

**Accident Prevention Plans (APP)**  
**Appendix A EM 385-1-1**  
**(15 SEPTEMBER 2008 edition)**

FEAD/ROICC/FSC/OICC offices with the new safety requirements of EM 385 dated 15 SEPTEMBER 2008 assist our Contractors in learning how to properly develop an Accident Prevention Plan which will meet the US Army Corps of Engineers Safety and Health Requirements Manual EM 385-1-1 15 September 2008 Appendix A requirements as a minimum plan. Many of the Accident Prevention Plans (APP) that have been submitted/accepted are not in the correct format or do not address all the requirements of Appendix A.

Special new note **For LIMITED-SCOPE SERVICE, SUPPLY AND R&D CONTRACTS, for example, mowing (only), park attendant, rest room cleaning, the Contracting Officer and SOHO may allow an ABBREVIATED APP (customized APP requirements and waive the more stringent elements of this section). See 01.A.11 and Appendix A, paragraph 11.**

An Accident Prevention Plan (APP) is a safety and health policy and program document. APP shall be job-specific and shall also address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the employer's overall safety and health program, and a copy shall be available on the work site. Any portions of the overall safety and health program that are referenced in the APP shall be included as appropriate. ANSI/ASSE A10.38 should be referenced for Programmatic Issues.

Most contracts awarded within NAVFAC are under the guidelines of the EM 385-1-1 concerning contract safety requirements. All NAVFAC FEAD/ROICC/OICC/FSC contractors will adhere to the EM 385-1-1 requirements for Accident Prevention Plans. The APP shall be developed by qualified personnel and then signed in accordance with Appendix A, paragraph 1. The Contractor shall be responsible for documenting the **Qualified person's** credentials.

***“Qualified person: one who, by possession of a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.”***

The Contractor shall address each of the elements/sub-elements in the outline contained in Appendix A in the order that they are provided in the manual. If an item is not applicable because of the nature of the work to be performed, the Contractor shall state this exception and provide a justification. > **See Appendix A.**

Accident Prevention Plans that are submitted shall follow the guidelines of Appendix A of the EM 385-1-1 or they will found not **acceptable** and sent back to the contractor for re-submittal. The contractor can not start work on a contract until the Accident Prevention Plan has been submitted and found acceptable. A copy shall be available on the work site. The APP shall be written in English by the Prime Contractor and shall articulate the specific work and hazards pertaining to the contract.

The APP shall contain appropriate appendices (for example, a SSHP for hazardous waste site cleanup operations, a Lead Compliance Plan when working with lead, or an Asbestos Hazard Abatement Plan when working with asbestos). The APP shall also implement in detail the pertinent requirements of this manual. Before initiation of work at the job site, an APP shall be reviewed and found acceptable by the GDA.

***“Accepted/Acceptable:*** a term denoting when a written procedure, practice, method, program, engineering design, or employee qualification criteria submittal, which, after a cursory review by a GDA, is determined to generally conform to safety and health or contractual requirements. Acceptance or acceptability of such submittals in no way relieves the submitting entity from ensuring employees a safe and healthful work environment or complying with all contractual requirements and good engineering practices.”

For contract operations, the Contractor's APP shall be job specific and should include work to be performed by subcontractors.

In addition, the APP should state measures to be taken by the Contractor to control hazards associated with materials, services, or equipment provided by suppliers.

Updates to the APP shall be reviewed and **approved** by the GDA

***“Approved:*** a method, equipment, procedure, practice, tool, etc., that is sanctioned, confirmed, as acceptable for a particular use or purpose by a person or organization authorized to render such approval or judgment.”

#### **Steps for putting the Accident Prevention Plan Together.**

1. You will need a three ring binder that will contain your Accident Prevention Plan.
2. You will need tab sheets numbered 1 through 10. The tab sheets will be used to separate the 10 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. 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 10 sections are completed. Upon completion put together the correct number of Accident Prevention Plans required by your contract to be submitted to the and forward the copies to the Office in Charge of Construction.

