This document was created to assist in initial health and safety site planning, design and mobilization. The Site Safety Checklist can be also be used to assist with site safety planning. This checklist can be used as a tracking tool for determining action items, responsibility and competition dates.

**Step 1 – Preliminary Investigation and HASP Development**

The OSC, START and ERRS Response Manager (RM) develop Site Specific Health and Safety Plan (HASP) based on the Removal Investigation/Assessment and any site walks.

Items to consider for HASP development:

- Location and approximate size of the site
- Description of the response activity and/or the job task to be performed
- Duration of the planned activity
- Site topography and accessibility
- Safety and health hazards expected at the site
- Conditions that may pose inhalation or skin absorption hazards that are immediately dangerous to life or health (IDLH) or other conditions that may cause death or serious harm
- Pathways for hazardous substance dispersion
- Present status and capabilities of emergency response teams that would provide assistance to on-site employees at the time of an emergency
- Hazardous substances and health hazards involved or expected at the site and their chemical and physical properties.

**Step 2 – Roles and Responsibilities**

Assign a site Safety Officer (SSO). The OSC often fills this role. START may be tasked, but the question of START over-sight of ERRS becomes an issue. A possible solution is to have START and ERRS personnel act as Assistant Site Safety Officers (ASSO) with the OSC serving as the Site Safety Officer.

**Step 3 – Pre-Site Work Safety Checklist**


**Step 4– Address Open Action Items**

OSC, RM and START should develop a plan to address any action items identify in the Site Safety Checklist

**Step 5 – Final Inspection**

After mobilization is complete, the OSC, RM and START should perform a final inspection before work
Step 6 - Site Health and Safety Day-to Day Operations

- SSO, ASSO(s) completes a daily Safety Officer's Report (SOR). A SOR should have the following items:
  - Description of the issue
  - Severity/Priority. **NOTE**: High risk items should be rectified or interim controls implemented immediately
  - Recommend Solutions
  - Timeline to rectify the issue
  - Who is the action item assigned to
  - Date issue has been rectified
  - Date and Description of how the issue was rectified

- A daily site safety briefing must occur. The SSO/ASSO’s should document the topics discussed and file with the site HASP. This can be the forum to discuss health and safety issues from the crews. Example topics and training guidance is found at [http://www.epaosc.org/hsmanualregion4](http://www.epaosc.org/hsmanualregion4).

- The SSO should assure that inspection of safety showers, eyewash stations and fire extinguishers occur at the specified frequency in the HASP

- The OSC, START and RM should debrief at the end of each shift and discuss what safety issues have been rectified, new safety issues and plans to address these new safety issues during the next operational period.