

Insert your company logo here

You can change colors as you wish

COMPANY Site Specific HSE Plan

Modify areas in red in the document.

Use the Safety Resourcing Customization
Guide! Use search and replace
COMPANY with your company's name

Safety Department

Corporate Offices

Your address

City, ST, Zip Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

Each employee at this worksite shall have this Site Specific HSE Plan (SSHP) explained during their safety orientation. All staff shall follow its provisions. Revisions are strongly encouraged by all personnel. Please advise the Safety Manager of any areas that need changing – you are the one performing the work and best know the hazards that can be encountered.

SAFETY POLICY

We are committed to comply with all applicable safety and health legal requirements. We are committed to our guiding principles which include ensuring that Safety, Health and Environment is First – never compromise on the health and safety of our customers and our people and to manage responsibly the impact that our business has on the environment. The following points summarize our employee's commitments to Health and Safety:

- *Comply with Health and Safety regulations and related COMPANY policy and procedures.*
- *Use all required personal protective equipment where indicated.*
- *Decline to operate any machinery or equipment without proper instruction regarding safety and general operation.*
- *All employees shall report unsafe conditions and/or hazards to their supervisors promptly.*
- *Follow all COMPANY Safety Procedures and Practices.*
- *Promptly report all injuries/incidents and work related diseases and actively participate in the Return to Work process in accordance with our Return to Work Policy.*
- *Attend all required health and safety training.*
- *Follow safe work instructions and assist in prevention.*

All COMPANY Managers and Supervisors are committed to take ownership of their areas of responsibility by ensuring that the following important activities occur:

- *Accept direct responsibility and accountability for all matters relating to Health and Safety for the employees and/or contractors they supervise directly and/or indirectly.*
- *Deal promptly with employees' Health and Safety concerns and advise employees of actual and potential hazards that are known by the manager or supervisor.*
- *Maintain and ensure transfer of knowledge of all duties and obligations under all relevant legislation, client requirements and COMPANY policies and procedures.*
- *Ensure that employees use Personal Protective Equipment as prescribed in addition to following all safety procedure and practices.*
- *Provide appropriate training in use of equipment, safe work practices and procedures and handling of hazardous materials.*
- *Ensure that all contractors, suppliers, vendors and other visitors adhere to all COMPANY policies and procedures.*
- *Investigate accidents/incidents and perform workplace inspections.*
- *Review any accident investigation and facilitate the corresponding corrective action plan.*
- *Assist any injured employee to the fullest possible extent including facilitating the Return to Work process in accordance to our Corporate Return to Work policy.*

- *Continue to improve our safety and health management system and operational standards in all sites.*
- *Take every other reasonable precaution to protect employees.*
- *Implement and enforce Health and Safety rules, regulations, policies, procedures and prescribed instructions.*

This policy is to be posted in all COMPANY facilities.

President

ENVIRONMENTAL POLICY

COMPANY recognizes that environmental concerns are of critical importance. We encourage our employees to join with the company in full acceptance of and compliance with this policy.

We will create procedures that fully comply with federal, state and local regulations. We will provide adequate training to our employees to ensure our workers are aware of these procedures and are capable of following them.

Protection of the Environment

We will employ practical measures to protect the environment. We will conserve and protect the water, air, and land resources we use. We will strive to eliminate any releases to land, air or water that may harm human health or the environment. Continuous improvement in our environmental performance will be a principal objective.

Waste Management Policy Statement

We will work to prevent waste and pollution at the source whenever possible. New facilities and improvements of existing operations will use processes designed to minimize the environmental effects of our operations and will incorporate functional pollution control equipment.

Recycling and Waste Disposal

We will support recycling programs where practical and will use environmentally safe treatment and disposal practices for waste that is not eliminated at the source or recycled.

Compliance

We will manage existing facilities so that we meet or exceed legal requirements. We will implement programs and procedures to satisfy compliance. We will conduct compliance audits and monitor procedures and practices to evaluate our performance.

