



## **FACILITY NAME**

### **PROJECT DESCRIPTION**

## **SUBCONTRACTOR SAFETY PLAN (SSP)**

### **PROGRAM OVERVIEW**

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Every Parsons Subcontractor must establish, implement and maintain a written Subcontractor Safety Plan (SSP) and a copy must be maintained at each work site. The minimum requirements for establishing, implementing and maintaining an effective written Subcontractor safety plan are contained in the contract and incorporated by reference in the Parsons Safety, Health and Risk Management (SHARP) Manual. The Subcontractor shall comply with the contract and shall complete this SSP to detail specific issues relating to the following elements:

- Accountability/Responsibility/Key Line Personnel
- Statement of Subcontractor's Safety and Health Policy
- Identification of Competent/Qualified Persons
- Scope of Work Evaluation
- Hazard/Risk/Exposure Assessment
- Control Measures/Activity Hazard Analysis
- Subcontractor Periodic Safety Audits/Inspections
- Subcontractor's Weekly Safety Planning – Weekly Look Ahead Plan
- Compliance Requirements and Policy
- Written Progressive Disciplinary Program
- Hazard Correction System
- Training and Instruction
- Project Site Orientation
- Communication System
- Recordkeeping
- Accident/Exposure Investigation
- Emergency Action Plan
- Site-Specific Medical Emergency Plan
- Written Hazard Communication Program
- Written Trenching and Shoring Plan (if applicable)
- Written 100% Fall Protection Plan (if applicable)
- Other written programs as specified by regulatory agency or contract Requirements
- List of Attachments

Proper use of this program requires the Project Manager/Superintendent of your firm to carefully review the requirements for each of the SSP elements found in this plan. Complete the appropriate blank spaces. Forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this plan and listed in *red*.

This program must be maintained by the Subcontractor's Project Manager in order to be effective.



**Subcontractor Safety Plan (SSP)**

**1. Subcontractor Responsibility/Identification of Key Line Personnel**

<b>Contractor:</b>			
<b>Address:</b>			
<b>Telephone:</b>	<b>Fax:</b>	<b>Email:</b>	
<b>Company Executive responsible for project:</b>		<b>Contact No.</b>	
<b>Manager/Superintendent:</b>		<b>Contact No.</b>	
<b>Safety Representative/Manager:</b>		<b>Contact No.</b>	
<b>Key Foreperson or forepersons:</b>		<b>Contact No.</b>	
<b>Client Project Management POC:</b>		<b>Contact No.</b>	

These personnel have the authority and responsibility for implementing the provisions of this program for:

<b>Project Site Location</b>	<b>On-site Contact No.</b>

All subcontractor managers and supervisors are responsible for implementing and maintaining the SSP in their work areas and for answering worker questions about the SSP.



## **2. Statement of Subcontractor's Safety and Health Policy**

*Explain or Attach Company Statement Here*



**Subcontractor Safety Plan (SSP)**

**3. Identification of Subcontractor Competent/Qualified Persons**

List Competent Person

Complete **Subcontractor Competent Person Form**

**4. Scope of Work Evaluation**

List Major Scope of Work

**5. Hazard/Risk/Exposure Assessment**

List Hazards and Explosives

Complete **Activity Hazard Analysis Form**

Major hazards or risks and exposures associated with the scope of work evaluation shall be listed here. Each major activity shall be evaluated and an Activity Hazards Analysis developed.

**6. Control Measures/Activity Hazard Analysis**

Keep track of all hazards and hazard control measures. Ensure that an Activity Hazard Analysis form is completed for each activity performed.

**7. Subcontractor Periodic Safety Inspections/Audits**

In addition, periodic inspections to identify and evaluate on-going workplace hazards shall be performed by the following subcontractor competent persons or observers in the following areas of our workplace:

Competent Person/Observer	Area of Expertise/Responsibility

Periodic inspections should be made according to the following schedule:

- \_\_\_\_\_ (daily, weekly, monthly, etc.)
- When the SSP is initially established;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
- When new, previously unidentified hazards are recognized;



- When occupational injuries and illnesses occur;
- When new hires and/or reassigned permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards.

## 8. Subcontractor Risk Mitigation Two-Week Look-Ahead Planning Submission

The subcontractor will plan risk mitigation strategies at weekly progress meetings in order to minimize hazards.

