan (Section 01.A.20)			
Emergency Plans (Section 01.E)			
Site Sanitation/Housekeeping Plan (Section 02.B)			
Medical Support Agreement (Sections 03.A.01; 03.A.03)			
Blood Borne Pathogen Program (Section 03.A.05)			

9. PLANS PROGRAMS AND PROCEDURES REQUIRED BY THE SAFETY MANUAL References: EM 385-1-1, Appendix A, para. 3.1. (1) through (4) Based on risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans.	Yes (✓)	No (✓)	N/A (✓)
Exposure Control Plan (Section 03.A.05)			
Automatic External Defibrillator (AED) Program (Section 03.B.04)			
Site Layout Plan (Section 04.A)			
Access and Haul Road Plan (Section 04.B)			
Hearing Conservation Program (Section 05.C)			
Respiratory Protection Plan (Section 05.G)			
Health Hazard Control Program (Section 06.A)			
Hazard Communication Program (Section 06.B.01)			
Process Safety Management Program (Section 06.B.04)			
Lead Compliance Plan (Section 06.C.02. & specifications)			
Asbestos Abatement Plan (Section 06.C.03 & specifications)			
Radiation Safety Program (Section 06.F)			
Abrasive Blasting Procedures (Section 06.I.01)			
Heat Stress Monitoring Plan (Section 06.J.02)			
Cold Stress Monitoring Plan (Section 06.J.04)			
Indoor Air Quality Management (Section 06.L)			
Mold Remediation Plan (Section 06.L.04)			
Chromium (VI) Exposure Evaluation (Section 06.M)			

9. PLANS PROGRAMS AND PROCEDURES REQUIRED BY THE SAFETY MANUAL	Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.1. (1) through (4) Based on risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans.			
Crystalline Silica Evaluation (Section 06.N.02)			
Lighting Plan for Night Operations (Section 07.A.06)			
Traffic Control Plan (Section 08.C.05)			
Fire Prevention Plan (Section 09.A.01)			
Wild Land Fire Management Plan (Section 09.L)			
Arc Flash Hazard Analysis (Section 11.B)			
Assured Equipment Grounding Control Program (AEGCP) (Section 11.D.05, Appendix E)			
Hazardous Energy Control Program and Procedures (Section 12.A.01)			
Standard Pre-Lift Plan – Load Handling Equipment (Section 16.A.03)			
Critical Lift Plan – Load Handling Equipment (Section 16.H)			
Naval Architectural Analysis – Load Handling Equipment (Floating) (Section 16.L)			
Floating Plant Inspection and Certification (Section 19.A.01)			
Severe Weather Plan for Marine Activities (Section 19.A.03)			
Emergency Plan for Marine Activities (Section 19.A.04)			
Man Overboard/Abandon Ship Procedures (Section 19.A.04)			
Float Plan for Motor Boats, Launches, and Skiffs (Section 19.F.04)			
Fall Protection and Prevention Plan (Section 21.D)			
Demolition/Renovation Plan (to include engineering survey) (Section 23.A.)			

9. PLANS PROGRAMS AND PROCEDURES REQUIRED BY THE SAFETY MANUAL	Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.1. (1) through (4) Based on risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans.			
Rope Access Work Plan (Section 24.H)			
Excavation/Trenching Plan (Section 25.A.01)			
Fire Prevention and Protection Plan for Underground Construction (Section 26.D.01)			
Compressed Air Work Plan for Underground Construction (Section 26.I.01)			
Erection and Removal Plan for Formwork and Shoring (Section 27.C)			
Pre-Cast Concrete Plan (Section 27.D.01)			
Lift Slab Plan (Section 27.E)			
Masonry Bracing Plan (Section 27.F.01)			
Steel Erection Plan (Section 28.B)			
Explosive Safety Site Plan (ESSP) (Section 29.A)			
Blasting Plan (Sections 29.A; 26J)			
Dive Operations Plan (Section 30.A.14; 30.A.16)			
Safe Practices Manual for Diving Activities (Section 30.A.15)			
Emergency Management Plan for Diving (Section 30.A.18)			
Tree Felling and Maintenance Program (Section 31.A.01)			
Aircraft/Airfield Safety and Phasing Plan (CSPP) (Section 32.A.02)			
Aircraft/Airfield Safety Plan Compliance Document (SPCD) (Section 32.A.02)			
Site Safety and Health Plan for HTRW Work (Section 33.B)			

9. PLANS PROGRAMS AND PROCEDURES REQUIRED BY THE SAFETY MANUAL	Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.1. (1) through (4) Based on risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans.			
Confined Space Entry Procedures (Section 34.A.05)			
Confined Space Program (Section 34.A.06)			

10. RISK MANAGEMENT PROCESSES/ACTIVITY HAZARD ANALYSES (AHAs)	Yes (✓)	No (✓)	N/A (✓)
References: EM 385-1-1, Appendix A, para. 3.j. (1) through (10) Detailed project-specific hazards and controls shall be provided by Activity Hazard Analysis (AHA) for each activity (DFOW). No work will begin on an activity (DFOW) until the initial AHA has been accepted by the GDA addressing the project-specific hazards. See Sections 01.A.14 and 01.A.15			
(1) Each AHA includes all physical and chemical hazards to be encountered and is formatted to contain the following information: <ul style="list-style-type: none"> - The AHA defines the work sequence - Task/operation identification, site location, date prepared, who prepared it, and who reviewed it - Identification of the “competent person” for the job task - Identification of job steps - Analysis of chemical and physical hazards for each job step - Specific controls to be implemented to control hazards - Assignment of a Risk Assessment Code (RAC) - List of equipment to be used for the task/operation - List of training requirements - List of inspection requirements (Note: per EM 385-1-1, guidance for RACs can be found in Army Regulation (AR) 385-10).			
(2) Procedures are outlined for reviewing and modifying existing AHAs based on changes in site conditions, competent persons, or operations, and briefing employees			
11. Abbreviated APP for Limited Scope Service, Supply and R&D			

