

**Health and Safety Plan (HASP)**  
**Sampling and Handling of Sediments from**  
*(Name & location of project site)*

*(Name & address of client)*

***Prepared by***

*(Name & address of  
Contractor/Consultant)*

(Date)

## HASP REVISION CHECKLIST

| HASP<br>Page(s) | Field<br>Supervisor | SSO<br>Initials | Date | Revision / Comments |
|-----------------|---------------------|-----------------|------|---------------------|
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## **1.0 OVERVIEW**

### **1.1 Introduction**

The purpose of this Health and Safety Plan (HASP) is to assign responsibilities, establish personnel protections standards, specify safe operating procedures, and to provide for contingencies that may arise during field survey operations, especially those which involve sediment sampling and processing in the aquatic environment.

This HASP has been developed in accordance with \_\_\_\_\_ Corporation's corporate Health and Safety Plan, and is in compliance with the relevant requirements of 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, and of \_\_\_\_\_.

The site supervisor and site safety officer (SSO) have joint responsibility for implementing and enforcing this HASP. The SSO will continue to evaluate the HASP for adequacy throughout the field operations, and will incorporate changes as may be required by changes in site activities.

All field personnel involved in the survey will be briefed on the contents of this HASP, and given the opportunity to question any procedures. Following the briefing, all personnel will sign the HASP Compliance Form provided in Appendix A.

Any contractors to \_\_\_\_\_ Corporation are responsible for compliance with this HASP and with any other requirements of the Occupational Safety and Health Act (OSHA) and other federal and state regulations.

### **1.2 Scope of Work**

*(Describe)*

### **1.3 Project Area**

*(Describe)*

### **1.4 Responsibilities**

#### **1.4.1 Project Manager - (name).**

The project manager (PM) is responsible for overall coordination of site activities. This includes responsibility for operations safety and for the health and safety of all personnel. The PM must ensure that the project is audited to verify compliance with the project health and safety program.

### **1.4.2 Field Supervisor -**

The field supervisor (FS) is in charge of field related activities under the direction of the project manager, and is responsible for maintaining field operations in accordance with project requirements. The FS is responsible for enforcing daily implementation of the HASP and resolving health and safety issues with the SSO. The FS also assists in conducting daily site briefings, as documented on the Daily Safety Briefing Log (Appendix B). The FS can substitute for the SSO as required by project activities.

### **1.4.3 Site Safety Officer -**

In situations where \_\_\_\_\_ staff work as subcontractors in the field under the supervision of a client FS, the senior \_\_\_\_\_ person will act as a site safety officer (SSO) concerning all \_\_\_\_\_ activities in the project. The SSO is responsible for daily implementation of this HASP. This includes enforcing all provisions of the HASP, overseeing the safety of daily operations, and coordinating safety requirements with any sub/subcontractors. In particular the SSO will:

- ?? Ensure that personnel are aware of all provisions of the HASP, and are instructed in safe work practices, waste management and emergency procedures;
- ?? Establish and ensure maintenance of site work zones;
- ?? Monitor the work area and ensure compliance of workers relative to pre-established personal protection levels;
- ?? Evaluate site conditions (i.e.; weather, chemical, physical) and recommend any modifications to existing levels of protection;
- ?? Ensure that daily safety briefings are conducted with assistance from the site supervisor;
- ?? Initiate emergency response procedures with immediate communication to the project manager;
- ?? Exercise stop-work authority in the event of imminent danger to project personnel;
- ?? Resolve any noncompliance issues with the site supervisor;
- ?? Conduct regular inspections to determine effectiveness of the HASP;
- ?? Maintain the SSO logbook;
- ?? Maintain copies of documents (e.g.; training, medical, fit test).

### **1.4.4 Project Personnel -**

Project personnel involved in field activities are responsible for:

- ?? Taking all reasonable precautions to prevent injury to themselves and to fellow employees;
- ?? Conducting only those tasks that they believe they can do safely;
- ?? Reporting all occurrences and/or unsafe conditions to the SSO or project manager.

## 2.0 MANAGEMENT

### 2.1 Training

All \_\_\_\_\_ personnel involved in project activities in the field will have successfully completed the OSHA 40-hour HAZWOPER training, as prescribed by 29 CFR 1910.120 (e), and any necessary 8-hour refresher training as required annually. Verification of this training will be brought to the project site or supplied in advance to the client. Any \_\_\_\_\_ staff when acting as the site safety officer (SSO) will also have completed the OSHA 8-hour supervisory training. All \_\_\_\_\_ staff on site will receive the daily safety briefings and will be familiar with all provisions of the HASP. All \_\_\_\_\_ personnel directly involved in the field activities will be fully trained in the safe use of \_\_\_\_\_ equipment and technical procedures, especially those concerning boat operations on the water.

### 2.2 Site Briefings

In addition to HAZWOPER training, all site staff will attend an initial HASP review prior to starting field activities. This review will include the following:

- ?? Project personnel roles and responsibilities. Staff will understand the lines of authority regarding health and safety, as well as personnel roles and responsibilities.
- ?? Site-specific health and safety hazards. Staff will be informed of specific hazards related to the site and site operations, such as health hazards of site chemicals, equipment, and natural hazards.
- ?? Personal protective equipment. Staff will be informed of the required level of personal protection required on site, and the appropriate use of PPE.
- ?? Safe work practices / engineering controls. Staff will be informed of site-specific work practices and engineering controls which will reduce the risk of exposure to site hazards.
- ?? Communication methods. Staff will be informed of means for normal and emergency communications.
- ?? Air monitoring. Staff will be informed of the frequency and types of any air monitoring, personnel monitoring and sampling techniques to used on site.
- ?? Medical surveillance program. Staff will be informed of the medical surveillance requirements, including recognition of symptoms and signs of exposure. Also, any specific biological monitoring requirements will be explained.
- ?? Site control methods. Staff will understand site methods used to reduce exposure to on- and off-site personnel.
- ?? Decontamination procedures. Personnel will be trained in proper decontamination procedures, including decontamination of PPE, equipment and vehicles.
- ?? Emergency response. Staff will be trained to respond appropriately in the event of any emergency. Access to local emergency medical care will be described.

?? Confined-space entry / special hazards. Staff involved in any specific hazardous activities, such as confined-space entry or waste handling, will be briefed on appropriate techniques to be used and precautions to follow.

After the initial site briefing, daily health and safety briefings will be conducted by the FS or SSO at the beginning of each work day. All staff involved in that day's activities will attend. Attendance at the briefing will be documented in the daily site briefing log (Appendix B) or the SSO's field logbook.

### **2.3 Medical Surveillance Program**

Personnel involved in project activities at hazardous waste sites in the field will have completed an annual physical examination in accordance with OSHA CFR \_\_\_\_\_. This may include supplementary blood testing for specific chemical contaminants, as may be appropriate to a particular project or site. Verification of this medical surveillance program will be provided to the project officer or other project authorities on request.

### **2.4 Project Safety Analysis**

A project safety analysis (PSA) may be required at the discretion of the project manager or other authorities. In that event, the PSA will be completed prior to starting any on-site activities.

## **3.0 HAZARDS**

### **3.1 Physical Hazards**

*(Continue with project- and site-specific content...)*