By complying with Appendix A of the EM 385-1-1 you will have an Accident Prevention Plan which will meet the requirements of your contract and the Accident Prevention Plan can be modified for reuse with other NAVFAC contracts which may be awarded to your company

	YES	NO	N/A
<p><b>1. SIGNATURE SHEET.</b> Title, signature, and phone number of the following:</p> <p>a. Plan preparer (Qualified Person, <u>Competent Person</u>, such as corporate safety staff person, QC);</p> <p>b. Plan must be approved, by company/corporate officers authorized to obligate the company;</p> <p>c. Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC). Provide concurrence of other applicable corporate and project personnel (Contractor).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2. BACKGROUND INFORMATION.</b> List the following:</p> <p>a. Contractor;</p> <p>b. Contract number;</p> <p>c. Project name;</p> <p>d. Brief project description, description of work to be performed, and location; phases of work anticipated (these will require an AHA).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>3. STATEMENT OF SAFETY AND HEALTH POLICY.</b></p> <p>Provide a copy of current corporate/company Safety and Health Policy Statement, <u>detailing commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract should be provided.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>4. RESPONSIBILITIES AND LINES OF AUTHORITIES.</b> <u>Provide the following:</u></p> <p>a. A statement of the employer's ultimate responsibility for the implementation of his SOH program;</p> <p>b. Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><u>Qualifications shall include the OSHA 30-hour course or equivalent course areas as listed here:</u></p>			
<p><u>(1) OSH Act/General Duty Clause;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(2) 29 CFR 1904, Recordkeeping;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(3) Subpart C: General Safety and Health Provisions, Competent Person;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(4) Subpart D: Occupational Health and Environmental Controls, Citations and Safety Programs;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(5) Subpart E: PPE, types and requirements for use;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(6) Subpart F: understanding fire protection in the workplace;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(7) Subpart K: Electrical;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(8) Subpart M: Fall Protection;</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>(9) Rigging, welding and cutting, <input type="checkbox"/> scaffolding, <input type="checkbox"/> excavations, <input type="checkbox"/> concrete and masonry, <input type="checkbox"/> demolition; <input type="checkbox"/> health hazards in construction, <input type="checkbox"/> materials handling, <input type="checkbox"/> storage and disposal, <input type="checkbox"/> hand and power tools, <input type="checkbox"/> motor vehicles, <input type="checkbox"/> mechanized equipment, <input type="checkbox"/> marine operations, <input type="checkbox"/> steel erection, <input type="checkbox"/> stairways and ladders, <input type="checkbox"/> confined spaces or any others that are applicable to the work being performed. <input type="checkbox"/></u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>c. <u>The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached.</u> The District SOHO will review the qualifications for acceptance;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>







k. Asbestos abatement plan <u>(06.B.05 &amp; specifications)</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. <u>Radiation Safety Program (06.E.03.a)</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Abrasive blasting (06.H.01);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. <u>Heat/Cold Stress Monitoring Plan (06.I.02)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. <u>Crystalline Silica Monitoring Plan (Assessment) (06.M)</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Night operations lighting plan (07.A.08);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. <u>Fire Prevention Plan (09.A)</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. <u>Wild Land Fire Management Plan (09.K)</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. <u>Hazardous energy control plan (12.A.01)</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Critical lift Plan (16.H);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Contingency plan for severe weather (19.A.03);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Float Plan (19.F.04);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w. Site-Specific Fall Protection & Prevention Plan (21.C);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x. Demolition plan (to include engineering survey) (23.A.01);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y. Excavation/trenching plan (25.A.01);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z. Emergency rescue (tunneling) (26.A.);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aa. Underground construction fire prevention and protection plan (26.D.01);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bb. Compressed air plan (26.I.01);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cc. Formwork and shoring erection and removal plans (27.C);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dd. Pre-Cast Concrete Plan (27.D);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ee. Lift slab plans (27.E);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ff. Steel erection plan (27.F.01);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>gg. Site Safety and Health Plan for HTRW work (28.B);</p> <p>hh. Blasting Safety Plan (29.A.01);</p> <p>ii. Diving plan (30.A.13);</p> <p>jj. Confined space Program (34.A);</p>	<input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    	<input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    	<input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    
<p>9. <b><u>RISK MANAGEMENT PROCESSES</u></b>. Detailed <u>project-specific hazards and controls shall be provided by an Activity Hazard Analysis (01.A.13) for each major phase/activity of work.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>REMARKS;</p>			