

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: ACCIDENT PREVENTION PROGRAM	Document Number: *	
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1 Purpose

The purpose of this document is to establish the procedures for accident prevention and investigation at **(Insert Company Name)** jobsites.

2 Responsibilities

It is the responsibility of Project Manager to:

- update the accident prevention program as it relates to his jobsite
- ensure that the contents are communicated to employees and subcontractors
- ensure that corrective actions are taken when unsafe acts or unsafe conditions exist

It is the responsibility of the Project Superintendent to:

- ensure that subcontractors are adhering to the safety policies at **(Insert Company Name)** jobsites
- day to day implementation of the plan at each jobsite

It is the responsibility of **(Insert Company Name)** Management to:

- ensure that inspections of the jobsites are done
- ensure that employees are properly trained prior to job assignment
- investigate accidents and incidents so that corrective actions can be taken

It is the responsibility of all employees to work in a manner that does not endanger themselves or others.

3 Policy Content

3.1 ACCIDENT PREVENTION

A vital element of the Safety and Health Program at **(Insert Company Name)** is the implementation of an accident prevention program. The five elements in **(Insert Company Name)s** accident prevention program include:

Training of all employees on the requirements of the safety and health program and ensuring their proficiency with the various elements.

Elimination of unsafe conditions. Efforts will be initiated to identify conditions that can contribute to an accident and to remove exposure to these conditions. Engineering controls (such as shoring of trenches and the use of blowers as dilution ventilation) will be used to

reduce site risks prior to using personal protective equipment wherever necessary and feasible.

Reduce Unsafe acts. All employees are continually encouraged to work in a safe manner. A high degree of safety awareness and training will be maintained so that safety becomes an integral part of each task.

Inspect Frequently. Regular safety inspections of the jobsite, material and equipment by qualified persons will be conducted to ensure the early detection of unsafe conditions. Safety and health deficiencies must be corrected as soon as possible or site activities will be suspended.

Investigate all accidents and near misses promptly. All incidents must be investigated thoroughly to ensure that all underlying causes are identified and eliminated so as to prevent future recurrences.

3.2 LOCAL REQUIREMENTS

All work will be conducted in accordance with applicable local requirements, permits and regulations. (Insert Company Name) or its subcontractors must obtain local permits (if necessary) in accordance with local ordinances related to noise and heavy equipment operations.

3.3 SUBCONTRACTOR CONTROL

All subcontracted work performed at a jobsite must be conducted under the express direction of (Insert Company Name) or their designee. In this manner, all subcontractor personnel must adhere to the same strict safety provision enforced for all on-site personnel. In addition, all site personnel must receive a complete introduction to the safety procedures established for the jobsite. All subcontractors must be informed of the contents of this accident prevention plan and the specifics outlined in the Site Specific Health and Safety Plan.

Before any machinery or mechanized equipment is brought onto the site it must be inspected by the Site Safety and Health Supervisor and certified that it is in safe operating condition.

3.4 GENERAL WORK PRACTICES

All workers are expected to perform their duties in a professional and safe manner at all times. Play or roughhousing in work areas will not be tolerated.

Workers will use the buddy system whenever possible. Members of the buddy team are expected to be aware of safety risks and look after each other.

No smoking, eating or drinking will be allowed in work areas. The use of alcohol, tobacco, and caffeine should be curtailed during the period of time when field work is ongoing.

The frequent drinking of refreshing, non-caffeinated beverages during work periods is encouraged.

All safety related questions and concerns should be directed to the Site Safety and Health Officer for resolution.

Workers are expected to never undertake new operations that are outside the scope of the site tasks without express approval of the Site Safety and Health Supervisor.

All personal protective equipment **MUST BE** worn at all times.

All employees must follow the procedures outlined in the (Insert Company Name) “Corporate Safety Manual”.

3.5 COMMUNICATIONS

During work activities the Site Safety and Health Officer will remain in contact with all work parties, either by visual means or by radio communication. Whenever possible, work will be restricted to specific areas, thus enabling direct supervision. Work will not be conducted after dark, further enhancing site communication.

3.6 TRAINING

All employees will receive the requisite training as outlined in the training procedure before being allowed to work on a jobsite. Initial indoctrination to the Site Specific Health and Safety Plan will be done prior to commencement of work. Periodic safety meetings (no less than once per week) will be conducted to review the Site Specific Health and Safety Plan. Records of all training will be documented in the Safety and Health logbook for the jobsite. Specialized training sessions will be conducted on an as needed basis.

All (Insert Company Name) employees must receive the OSHA HAZWOPER training prior to working on a jobsite. Prior to first entry into a site, the Site Safety and Health Officer or other qualified individual will review the identified site chemical hazards, how to recognize site chemical hazards, the signs and symptoms of exposure and the means necessary to protect themselves.

