Site and Project Specific Health & Safety Plans
Site and Project Specific H&S Plans

Objective and Considerations

- Create a Plan to Effectively Protect Employees from Harm in the Workplace
- Clear and Concise
- Minimize “Boilerplate” Material
- Designate a Person to be Responsible for the Upkeep of this Plan.
Site and Project Specific H&S Plans

- Name of the Site
- Date
- Address of the Site
- Emergency Telephone Numbers
  - Police, Fire, Medical, Key Site Personnel
- Page Number of Map & Directions to Nearest Hospital and Health Clinics
All employees and contractors must sign this page!

**ACKNOWLEDGEMENT PAGE**

“I have read the attached Health and Safety Plan for dated . I have discussed any questions and/or concerns that I have regarding the contents of this document with the designated County project safety representative, and I understand its requirements.”

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Company</th>
<th>Date</th>
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</table>
Upon completion of the plan, review to ensure the page numbers in the Table of Contents correspond to the actual pages in the plan.
Site and Project Specific H&S Plans

- Emergency Contact and Notification System
- Name, Address, Phone Number of Nearest Hospital or Clinics
- Include Map and Directions on a Separate Page
  - Map/Directions Page must correspond to Table of Contents
Driving directions to 401 Castle Creek Rd, Aspen, CO 81611
From Colorado 82 Snowmass, CO 81654

1. Head **northwest** on CO-82 W toward CO-82 E  
   0.3 mi
2. Turn left onto CO-82 E  
   3.9 mi
3. Turn right to stay on CO-82 E  
   7.2 mi
4. At the traffic circle, take the **2nd exit** onto Co Rd 15/Castle Creek Rd  
   Destination will be on the right  
   0.3 mi

401 Castle Creek Rd  
Aspen, CO 81611

**Figure 1. Map to the Hospital and Directions**
Site and Project Specific H&S Plans

- Accident or Incident Reporting System
  - Reporting Responsibilities - Who Tracks the Reports
- Notification Procedures for Incidents
- Methods to Summon Emergency Response Team
ACCIDENT/INCIDENT/INVESTIGATION REPORT FORM

This form (Part I and/or Part II, as applicable) is to be completed by the employee involved in the accident/incident. The employee should deliver the completed original to his/her immediate supervisor. The employee’s immediate supervisor is to conduct an investigation of the accident/incident. The supervisor must complete Part III and send the entire form to Kris Jewkes, Risk Management Coordinator, within three (3) working days of the accident/incident. Please notify Human Resources Manager, immediately if any accident involves injuries, damage in excess of $1,000 or is suspicious in nature.

TYPE OF REPORT:
1. Motor Vehicle and Heavy Equipment Accident (involving your operation of a motor vehicle or heavy equipment) - **Employee completes Part I only**

2. All Other Accidents/Incidents (involving personal injury or damage to or loss of any property in connection with County business) - **Employee completes Part II only**

3. Investigation Report - Immediate supervisor completes for all incidents Part III.

PART I - MOTOR VEHICLE AND HEAVY EQUIPMENT ACCIDENT

DATE OF ACCIDENT: ___________ TIME OF ACCIDENT: ____ __m.

LOCATION OF ACCIDENT: ____________________________________________

DID YOU NOTIFY POLICE/SHERIFF/STATE PATROL OF ACCIDENT?

___ Yes  ___ No, not applicable

If yes, reported to Officer ____________ of ______________________________________

WERE YOU ISSUED A CITATION/SUMMONS/WARNING?

___ Yes, for __________________________________________________________

___ No

WERE YOU AND ALL PASSENGERS (IF ANY) WEARING A SEATBELT?

___ Yes

___ No

***CONTINUE TO NEXT PAGE***
Site and Project Specific H&S Plans

- Site Description:
Site and Project Specific H&S Plans

General Field Safety Procedures

- Applicable Standard Operating Procedures (SOPs)
- Job Task Safety Analysis & PPE Assessment
- Other Inspection Procedures
- PPE/Safety Equipment
- Health and Safety Meetings

Keep Records!
# JHA-33 Wood Grinding (Tub Grinder) Operations

**Job Description:** Grinding brush for wood chips

<table>
<thead>
<tr>
<th>Sequence of Steps</th>
<th>Potential Accidents or Hazards</th>
<th>Preventative Measures</th>
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<tr>
<td>Pre-trip on all machines being utilized</td>
<td>Debris shoot up and away from grinder</td>
<td>Hard hat</td>
</tr>
<tr>
<td>Check surrounding work area before operating</td>
<td>Damage to vehicles, equipment, people</td>
<td>Safety vest</td>
</tr>
<tr>
<td>Stage equipment needed to commence work</td>
<td></td>
<td>Gloves</td>
</tr>
<tr>
<td>Sort materials for foreign debris</td>
<td></td>
<td>Eye protection</td>
</tr>
<tr>
<td>Feed machine with proper quantities</td>
<td></td>
<td>Radio</td>
</tr>
<tr>
<td>Allow grinder to finish grinding process before</td>
<td></td>
<td>Constant work area surveillance</td>
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<td>exiting equipment</td>
<td></td>
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<tr>
<td>Constantly check for trespassers in your area</td>
<td></td>
<td>Filter material being fed</td>
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<tr>
<td>Don’t get off equipment until grinder is done</td>
<td></td>
<td></td>
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<tr>
<td>processing</td>
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<tr>
<td>Feed machine prior to setting on automatic</td>
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</table>
Site and Project Specific H&S Plans

General Field Safety Procedures

- Site Control and Housekeeping Requirements
- Decontamination Procedures (Hazardous Waste)
- Handling of Hazardous Materials, Samples & Containers
- Monitoring Equipment and Exposure Limit
- Air Monitoring
Site and Project Specific H&S Plans

Site Hazards
- Chemical Hazards
- Physical Hazards
- Biological Hazards
- Confined Spaces
- Excavation Hazards
Site and Project Specific H&S Plans

Additional Requirements

• Medical Monitoring
• Site-Specific Training
  • Training Record Keeping
• Job Task Health and Safety Procedures
• Appendices (As Appropriate)
Site and Project Specific H&S Plans
Other Documents

- Active Shooter Training
Site and Project Specific H&S Plans

Other Documents

- Evacuation Procedures
- Copies of Training Presentations
- Copies of JHAs
- Other Required Trainings
Questions?