



**A CONTRACTORS GUIDE FOR ACCIDENT PREVENTION PLANS  
IN ACCORDANCE WITH  
US ARMY CORPS OF ENGINEERS SAFETY AND HEALTH  
REQUIREMENTS MANUAL EM 385-1-1 APPENDIX A  
(3 September 1996 edition)**

The following information is provided for the ROICC office to assist Contractors in properly developing an Accident Prevention Plan which will meet the US Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, Appendix A requirements.

- **Enclosure 1 is a copy of Appendix A taken from USACE EM 385-1-1 1996 edition.**
- **Enclosure 2 is the name, address, and phone number of the Construction Safety Manager/Specialist, and the addresses where copies of the US Army Corps of Engineers Safety and Health Manual EM 385-1-1 can be purchased and the internet address for a free copy.**

All contracts administered by the Atlantic Division, Naval Facilities Engineering Command are required to follow EM 385-1-1 concerning contract safety requirements. As a minimum, all Atlantic Division contractors will adhere to EM 385-1-1 requirements for Accident Prevention Plans.

A key to meeting our mutual goal of “ZERO” accidents through “ZERO” tolerance is to start with a comprehensive site specific safety plan. To do this, we are actively enforcing contract requirements for Accident Prevention Plans by ensuring they are formatted as shown in Appendix A of EM 385-1-1. Currently, many of the Accident Prevention Plans that have been submitted are not correct. Future Accident Prevention Plans which are submitted shall follow the guidelines contained within Appendix A of EM 385-1-1 or they will be disapproved and returned for resubmittal. Internal processes are in place to ensure the plans are reviewed by individuals who have met minimum training requirements to assist in identifying hazards associated with each project. The contractor can not start work on a contract until the Accident Prevention Plan has been submitted and *accepted*. Plans will no longer be accepted which do not comply with Appendix A of EM 385-1-1. Emphasis is placed on ensuring plans submitted are site specific.

- **Contracts are being updated to ensure that the latest edition of EM 385-1-1 is referenced. It is in the contractors best interest to follow the guide contained in**

Appendix A of EM 385-1-1, 3 September 1996 edition even if the contract references the 1992 edition. The 1996 edition reflects the most recent OSHA standards and helps assure compliance with both.

- After the contract has begun it is imperative that an *Activity Hazard Analysis* be submitted before beginning each phase of the work as required by USACE EM 385-1-1 01.A.09. This contract requirement is not new. It has been in the manual for many years. As a minimum, each phase corresponds to a specification section for the contract. Additional *Activity Hazard Analyses* may be necessary for special construction efforts such as a critical crane lift or other special hazard operations. The *Activity Hazard Analysis* is normally prepared by the sub contractor performing that phase of the work and is not intended to be submitted with the overall project safety plan described above. A minimum outline form used in preparing an *Activity Hazard Analysis* is contained in EM 385-1-1 Figure 1-1. The *Activity Hazard Analysis* is normally accepted in the field by the government representative. Not to be overlooked, the *Activity Hazard Analysis* must be reviewed with all parties involved in the work activity. Contractors are encouraged to perform this review during the *preparatory inspection meeting* required by the quality control specification section of the contract. Like the *Activity Hazard Analysis* the contractor can not start work on the phase until a *preparatory inspection meeting* is conducted. Normally all the parties involved are on the site at this time which makes for convenience in reviewing the *Activity Hazard Analysis*. It is suggested that each *Activity Hazard Analysis* be amended to the approved Accident Prevention Plan for the project as the work progresses. The *Activity Hazard Analysis* can also act as an efficient tool when used as an outline for weekly safety meetings. In this way the project superintendant can ensure the meetings discuss relevant issues specific to the site. This requirement used in conjunction with contractor production schedules can assist in preventing unwanted delays due to poor planning before the work effort begins and most importantly, prevent accidents.
- *If you have any questions concerning how to put your Accident Prevention Plan together or how to incorporate Activity Hazard Analysis into your standard business practices, please feel free to call the ROICC or myself at the number listed in (enclosure 2)*

#### **Suggested steps for organizing an effective Accident Prevention Plan**

1. You should use a three ring binder which will contain your Accident Prevention Plan.
2. Use tab sheets numbered 1 through 13. The tab sheets will be used to separate the Thirteen sections shown in Appendix A.
3. You will need to have an index page installed as the first page of your plan.
4. Next insert tab sheet number one.
5. Next comply with section #1 a. b. and c. When you have completed these items insert

them into your tab # 1 section.

