

SAMPLE HEALTH AND SAFETY PLAN (HASP)

Source: OSHA.

3.0 SITE CONTROL

(in compliance with 29 CFR 1910.120(b)(4)(ii)(F) and 29 CFR 1910.120(d))

This site control program is designed to reduce the spread of hazardous substances from contaminated areas to clean areas, to identify and isolate contaminated areas of the site, to facilitate emergency evacuation and medical care, to prevent unauthorized entry to the site, and to deter vandalism and theft.

The site control program includes the elements specified in 29 CFR 1910.120(d) and provides the following site-specific information:

-) a site map, indicating site perimeter and work zones
-) site access procedures
-) site security
-) site work zones including standard operating procedures
-) use of the buddy system
-) both internal (on-site) and external communications

_____ is responsible for evaluating site conditions and for verifying that the site control program functions effectively. The site control program is updated regularly to reflect current site conditions, work operations, and procedures.

3.1 Site Map

A map of this site, showing site boundaries, designated work zones, and points of entry and exit is provided in Figure 3-1, at the end of this chapter.

3.2 Site Access

Access to this site is restricted to reduce the potential for exposure to its safety and health hazards. During hours of site operation, site entry and exit is authorized only at the point(s) identified in Figure 3-1.

Entry and exit at these points is monitored by _____.

When the site is not operating, access to the site is controlled by _____.

Visitors to the site register with _____ and are escorted at all times. Visitors are expected to comply with the requirements of this HASP. Visitors who want to enter contaminated areas of the site must provide documentation that they have the required training and medical evaluation and must receive a site-specific briefing about protecting themselves from site hazards, recognizing site zones demarcations, and following emergency evacuation procedures prior to entry. PPE for visitors is provided by _____.

3.3 Site Security

Security at this site is maintained during both working hours and non-working hours to prevent unauthorized entry; removal of contaminated material from the exclusion zone; exposure of unauthorized, unprotected people to site hazards; and increased hazards due to vandalism and theft.

_____ is responsible for establishing and maintaining site security during working hours. This site takes the following measures for security during working hours:

(Add, delete, or edit the security measures for working hours below, as you'd like them to appear in your HASP)

- Security is maintained in the Support Zone and at Access Control Points to ensure only authorized entrants access the site.
- A barricade or other physical barrier is erected around the perimeter of the site to prevent unauthorized entry or exit.
- Signs have been posted around the perimeter of the site to warn of the site dangers and prohibition of unauthorized entry.
- Site personnel patrol the perimeter of the site.

_____ is responsible for establishing and maintaining site security during non-working hours. The following measures have been taken for security during non-working hours:

(Edit the security measures for non-working hours below, as you'd like them to appear in your HASP)

- Trained in-house site personnel are used for site surveillance.
- An outside contractor is used for site surveillance.
- A local police department is used for site surveillance.
- All doors to buildings and/or trailers are locked and equipment is secured.

3.4 Site Work Zones

This site is divided into (edit as appropriate) three (3) major zones, described below and shown in Figure 3-1. These zones are characterized by presence or absence of biological and chemical hazards and the activities performed within them.

Zone boundaries are clearly marked at all times and the flow of personnel and equipment among the zones is controlled.

The site is monitored for changing conditions that may warrant adjustment of zone boundaries. Zone boundaries are adjusted as necessary to protect personnel and clean areas. Whenever boundaries are adjusted, zone markings are also changed and workers are immediately notified of the change.

The following criteria were considered in establishing the site work zones:

(Add, delete, or edit the criteria below as you'd like them to appear in your HASP)

- required clean-up activities
- sampling results for air and surface contaminants
- inside traffic patterns

-) ventilation system & air circulation patterns
-) air dispersion calculations
-) potential for fire
-) physical, biological, other characteristics of anthrax spores and decontamination substances

Exclusion Zone

The Exclusion Zone is the area where hazardous substances are known or suspected to be present and pose the greatest potential for exposure. Remediation operations (site clean-up) are performed in the Exclusion Zone. At this site, the Exclusion Zone boundaries are marked with the following: (Insert method)

[Help Text - Exclusion zone boundaries should be clearly marked (e.g., lines, placards, hazard tape and/or signs) and/or enclosed by physical barriers, such as chains, barricades or ropes]

Personnel and equipment will enter and exit the Exclusion Zone from the designated access points in the Contamination Reduction Zone (CRZ), shown in Figure 3-1.

[Help Text: Access control points regulate the flow of personnel and equipment into and out of the zone and help to verify that proper procedures for entering and exiting are followed. If feasible, set up separate entrance and exit points.]

Personnel in the Exclusion Zone will adhere to the following Standard Operating Procedures (SOPs):

Exclusion Zone (ExZ) SOPs

(Add, delete, or edit the Exclusion Zone SOPs below, as you'd like them to appear in your HASP)

-) Check in and out of this zone at the designated access point.
-) Use the buddy system at all times.
-) Wear the PPE required for this zone (see PPE section of this HASP).
-) Perform air and surface sampling as required for this zone (see Exposure Monitoring section of this HASP).
-) Do not smoke, eat, or drink.
-) Monitor self and buddy for signs of heat stress and other difficulties.
-) Alert supervisor to signs of unanticipated hazards.
-) Do not engage in horseplay.
-) Monitor self and buddy for PPE improper fittings, rips, tears, and/or damage.
-) Use monitoring equipment and tools that are safe for the working environment.

