

# XYZ Corporation

## Site Specific Safety Plan

for \_\_\_\_\_

### at Jefferson Lab

**Safe & Healthy Commitment:** The XYZ Corporation has a strong commitment to provide a safe and healthy work environment for its employees, second tier subcontractors and Jefferson Lab personnel. The XYZ Corporation provides specific training as required by OSHA to address specific hazards and general training via toolbox safety meeting to address typical hazards. The XYZ Corporation assigns a Site Safety and Health Representative to address and enforce OSHA and Jefferson Lab safety requirements.

**Signed:** \_\_\_\_\_ (Responsible Manager)

**Substance Abuse:** The XYZ Corporation will not tolerate, under any circumstances, alcohol or drug use on or around all project sites, in Company owned vehicles or at any time an employee is on duty. Use includes manufacturing, consumption, possession, use, purchase, sale, distribution, or being under the influence of alcohol or drugs. Violation of the company's Drug and Alcohol Policy by an employee will be reason for disciplinary action up to and including termination.

**Site Safety and Health Representative (SSHR) and Designated Alternates:**

Designated SSHR: "Name", "Position" (Telephone number).

Qualifications: OSHA X-hour (see certificate)

Designated Alternate SSHR: "Name", "Position" (Telephone number).

Qualifications: OSHA X-hour (see certificate)

**Pre-Job Brief, Toolbox Talks, and Inspections:**

Before the job begins the SSHR shall conduct a Pre-Job Brief (PJB) on site with their work crew, and the Jefferson Lab TR or Project Manager. Before each work shift, the SSHR shall conduct a toolbox talk with all involved employees. The SSHR shall perform daily inspections of each work area prior to starting work to verify hazards have been addressed in the AHA. Upon completion of work each day, the SSHR shall inspect each work area and verify that housekeeping has been performed before workers leave the work area. Additional inspections shall be conducted at the SSHR's discretion to check on proper use of PPE, materials, methods or equipment as required by manufacturers or as described in the Activity Hazard Analysis (AHA). Inspections shall be documented in the Daily Report. If the SSHR or alternate SSHR is not present on the job-site, no work can be performed.

**Lower-Tier Subcontractors and Jefferson Lab Personnel Safety Coordination:**

The SSHR will ensure that all subcontractor personnel and Jefferson Lab Personnel shall receive a Safety Orientation on this Site Specific Safety Plan and Activity Hazard Analysis prior to performing work or accessing the construction site. All personnel shall attend the SAF-100C class before beginning work.

**Non-English Speaking Subcontractor Personnel:**

It is the XYZ Corp policy that all workers shall be English speaking. This requirement flows down to lower-tier subcontractors. If there are any exceptions, an interpreter will be available to them at all times.

**Preliminary Assessment of Hazards:**

See the attached Preliminary Hazard Analysis for anticipated hazards to be encountered at Jefferson Lab in addition to other hazards that XYZ Corp is prepared to deal with to accomplish work under this subcontract. In addition, the SSHR and others that prepare AHAs will take the Jefferson Lab On-line training to prepare AHAs.

**AHA Process:**

For each activity, a combined AHA and AHA Checklist shall be generated by the subcontractor performing the work. All affected workers shall be briefed on the AHA or read the AHA, and then sign the AHA as proof that they have understood the contents and agree to comply with the requirements. The AHA will remain at the jobsite for reference or review. XYZ Corp employees that perform work not in accordance with the AHA shall be subject to disciplinary action in accordance with the XYZ Corporation Policy. (include the policy as an attachment or state what the policy is) Subcontractor personnel that perform work not in accordance with the AHA shall be reported to their company for action. Repeated violations will result in the employees being barred from working at the site. If Jefferson Lab employees violate the safety requirements or AHA requirements for the construction site, they are to be reported to the TR. Additional violations by Jefferson Lab employees after they are reported to the TR will result in a work stoppage by XYZ Corp employees and lower-tier subcontractors until those employees have been removed from the site.

**Safety and Health Training Requirements and Procedures:**

All workers are required to have required general safety training prior to reporting to the work site. On the first visit to the work site, the employee(s) will be briefed on this SSSP and the attachments and will sign the AHA sheet to acknowledge the briefing which includes specific hazards that are encountered at the site. An initial Toolbox safety meeting will be held and additional Toolbox safety meeting will each week until the project is complete. The Toolbox safety meeting will include likely hazards to be encountered in the next week in addition to hazards or practices that need to be reviewed from previous incidents. Any updates, Lessons Learned, Corrective Actions or changes to the SSSP will be printed and provided to the subcontractors for inclusion in weekly Toolbox Safety Meetings. The XYZ Corporation has a copy of the Company Safety Program at the jobsite and it is available to workers upon request.

