

U.S. Army Corps of Engineers Safety Inspection Checklist Abbreviated Accident Prevention Plan

Date of Inspection

Location (Plant or Facility)	Contract Number
Contractor Name	Project Name
Inspector Name (Print)	Inspector Signature

This checklist serves as a guide only, it does not replace or eliminate the need to comply with the requirements set forth in Engineering Manual 385-1-1, Safety and Health Requirements Manual, dated 15 September 2008. The references included in this checklist correspond to the applicable sections of EM 385-1-1.

If service, supply and R&D contracts with limited scopes are awarded, the contractor may submit an abbreviated Accident Prevention Plan. This APP shall address the following areas at a minimum. If other areas of the EM 385-1-1 are pertinent to the contract, the contractor must assure these areas are addressed as well.

Item Description	Yes	No	N/A	Remarks (Any NO or N/A item)
1. Signature sheet				
a. Includes the name, signature, and title of the Plan Preparer (Qualified person, i.e. corporate safety staff person, QC)				
b. Includes the name, signature, and title of the Plan Approver (e.g. owner, company president, regional vice president)				
c. Includes the name(s), signature(s), and title(s) for Plan Concurrence (provide concurrence of other applicable corporate and project personnel (contractor))				
2. Background information				
a. Includes the Contractor Name.				
b. Includes the Contract Number.				
c. Includes the Project Name.				
d. Includes the Brief Project Description.				
e. Includes the Location of the Project (map).				
f. Includes a means to evaluate the work being done (see AHA requirements in 01.A.13) and associated hazards involved.				
g. Addresses the identified hazards involved and the control measures to be taken.				
3. Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.				
4. Responsibilities and Lines of Authorities				
a. Includes the identification and job responsibilities of personnel responsible for safety - at both corporate and project level - including their resumes.				
b. Includes the lines of authority.				
5. Training - new hire SOH orientation training at the time of initial hire of each new employee and any periodic retraining/recertification requirements				
6. Procedures for job site inspections - assignment of responsibilities and frequency				

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7. Procedures for reporting man-hours worked and reporting and investigating any accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR).				
8. Emergency Planning. Employees working alone shall be provided an effective means of emergency communication. This may be cellular phone, two-way radio or other acceptable means. The selected means of communication must be readily available and must be in working condition.				
9. Drinking Water provisions, toilet and washing facilities.				
10. First Aid and CPR training (at least two employees on each shift shall be qualified/certified to administer first aid and CPR) and provision of first aid kit (types/size).				
11. Personal Protective Equipment				
a. Work Clothing - Minimum Requirements. Employees shall wear clothing suitable for the weather however minimum requirements for work shall be short-sleeve shirt, long pants (excessively long or baggy pants are prohibited) and leather work shoes. If analysis determines that safety-toed (or other protective) footwear is necessary (i.e., mowing, weed eating, chain saw use, etc), they shall be worn.				
b. Eye and Face Protection. Eye and face protection shall be worn as determined by an analysis of the operations being performed HOWEVER, all involved in chain saw use, chipping, stump grinding, pruning operations, grass mowing, weed eating and blowing operations shall be provided safety eyewear (Z87.1) as a minimum.				
c. Hearing Protection. Hearing protection must be worn by all those exposed to high noise activities (to include grass mowing and trimming, chainsaw operations, tree chipping, stump grinding and pruning).				
d. Head Protection. Hard hats shall comply with ANSI Z89.1 and shall be worn by all workers when a head hazard exists. At a minimum, hard hats shall be worn when performing activities identified in (b) above.				
e. High Visibility Apparel shall comply with ANSI/ISEA 107, Class 2 requirements at a minimum and shall be worn by all workers exposed to vehicular or equipment traffic.				
f. Protective Leg chaps shall be worn by all chainsaw operators.				
g. Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts, abrasions, punctures, burns and chemical irritants.				
h. If work is being performed around water and drowning is a hazard, PFD's must be provided and worn as appropriate.				
12. Machine Guards and safety devices. Lawn maintenance equipment must have appropriate guards and safety devices in place and operational.				

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<p>13. Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a hazard communication program must be in effect and MSDSs shall be available at the worksite. Employees shall have received training in hazardous substances being used. When the eyes or body of any person may be exposed to corrosives, irritants or toxic chemicals, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within 10 seconds of the worksite.</p>				
<p>14. Traffic control shall be accomplished in accordance with DOT's MUTCD.</p>				
<p>15. Control of Hazardous Energy (Lockout/Tagout). Before an employee performs any servicing or maintenance on any equipment where the unexpected unenergizing or startup of the equipment could occur, procedures must be in place to ensure adequate control of this energy.</p>				
<p>16. Driving, working on (i.e., working with equipment/mowers) while on slopes, working from/in boats/skiffs, etc shall also be considered and dealt with accordingly.</p>				
<p>Other Remarks</p>				