

## **Health & Safety Plan Preparation Checklist**

This checklist will help you to gather the information you need to complete a site-specific health and safety plan at **HASP Online**. Note that not all information is applicable to every HASP. Visit <a href="https://www.hasponline.com">www.hasponline.com</a> to get started.

General Information
General information regarding the site and site workers:
☐ Site Information – Site name, address, description, site use and history, sources of information
☐ Site Work – Phases, tasks, operations, work locations covered by the HASP
☐ Site Supervisors – Contact info for supervisors and/or managers
☐ Site Workers – Contact info for site workers, types of site workers ☐ Other Contacts – Contact info for client/site owner, contractors, regulatory agencies, as applicable
Job Hazard Analysis
For each phase/task/location, groups of phases/tasks/locations, or the entire site, as defined by you:
☐ Info – Date of hazard analysis, who it was developed and reviewed by, task/operation start date and duration
Hazards – Chemical, physical, biological, and/or radiological hazards
□ PPE – Level of PPE required and ensemble components □ Other – Administrative and/or engineering controls, decontamination procedures, required permits, as applicable
Environmental Monitoring
Information as applicable, if environmental monitoring is required at site:
□ Direct-Reading Instruments – Types, parameters, maintenance and calibration procedures
□ Personal Air-Monitoring Samples – Sampling devices, collection frequency, analytical methods □ Surface Sampling – Methodology, collection frequency, analytical methods
☐ Other Air Monitoring/Sampling – Methodology, procedures, etc.
□ Noise Monitoring – Method
☐ Laboratory – Analytical laboratory(s) if monitoring samples are to be analyzed
Training Requirements & Medical Surveillance
Your organization's training and medical surveillance requirements for personnel at this site:
☐ Site-Specific Training – Training in addition to HAZWOPER required for site workers and/or managers
☐ Medical Surveillance – If medical surveillance is required, if there are any exceptions
☐ File Location – Where site-specific training and medical surveillance records are kept
Site Control
Site control measures you will take to minimize the spread of contamination and maintain site security:
☐ Control Measures – How site entry and exit are controlled during working and non-working hours
☐ Security – How site security will be provided
□ Zones – Identify work zones to be used at the site, if any, and how they will be designated
☐ Communications – How on-site and off-site communications will be handled at this site
Decontamination
Information about how decontamination will be conducted at the site:
□ Decon – Separate decon for personnel and equipment? Will showers and changing rooms be provided?
☐ Disposal – Any site-specific decon waste disposal procedures
Spill Containment
If there is the potential for hazardous materials spills at the site:
☐ Spill Info – Hazardous material, location, associated task, maximum quantity, emergency or incidental, spill equipment

Emergency Procedures
Emergency procedures to be used on site for the Emergency Response Plan:
<ul> <li>☐ Medical Facility – Address and directions to nearest emergency medical facility and alternate facility, if any</li> <li>☐ Identification – Identification of potential emergencies, site location, and source or cause of emergency</li> <li>☐ On-Site Response – Emergencies that site workers respond to, if any; workers that respond; and any emergency equipment or PPE used on site</li> </ul>
□ Off-Site Response – Identify off-site emergency response organizations/agencies (e.g., fire department) □ Site Security & Control – How site security and site entry and exit are controlled during emergencies □ Communications – How emergency communications are conducted □ Decon – How emergency decontamination will be handled □ First Aid – Number of workers each shift trained in first aid □ Alarm – Communication device, location, method, and testing frequency of emergency alarm system
Confined Spaces
Information regarding confined spaces on site, as applicable:
<ul> <li>□ Evaluation – Date of confined space evaluation or date by which evaluation will be conducted</li> <li>□ Permit Spaces – Identification of any permit spaces employees enter and/or don't enter, methods to inform workers of permit spaces, and location of permit space monitoring data</li> <li>□ Equipment – Identification and location of entry equipment and PPE</li> <li>□ Rescue – Individual/organization/entity that provides confined space rescue and emergency services</li> </ul>
Thermal Stress Issues
Exposure controls to protect site workers from heat stress and/or cold stress at the site, if required:
□ Air Temps – How air temperatures are measured and recorded □ Activation – Temperature(s) that heat stress and/or cold stress program(s) is activated □ Practices and Controls – Work practices and controls that are used to prevent heat or cold stress □ Shelters or Shade – Identification and location of any shade or shelters used □ Alternative Work Periods – Tasks, locations, and work schedules of any alternative work periods □ Work/Rest Intervals – Temperature range, PPE level, work and rest periods □ Monitoring – Type of monitoring, location, frequency, action level, and actions to take of any physiological monitoring □ Liquid Replacement – Temperature range, work time, liquid replacement, and quantity
Hot Work
Information regarding any cutting and/or welding (hot work) operations on site, if any:  SOP – Identification and location of your organization's hot work SOP, as applicable  Areas – Identification of designated areas for hot work and areas where it is prohibited
Energy Control or Lockout/Tagout (LOTO)
Site specific hazardous energy control program, as applicable:
<ul> <li>□ Evaluation – Date of LOTO evaluation or date by which evaluation will be conducted</li> <li>□ SOP – Identification and location of your organization's LOTO SOP, as applicable</li> <li>□ LOTO – For each piece of equipment requiring LOTO: equipment name &amp; location; reason for LOTO; energy sources &amp; locations; energy control procedures; authorized persons; energy isolation &amp; LOTO devices; group LOTO devices</li> </ul>
References and Attachments
You will upload one or more maps to be included in your HASP, and you can reference your organization's Standard Operating Procedures (SOPs):
□ SOPs – Identification of any of your organization's SOPs that should be incorporated into the HASP by reference □ Site Maps – The HASP must include one or more site maps with the following information, as applicable; the map files must be in .jpg, .gif, or .png format and cannot exceed XX KB in size: □ Site perimeter and pertinent site features □ Site entry and exit points □ Work zones □ Emergency equipment storage locations
Primary and alternate evacuation routes, safe distances and places of safe assembly