Complete **Risk Mitigation Two-Week Look-Ahead Form** WEEKLY

## 9. Compliance Requirements Policy

Subcontractor management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of the subcontractor, Parsons & USPS Safety Plans;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices; and
- The following practices:
  - List Additional Practices Here
  - List Additional Practices Here

## 10. Written Progressive Disciplinary Program

Explain or Attach Disciplinary Program



## **11. Hazard Correction Policy**

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employees or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the appropriate forms.

## **12. Training and Instruction Policy**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When a safety plan is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all locations include, but are not limited to, the following:

- Explanation of the employer's safety plan, Parsons Safety Program, USPS Safety Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.



In addition, the subcontractor should provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Complete ***Initial Subcontractor Employee Training Acknowledgement Form***.

### **13. Project Site Employees Orientation Program Subjects**

Employees should be oriented about the following subjects (if applicable to the Scope of Work):

- Client safety requirements
- The employer's code of safe practices.
- Road and highway safety practices
- Flagging
- Traffic control
- Confined spaces.
- Safe practices for operating any agricultural equipment.
- Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- Safe access to working areas.
- Protection from falls.
- Electrical hazards, including working around high voltage lines.
- Crane operations.
- Trenching and excavation work.
- Proper use of powered tools.
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
- Machine, machine parts, and prime movers guarding.
- Lockout/tagout procedures.
- Materials handling.
- Chainsaw and other power tool operation.
- Unsafe weather conditions.
- Yarding operations, including skidding, running lines, rigging and communication.
- Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment, truck locating, loading and shipping.
- Fall protection from elevated locations.
- Use of elevated platforms, including condors and scissor lifts.
- Driver safety.
- Traffic safety



### **Subcontractor Safety Plan (SSP)**

- Slips, falls, and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- Personal protective equipment.
- Respiratory Equipment.
- Hazardous chemical exposures.
- Hazard communication.
- Physical hazards, such as heat stress, noise, and ionizing and non-ionizing radiation.
- Laboratory safety.
- Bloodborne pathogens and other biological hazards.
- List Other Job-Specific Hazards Here
- List Other Job-Specific Hazards Here

## **14. Employee Communication System and Policy**

Two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication should be followed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of the SSP and Parsons Site Safety Program.
- Workplace safety and health training programs.
- Regular weekly and daily safety meetings.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- A labor/management safety and health committee that meets regularly, prepares written records of the safety and health committees meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestion.
- List Additional Communication Policies
- List Additional Communication Policies





## 15. Recordkeeping Policy

The following steps should be taken to document the implementation of the SSP:

- Records of hazard assessment inspections, including the persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, types of training, and training providers are recorded on a worker training and instruction form.
- Other records are retained as required by contract specifications or by local, state or federal OSHA regulations. Where regulations do not specify the length of records retention, a period of three years after project completion will be used.

## 16. Accident/Exposure Investigations Policy

Procedures for investigating workplace accidents and hazardous substance exposures should include:

- Responding to the accident scene as soon as possible;
- Reporting immediately to the appropriate Parsons point-of-contact
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring;
- Recording the findings and corrective actions taken; and
- Post-accident substance abuse testing.

After an accident, a detailed report is required to be completed and submitted to Parsons within **ONE HOUR** of the incident in question.

## 17. Emergency Action Plan

Explain or Attach Emergency Action Plan



**Subcontractor Safety Plan (SSP)**

**18. Site Specific Medical Emergency Plan**

Define/provide emergency contact numbers, competent first-aiders, provider locations, etc.

<b>Competent First Aid Person:</b>	<b>Contact No.</b>
<b>Medical Provider:</b>	<b>Contact No.</b>
<b>Address:</b>	
<b>Medical Provider:</b>	<b>Contact No.</b>
<b>Address:</b>	

**19. Hazard Communication Program**

Attach written program and MSDSs.

Explain or Attach Hazard Communication Program

**20. Written Trenching and Shoring Plan**

Explain or Attach Trench Program if Applicable

**21. Written 100% Fall Protection Plan**

Explain or Attach Fall Protection Program if Applicable

**22. Attach other written programs as required by regulation and applicable to this project.**

Explain or Attach Additional Programs

**23. List of Attachments**

- Subcontractor Competent Person Form
- Activity Hazard Analysis Form
- Risk Mitigation Two-Week Look-Ahead Form
- Initial Subcontractor Training Acknowledgement Form

# Project Specific Safety Plan

# Sample

**(Contractor's Name)**

Environmental Health and Safety Plan

United States Postal Service - Parsons

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

**MUST BE EDITED FOR EACH PROJECT**

**(Contractor's Name) Environmental, Safety, and Health Approach and Detailed Description of Work to be Performed**

Provide a narrative description of the scope of work for the project.