6. Next insert tab sheet number two.
7. Next comply with section #2 a. b. c. d. e. and f. When you have completed these items insert them into your tab #2 section
8. By now as you can see each tab section has sub statements within them that will be inserted into each section. Follow this procedure until all thirteen sections are completed. Upon completion put together the correct number of Accident Prevention Plans required by your contract to be submitted and forward the copies to the Officer in Charge of Construction. Be sure your project superintendant retains the approved copy on the site and has a complete understanding of its contents and his/her responsibility for enforcement. By complying with Appendix A of EM 385-1-1 you will have an Accident Prevention Plan meeting the requirements of the contract. The outline offers minimum requirements. Contractors are encouraged to add elements for a more complete plan as necessary.

(ENCLOSURE 1)

**APPENDIX A**

**MINIMUM BASIC OUTLINE FOR ACCIDENT PREVENTION PLAN**

**An accident prevention plan is, in essence, a safety and health policy and program document. The following areas are typically addressed in an accident prevention plan, but a plan shall be job specific and shall address any unusual or unique aspects of the project or activity for which it is written. The accident prevention plan shall interface with the employer's overall safety and health program. Any portions of the overall safety and health program that are referenced in the accident prevention plan shall be included as appropriate.**

1. SIGNATURE SHEET. Title, signature, and phone number of the following:
  - a. plan preparer (corporate safety staff person, QC);
  - b. Plan approval, e.g., owner, company president, regional vice president, (HTRW activities required approval of a Certified Industrial Hygienist (or qualified Industrial Hygiene personnel for in-house USACE activities; a Certified Safety Professional (or qualified USACE safety personnel for in-house work) may approve the plan for operations involving UST removal where contaminants are known to be petroleum, oils, or lubricants);
  - c. Plan concurrence (provide concurrence of other applicable corporate and project personnel (contractor)), e.g., Chief of operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC.
  
2. BACKGROUND INFORMATION. List the following:
  - a. contractor;
  - b. contract number;
  - c. project name;
  - d. brief project description, description of work to be performed, and location (map);
  - e. contractor accident experience (provide information such as EMR, OSHA 200 Forms, corporate safety trend analysis);
  - f. listing of phases of work and hazardous activities requiring Activity Hazard Analysis.
  
3. STATEMENT OF SAFETY AND HEALTH POLICY. (In addition to the corporate

policy statement, a copy of the corporate safety program may provide a significant portion of the information required by the accident prevention plan.

4. RESPONSIBILITIES AND LINES OF AUTHORITIES.

- a. Identification and accountability of personnel responsible for safety - at both corporate and project level (contracts specifically requiring safety or industrial hygiene personnel should include a copy of their resume - the District Safety and Occupational Health Office will review their qualifications for acceptance).
- b. Lines of authority.

5. SUBCONTRACTORS AND SUPPLIERS. Provide the following:

- a. identification of subcontractors and suppliers (if known);
- b. means for controlling and coordinating subcontractors and suppliers;
- c. safety responsibilities of subcontractors and suppliers.

6. TRAINING.

- a. List subjects to be discussed with employees in safety indoctrination.
- b. List mandatory training and certifications which are applicable to this project (e.g., explosive actuated tools, confined space entry, crane operator, diver, vehicle operator, HAZWOPER training and certification, personal protective equipment) and any requirements for periodic retraining/recertification.
- c. Identify requirements for emergency response training.
- d. Outline requirements (who attends, when given, who will conduct etc.) for supervisory and employee safety meetings.

