

Project Hazard Control Procedures	S.O.P. 2C		Page 1 of 5
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STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. The purpose of this procedure is to provide a method of hazard recognition to be followed prior to project start-up and during the project to eliminate and control recognized hazards during the project.

II. RELATED PROCEDURES AND RESOURCES

- A. All Policy Statements and Standard Operating Procedures
- B. Federal and State Regulations
- C. All Training and Testing
- D. All Forms

III. DEFINITIONS

- A. **Hazard:** A hazard is any existing or potential condition in the workplace that, by itself or by interacting with other variables, can result in death, injuries, property damage, and other losses.
- B. **Hazard Control:** Hazard Control involves developing a program to recognize, evaluate, and eliminate or at least reduce the destructive efforts of hazards arising from human errors and conditions in the workplace.
- C. **Responsibility:** Responsibility is having to answer to higher management for activities and results
- D. **Authority:** Authority is the right to correct, command, and determine the courses of action.
- E. **Delegation:** Delegation is sharing authority and responsibility with others. Even though we delegate responsibility we cannot be completely relieved of it.

- F. **Accountability:** Accountability is an active measurement taken by management to ensure compliance with standards.
- G. **Safety Meetings and “Toolbox Talks”:** a method of informing employees about hazards associated with the project/task and teaching them how to recognize, eliminate, and protect themselves from hazards.
- H. **Audits and Inspections:** Serve as a method for continuously monitoring for hazards and correcting recognized hazards.

IV. **PERSONNEL RESPONSIBILITY**

- A. It is the responsibility of all company personnel to adhere to the procedures of this S.O.P.
- B. It is the responsibility of all company personnel to report any hazard or suspected hazard to their supervisor.
- C. It is the responsibility of all company personnel to willfully participate in any and all audits, inspections, and safety meetings.

V. **HAZARD RECOGNITION**

- A. HAZAP Process — Hazard Assessment Zero Accident Plan. The purpose of the HAZAP is to recognize hazards that may be encountered during a project and plan for the elimination of those hazards. The “Process” involves coordinating with the Human Resources Department and the Safety Department to meet the needs of running a safe project. The Project Manager or their designated representative is responsible for completing the HAZAP Process after the award of contract and prior to project start-up. The steps for completing the HAZAP Process are as follows.
 - 1. Complete a Hazardous Material Inventory List for the Project, Form 2C.1a.
 - 2. Complete the Project Manpower Assessment (PMA), Form 2A.1b.
 - 3. Provide Human Resources with a copy of the completed PMA to address the following items.
 - a. Meeting Manpower Requirements.
 - b. Meeting Client Requirements (Drug and Alcohol testing, DOT, site orientation).
 - c. Meeting Medical Surveillance Requirements (Lead, Benzene, H2S)
 - d. Providing Directions to Jobsite.
 - e. Providing Required Human Resource Paperwork (Separation Notices, Transfer Notices, Employee Safety and Health Handbooks).
 - 4. Provide the Safety Director with a copy of completed forms 2A.1b, Project Manpower Assessment, 2A.1c, Job Hazard Analysis, and 2C.1a, Hazardous Material Inventory List, to address the following needs.
 - a. Establishing a Medical Clinic.

- b. Coordinating Specialty Training (Forklift, AWP, Fit Tests, Confined Space, Lead)
- c. Meeting Posting Requirements.
- d. Providing First Aid and Bodily Fluid Clean-up kits.
5. Gather all safety-related equipment.
6. Ensure the provisions of S.O.P 3C (IV), PSM-Highly Hazardous Materials Exposure are followed, if necessary.
7. Prepare for Emergencies