Contamination Reduction Zone (CRZ)

The CRZ is located between the Exclusion Zone and the Support Zone (clean zone). Its primary purpose is for decontamination of workers and equipment. The CRZ also serves as a buffer between the Exclusion Zone and Support Zone, to limit the potential for contamination to spread to the Support Zone and outlying areas. At this site, the CRZ boundaries are marked with (Insert method)

Based on monitoring results, the CRZ boundaries may be adjusted to ensure that the Support Zone remains uncontaminated.

[Help Text – The distance that the CRZ creates between the Exclusion Zone and the Support Zone, plus the decontamination of personnel and equipment that occur here, limit the physical transfer of hazardous substances into clean areas. When establishing the CRZ, consider factors such as air flow from the Exclusion Zone toward the Support Zone, work site configurations, traffic patterns, and other activities or processes that could result in the transfer of contaminants. The CRZ boundaries should be clearly marked (e.g., lines, placards, hazard tape and/or signs) and/or enclosed by physical barriers, such as chains, barricades or ropes.]

Workers and equipment exit the Exclusion Zone through the designated access point(s) into the CRZ. Workers and equipment are then decontaminated in the CRZ, according to the procedures specified in the Decontamination section of this HASP. Workers and equipment then exit the CRZ into the Support Zone through the designated access points, shown in Figure 3-1.

If necessary, emergency decontamination procedures are implemented. Emergency decontamination procedures are described in the site's emergency response program, Chapter 11 of this HASP.

Personnel in the CRZ will adhere to the following SOPs:

Contamination Reduction Zone (CRZ) SOPs

(Add, delete, or edit the CRZ SOPs below, as you'd like them to appear in your HASP)

-) Check in and out of this zone at the designated access point.
-) Wear the PPE required for this zone (see PPE section of this HASP).
-) Perform air and surface sampling as required for this zone (see Exposure Monitoring section of this HASP).
-) Do not smoke, eat, or drink.
-) Monitor self and buddy for signs of heat stress and other difficulties.
-) Alert supervisor to signs of unanticipated hazards.
-) Do not engage in horseplay.
-) Monitor self and buddy for PPE improper fittings, rips, tears, and/or damage.

Support Zone

The Support Zone is the clean area of the site, beyond the outer boundary of the CRZ. There should be no contamination in this zone. Administrative, clerical, and other support functions are based in the Support Zone.

The Support Zone is shown in Figure 3-1 and its boundaries are marked by (Insert method)

[Help Text - Support zone boundaries should be clearly marked (e.g., lines, placards, hazard tape and/or signs) and/or enclosed by physical barriers, such as chains, barricades or ropes].

Air and surface monitoring are conducted in the Support Zone as needed to ensure that it remains uncontaminated. If contamination is detected, zone boundaries are adjusted until corrective action is taken and monitoring results indicate that this zone is again uncontaminated.

Within the Support Zone, personnel adhere to the following SOPs:

Support Zone (SZ) SOPs

(Add, delete, or edit the Support Zone SOPs below, as you'd like them to appear in your HASP)

-) Check in and out of this zone from the CRZ at the designated site access point.
-) Alert supervisor to signs of unanticipated hazards.
-) Do not engage in horseplay.
-) Perform air and surface sampling as required for this zone (see Exposure Monitoring section of this HASP).

(If other site work zones exist on your site, complete Table 3-4 below and retain the following sentence. Otherwise, delete both.)

The table below, Table 3-4, identifies the other zones on this site, and provides a description and SOPs for each zone.

Table 3-4 Other Site Work Zones and SOPs		
Name of zone	Description of Zone/Demarcation	SOPs for Zone

(End of “other site work zones”)

3.5 Buddy System

While working in the Exclusion Zone, site workers use the buddy system. The buddy system means that personnel work in pairs and stay in close visual contact to be able to observe one another and summon rapid assistance in case of an emergency. The responsibilities of workers using the buddy system include:

-) remaining in close visual contact with partner,
-) providing partner with assistance as needed or requested,
-) observing partner for signs of heat stress or other difficulties,
-) periodically checking the integrity of partner's PPE, and
-) notifying the supervisor or other site personnel if emergency assistance is needed.

3.6 Site Communications

The following communication equipment is used to support on-site communications:

(Complete the communication equipment information below, i.e., telephones, cell phones, two-way radios, and other forms communication equipment that apply to this site)

Telephones at this site are located in the following areas:

A current list of emergency contact numbers is posted in the following locations:

Two-way radios are available in the following locations:

The following people will carry two-way radios:

Other forms of communication on this site include:

(End of communication equipment information)

Site personnel are trained to recognize and use hand signals when visual contact is possible but noise or PPE inhibit voice communication. These hand signals are listed below in Table 3-6.

Table 3-6 Site Communication – Hand Signals	
Signal	Meaning

Figure 3-1 Map of Site Boundaries, Work Zones, and Entry/Exit Points