**Intention of this APP checklist:**

 **1. For SW EV RPM/PMs self-review of Contractor’s APP**

 **2. Share with Contractors as guide to make an APP**

 **3. Used by SW Safety Officer representative to officially review Contractor’s APP**

 **4. Suggested format for BRAC, ER, N and some Compliance Projects**

Effective: 01 April 2015

Reference: EM-385-1-1, 30Nov2014

***NAVFAC SW***

**ACCIDENT PREVENTION PLAN REVIEW CHECKLIST**

Title and Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contract Number: N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTO/DON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preparer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RPM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum Basic Outline

**a. Signature Sheet**: Include title, signature, and phone number of the following: (5 POINTS)

Y N (1) Plan preparer (Qualified Person (QP), Competent Person (CP), Corporate safety staff

 person, QC) and their qualifications;

Y N (2) Plan must be approved by company/corporate officers authorized to obligate the

 company;

Y N (3) Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate

 Industrial Hygienist, project manager or superintendent, project safety professional,

 project QC). Contractors shall provide concurrence of other applicable corporate

 and project personnel.

**b. Background Information**. List the following: (5 POINTS)

Y N (1) Contractor;

Y N (2) Contract number;

Y N (3) Project name;

Y N (4) Brief project description, description of work to be performed, location (map),

 equipment to be used, anticipated high risk activities, and

Y N (5) Major phases of work anticipated.

Y N (6) Within these major phases of work identified, activities [includes Definable features

 of Work (DFOWs) and tasks] to be performed that will require an AHA shall be

 specifically highlighted. This information can then be used by QC, QA and Safety

 personnel to track AHA submittals. The AHAs for these activities, tasks of DFOWs

 are NOT submitted at this time (AHAs created/submitted at this time would not be

 activity-specific as they are intended to be). > See Sections 01.A.14 and 01.A.15.

Y N **c. 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 shall also be

 provided. (5 POINTS)

**d. Responsibilities and Lines of Authority**. Provide the following: (15 POINTS)

Y N (1) A statement of the employer’s ultimate responsibility for the implementation of his

 SOH program for his own employees, all sub-contractors and all others on the

 worksite (includes the strict enforcement of the program).

Y N (2) 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 be in

 accordance with Section 01.A.17.

Note: Only official OSHA 30-Hour cards will be accepted or, if equivalent training is provided, appropriate instructor qualifications. > See also Section 01.A.17.i, Exception 2.

Y N (3) If equivalent training to the OSHA 30-hour classes is being 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 or any others that are applicable to the work being performed;

Y N (4) The names of CP(s) and/or QP(s) and proof of competency/qualification to meet

 specific OSHA CP/QP requirements must be attached. The local SOHO will review

 the qualifications for acceptance;

Y N (5) Requirements and details of the employer’s Risk Management Process;

Note: USACE uses the Activity Hazard Analysis (AHA) as part of a total risk management process. Contractors and other individual employer’s may use the AHAs or their own version [Job Safety Analyses (JSAs), Job Hazard Analyses (JHAs), or similar Risk Management assessment tools]. These documents are considered equivalent to, and acceptable substitutes for, the USACE’s AHA provided the data collected is the same as that required by the AHA.

Y N (6) Requirements for initial activity-specific AHAs to be submitted and accepted at

 preparatory meetings, prior to work being performed;

Y N (7) Requirements that no work by the Contractor shall be performed unless a

 Designated CP/SSHO is present on the job site;

Y N (8) Policies and procedures regarding non-compliance with safety requirements (to

 include disciplinary actions for violation of safety requirements) should be

 identified;

Y N (9) Lines of authority;

Y N (10) Provide written company procedures for holding managers and supervisors

 accountable for safety.

**e. Subcontractors and Suppliers**. If applicable, provide procedures for coordinating SOH activities with other employers on the job site: (5 POINTS)

Y N (1) Identification of subcontractors and suppliers. If not known at the time of initial APP

 submittal, the contractor shall include the following statement in their initial APP:

 “The subcontractors 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”;

Y N (2) Safety responsibilities of subcontractors and suppliers.

**f. Training**. (5 POINTS)

Y N (1) Requirements for new hire SOH orientation training at the time of initial hire of each

 new employee.

Y N (2) Requirements for mandatory training and certifications that are applicable to this

 project (e.g. explosive actuated tools, confined space entry, crane operator,

 underwater diver, vehicle operator, HAZWOPER training and certification, PPE, etc.)

 and any requirements for periodic training/recertification.

Y N (3) Procedures for periodic safety and health training for supervisors and employees.