**Facility Access** - Access is required to all areas of the Postal Facility (modify as required)

**Asbestos Containing Materials**

(Contractor's Name) Superintendent will review the Facility Asbestos Survey to determine that ACBM will or will not be disturbed as part of the scope of work for this project.

If ACBM is present, (Contractor's Name) employees and Subcontractors will follow proper control procedures and work practices and we will coordinate all work with the USPS Facility Asbestos Coordinator and the Manager of the facility or his or her designee before the start of any work likely to disturb ACBM. Disturbance means activities that crumble or pulverize ACBM or presumed asbestos-containing material (PACM) or generate visible debris. Operations may include drilling, abrading, cutting a hole, pulling cable, and crawling through tunnels or attics and spaces above the ceiling where asbestos is actively disturbed or asbestos-containing debris is actively disturbed.

(Contractor's Name) employees and Subcontractors will not be responsible for any abatement work.

**Barricades, Barriers and Warnings**

Barricades will be used to isolate the work area from other personnel and to protect the contractor's employees. All barricades and barriers will comply with OSHA requirements.

(Contractor's Name) employees and Subcontractors will perform integrity inspections prior to beginning work each day. Any corrections required will be accomplished prior to work commencing.

**Confined Spaces** - This project does not involve entry into confined spaces. or

Confined space work will comply with OSHA requirements and a written comprehensive confined space program is attached. The program includes employee training, entry and testing equipment, and rescue capabilities. If a permit is required then a copy will be provided to the USPS Project Manager and the USPS Safety Manager.

**Electrical Work** -

(Contractor's Name) employees and Subcontractors will lock or rope off work areas involving exposed energized equipment or have an attendant present to prevent accidental contact by unqualified people. Refer to the Barricade section of this guideline for additional information.

Lock out tag out requirements will meet or exceed OSHA requirements and (Contractor's Name) superintendent will review the local facilities lockout/tagout program. If we encounter a Postal Service lockout/tagout device that prevents the continuation of work, we will not make an attempt to remove, tamper with, or bypass the devices. (Contractor's Name) superintendent will contact the local Postal Service Maintenance official to make arrangements to have the lockout device removed in accordance with Postal Service lockout removal policies.

Types of Electrical Protection - Personal Protective Equipment consisting of the following:

Hard Hats, Safety Glasses, Ear Plugs, Rainsuits, Rubber Gloves, Sleeves and Blankets, Line Hoses and Locks and Tags for Lockout/Tag-out Procedures

**Elevated Work and Fall Protection** - This project does not involve elevated work or fall protection or

Equipment Used to Perform the Elevated Work - Scissor Lifts and Ladders (update as required)

Fall Protection - (update as required for use of Ladders, Lifts, and Scaffolding)

(Contractor's Name) employees and Subcontractors will comply withal of the applicable OSHA fall protection requirements. All ladder and scaffolding use will comply with OSHA requirements and any ladder or scaffolding used on the project will be inspected by (Contractor's Name) employees and Subcontractors prior to use. The ladder and scaffolding use areas will be barricaded to prevent contact with mobile equipment and employees.

**Excavation** - This project does not involve excavation work. or

All excavations 4 feet or more in depth will be properly shored or sloped and they will comply with all OSHA requirements.

Before any digging or drilling commences (Contractor's Name) employees and Subcontractors will call Dig Safe (or its local equivalent) to determine whether any underground utilities are located in the work area. If utilities are identified (Contractor's Name) employees and Subcontractors will properly mark them so that work may be accomplished in a safe manner.

### **Fire Protection**

OSHA and State Safety regulations require fire protection systems, extinguishers, and fire safety devices to be fully functional so the work being performed will not adversely affect the performance of these systems or equipment. (Contractor's Name) employees and Subcontractors will not block, remove, or otherwise prevent Postal Service fire extinguishers from being immediately accessible and usable.

If a system must be impaired by a scheduled shutdown, (Contractor's Name) employees and Subcontractors will notify the appropriate Postal Service representative and the work will not proceed until the local authorization has been provided from the Postal Service representative.

