

SAMPLE HEALTH AND SAFETY PLAN (HASP)

Source: OSHA.

1.0 ORGANIZATIONAL STRUCTURE

(in compliance with 29 CFR 1910.120(b)(1) and (b)(2))

This chapter of the Health and Safety Plan (HASP) describes lines of authority, responsibility, and communication for health and safety functions at this site. The purpose of this chapter is to identify the personnel involved in the development and implementation of the site health and safety plan and to describe their roles and responsibilities. This chapter also identifies other contractors and subcontractors involved in work operations and establishes the lines of communication among them for safety and health matters.

The organizational structure of this site's safety and health program is consistent with OSHA requirements in 29 CFR 1910.120(b)(2) and provides the following site-specific information:

- J the general supervisor who has the responsibility and authority to direct all hazardous waste cleanup operations
- J the site safety and health officer who has the responsibility and authority to develop and implement this HASP and verify compliance
- J other personnel needed for cleanup operations and emergency response and their general functions and responsibilities
- J the lines of authority, responsibility, and communication for safety and health functions

This chapter is reviewed and updated as necessary to reflect the current organizational structure at this site.

1.1 Roles and Responsibilities

All personnel and visitors on this site must comply with the requirements of this HASP. The specific responsibilities and authority of management, safety and health, and other personnel on this site are detailed in the following paragraphs. A site organizational chart illustrating the hierarchy of personnel and lines of communication within this company and with additional contractors on site is found in Figure 1-1.

(The roles and responsibilities below are examples of roles/responsibilities that typically exist at hazardous waste clean-up sites. One person may fill more than one role. Add to, edit or delete the roles/responsibilities below as appropriate for your site.)

Project Manager (PM)

The Project Manager (PM) for this site is _____.

The PM has responsibility and authority to direct all work operations. The PM coordinates safety and health functions with the Site Safety and Health Officer (SSHO), has the authority to oversee and monitor the performance of the SSHO, and bears ultimate responsibility for the proper implementation of this HASP. The specific duties of the PM are:

Preparing and coordinating the site work plan; providing site supervisor(s) with work assignments and overseeing their performance; coordinating safety and health efforts with the SSHO; ensuring effective emergency response through coordination with the Emergency Response Coordinator (ERC); serving as primary site liaison with public agencies and officials and site contractors.

The qualified alternate Project Manager (PM) for this site is _____.

Site Safety and Health Officer (SSHO)

The Site Safety and Health Officer (SSHO) for this site is _____.

The SSHO has full responsibility and authority to develop and implement this HASP and to verify compliance [Note: if the preceding statement does not apply to the SSHO, be sure that it applies to one of the positions listed here]. The SSHO reports to the Project Manager. The SSHO is on site or readily accessible to the site during all work operations and has the authority to halt site work if unsafe conditions are detected. The specific responsibilities of the SSHO are:

Managing the safety and health functions on this site; serving as the site's point of contact for safety and health matters; ensuring site monitoring, worker training, medical surveillance, and effective selection and use of PPE; assessing site conditions for unsafe acts and conditions and providing corrective action; assisting the preparation and review of this HASP; maintaining effective safety and health records as described in this HASP; coordinating with the Emergency Response Coordinator (ERC), Site Supervisor(s), and others as necessary for safety and health efforts.

The qualified alternate Site Safety and Health Officer (SSHO) for this site is _____.

Emergency Response Coordinator (ERC)

The Emergency Response Coordinator (ERC) for this site is _____.

The ERC is responsible for assessing site conditions and directing and controlling emergency response activities and personnel in accordance with the Site Emergency Response Plan. The ERC reports to the Project Manager (PM). The ERC will ensure the evacuation, emergency transport, and treatment of site personnel and will notify the appropriate emergency response units and management staff in accordance with the emergency response plan of this HASP. Specific duties of the ERC include:

Developing and reviewing the emergency response plan; conducting emergency response rehearsals; ensuring effective emergency response to and evacuation of the site; coordinating emergency response functions with the Site Safety and Health Officer (SSHO), and integrating site emergency response plans with the disaster, fire, and/or emergency response plans of local, state, and federal organizations and agencies.

