



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 www.hasponline.com 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:

- Medical Facility** – Address and directions to nearest emergency medical facility and alternate facility, if any
- Identification** – Identification of potential emergencies, site location, and source or cause of emergency
- On-Site Response** – Emergencies that site workers respond to, if any; workers that respond; and any emergency equipment or PPE used on site
- 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:

- Evaluation** – Date of confined space evaluation or date by which evaluation will be conducted
- 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
- Equipment** – Identification and location of entry equipment and PPE
- Rescue** – Individual/organization/entity that provides confined space rescue and emergency services

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:

- Evaluation** – Date of LOTO evaluation or date by which evaluation will be conducted
- SOP** – Identification and location of your organization's LOTO SOP, as applicable
- LOTO** – For each piece of equipment requiring LOTO: equipment name & location; reason for LOTO; energy sources & locations; energy control procedures; authorized persons; energy isolation & LOTO devices; group LOTO devices

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