VI. EMERGENCY ACTION PLAN (EAP)

- A. As part of the pro-active measures to take on our jobsites, every project shall have an Emergency Action Plan (EAP). “The Company’s” General EAP includes Site Specific, Storm and/or Hurricane.
- B. **General EAP:** In the event of an emergency that requires our employees, to evacuate their work area the following procedures shall be strictly adhered to:
 1. Check wind direction by observing windsocks, smoke plumes, steam, etc. Move briskly cross ways of the wind to escape the danger and then move upwind to reach your designated assembly point or safe haven.
 2. Travel the shortest safe route, for your assigned work area, to reach the designated assembly point.
 3. Walk rapidly but do not run.
 4. Report immediately upon arrival at the assembly point to your supervisor or designated person.
 5. Stay together as a crew. **DO NOT** wander off to visit.
 6. Remain at the assembly point with your crew until the all clear is given or further instructions are received.
- C. **Site Specific EAP:** The EAP must be site specific (contact client for instruction) and cover at least the following:
 1. Types of alarm system. (horn, bell, whistle, etc.)
 2. Types of all clear systems.
 3. Evacuation routes (always more than one)
 4. Assembly points (always more than one)
 5. Safe havens
 6. Types of hazards of each jobsite, including method of recognition (sight, smell, hearing, etc.)
 7. Emergency reporting procedures and phone numbers.
 8. Location of emergency equipment such as safety showers, call boxes, etc.
 9. EAP Training: All employees shall be instructed on the following items. Evidence of this instruction shall be the attendance sign in sheet for the Job Hazard Analysis orientation given at the start of each job.
 - a. Types of alarm systems and all clear systems.
 - b. Evacuation routes (always more than one)
 - c. Assembly points and safe havens (always more than one)
 - c. Types of hazards that the employee may come in contact within

the performance of their work. Including (but not limited too) the method of recognition (e.g. odor, hearing, sight, etc.) required P.P.E., effects of exposure, routes of entry, etc.

- e. Emergency reporting procedures of their particular area. Location of phone, pull alarms, etc. and the local numbers to use for emergency. (These numbers should be posted near each phone available.)
- f. Location of emergency equipment such as safety showers, SCBA or escape respirators.

D. Storm or Hurricane Warning EAP: In the event of a Storm or Hurricane Warning, the following steps must be taken:

1. All material not installed shall be removed from all areas and taken to a central storage area.
2. All material that is not protected by being inside of a substantial building shall be anchored in such a manner to protect the material from wind damage or possibility of becoming airborne.
3. All material not protected by, a substantial building from water damage shall be so protected by the use of tarps or other coverings.
4. All material, tools, equipment, vehicles, etc. in low-lying areas subject to flooding shall be removed to a higher elevation.
5. All portable buildings shall be anchored to the ground by means of ground anchors or other acceptable anchors, and straps.
6. All exposed windows or glass areas shall be protected from flying debris by covering with plywood or other suitable material.
7. Port-O-Cans, gang boxes, and other similar objects shall be anchored to a substantial structure such as structural steel to protect them from becoming wind blown debris.
8. All loose items such as water jugs and stands shall be moved to a place of safety (For example - inside of a substantial building).
9. All non-essential electrical power, gas, and water supplies, shall be turned off as close to the source as possible (For example - the meter or fuse panel).
10. All trash and containers shall be secured so as not to become wind blown.
11. Wrappings on scaffolds (canvas, visqueen, etc.) shall be removed and stored in a secure manner.
12. All scaffolding shall be anchored to a substantial structure and/or ground anchors to protect against possibility of collapse or turning over
13. All vehicles and equipment shall be moved to an area away from trees or structures that may collapse on them.
14. Prior to leaving the jobsite the site supervisor shall make a full inspection of his/her area of responsibility to ensure all precautions have been taken to protect employer's material, vehicles, buildings, etc.
15. Upon return, to the jobsite after a major storm the entire work area shall be inspected for danger (such as downed power lines or damaged structure) prior to allowing the employees to return to work.

VII. OBSERVATIONS, AUDITS AND INSPECTIONS

- A. Audits and Inspections shall be performed as required by specific S.O.P.'s. The following is a list of Audits and Inspections required at a minimum:
1. JSA Observations
 - a. Twice per week by Site Management
 - b. Once per week by Site Safety Representative
 2. Craft Specific Inspection Forms
 - a. Scaffold Inspection, form 6A.1a.
 - b. Sandblasting, form 7A.1a.
 - d. Painting, form 7B.1a.
 - e. Asbestos Abatement, form 8A.1g.
 3. Fall Protection Equipment Inspection List, form 3O.1a.
 4. Aerial Work Platform Daily Inspection Checklist, form 4A.1a.
 5. Daily Forklift Inspection Checklist, form 4B.1a.
 6. Monthly Inspections Color Code Chart, form 2C.2b.
Quarterly Inspections Color Code Chart, form 2C.2a.