

SAMPLE

Site Safety Plan Checklist

The Site Safety Plan must include measures that minimize accidents and injuries that may occur during normal daily activities or anticipated adverse conditions (weather, vectors, etc.) Site Safety Plans are individual to each site and should be revised as new hazards are determined. Following is a non-emergency situations checklist of minimum items to include in a safety plan.

1. Completion of **Site Assessment**
2. Name **key personnel** and alternates responsible for site safety.
3. Description of **risks associated with each operation** conducted (Hazardous Materials, violence, collapse, etc.)
4. **Training Requirements** for personnel or contractors performing jobs (HAZWOPER, Heavy Machinery, etc.)
5. **Equipment list:**
 - a. **Personal Protective Equipment** and clothing required (Type, Number, etc.) Remember to include appropriate # of equipment based on days expected to be on the job).
 - b. **Site Operation Equipment** (Shovels, heavy machinery, dumpsters, etc.)
6. Describe any site-specific **medical surveillance requirements** (First Aid, EMTs, etc.) Levels of medical surveillance will vary by site.
7. Describe the **actions to be taken to mitigate existing hazards** (e.g., containment of contaminated materials) to make the work environment less hazardous.
8. Define **site control** measures and include a **site map**. This includes preventing foot traffic and interference at site to ensure the safety of the personnel and the public.
9. Describe the program for **periodic air monitoring**, personnel monitoring, and environmental sampling, **if needed**.
 - a. This could be as simple as monitoring for hydration during hot weather or air monitoring for air quality in a HAZMAT or Meth Lab situation.
 - b. Some level of monitoring may be required in sites where containers of unknown materials are discovered. Testing may be required as part of the site assessment and/or clean-up.
10. Establish **decontamination procedures** for personnel and equipment
11. Set forth the site's **Standard Operating Procedures (SOPs)**. SOPs are those activities that can be standardized (such as decontamination and respirator fit testing), and where a checklist can be used. These procedures should be:
 - i. Prepared in advance.
 - ii. Based on the best available information, operational principles, and technical guidance.
 - iii. Field-tested by qualified health and safety professionals, and revised as appropriate.
 - iv. Appropriate to the types of risk at that site. Formulated to be easy to understand and practice.
 - v. Provided in writing to all site personnel, who should be briefed on their use.
 - vi. Included in training programs for site personnel.
12. Set forth a **Contingency Plan** for safe and effective response to emergencies. (Emergency Number list)