7. SAFETY AND HEALTH INSPECTIONS. Provide details on:

- a. who will conduct safety inspections (e.g., project manager, safety professional, QC, supervisors, employees, etc.), when inspections will be conducted, how the inspections will be recorded, deficiency tracking system, follow - up procedures, etc;
- b. any external inspections/certifications which may be required (e.g., Coast Guard).

8. SAFETY AND HEALTH EXPECTATIONS, INCENTIVE PROGRAMS, AND COMPLIANCE.

- a. The company's written safety program goals, objectives, and accident experience goals should be provided.
- b. A brief description of the company's safety incentive programs (if any) should be provided.
- c. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be provided.
- d. Provide written company procedures for holding managers and supervisors accountable for safety.

9. ACCIDENT REPORTING. The contractor shall identify who shall complete the following, how, and when;

- a. exposure data (man-hours worked);
- b. accident investigations, reports and logs
- c. immediate notification of major accidents.

10. MEDICAL SUPPORT. Outline on-site medical support and off-site medical arrangements.

11. PERSONAL PROTECTIVE EQUIPMENT. Outline procedures (who, when, how) for conducting hazard assessments and written certifications for use of personal protective equipment.

12. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL (as applicable).

- a. hazard communication program (01.B.04);
- b. emergency response plans:
  - procedures and tests (01.E.01)
  - spill plans (01.E.01, 06.A.02)
  - fire fighting plan (01.E.01, 19.A.04)
  - posting of emergency telephone numbers (01.E.04)
  - wildfire prevention plan (09.K.01)
  - man overboard/abandon ship ( 19.A.04)
- c. layout plans (04.A.01);
- d. respiratory protection plan (05.E.01);
- e. health hazard control program (06.A.02);
- f. lead abatement plan (06.B.05 & specifications);
- g. asbestos abatement plan (06.B.05 & specifications);
- h. abrasive blasting (06.H.01);
- I. confined space (06.I);
- j. hazardous energy control plan (12.A.07);
- k. critical lift procedures (16.C.17);
- l. contingency plan for sever weather (19.A.03);
- m. access and haul road plan (22.I.10);
- n. demolition plan (engineering and asbestos surveys) (23.A.01);
- o. emergency rescue (tunneling) (26.A.05);
- p. underground construction fire prevention and protection plan (26.D.01);
- q. compressed air plan ((26.I.01);
- r. formwork and shoring erection and removal plans (27.B.02);
- s. lift slab plans (27.D.01);
- t. SHP and SSHP for HTRW work on SSHP must be submitted and shall contain all information required by the accident prevention plan - two documents are not required (28.B.01);
- u. blasting plan (29.A.01);
- v. diving plan (30.A.13)

w. plan for prevention of alcohol and drug abuse (Defense Federal Acquisition Regulation Supplement Subpart 252.223-7004, Drug-Free Work Force);

13. The contractor shall provide information on how they will meet the requirements of major sections of EM 385-1-1 in the accident prevention plan. Particular attention shall be paid to excavations, scaffolding, medical and first aid requirements, sanitation, personal protective equipment, fire prevention, machinery and mechanized equipment, electrical safety, public safety requirements, and chemical, physical agent, and biological occupational exposure prevention requirements. Detailed site specific hazards and controls shall be provided in the activity hazard analysis for each phase of the operation.

**(ENCLOSURE 2)**

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Address to order US ARMY CORPS OF ENGINEERS, SAFETY AND HEALTH REQUIREMENTS MANUAL, EM 385-1-1, 3 SEPTEMBER 1996:

- **US Government Printing Office  
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Mail Stop: SSOP,  
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**Internet address for EM 385-1-1 Manual:**  
<http://www.usace.army.mil/inet/usace-docs/eng-manuals/ceso.htm>

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