Disclosure

We will inform our employees of our progress in environmental issues. We will cooperate with the authorities and regulatory agencies in responding to inquiries. We will encourage our employees to report to the Company conditions that they reasonably believe could be harmful to the environment or pose health or safety hazards so the Company can initiate prompt corrective actions.

Commitment

Management will consider the environmental and cultural implications of its decisions.

President

This policy is to be posted in all COMPANY facilities by the site supervisor.

INCIDENTS AND INVESTIGATIONS

The following must be reported to the employee's supervisor immediately. If that person is not available then the COMPANY Safety Manager shall be immediately notified for:

- Near miss incidents with the potential to harm people, the environment or assets;
- Work related injuries or illnesses;
- Property damage including vehicle incidents;
- Hazardous chemical spillage, loss of containment and contamination;

All injuries must be reported to the COMPANY Safety Manager. In the case of a major injury or incident the scene of the event should be closed off and kept "as is" at the time of the incident. This is vital for effective incident investigation.

DISCIPLINARY SYSTEM

It is the responsibility of each and every person employed by COMPANY to work in a safe and efficient manner. The safety system provides guidelines and procedures to help insure that safe work practices are observed. In the event that any employee violates provisions of the COMPANY safety system or works in a manner that threatens his own health and safety or the health and safety of the employees around him, he will be subject to disciplinary action.

HAZARDOUS CHEMICALS

Hazardous chemicals present at sites are described in MSDSs available to employees as part of the COMPANY safety program. No hazardous chemical may be used without the proper MSDS being reviewed. No chemicals can be taken on a client job site without their permission.

SAFE WORK PRACTICES

Additional work practices are contained in the site specific HSE plans based on local operating requirements. Key safe work practices include:

- It is the responsibility of each employee to perform his or her job in accordance with the requirements of the COMPANY Safety & Health Management System, the local COMPANY Site Specific HSE Plan and client safety requirements.
- No equipment shall be operated unless the employee has received proper training by the supervisor.

- Tools and equipment damaged during use must be replaced or repaired only by a qualified person or company.
- As tasks are completed, or at the end of each work shift time is allowed for cleanup of tools, debris, etc. to keep the site clean and free of accumulated debris.

DRIVING SAFETY

Operators of COMPANY or client vehicles shall be qualified by possession of a valid, current driver's license for the type of vehicle being driven. Employees driving requirements include:

- Obey all driving laws or regulations as well as requirements of clients;
- Immediately report any citation, warning, vehicle damage or near miss associated with company or client vehicle operation to the supervisor;
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Seat belts shall always be worn by all occupants during the operation of any vehicle;
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them;
- Avoid backing when possible by planning ahead. Always back up with the minimum amount of space needed. If backing, use a spotter or get out of the vehicle and ensure you have a clear path;
- When speaking with a passenger, always keep your eyes on the road;
- Drive for conditions, not just the speed limit;
- Alcohol or illegal drugs are not allowed to be in a company, client or leased vehicle at any time.

More information should be placed based on the specific site hazards, specific client safety requirements, your requirements, etc. This Site Specific HSE Plan document is recommended for locations that your company will be working at for a prolonged period of if the client requests a site safety plan.

All employees at the location would need to complete the orientation and complete the test at the end before performing any work.

You can *incorporate client specific requirements* into the site HSE plan. Have your test questions reflect these requirements as well.

IDENTIFY THE TASKS, THEN HAZARDS THEN LIST CONTROLS

PERSONAL PROTECTIVE EQUIPMENT

Eye and Face Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors.

Head Protection

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects.

Foot Protection

Employees must wear protective footwear when working in areas where there is a danger of foot injuries.

Hand Protection

Employees must wear the proper type of gloves based on the hazard – cotton gloves offer no protection against chemicals.