**Hazard Communication** - This project does not involve hazardous communication. or

(Contractor's Name) employees and Subcontractors will provide the local Postal representative with a copy of material safety data sheets (MSDSs) for any chemicals being brought on site and before being used.

Provide a list

This project will require substantial quantities of a hazardous materials so we will provide a separate routing, storage, and waste disposal plan.

**Hazardous Materials** - This project does not involve hazardous materials. or

(Contractor's Name) employees and Subcontractors will follow all OSHA requirements regarding hazardous materials. Hazardous materials include, but are not limited to, flammable and combustible liquids, gasoline, diesel fuel, motor oil, lubricating oil, hydraulic oil, corrosive cleaners, and battery acid.

(Contractor's Name) employees and Subcontractors will provide secondary containment for all containers of liquids that are over 5 gallons in capacity. Immediately report all hazardous material releases ("spills"), regardless of how small or where they occur, to the designated Postal Service representative. Releases include solids, liquids, and gases. These materials will be stored in a designated area approved by the local Postal representative or in the vehicles of the subcontractors performing the installation.

**Hot Work** - This project does not involve hot work. or

Hotwork is defined as welding, brazing, bronzing, soldering, torch cutting, chipping, grinding, and any other task that generates sparks or heat. (Contractor's Name) superintendent will complete the USPS hot work permit and then make sure it has been signed the Postal Service qualified person. The permit will be valid for only one project and a copy of the permit will be displayed at the work site.

(Contractor's Name) employees and Subcontractors will not perform hot work (a) when the Postal Service has not authorized it, (b) in locations in which fire protection systems have been impaired,(c) in the presence of explosive or flammable atmospheres, or (d) in locations were large quantities of flammable and combustible materials are unprotected.

### **Housekeeping**

(Contractor's Name) employees and Subcontractors are responsible for cleaning their work area daily.

Methods - Sweeping, Vacuuming, Washing (update as required)

Cleanliness Measured and Assessed - (Contractor's Name) employees and Subcontractors will compare work areas against area not disrupted by construction and perform cleaning within 80% - 90% comparisons. Work areas cannot be 100% because the work will be on a continuing basis and cannot be considered 100% until completed.

**Powered Industrial Trucks** - This project does not involve powered industrial trucks. or

(Contractor's Name) employees and Subcontractors will comply with all OSHA and the U.S. Department of Transportation regulations concerning powered industrial trucks and other mobile equipment, such as forklifts, platform trucks, and tow-motors. Powered industrial trucks and other mobile equipment will follow all of the traffic rules of the postal facility. (Contractor's Name) employees and Subcontractors will comply with the maximum 5 mile per hour speed limit for in-plant powered vehicles or any other posted speed limits. Refueling will only be performed in authorized locations and they will follow all applicable safety procedures.

(Contractor's Name) employees and Subcontractors will not utilize gas or diesel powered industrial equipment inside the postal facility. However, if an exception is needed (Contractor's Name) superintendent will contact the USPS Project Manager and the local Postal safety representative.

**Lead-Based Paint** - This project does not involve lead-based paint. or

(Contractor's Name) superintendent will review the Facility Lead-Based Paint Survey to determine that lead-based paint will or will not be disturbed as part of the scope of work for this project. If the painted surface has not been tested, (Contractor's Name) superintendent will contact the Parsons Project Manager to request additional testing before beginning any activities that could potentially disturb LBP.

If Lead-Based Paint is present, (Contractor's Name) employees and Subcontractors will follow proper control procedures and work practices and we will coordinate all work with the USPS representative or his or her designee before the start of any work likely to disturb Lead-Based Paint. Disturbance includes paint removal by scraping, sanding, power tools, or heat guns; alterations that include removing drywall, structural steel, or other building materials coated with LBP; welding, cutting, or other hot work on coated metal surfaces; abrasive blasting of mail boxes and other equipment; and moving or cleaning of abrasive blasting enclosures.

**Machinery and Equipment** - This project does not involve machinery and equipment. or

This facility contains state-of-the-art mail handling machinery, some of which may operate automatically. Hazards may include, but are not limited to, moving parts and power transmission apparatus, pinch points, electrical contact, and hot surfaces. (Contractor's Name) employees and Subcontractors will not use machine surfaces as work platforms.

