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.

1. Title, signature, and phone number of the plan preparer \_\_\_\_\_\_\_\_\_
2. Background Information to include:
	1. Contractor; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Contract number; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Project name; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. brief project description, shall provide a means to evaluate the work being done and associated hazards involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. description of work to be performed, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	6. location of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 – to include:
	1. A statement of the employer’s ultimate responsibility for the implementation of his Safety & Health program; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Identification and accountability of personnel responsible for safety at all levels to include designated site safety and health officer and associated qualifications. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Training
	1. New hire Safety & Health orientation training at the time of initial hire of each new employee \_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Any periodic retraining/recertification requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Procedures for job site inspections including responsible parties and frequency \_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Procedures for investigating any accidents as soon as possible but not more than 24-hours afterwards to the Contracting and Project Officer. An accident that results in a fatal injury, permanent partial or permanent total disability shall be immediately reported to the Contracting Officer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_
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. 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Personal Protective Equipment Policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. The Contractor’s APP shall address the identified hazards involved and the control measures to be taken. This can be accomplished by providing a Job Hazard Analysis (JHA) for each job. A JHA template is attached to this document. \_\_\_\_\_\_\_\_\_\_\_\_\_

| Activity/Work Task: | **Overall Risk Assessment Code (RAC) (Use highest code)** |
| --- | --- |
| Project Location: | **Risk Assessment Code (RAC) Matrix** |
| Contract Number: | **Severity** | **Probability** |
| Date Prepared: |  | Frequent | Likely | Occasional | Seldom | Unlikely |
| Prepared By (Name/Title): | Catastrophic | **E** | **E** | **H** | **H** | **M** |
| Critical | **E** | **H** | **H** | **M** | **L** |
| Reviewed By (Name/Title): | Marginal | **H** | **M** | **M** | **L** | **L** |
| Negligible | **M** | **L** | **L** | **L** | **L** |
| Notes: (Field Notes, Review Comments, etc.) | Step 1: Review each "**Hazard**" with identified safety "**Controls**" and determine RAC (See above) | **RAC Chart** |
| Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "**Hazard**" on AHA. | **E = Extremely High Risk** |
| "**Probability**" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely | **H = High Risk** |
| "**Severity**" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible | **M = Moderate Risk** |
| Annotate the overall highest RAC at the top of AHA  | **L = Low Risk** |
| **Job Steps** | **Hazards** | **Controls** | **RAC** |
|  |  |  |  |
| **Equipment to be Used** | **Training Requirements/Competent or Qualified Personnel Name(s)** | **Inspection Requirements** |
|  |  |  |
| **Hazards Checklist** |
| * Can someone be struck or contacted by anything while doing this job?
 | * Can someone slip, trip or fall?
 | * Can someone fall into anything?
 |
| * Can someone strike against or make contact with any physical hazards?
 | * Can someone strain or overexert?
 | * Can damage to equipment occur?
 |
| * Can someone be exposed to any hazardous conditions?
 | * Can someone be caught in anything?
 | * Can someone injure someone else?
 |
| **Approvals (Sign/Date)** | **Approvals (Sign/Date)** | **Approvals (Sign/Date)** |
| **Approvals (Sign/Date)** | **Approvals (Sign/Date)** | **Approvals (Sign/Date)** |