Fall Protection

Fall protection must be provided when employees are exposed to a vertical fall of six feet or more over a lower level.

ELECTRICAL SAFETY

- Report any electrical problems to COMPANY immediately
- Never try to fix equipment – you are not AUTHORIZED nor TRAINED to do so.
- Avoid contact with energized conductors
- Avoid overloading circuits
- Avoid contact with high voltage equipment
- Do not use damaged equipment
- Electrical panels shall not be blocked (3' clearance)
- NEVER try to defeat or bypass a locked or tagged piece of equipment! Do not touch any tags or locks.
- Use approved lighting in wet areas and classified areas

Extension cords are considered temporary wiring and shall not be used for permanent installations and not plugged into each other.

HOW TO LIFT AND CARRY

Manual material handling is one of the more common activities you carry out on COMPANY contract. Lifting and carrying can be done without injury by following these simple guidelines:

Size up the load: If a load is over 50 lbs. or bulky, or the floor is uneven or slippery GET HELP! If you are uncomfortable lifting less than 50 lbs. by yourself, break the load down into smaller loads or get help.

Lift it right:

- Put one foot alongside the object, and one foot behind it. Keep your feet shoulder width apart.
- Assume the weight lifters position. Head up, backside out, chest in, keep your back vertical, and avoid twisting or flexing side to side.
- Gets a good, firm grip using your palms instead of your fingers, which are weaker.
- Keep the load close to your body and check your balance.
- Lift straight up using the power in your legs.
- Avoid twisting as you turn with a load, shift your feet instead. If you intend to turn, point the forward foot in the direction of the turn.
- Never lift something waist level in one motion.
- Avoid lifting anything over 20 lbs. over shoulder height.
- To set a load down NEVER bend from the waist; use your legs, keep your back straight and hold your head up.

EMERGENCY ACTION PLAN

The purpose of this Emergency Response Plan is to advise of emergency procedures to protect life, minimize danger of exposure to personnel and to protect property at client facilities. This Plan shall apply to all COMPANY staff, subcontractors and their visitors to the COMPANY facility.

COMPANY Building Evacuation Procedure

In order to establish, coordinate and implement evacuation procedures in the event of a fire or other emergency, the following plan will be in effect:

- Upon activation of a fire alarm, personnel will immediately secure their area if possible (including closing office windows and shutting unlocked office doors) and proceed out the nearest exit to the designated assembly area.
- The Project Manager or Safety Manager will ensure that all personnel have exited the building upon notification and will also ensure all doors are closed, provided there is not an immediate threat to life in doing so.
- Vehicles should be moved away from the building, provided there is not an immediate threat to life in doing so.
- The Project Manager or Safety Manager shall monitor building entrances to prevent unauthorized entry during evacuation or until the “all clear” is provided by emergency responders.
- In the event of obvious fire or smoke, all personnel will evacuate the building to the designated assembly areas as soon as possible. The person discovering the fire as well as sounding the closest pull alarm will make immediate notification to the Fire Department. Efforts to fight a fire

should be limited to the extent safely practical with handheld extinguishers. When in doubt, get out.

- No one is to return to the building complex until notified by emergency responders. Prior to giving the “All Clear”, the building will be inspected to ensure it is safe to enter.
- Everyone working in or visiting the COMPANY building must be aware of this procedure.
- Never assume an alarm is false. Each time the alarm sounds, this procedure shall be followed with the exception of pre-determined system tests.

More information must be placed in the site safety plan for local and specific filed locations. Each site will have different assembly areas; emergency numbers to call, etc.