## **Personal Protective Equipment (PPE)**

(Contractor's Name) employees and Subcontractors will evaluate the work area for hazards prior to starting any work. They will determine what personal protective equipment will be required to use to protect themselves from these hazards, and document the hazard assessment.

All (Contractor's Name) employees and Subcontractors will wear the PPE required in regardless of the perception of a hazardous potential.

Personal Protective Equipment consisting of the following: (update as required)

ANSI Z87.1 Safety Glasses

Hard Hats

Safety Footwear – workboots with rubber soles

Personal Fall Protection - Safety Harness in Scissor Lifts

Respirators

Hearing Protection

## **Pollution Prevention and Waste Management**

(Contractor's Name) employees and Subcontractors are responsible for the proper management and disposal of any and all waste generated by this project. (update as required)

**Regulated And Prohibited Materials** - This project does not involve regulated or prohibited materials. or

The U.S. Environmental Protection Agency regulates or prohibits the use of certain materials such as chlorofluorocarbons, lead solder, lead-based paint or asbestos containing building materials. The Postal Service has restricted the use of pesticides and they have targeted the following list of chemicals that should be avoided where feasible so we will comply with that requirement:

1. Trichloroethane (Methyl chloroform, methyltrichloromethane, trichloromethylmethane, and alpha-trichloromethane) Commonly found in: solvents, glues, aerosols, spot cleaners
2. Trichlorobenzene - Commonly found in: solvents, degreasers, herbicides
3. Benzene - Commonly found in: gasoline
4. Lead - Commonly found in: batteries, pipes, roof materials, wheel weights
5. Mercury - Commonly found in: fluorescent lamps, thermostats
6. Methylene chloride (dichloromethane) - Commonly found in: solvents, paint strippers
7. Methyl ethyl ketone (MEK, 2-butanone) - Commonly found in: paints, glues, cleaning agents
8. Methyl isobutyl ketone (MIBK, MIK, hexone) - Commonly found in: paints, varnishes, lacquers
9. Naphthalene - Commonly found in: dyes, insecticides
10. Tetrachloroethylene (tetrachloroethene, perchloroethylene, PCE, PERC) - Commonly found in: degreasers, dry-cleaning
11. Toluene - Commonly found in: gasoline, paints, thinners, adhesives
12. Trichloroethylene (TCE) - Commonly found in: solvents, paint removers, adhesives
13. Xylenes - Commonly found in: solvents, cleaning agents, gasoline

**Restroom Facilities** - (update as required)

(Contractor's Name) employees and Subcontractors will utilize USPS restroom facilities

or

(Contractor's Name) will provide portable restroom facilities for their employees and the Subcontractor's employees and the location of the units will be coordinated with the local Postal representative.

## **Smoking Areas**

(Contractor's Name) employees and Subcontractors will use the same areas designated for Postal Service Employees.



**Training and Competency** (update as required)

The following employees completed the 10-Hour OSHA Construction Training Course:

(Name), Phone: ( )

\_\_\_\_\_ is responsible for on-site safety compliance issues and in house safety training.

Orientation to USPS Safety Program for Contractors within Past Two Years – Yes (update as required)

Authorized Competent Person for Safety - Name, Phone

Competent Person is Trained - Yes

**Walking and Working Surfaces**

(Contractor's Name) employees and Subcontractors will provide accessible areas so that Postal personnel can move about their work area safely and to exit the area and building safely if an emergency occurs.

This project will require temporary modifications to the means of egress so the alternate routes for the means of egress will be communicated to all of the employees in the facility.

**Emergency Procedures**

**Preparations for Emergency**

(Contractor's Name) employees and Subcontractors have been trained and authorized to implement emergency procedures.

**Medical Emergencies** - Each contractor/subcontractor will maintain at least one first aid kit per crew on-site.

Should a medical emergency occur to the contractor's employees, the contractor must determine if an immediate danger exists to the victim. If danger exists to the victim or other employees in the area, inform other employees to leave the area immediately and notify the Rescue/Fire Department. The phone numbers are listed below and they will be posted on the job site. If danger exists and the person can be rescued without endangering more employees, the rescue should be accomplished.

**EMERGENCY CALL 911**

If immediate danger does not exist to the victim or other employees, and the injury appears severe or questionable, the victim should not be moved and rescue personnel should be contacted immediately.

Should an injury occur where the extent of the injury is in question, then the employee must see a physician.