**Other Required Certifications:**

Any required training to perform specific job functions for which a certification is required will be noted on the applicable AHA along with the names of those that hold that certification. Copies of all certifications will be kept in the "Certification Folder" by the SSHR for examination by workers and Jefferson Lab Personnel

**Hazard Communication Program and Construction Worksite Specifics:**

The SSHR shall be responsible for the administration and monitoring of the Hazard Communication program for this project. The SSHR shall provide all workers and subcontractors with the information necessary for their work on this project. The Daily Toolbox Safety Talk is administered by the SSHR. The SSHR will inform the subcontracting foremen that all trades must be appropriately trained and knowledgeable of the materials being used in the course of their work. A signature sheet will be signed to acknowledge provision of safety information. All MSDS information will be maintained the Jobsite MSDS Binder. This binder shall also include MSDS submitted by lower-tier subcontractors.

**Identification of Activities That Will Require Occupational Medical or Exposure Monitoring:**

Activities requiring Occupational Medical or Exposure Monitoring are identified in the Preliminary Assessment Hazard Matrix. Additional requirements, as identified, will be attached to the same matrix. We will use the Occupational Medical Provider at Jefferson Lab for consultation on matters of occupational exposures received during performance at Jefferson Lab. The SSHR will either "self-monitor" and provide documentation confirming OSHA compliance.

**Thermal Stress Hazards –**  
(Choose one of the following)

In situations where heat/cold stress may impact worker safety and health, Company XYZ will abide by the JLab ES&H Manual Chapter 6670 – Heat and Cold Stress Mitigation Program.

Or

In situations where heat/cold stress may impact worker safety and health, Company XYZ will abide by our established procedures: (Provide your established Procedure)

**Emergency Response Plan:**

Workers are free to choose their preferred treatment facility. However, they are expected to use the Jefferson Lab First Aid Center for all but the most serious injuries/illnesses. If an off-site location is chosen, the SSHR will notify the TR ASAP and a report of the injury and treatment will be forwarded to the Jefferson Lab First Aid Center. In addition to being the closest facility, there is no charge for using this facility.

**Locations of Closest Medical Treatment Facilities:**

Jefferson Lab First Aid Center  
Bldg. #28, Support Service Center (where you get the badges)

Sentara Emergency Service at Port Warwick  
1031 Loftis Blvd.  
Newport News, VA 23606

Riverside Regional Medical Center  
500 J. Clyde Morris Blvd.  
Newport News, VA 23601

Sentara Urgent Care Center  
747 J. Clyde Morris Blvd.  
Newport News, VA 23601

**First Aid:** Foreman and superintendents shall maintain current first aid cards. In addition, the SSHR shall have current CPR cards if electrical work is included in the scope of work for this project. First-aid kits shall be kept in each supervisor's vehicle. All employees are also expected to use the First Aid services of the Jefferson Lab First Aid Center during normal working days from 8 AM to 11AM and 1 PM to 5 PM.

**Spill Response Plan:** Any incident which involves the spill of any amount of hazardous chemical shall be reported immediately to the SSHR. The SSHR is responsible for insuring appropriate response actions are implemented following a chemical spill or leak.

**Accident Reporting:** All accidents and near misses must be reported immediately to the project foreman or superintendent no matter how minor the injury or incident may be. An accident report then must be filled out by the employee and his supervisor. The current OSHA 300 log is to be updated at the event of

each accident as well. The supervisor is responsible for initiating immediate medical treatment for the employee when an injury occurs that requires such treatment. The supervisor shall follow up with the injured worker after the accident to ensure that he/she is receiving the appropriate medical care. The Supervisor and SSHR is also responsible for aiding the Jefferson Lab TR with completing any reporting forms required for their internal investigations and getting statements from those injured, participants and witnesses. If there is an employee injury that requires outside medical treatment, we will inform the TR and Jefferson Lab Medical department of the employee's post-treatment status and related medications.

**Fire/Structural Damage/Injuries/Illnesses:** Report all incidents to the SSHR and supervisor. Supervisor shall be responsible for calling for emergency services. Procedure is as follows:

**Emergency Response:** Call 911 and report nature of incident.

Call 269-5822 and notify Guard of location of Incident so that they can direct emergency response personnel to the correct location.

Jefferson Lab Incident Notification: Call the TR and notify him/her of the incident. Call Facilities Management at 269-7400.

In each incident, verify that you have spoken to a person. Leaving a message on an answering machine is not sufficient.

**Procedures for Recording and Reporting Safety Incidents and Maintaining Safety and Health Records In Accordance With with OSHA Requirements and Jefferson Lab Reporting Requirements:**

The SSHR is responsible for notifying the TR when there is any incident and for updating the OSHA 300 log at each occurrence. The responsible Supervisor and SSHR is also responsible for aiding the Jefferson Lab TR with completing any reporting forms required for their internal investigations and getting statements from those injured, participants and witnesses.

**Signed:** \_\_\_\_\_

**Attachments:**

Preliminary Hazard Analysis

Sample: Accident/Incident Reporting Form

Sample: Combined Activity Hazard Analysis(AHA) & AHA Checklist Form

SSHR OSHA 10 or 30-hour Certifications

SSHR First Aid Cards

(SSHR CPR Cards)

(SSHR AED Cards)