CERTIFICATE OF HAZARD ASSESSMENT STATEMENT FOR _____ SITE

I certify a worksite hazard assessment was performed for this facility on _____ by the COMPANY Safety Manager. *(Signature on File)*

Job Function: Shop Work

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
List individual task	Use Risk Matrix	Identify hazards associated with task	<ul style="list-style-type: none"> List procedures that apply List appropriate engineering controls List procedures or other administrative controls 	List appropriate PPE
<i>Example:</i> Washing Parts	MED	Chemical Exposure (Skin, Eyes, Body)	<ul style="list-style-type: none"> PPE Procedure No smoking 	Chemical gloves, splash proof goggles chemical apron
List additional tasks and steps				

Job Function: General Office Work

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
General Office Work	Low	Sprains & Strains	<ul style="list-style-type: none"> Ergonomic Training - Proper lifting methods Use proper step ladder Summon help on heavy items Use cart/dolly & break loads into lighter parts Properly place extension cords Do not over stack boxes Awareness and anticipate blind corners 	Keep as simple as possible and consider previous incidents, client requirements, etc.
General Office Work	Low	Electrical Hazards	<ul style="list-style-type: none"> Check cords and plugs for fraying Keep cords to sides of walking area 	
General Office Work	Low	Slips, Trips & Falls	<ul style="list-style-type: none"> Do not block aisles or doors Properly place extension cords Use warning signs or cones for wet floors Do not over stack boxes Awareness and anticipate blind corners 	
General Office Work	Low	Soft Tissue Damage	<ul style="list-style-type: none"> Proper lifting methods Summon help on items over 40 lbs. Use cart/dolly & break loads into lighter parts 	
General Office Work	Low	Eye Fatigue	<ul style="list-style-type: none"> Frequent breaks Anti-glare screens & proper lighting Properly positioned work station equipment 	

Job Function: 'sample' Field Work

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
Prepare for work	Low	<ul style="list-style-type: none"> Injury (head, eye, noise, hand, foot, burn) 	<ul style="list-style-type: none"> Ensure following are in vehicle: Hard hat, safety glasses, work gloves, H2S monitor. Report travel (journey management) route and consider road factors Ensure all loads secured Safe Lifting while loading 	<ul style="list-style-type: none"> As Required
Perform vehicle inspection & drive to location	Med	<ul style="list-style-type: none"> Damage to vehicle Working Alone – Fuel Working Alone – Contacting Environmental Injury while driving 	<ul style="list-style-type: none"> Perform 360 inspection Check fuel level Ensure radio functions Check to ensure spill liner is ready for use Follow all rules of the road (speed, warnings, etc.) Use seatbelts, lights on where required. 	<ul style="list-style-type: none"> As Required
Initiate Permit	Low	<ul style="list-style-type: none"> Unauthorized entry into process areas. Lack of personnel accountability for incident response. Lack of communication 	<ul style="list-style-type: none"> Check in with Operator or designated permit issuing office. If non-permitted area contact the Area Authority or their designee Know primary and secondary safe areas in case of incident or alarm 	<ul style="list-style-type: none"> FRC Safety toed footwear Hard Hat Safety Glasses Gloves Hearing Protection
Ascending Descending stairs, ladders, scaffolding	Med	<ul style="list-style-type: none"> Slips, Trips and Falls Falls from higher elevation 	<ul style="list-style-type: none"> Maintain contact with handrail if available Three point contact with ladders. Do not carry anything on a ladder. Inspect all scaffolding for tag and other competent user knowledge points. 	<ul style="list-style-type: none"> FRC Safety toed footwear Hard Hat Safety Glasses Gloves Hearing Protection
Walking / Working Surfaces	Med	<ul style="list-style-type: none"> Slips, Trips and Falls 	<ul style="list-style-type: none"> Watch for objects or conditions that could cause footing problems. Watch for uneven work surfaces, deep mud, wet floors, etc. All pipes move – be aware of signs of slugging and use chocks where required. 	<ul style="list-style-type: none"> FRC Safety toed footwear Hard Hat Safety Glasses Gloves Hearing Protection
General Safety Precautions	Med	<ul style="list-style-type: none"> Pinch Points, Struck by, Struck Against, Cuts, Slips and Trips, Falls, Hot Surfaces, Sharp Edges Toxic Atmospheres 	<ul style="list-style-type: none"> Ladders / Scaffolding: leave hands free and maintain 3 point contact. Stay within guardrails on scaffolding. Use self-retracting lifeline with harness if lifeline installed. Do not have belt buckle past the rails of ladders. Use step ladders in good condition vs. climbing on piping. Ensure scaffolding is tagged for use. Use proper body position, lifting techniques. Avoid lifting and twisting. Keep vigilance for objects that can be struck against (sharp edges, pipes, etc.) Pay attention to caution / warning signs Facility Emergency Action Plan, H2S monitor and training 	<ul style="list-style-type: none"> FRC Safety toed footwear Hard Hat Safety Glasses Gloves Hearing Protection