The qualified alternate Emergency Response Coordinator (ERC) for this site is _____.

The qualified second alternate Emergency Response Coordinator (ERC) for this site is _____.

Site Supervisor

The Site Supervisor for this site is _____. The Site Supervisor is responsible for field operations and reports to the Project Manager (PM). The Site Supervisor ensures the implementation of the HASP requirements and procedures in the field. The specific responsibilities of the Site Supervisor are:

-) executing the work plan and schedule as detailed by the PM;
-) coordination with the Site Safety and Health Officer (SSHO) on safety and health;
-) ensuring site work compliance with the requirements of this HASP.

The qualified alternate Site Supervisor for this site is _____.

Site Workers

Site workers are responsible for complying with this HASP, using the proper PPE, reporting unsafe acts and conditions, and following the lines of authority established for this project site.

Decontamination Manager

The Decontamination Manager for this site is _____.

The Decontamination Manager is responsible for decontamination procedures, equipment, and supplies. The specific responsibilities of the Decontamination Manager are:

Setting up decontamination lines and the solutions appropriate for the type of contamination on site; controlling the decontamination of all equipment, personnel and samples from the contaminated areas; assisting in disposal of contaminated clothing and materials; ensuring all required equipment is available and in working order; and providing for collection, storage and disposal of waste.

The qualified alternate Decontamination Manager for this site is _____.

Security Officer

The Security Officer for this site, _____, is responsible for managing and maintaining site security. The specific responsibilities of the Security Officer are:

Conducting routine area patrols; controlling facility access and egress; assisting with communication during an emergency; securing accident/incident scenes; maintaining a log of site access and egress.

The qualified alternate Security Officer for this site is _____.

1.2 Identification of Other Site Contractors

(Choose either Option 1 or Option 2 for the text of Section 1.2 only. Choose the option appropriate for your site and delete all of the text associated with the other option. Option 1: there are other contractors /subcontractors on site that could be affected by site operations. Option 2: there are no other contractors/subcontractors that could be affected by site operations.)

(Option 1)

The other contractors and subcontractors on this site who could be affected by the tasks and operations associated with this workplan and HASP are listed in Table 1-2 below.

Table 1-2 Other Site Contractors and Subcontractors

| Company | Function |
|--|---|
| (This is a table. Identify each contractor and subcontractor that will work on site. Please insert a row for each contractor and subcontractor, or alter this table as appropriate for your site.) | (Please identify the operation or task the contractor or subcontractor will complete at this site.) |
| | |
| | |
| | |

Safety and health lines of communication with these contractors are illustrated in Figure 1-1.

(Option 2)

There are no other contractors or subcontractors on this site.

1.3 Local/State/Federal Agency Representatives and Their Roles & Responsibilities

(In this section, you should list the roles and responsibilities of local, state and federal agencies involved in your facility cleanup project. Cleanup of a facility contaminated through bioterrorist activity involves participation of agencies that are not generally included in other hazardous waste site cleanups. The EPA Representative description is offered as an example; add to the roles/responsibilities below as appropriate for your site. Include local police, fire, and public health departments as well as the FBI and CDC, as appropriate.)

EPA Representative

The EPA Representative for this site is _____. Serving either in the capacity as On-Scene Coordinator (OSC), Remedial Project Manager (RPM), or Site Inspection Officer (SIO), the EPA Representative is responsible for overall project administration and contractor oversight. As part of that oversight function, EPA will ensure that project plans meet OSHA requirements at a minimum, and that the health and safety of all site personnel is a primary concern. As an OSC or RPM, EPA serves in the capacity of site supervisor.

The qualified alternate EPA Representative for this site is (insert name)
Figure 1-1 Organizational Chart

Insert the site organizational chart here, showing S&H lines of authority and communication among site personnel and site contractors.