

Minimum Basic Outline for Accident Prevention Plan

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:
 - a. Contractor;

 - b. Contract number;

 - c. Project name;

 - d. brief project description, shall provide a means to evaluate the work being done and associated hazards involved

 - e. description of work to be performed, and

 - f. 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:
 - a. A statement of the employer’s ultimate responsibility for the implementation of his Safety & Health program;

 - b. Identification and accountability of personnel responsible for safety at all levels to include designated site safety and health officer and associated qualifications.

5. Training
 - a. New hire Safety & Health orientation training at the time of initial hire of each new employee

 - b. Any periodic retraining/recertification requirements:

6. Procedures for job site inspections including responsible parties and frequency

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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. _____

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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		

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Activity/Work Task:	Overall Risk Assessment Code (RAC) (Use highest code)	
Hazards Checklist		
<ul style="list-style-type: none"> Can someone be struck or contacted by anything while doing this job? 	<ul style="list-style-type: none"> Can someone slip, trip or fall? 	<ul style="list-style-type: none"> Can someone fall into anything?
<ul style="list-style-type: none"> Can someone strike against or make contact with any physical hazards? 	<ul style="list-style-type: none"> Can someone strain or overexert? 	<ul style="list-style-type: none"> Can damage to equipment occur?
<ul style="list-style-type: none"> Can someone be exposed to any hazardous conditions? 	<ul style="list-style-type: none"> Can someone be caught in anything? 	<ul style="list-style-type: none"> Can someone injure someone else?
Approvals (Sign/Date)	Approvals (Sign/Date)	Approvals (Sign/Date)
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