Finish Work & Drive/Return to Base	Med	<ul style="list-style-type: none"> • Process Safety Requirements • Damage to vehicle • Working Alone – Fuel • Working Alone – Contacting • Environmental • Injury while driving 	<ul style="list-style-type: none"> • Close Permit or notify Area Authority or their designee work is finished • Perform 360 inspection • Check fuel level • Ensure radio functions • Check to ensure spill liner is ready for use • Follow all rules of the road (speed, warnings, etc.) • Use seatbelts, lights on where required. 	<ul style="list-style-type: none"> • As Required
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Job Function:

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
<i>List individual task</i>	<i>Use Risk Matrix</i>	<i>Identify hazards associated with task</i>	<ul style="list-style-type: none"> • <i>List procedures that apply</i> • <i>List appropriate engineering controls</i> • <i>List procedures or other administrative controls</i> 	<i>List appropriate PPE</i>
<i>List additional tasks and steps</i>				

Job Function: Driving

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
General Operating	MED	Injuries to driver and passengers of any vehicle	<ul style="list-style-type: none"> • Check fuel level before leaving • Brake & radio check (if equipped) • Perform 360 walk around before driving • Safety Glasses and lights on • Use passenger to assist in backing up • Currently licensed to operate type of vehicle • Journey Management – Fatigue – Reporting / Driving Breaks 	Safety glasses
Visibility	MED	Struck by vehicles	<ul style="list-style-type: none"> • When on side of road where vest to increase visibility 	High Visibility Vest
Environmental Concerns	LOW	Harm to the environment	<ul style="list-style-type: none"> • NO maintenance or repairs on vehicle beyond adding fluids • Use fuelling station spill liner • Report all fluid leaks that touch ground 	

SITE ORIENTATION REVIEW

Employee Name (Print): _____ Employee Signature: _____

Date: _____ Initial Score: ____/XX All incorrect answers were discussed.

Date: _____ Instructor's Name _____ Signature: _____

1. _____ injuries must be reported to the COMPANY Safety Manager.
2. Keep a load _____ to your body and check your balance when lifting.
3. Hazardous chemicals present at sites are described in _____ available to employees as part of the COMPANY Program.
4. As tasks are completed, or at the end of each work shift time is allowed for cleanup of tools, debris, etc. to keep the site _____ and free of accumulated debris
5. Employees must use appropriate _____ or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors.
6. Seat belts shall _____ be worn by all occupants during the operation of any vehicle.
7. The primary assembly point for the COMPANY main building is _____.

KEEP ADDING AS MANY QUESTIONS AS YOU WANT...HAVING THE EMPLOYEE FILL THE BLANK IN WITH THEIR HANDWRITING HELPS TO PROVIDE COMPETENCY. THE WORKER KEEPS THE SITE SAFETY PLAN AND THIS PAGE IS PUT IN THE EMPLOYEE FILE.

REMEMBER

- Working safety comes from choosing to follow rules; watch out for others and don't take chances.
- Gravity always wins. Always use proper fall protection procedures and equipment.
- Never assume your equipment is safe – check it first.