

**ABBREVIATED ACCIDENT PREVENTION PLAN REVIEWER CHECKLIST  
EM 385 -1-1 15 SEPTEMBER 2008**

CONTRACTOR:		DATE:		
CONTRACT:		REVIEWER SIGNATURE:		
A qualified reviewer shall assure submitted copies of the following items applicable from EM 385-1-1 Appendix A SECTION 11 ABBREVIATED APP FOR LIMITED-SCOPE SERVICE, SUPPLY AND R&D CONTRACTS. (AT A MINIMUM) IF OTHER AREAS OF EM 385 ARE PERTINENT TO THE CONTRACT THEY MUST BE ADDRESSED		YES	NO	N/A
a. Title, signature, and phone number of the plan preparer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>BACKGROUND INFO:</b> Contractor; Contract number; Project Name; Brief Project Description, Description of work to be performed and location; (map) The project description shall provide a means to evaluate the work being done (see AHA requirements in 01.A.13) and associated hazards involved. Contractor's APP shall address the identified hazards involved and the control measures to be taken.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 Safety and Occupational Health Office (SOHO) will review the qualifications for acceptance;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Training - new hire Safety and Occupational Health (SOH) orientation training at the time of initial hire of each new employee and any periodic retraining/recertification requirements;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Procedures for job site inspections - assignment of responsibilities and frequency;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Procedures for reporting man-hours worked and reporting and investigating any accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR). An accident that results in a fatal injury, permanent partial or permanent total disability shall be immediately reported to the Contracting Officer	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9	Drinking Water provisions, toilet and washing facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 kit (types/size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p>Personal Protective Equipment.</p> <p>(1) 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, weedeating, chain saw use, etc), they shall be worn.</p> <p>(2) 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 chain saw use, chipping, stump grinding, pruning operations, grass mowing, weedeating and blowing operations shall be provided safety eyewear (Z87.1) as a minimum.</p> <p>(3) 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>(4) Head Protection. Hard hats shall comply with ANSI Z89.1 and shall be worn by all workers when a head hazard exists. At a minimum, hard hats shall be worn when performing activities identified in (2) above.</p> <p>(5) 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.</p> <p>(6) Protective Leg chaps shall be worn by all chainsaw operators.</p> <p>(7) 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.</p> <p>(8) If work is being performed around water and drowning is a hazard, PFDs must be provided and worn as appropriate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Machine Guards and safety devices. Lawn maintenance equipment must have appropriate guards and safety devices in place and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a hazard communication program must be in effect and MSDSs 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Traffic control shall be accomplished in accordance with DOT's MUTCD.			

15	Control of Hazardous Energy (Lockout/Tagout). 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Driving, working on (i.e., working with equipment/mowers) while on slopes, working from/in boats/skiffs, etc shall also be considered and dealt with accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remarks;				

EM-385-APP (2008) ABBREVIATED