3.7 SITE AND TRAFFIC CONTROL

Roping off the work areas and requiring access through an upwind entry controlpoint will control access to the jobsite. All personnel entering the site will be required to sign the access log and indicate their name, status (e.g. site worker, visitor) and the time in/out.

When necessary, vehicular traffic will be directed to avoid entering operational areas or to avoid posing a danger to site personnel. Traffic control items (e.g. sign, cones, and barricades) will be of standard design and placed as not to cause confusion. On-site personnel must obey all road signs. Parking for non-operational vehicles will be at a designed site in the vicinity of the jobsite.

The access to the worksite will be controlled. When working at a hazardous waste site, the EPA three zone concept will be used to limit the transfer of contamination from the worksite. The work area referred to in the Site Specific Health and Safety Plans corresponds to the EPA exclusion zone, where only site workers and visitors with escorts are allowed. For such contaminated sites, contaminant reduction zone will be established to process personnel, machinery, tools, etc. out of the exclusion area to decontaminate them.

3.8 SITE HOUSEKEEPING

Good housekeeping must be maintained on the jobsite at all times to ensure safe access and efficient operations to all work areas, as well as, safe egress from the site. The Project Manager or Project Superintendent will assign individuals to the task of housekeeping to ensure cleanup at the end of each work shift.

3.9 DECONTAMINATION AND CONTAMINATION CONTROL

All personnel, equipment, tools and machinery leaving the work areas will be decontaminated through a contamination reduction corridor prior to leaving the workarea. Specific decontamination procedures are outlined in a separate procedure.

3.10 HAZARDOUS WASTE MANAGEMENT

All hazardous wastes generated by site activities will be disposed of according to state and federal regulations.

3.11 WEATHER RELATED CONTINGENCY PLAN

Weather is an important consideration in all safety planning. A telephone must be available on site to enable easy access to weather service information. The Site Safety and Health Officer in conjunction with the Project Manager will decide on the continuation or discontinuation of work based on current and pending weather conditions. Electrical storms, tornado warnings and strong winds are examples of conditions that would call for the discontinuance of work and evacuation of the site.

Other weather conditions, although not extreme, must be taken into consideration when determining the safety of an on-site environment, as they may constitute a physical hazard. Examples of such conditions include driving rain or extreme heat or cold. The Site Safety and Health Officer in conjunction with the Project Manager will determine whether to conduct work that day. All field crew members will be informed by telephone prior to the start of the workday, in the event of work being canceled due to inclement weather.

3.12 SANITATION

Sanitation is the promotion of general public health by controlling sewage, protecting the cleanliness of drinking water and promoting personal hygiene. Many hazardous waste

activity worksites are temporary and are established at remote locations with limited sanitation facilities. For jobs lasting 6 months or longer, showers and two-stage change rooms must be provided in accordance with 29 CFR 1910.141(d). These must be designed to accommodate both genders, as necessary.

Access to emergency showers and eyewashes is part of the site specific emergency response and medial first-aid programs. Requirements for the availability and location of emergency showers and eyewashes are specified under 29 CFR 1910.151.

The HAZWOPER Standard requires that (Insert Company Name) make certain that when showers are a necessary step in the decontamination process, “their employees shower at the end of their work shift and when leaving the hazardous waste site.” Sanitation related showers (unlike decontamination showers) are understood to be voluntary.

Decontamination and emergency showers must be located close to the worksite. Sanitary showers may be located at some distance from the worksite.

3.13 ACCIDENT INVESTIGATION AND REPORTING

All minor accidents (i.e. small fires, injuries, small spills, etc) and near misses must be investigated by the Site Safety and Health Supervisor using an “Accident Investigation Form”. The completed form must be forwarded to the (Insert Company Name) Headquarters within 48 hours of the incident. Accidents involving hospitalization must be phoned in to the (Insert Company Name) Headquarters immediately after obtaining medical assistance for the victim.

It is important that the Investigation form be completed, including identifying root causes and corrective action to prevent a reoccurrence.

OSHA requires that oral notification to the closest regional OSHA office within 8 hours of discovery for any fatalities or the in-patient hospitalization of three or more employees as a result of a work related incident, even if the hospitalization occurs within 30 days of an incident.

All reportable occupationally related illness and injuries that result in fatalities, lost workdays, require medical treatment, involve a loss of consciousness or restrict work or motion must be recorded on an OSHA 200 form “Log of Occupational Illness and Injuries”. A Supplementary Record of Occupational Injuries and Illness (OSHA FORM 101) must be filled out for each recordable occupational injury or illness.

4 References

OSHA 29 CFR 1910.151 “ Medical and First Aid”
OSHA 29 CFR 1910.120 “HAZWOPER”
OSHA 29 CFR 1904 “Recording and Reporting”

5 Appendices

NONE