Y N (4) Requirements for emergency response training.

**g. Safety and Health Inspections**. (5 POINTS)

Y N (1) Specific assignment of responsibilities for a minimum daily jobsite SOH inspection

 during periods of work activity: Who will conduct (e.g., SSHO, PM, 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;

Y N (2) Any external inspections/certifications that may be required (e.g. USCG).

**h. Mishap Reporting and Investigation**. The Contractor shall identify means to provide the following: (5 POINTS)

Y N (1) Exposure data (man-hours worked);

Y N (2) Mishap reports, investigations, and documentation. Report all accidents per the

 requirements covered in Section 01.D. Mishaps shall be reported as soon as

 possible but not more than 24 hours afterwards to the KO/COR. The contractor shall

 report, thoroughly investigate, and analyze all mishaps occurring incidentally to an

 operation, project or facility for which this manual is applicable. Implement

 corrective actions as soon as reasonably possible and provide notice to the KO/COR

 when corrective actions are completed;

**i. Plans, Programs and Procedures, required by this manual**. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable SOH risks and associated compliance plans. (20 POINTS)

(1) Include a project-specific compliance plan, as applicable to the work being performed, and as

 identified below. The plans shall incorporate project-wide procedures to control hazards to which

 the employees of all project employers may be exposed.

(2) These procedures shall be coordinated with all project employers and shall include project-

 specific, project-wide emergency response and evacuation procedures, PPE requirements,

 recordkeeping 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 updated throughout the life of

 the project to include changes in personnel, equipment, conditions, etc. Additional revisions shall

 be incorporated as necessary to reflect changing site conditions, construction methods,

 personnel roles and responsibilities and construction schedules.

(4) No activity (DFOW) shall be started on site until the APP is revised and submitted to the GDA for

 acceptance, with the site-specific plans, programs and procedures required to complete the

 project. Using the EM 385-1-1 as a guide, plans, programs, procedures (assessments and

 evaluations) may include but not be limited to:

Y N NA Fatigue Management Plan (01.A.20);

Y N NA Emergency Plans (01.E);

Y N NA Site Sanitation/Housekeeping Plan (02.B);

Y N NA Medical Support Agreement (03.A.01; 03.A.03);

Y N NA Blood-Borne Pathogen Program (03.A.05);

Y N NA Exposure Control Plan (03.A.05);

Y N NA Automatic External Defibrillator (AED) Program (03.B.04);

Y N NA Site Layout Plan (04.A);

Y N NA Access/Haul Road Plan (04.B);

Y N NA Hearing Conservation Program (05.C);

Y N NA Respiratory Protection Plan (05.G);

Y N NA Health Hazard Control Program (06.A);

Y N NA Hazard Communication Program (06.B.01);

Y N NA Process Safety Management Program (06.B.04);

Y N NA Lead Compliance Plan (06.C.02 & specifications);

Y N NA Asbestos Abatement Plan (06.C.03 & specifications);

Y N NA Radiation Safety Program (06.F);

Y N NA Abrasive Blasting Procedures (06.I.01);

Y N NA Heat Stress Monitoring Plan (HSMP) (06.J.02);

Y N NA Cold Stress Monitoring Plan (CSMP) (06.J.04)

Y N NA Indoor Air Quality Management (06.L);

Y N NA Mold Remediation Plan (06.L.04);

Y N NA Chromium (VI) Exposure Evaluation (06.M);

Y N NA Crystalline Silica Evaluation (06.N.02);

Y N NA Lighting Plan for Night Operations (07.A.06);

Y N NA Traffic Control Plan (08.C.05);

Y N NA Fire Prevention Plan (09.A.01);

Y N NA Wild Land Fire Management Plan (09.L);

Y N NA Arc Flash Hazard Analysis (11.B);

Y N NA Assured Equipment Grounding Control Program (AEGCP)(11.D.05,Appendix E);

Y N NA Hazardous Energy Control Program & Procedures (12.A.01);

Y N NA Standard Pre-Lift Plan – Load Handling Equipment (16.A.03);

Y N NA Critical Lift Plan – Load Handling Equipment (16.H);

Y N NA Naval Architectural Analysis – Load Handling Equipment (Floating) (16.L);

Y N NA Floating Plant Inspection and Certification (19.A.01);

Y N NA Severe Weather Plan for Marine Activities (19.A.03);

Y N NA Emergency Plan for Marine Activities (19.A.04);

Y N NA Man Overboard/Abandon Ship Procedures (19.A.04);

Y N NA Float Plan for Launches, Motorboats, and Skiffs (19.F.04);

