

#### **4.0 TASK-SPECIFIC HEALTH AND SAFETY PLANS**

Task-specific HASP(s) shall be developed by the organization responsible for performing the work. When work at one site is divided into multiple projects or tasks by the PMC, one or more plans may be required. All task-specific HASPs must be reviewed and approved by the assigned PMC Project Management and Health and Safety Representatives prior to starting field work.

As necessary, the PMC will identify any additional task-specific health and safety requirements in each Subcontract. These additional requirements, as well as the overall PMC HASP requirements, shall be addressed in the task-specific HASP.

The task-specific HASP is intended as an adjunct document to the PMC HASP that clarifies any site- or job-specific safety information or requirement not already covered in the PMC HASP. Any changes or deviations from the PMC HASP shall be noted in the task-specific HASP as a change or deviation, and the reason for the change or deviation shall be given in the task-specific HASP. Appropriate sections of the PMC HASP or other existing PMC or Subcontractor company safety programs may be referenced in the task-specific HASP as long as the requirements set forth below are met and site workers readily understand the information and/or requirements.

#### **4.1 Task-Specific Health and Safety Plan Requirements**

The task-specific HASP shall be referenced to, and meet the requirements included in, the PMC HASP, Subcontract provisions, and the applicable requirements of 29 CFR 1910 (General Industry Standards), and/or 29 CFR 1926 (Construction Industry Standards). The PMC and/or PMC Subcontractor shall include any additional requirements or procedures deemed necessary to ensure safe completion of the work specified in the task-specific HASP. A sample task-specific HASP format is shown in Appendix A. Additions, deletions, and revisions to this format are authorized if necessary for the task.

#### **4.2 Changes to Task-Specific Health and Safety Plans**

Changes to the task-specific HASP shall be documented and approved by using the Field Change Request (FCR) form shown in Figure 4-1 or by resubmitting for approval a revised task-specific HASP. The organization performing field work is responsible for maintaining the task-specific HASP current and initiating an FCR as necessary. A revised task-specific HASP should be produced when a large number (e.g., 10 or more) changes using FCRs have been employed. The PMC Project Manager and supporting PMC Health and Safety Staff representative shall be responsible for the review and approval of the FCR. Field Change Requests are not required for safety-related changes that a HSS would normally make in the field, such as upgrade or downgrade to PPE within pre-established action levels, expansion or reduction of work control zones based on air monitoring results, and similar changes made within the operating parameters of the task-specific HASP. The field copy of the task-specific HASP must be kept up to date by annotating the appropriate section to indicate that an FCR is in effect. The FCR number must be referenced in the task-specific HASP and available for review.

#### **4.3 Activity Hazard Analysis**

An AHA is a documented process whereby the tasks required to accomplish a phase of work are outlined, the actual or potential hazards of each step are identified, and measures for the elimination or control of those hazards are developed for implementation. For each work activity identified in the task-specific HASP, an AHA must be developed and workers trained on its contents prior to commencing work. Guidelines for developing an AHA include the following:

- Project personnel who have the knowledge of the process and who will be performing the work should create the AHA rather than relying on one person (e.g., health and safety representative).
- When AHAs cannot be fully developed in conjunction with the task-specific HASP, develop the document with information known at the time, finishing it when the people knowledgeable of the activity are available to assist.

- It is better to list acceptable performance parameters in the recommended control column rather than provide specific or too-detailed information that can limit the applicability of the AHA (e.g., listing a specific type of equipment or tool to be used when several acceptable types of equipment or tools can be used).
- List information in the AHA directly applicable to the task and avoid general information that addresses project-wide concerns that are already covered in the task-specific HASP or in a project-wide AHA.

Once developed, AHAs should be reviewed at the daily safety briefing or as part of the work plan review prior to initiating the activity or task. Significant changes to the AHA must be reviewed and approved using an FCR. Refer to Figure 4-2, Activity Hazard Analysis for the general format, and Appendix B for an example of an acceptable AHA. The AHAs are considered attachments to the task-specific HASP and additions, deletions, or modifications to AHAs are made using the FCR process.

Figure 4-1. Health and Safety Field Change Request Form

	Program Management Contractor Rocky Mountain Arsenal	<b>HEALTH AND SAFETY                  FIELD CHANGE REQUEST FORM</b>	
1. FCR No. (Assigned by PMC):			
2. Implementation Project/Location:			
3. Subject of Change:			
4. Recommended Change:			
5. Reason for Change:			
6. Submitted by:	Company:	Date:	
7. Disposition Comments: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
8. Documents Affected (list submittal number if applicable): <input type="checkbox"/> Task-specific HASP <input type="checkbox"/> Work Plan <input type="checkbox"/> Other Documents (List):			
9. Required Review/Acceptance:			
<b>PMC Project Manager</b>			Date:
PMC Project Health and Safety Representative			Date:
10. Review and Acceptance (review/acceptance signature is required only if box is checked):			
<input type="checkbox"/> PMC Health and Safety Manager (required if PMC Project HS representative does not have delegated authority)			Date:

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 Implementation Project File

Figure 4-2. Activity Hazard Analysis

 TETRA TECH INC.	Program Management Contractor Rocky Mountain Arsenal	<b>ACTIVITY HAZARD ANALYSIS</b>
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Project/Location:	Estimated Start Date:	Phase of Work:
Analysis Developed by	Date:	Analysis Approved by:
	Date:	Date:
PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Identify the principal steps involved and the sequence of work activities	Analyze each principal step for potential hazards, e.g. physical, chemical, radiological, and biological	Develop specific controls for each potential hazard
EQUIPMENT TO BE USED (Optional)	INSPECTION REQUIREMENTS (Optional)	TRAINING REQUIREMENTS (Optional)
List equipment and tools to be used in the work activity	List inspection requirements for the work activity	List training requirements for the work activity, e.g. Lockout/Tagout (LO/TO), Confined Space Entry (CSE), specific hazard communication, etc.