<p>Contracts. If service, supply and R&D contracts with limited-scopes are awarded, the contractor may submit an abbreviated APP in lieu of a full APP. The abbreviated APP shall address the following areas at a minimum. If other areas of the EM 385-1-1 are pertinent to the contract, the contractor must assure these areas are addressed as well. The non-mandatory Abbreviated APP Form, Form A-01 (or similar) may be used to insure each area of required information has been provided.</p> <p><u>References:</u> EM 385-1-1, Appendix A, para. 3.k. (1) through (16)</p>	<p>Yes (✓)</p>	<p>No (✓)</p>	<p>N/A (✓)</p>
<p>Example Form A-01</p>			
<p>(1) Title, signature, and phone number of the plan preparer.</p> <p>(2) Background Information to include:</p> <p>(a) Contractor;</p> <p>(b) Contract number;</p> <p>(c) Project name;</p> <p>(d) Brief project description,</p> <p>Note: The project description shall provide a means to evaluate the work being done (see AHA requirements in 01.A.14), associated hazards involved and a RAC assigned to each. The overall RAC for the activity must be determined (based on highest task RAC) and accepted at the appropriate level in order for work to proceed.</p> <p>(e) Description of work to be performed.</p> <p>(f) Location of work being performed, to include a map.</p> <p>(3) Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.</p> <p>(4) Responsibilities and Lines of Authorities – to include a statement of the employer’s ultimate responsibility for the implementation of his SOH program; Identification and accountability of personnel responsible for safety at all levels to include designated site safety and health officer (SSHO) and associated qualifications. The District SOHO will be asked to review the qualifications for acceptance.</p> <p>(5) Training - new hire SOH orientation training at the time of initial</p>			

<p>hire of each new employee and any periodic retraining/recertification requirements.</p> <p>(6) Procedures for job site inspections - assignment of responsibilities and frequency.</p> <p>(7) Procedures for reporting man-hours worked and reporting and investigating any mishaps required by Section 01.D.</p> <p>(8) Emergency Planning. Employees working alone shall be provided an effective means of emergency communication. This may be cellular phone, two-way radio or other acceptable means. The selected means of communication must be readily available and must be in working condition.</p> <p>(9) Drinking Water provisions, toilet and washing facilities.</p> <p>(10) First Aid and CPR training (at least two employees on each shift shall be qualified/certified to administer first aid and CPR) and provision of first aid kits (types/size).</p> <p>(11) Personal Protective Equipment (PPE).</p> <p>(a) Work Clothing - Minimum Requirements. Employees shall wear clothing suitable for the weather however minimum requirements for work shall be short-sleeve shirt, long pants (excessively long or baggy pants are prohibited) and leather work shoes. If analysis determines that safety-toed (or other protective) footwear is necessary (i.e., mowing, weed eating, chainsaw use, etc.), they shall be worn.</p> <p>(b) Eye and Face Protection. Eye and face protection shall be worn as determined by an analysis of the operations being performed, however, all involved in chainsaw use, chipping, stump grinding, pruning operations, grass mowing, weed eating and blowing operations shall be provided safety eyewear (Z87.1) as a minimum.</p> <p>(c) Hearing Protection. Hearing protection must be worn by all those exposed to high noise activities (to include grass mowing and trimming, chainsaw operations, tree chipping, stump grinding and pruning).</p> <p>(d) Head Protection. Hard hats shall comply with ANSI Z89.1 and shall be worn by all workers when a head hazard exists, per Section 05.D.</p>			
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(e) High Visibility Apparel shall comply with ANSI/ISEA 107, Class 2 requirements at a minimum and shall be worn by all workers exposed to vehicular or equipment traffic.

(f) Protective Leg chaps shall be worn by all chainsaw operators.

(g) Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts, abrasions, punctures, burns and chemical irritants.

(h) If work is being performed around water and drowning is a hazard, PFDs must be provided and worn as appropriate.

(12) Machine Guards and safety devices. Power tools/equipment must have appropriate guards and safety devices in place and operational.

(13) Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a Hazard Communication Program must be in place and MSDSs (SDSs) shall be available at the worksite. Employees shall have received training in hazardous substances being used. When the eyes or body of any person may be exposed to corrosives, irritants or toxic chemicals, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within 10 seconds of the worksite.

(14) Traffic control shall be accomplished in accordance with DOT's MUTCD.

(15) Control of Hazardous Energy (Lockout/Tag out). Before an employee performs any servicing or maintenance on any equipment where the unexpected energizing or startup of the equipment could occur, procedures must be in place to ensure adequate control of this energy. > See Section 12.

(16) High hazard activities should not be encountered on these types of jobs. If they are (i.e., driving/operating equipment on slopes, working from/in boats, etc.), a determination shall be made by the KO and local SOH Office as to whether an abbreviated APP is applicable. If so, they shall be fully addressed in the APP. AHAs are required on work activities which include high hazard activities.