Y N NA Fall Protection and Prevention Plan (21.D);

Y N NA Demolition/Renovation Plan (to include engineering survey) (23.A);

Y N NA Rope Access Work Plan (24.H);

Y N NA Excavation/Trenching Plan (25.A.01);

Y N NA Fire Prevention and Protection Plan for Underground Construction (26.D.01);

Y N NA Compressed Air Work Plan for Underground Construction (26.I.01);

Y N NA Erection and Removal Plan for Formwork and Shoring (27.C);

Y N NA Precast Concrete Plan (27.D.01);

Y N NA Lift-Slab Plans (27.E);

Y N NA Masonry Bracing Plan (27.F.01);

Y N NA Steel Erection Plan (28.B);

Y N NA Explosives Safety Site Plan (ESSP)(29.A);

Y N NA Blasting Plan (29.A; 26.J);

Y N NA Dive Operations Plan (30.A.14, 30.A.16);

Y N NA Safe Practices Manual for Diving Activities (30.A.15)

Y N NA Emergency Management Plan for Diving (30.A.18)

Y N NA Tree Felling and Maintenance Program (31.A.01);

Y N NA Aircraft/Airfield Construction Safety & Phasing Plan (CSPP) (32.A.02);

Y N NA Aircraft/Airfield Safety Plan Compliance Document (SPCD) (32.A.02);

Y N NA Site Safety and Health Plan for HTRW (33.B);

Y N NA Confined Space Entry Procedures (34.A.05);

Y N NA Confined Space Program (34.A.06).

**j. Risk Management Process (AHAs)**. Detailed project-specific hazards and controls shall be provided by AHAs 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 Section 01.A.14 and 01.A.15. (20 POINTS)

Note: USACE uses the Activity Hazard Analysis (AHA) as part of a total risk management process. Contractors and other individual employer’s may use the AHAs or their own version [Job Safety Analyses (JSAs), Job Hazard Analyses (JHAs), or similar Risk Management assessment tools]. These documents are considered equivalent to, and acceptable substitutes for, the USACE’s AHA provided the data collected is the same as that required by the AHA.

(1) The AHA defines the work sequence, anticipated hazards, conditions, equipment, materials,

 personnel and the control measures to be implemented to eliminate or reduce each hazard to an

 acceptable level of risk, and the Risk Assessment Code for each step.

(2) Once this process has occurred, an overall RAC shall be assigned to the activity, based on the

 highest RAC assigned to an individual step.

(3) Acceptance of risk. The residual risk is that which remains after controls have been applied. This

 residual risk must be communicated to the proper authority for acceptance in order to proceed

 with the activity.

(4) Before beginning each work activity/DFOW, the Contractor performing that work activity shall

 prepare the initial AHA, which will include a RAC for that activity.

(5) No work will begin on the activity until the initial AHA has been accepted by the GDA addressing

 the activity-specific hazards.

(6) AHA’s are intended to be created by the contractor field crews/workers performing the work, with

 the assistance of others (SSHO, QC, Superintendent, etc.) as needed. They are living documents

 and are intended to be created in the field and updated (by the workers) as needed.

(7) The AHA shall be reviewed and modified as necessary to address changing site conditions,

 operations, or change of CP(s)/QP(s).

 (a) If a new CP/QP (not on the original list) is added, the list shall be updated (an administrative

 action not requiring an updated AHA). The new person shall acknowledge in writing that he or

 she has reviewed the AHA and is familiar with current site safety issues.

 (b) If the initial RAC increases due to a change made to the AHA by the workers, the AHA shall be

 resubmitted to GDA for acceptance prior to work proceeding.

 (c) Changes to or updates of an AHA that do not increase the RAC are not required to be

 resubmitted for acceptance by the GDA.

(8) Workers/crews shall have in their possession the current AHA that reflects current site

 conditions, personnel, equipment, control measures, etc. while the work is being performed.

(9) The AHA shall be used by the contractor and USACE personnel to assure work is being performed

 consistent with the AHA. In the event that the work is not being conducted in a safe manner, the

 contractor and/or the USACE shall stop the unsafe work being conducted until it is in compliance

 with this manual, APP and the AHA or the APP/ AHA is revised and accepted by the GDA, if

 necessary. > See Section 01.A.14.

(10) Once the activity has been completed, the AHA shall be available and kept on file on site for the

 length of the contract.

**k. Others**. SW criteria such as Technical Merit (completeness of the document as it applies to the scope of work), Accuracy of Verbiage (spell check) and Conformity to the EM 385-1-1 (followed in sequence). (10 POINTS)

OTHER COMMENTS: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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