

U.S. Army Corps of Engineers Safety Inspection Checklist Accident Prevention Plan

Date of Inspection

Location (Plant or Facility)	Contract Number
Contractor Name	Project Name
Inspector Name (Print)	Inspector Signature

This checklist serves as a guide only, it does not replace or eliminate the need to comply with the requirements set forth in Engineering Manual 385-1-1, Safety and Health Requirements Manual, dated 15 September 2008. The references included in this checklist correspond to the applicable sections of EM 385-1-1.

Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
1. Signature sheet				
a. Includes the name, signature, and title of the Plan Preparer (<i>Qualified person, i.e. corporate safety staff person, QC</i>)				
b. Includes the name, signature, and title of the Plan Approver (<i>e.g. owner, company president, regional vice president</i>) (HTRW activities require approval of a Certified Industrial Hygienist, a Certified Safety Professional may approve the plan for operations involving UST removal where contaminants are known to be petroleum, oils, or lubricants).				
c. Includes the name(s), signature(s), and title(s) for Plan Concurrence (provide concurrence of other applicable corporate and project personnel (contractor)) (<i>e.g. Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC.</i>)				
2. Background information				
a. Includes the Contractor Name.				
b. Includes the Contract Number.				
c. Includes the Project Name.				
d. Includes the Brief Project Description.				
e. Includes the Location of the Project (map).				
f. Includes the Contractor Accident Experience (<i>Copy of OSHA 300 Forms, or equivalent documentation</i>).				
g. Includes the Listing of Phases of Work and Hazardous Activities Requiring an Activity Hazard Analyses (AHA).				
3. Statement of Safety and Health Policy. Includes a copy of the corporate safety policy. (<i>In addition to the corporate policy statement, a copy of the corporate safety program may provide a portion of the information required by the accident prevention plan.</i>)				
4. Responsibilities and Lines of Authorities				
a. Includes the identification and job responsibilities of personnel responsible for safety - at both corporate and project level - including their resumes.				
b. Includes the lines of authority.				

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5. Training				
a. Includes the list of subjects to be discussed with employees at safety indoctrination.				
b. Includes the list of mandatory training and certifications applicable to this project (e.g., <i>explosive actuated tools, confined space entry, crane operator, diver, vehicle operator, HAZWOPER training and certification, PPE</i>) and any requirements for periodic retraining / recertification.				
c. Includes the identity requirements for emergency response training.				
d. Includes the outline requirements (<i>who attends, when given, who will conduct, etc.</i>) for supervisory and employee safety meetings.				
6. Safety and Health Inspections				
a. Includes the name(s) of individual(s) responsible for conducting safety inspections. (e.g., <i>PM, safety professional, QC, supervisors, employees</i>)				
b. Includes proof of inspector's training / qualifications.				
c. Indicates when inspections will be conducted.				
d. Furnished sample forms upon which inspections will be recorded.				
e. Indicates deficiency tracking system and follow-up procedures.				
f. Includes the names of competent and / or qualified person(s) and proof of competency / qualification to meet specific OSHA competent / qualified person(s) requirements.				
g. Includes any external inspections / certifications which may be required. (e.g., <i>US Coast Guard</i>)				
7. Safety and Health Expectations, Incentive Programs, and Compliance				
a. Includes the company's written safety program goals, objectives, and accident experience goals.				
b. Includes a brief description of the company's safety incentive programs (<i>if any</i>).				
c. Includes the policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements).				
d. Includes the written company procedures for holding managers and supervisors accountable for safety.				
8. Accident Reporting				
a. The plan identifies how, when, and who shall complete the Exposure data (man-hours worked).				
b. The plan identifies how, when, and who shall complete accident investigations, reports, and logs.				
c. The plan identifies how, when, and who shall make immediate notification of major accidents.				

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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. Using the EM 385-1-1 as a guide, plans may include but not be limited to:

Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
9. Plans (Programs, Procedures) required by the Safety Manual				
a. Layout plans (04.A.01)				
b. Emergency response plans:				
(1) Procedures & Test (01.E.01)				
(2) Spill Plans (01.E.01, 06.A.02)				
(3) Fire Fighting Plan (01.E.01, 19.A.04)				
(4) Posting of Emergency Telephone Numbers (01.E.05)				
(5) Man overboard/abandon ship (19.A.04)				
(6) Medical Support. Outline on-site medical support and off-site medical arrangements including rescue and medical duties for those employees who are to perform them, and the name(s) of on-site Contractor personnel trained in first aid and CPR. A minimum of two employees shall be certified in CPR and first-aid per shift/site (Section 03.A.02; 03.D)				
c. Plan for prevention of alcohol and drug abuse (01.C.02)				
d. Site Sanitation Plan (Section 02)				
e. Access and haul road plan (4.B)				
f. Respiratory Protection Plan (05.G)				
g. Health Hazard Control Program (06.A)				
h. Hazard Communication Program (06.B.01)				
i. Process Safety Management Plan (06.b.04)				
j. Lead Abatement Plan (06.B.05 & specifications)				
k. Asbestos Abatement Plan (06.B.05 & specifications)				
l. Radiation Safety Program (06.E.03.a)				
m. Abrasive blasting (06.H.01)				
n. Heat/Cold Stress Monitoring Plan (06.I.02)				
o. Crystalline Silica Monitoring Plan (Assessment) (06.M)				
p. Night Operations Lighting Plan (07.A.08)				
q. Fire Prevention Plan (09.A)				
r. Wild Land Fire Management Plan (09.K)				
s. Hazardous energy control plan (12.A.01)				
t. Critical Lift Procedures (16.H)				
u. Contingency Plan for Severe Weather (19.A.03)				
v. Float Plan (19.F.04)				
w. Site-Specific Fall Protection & Prevention Plan (21.C)				
x. Demolition plan (to include engineering survey) (23.A.01)				

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Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
9. Plans (Programs, Procedures) continued.				
y. Excavation/trenching plan (25.A.01)				
z. Emergency rescue (tunneling) (26.A.)				
aa. Underground construction fire prevention and protection plan (26.D.01)				
bb. Compressed air plan (26.I.01)				
cc. Formwork and shoring erection and removal plans (27.C)				
dd. Pre Cast Concrete Plan (27.D)				
ee. Lift slab plans (27.E)				
ff. Steel erection plan (27.F.01)				
gg. Site Safety and Health Plan for HTRW work (28.B)				
hh. Blasting Safety Plan (29.A.01)				
ii. Diving plan (30.A.13)				
jj. Confined space Program (34.A)				
10. Risk Management Processes. Detailed project-specific hazards and controls shall be provided by an Activity Hazard Analysis (01.A.13) for each major phase/activity of work.				

Other Remarks