If there is any injury on the job, the impacted employee must notify the Project Superintendent of the injury and the circumstances surrounding the injury. The Project Superintendent will document the problem and then provide the information to the following Postal Service Employees:

USPS Safety Representative at (Name of Postal Facility)  
(Name of Safety Representative), Phone: ( )

USPS Maintenance Contact at (Name of Postal Facility)  
(Name of Maintenance Mgr.), Phone: ( )

USPS Project Manager  
(Name of USPS Project Manager), Phone: ( )

(Contractor Name) Project Manager  
(Name of Project Manager), Phone: ( )

(Contractor Name) Superintendent  
(Name of Superintendent/Safety Representative), Phone: ( )



## **Fire Emergencies**

Should a fire emergency occur, the following procedures will be followed:

Individuals in the immediate area will be directed to leave the building, utilizing the on-site evacuation plans or revised plans posted throughout the work area. (Contractor's Name) employees and Subcontractors have been instructed to contact the nearest postal employee and inform him or her of the fire and to activate an emergency alarm in the area. If no postal employees are on-site, (Contractor's Name) employees and Subcontractors will immediately contact the local fire department.

(Contractor's Name) employees and Subcontractors will meet outside at the following location: \_\_\_\_\_ . (Contractor's Name) Superintendent will confirm that all of their employees and their subcontractor's employees are safe and accounted for and then the superintendent will contact the on-site USPS Safety Representative.

If the fire can safely be stopped, controlled, and extinguished by a fire extinguisher located in the facility, (Contractor's Name) employees and Subcontractors have been trained in the use of fire extinguishers and they will get the nearest extinguisher to the fire scene. All of (Contractor's Name) employees and Subcontractors will be familiar with fire extinguisher locations in the work area of the facility prior to commencing work in any area.

## **Evacuation Plans**

(Contractor's Name) employees and Subcontractors will be informed of the posted evacuation plans and the meeting location outside the facility in the case of an evacuation. (Contractor's Name) Superintendent will also review the evacuation plans and meeting location with all of the subcontractor's employees on the project.

## **Facility and/or Equipment Damage**

Should an incident occur that damages USPS property and/or equipment an immediate assessment will be made to determine if the damage presents an immediate threat to employees in the area. If yes, (Contractor's Name) employees and Subcontractors will direct their employees to leave the affected area. Once this has been accomplished, (Contractor's Name) Superintendent will contact the Maintenance representative to discuss and formulate a containment plan with subsequent correction of identified deficiencies. (Contractor's Name) Superintendent will notify the USPS Project Manager.

## **Chemical Releases**

If the event of a hazardous material release, (Contractor's Name) employees and Subcontractors will immediately remove personnel from the area or building following Postal Service evacuation procedures. They will immediately contact the designated Postal Service representative and inform him or her of the release and they will also activate an emergency alarm in the area. If no postal employees are on-site, they will immediately contact the local fire department.

(Contractor's Name) employees and Subcontractors will not respond to the release unless they have been specifically trained and protected to perform hazardous material response.

## **Power Outages**

In the event of a power outage, (Contractor's Name) employees and Subcontractors will immediately stop work and assemble for a head count and possible facility egress. They will immediately contact the designated Postal Service representative and inform him or her that their employees have all been accounted for and then relay any hazards created due to the power outage. They will also inform all of their employees that equipment may automatically restart when power resumes.

When power resumes (Contractor's Name) employees and Subcontractors will evaluate the status of operations that were being performed relative to hazard potential. For example, the interruption of ventilation in confined spaces may generate atmospheric hazards.

## **Accident Investigation and Reporting**

As soon as is practical after an accident, (Contractor's Name) employees and Subcontractors will investigate and document the accident. The documentation will describe the incident and identify the causes and the corrective actions that will prevent future incidents and all accidents, whether or not they result in injury will be investigated and documented. Copies of the written report will be provided to the Postal Service COR within 24 hours of the accident or incident.

**Instructions:**

The Project Safety Plan is intended to facilitate contractor compliance with safety and health requirements contained in 29 CFR 1910 and 1926 and environmental requirements contained in 40 CFR 260-279. Provide the completed Project Safety Plan to the USPS Contracting Officer's Representative before work is initiated. The Project Safety Plan must be available at the work site at all times.

\_\_\_\_\_  
**Signature of Contractor**

\_\_\_\_\_  
**Date**