



HASP Online, LLC

Health and Safety Plan

Acme Hazardous Waste Site
123 Main Street
Metropolis, CA 12345

ABC123

March 29, 2007

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123 Main Street
Metropolis, CA 12345
ABC123

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| Emergency Contacts | | | | |
|-----------------------------------|------------------|---------------------|----------------|-------------|
| Contact | Name | Organization | Phone | Cell |
| Site Supervisor | Joe Manager | HASP Online, LLC | (888) 539-4277 | |
| Site Health and Safety Supervisor | HSE Professional | HASP Online, LLC | (888) 539-4277 | |
| Client Contact | Ima Owner | Acme | (234) 567-890 | |
| Emergency Response | | Fire Dept. | (911) - | |

| Emergency Medical Facility | |
|---|------------------|
| Primary | Alternate |
| Down the street to the left. | |
| <i>Route to emergency medical facility map attached to back of this health & safety plan</i> | |

This plan was prepared by:

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HASP Online, LLC
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The above-named preparer is responsible for ensuring that this Health and Safety Plan is current and appropriate for its intended use. Use of this Plan by third parties, other than those specifically authorized by the preparer, is prohibited. All users of this Plan must agree to the Terms & Conditions at www.hasponline.com which include limitations of liability and an indemnification. HASP Online, LLC

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Element 1 - Organizational Structure

This HASP element describes lines of authority, responsibility, and communication as they pertain to health and safety functions at this site in compliance with *29 CFR 1910.120(b)(2)*. This element also details key personnel who are responsible for the development and implementation of the HASP. Additionally, this element includes the general functions and responsibilities of supervisors and site workers, as well as a specific chain of command.

HASP Online has responsibility only for HASP Online employees during work conducted per this HASP. HASP Online will provide a copy of this HASP to each contractor and subcontractor in accordance with *29 CFR 1910.120(b)(1)(iv)* to inform them of site hazards and emergency procedures. All contractors and subcontractors are solely responsible for the safe and healthful performance of all work by each of its employees and/or support personnel who may enter the site. Each contractor and subcontractor shall provide its own HASP as required by *29 CFR 1910.120*.

Site Supervisor

As required by *29 CFR 1910.120(b)(2)(i)(A)*, Joe Manager is the Site Supervisor and is responsible for directing all hazardous waste operations. All other site personnel report directly to the Site Supervisor unless otherwise noted. The Site Supervisor is directly responsible for:

- Ensuring the pre-entry briefing and/or tailgate-safety meeting are held prior to initiating any site activity, and at such other times as necessary to ensure that employees are apprised of site hazards
- Ensuring that all work activities conducted are consistent with this HASP and making any modifications as necessary
- Verifying all Job Hazard Analyses and ensuring that ongoing Hazard Analysis is conducted at this site
- Overseeing the training program and ensuring that employees are trained for all tasks or operations they are asked to perform
- Updating the Site Control Program as needed
- Granting site workers site and zone access approval
- Registering all site visitors
- Establishing and maintaining security measures for this site
- Directing how each work zone is adjusted
- Notified if emergency assistance is needed
- Notified when any hazardous-substance spill occurs
- Evaluating confined spaces and responsible for the confined space permit program
- Responsible for the Lock Out/Tag Out (LOTO) program
- Monitoring site activities as they pertain to health and safety at this site
- Stopping any unsafe acts that pose an immediate or imminent health and safety hazard to anyone at this site
- Ensuring that all elements of this HASP are followed and correctly implemented
- Ensuring all personnel are apprised of their responsibilities and are fulfilling their requirements
- Updating the Site Health and Safety Supervisor and other applicable personnel as to changes or work progress reports that may pertain to health and safety functions at this site

Element 2 - Hazard Analysis

This HASP element describes the safety and health hazards associated with site work and the control measures selected to protect workers in compliance with *29 CFR 1910.120(b)(4)(ii)(A)*. This is accomplished by creating a specific Job Hazard Analysis for each task and operation to be conducted at the work site.

The purpose of the Job Hazard Analysis is to identify and, to the extent practicable, quantify the health and safety hazards associated with each site task and operation, and to evaluate the risks of each hazard to workers. With this information, appropriate control methods are selected to eliminate the identified risks if possible, or to effectively control them. The control methods are documented in each task-specific Job Hazard Analysis.

This element of the HASP includes:

- Site Description
- Hazard Notification Process
- Site Tasks and Hazard Analysis
- Job Hazard Analysis Worksheets
- Hazardous Substance Profiles

All incidents, injuries, illnesses, and near misses of incidents shall be reported to HSE Professional, the Site Health and Safety Supervisor, or designated alternate.

Job Hazard Analyses contained in this HASP have been developed by HSE Professional, the Site Health and Safety Supervisor. Joe Manager, the Site Supervisor, is the individual responsible for reviewing and "verifying" that all Job Hazard Analyses are complete and to ensure that ongoing hazard analyses are conducted at this site.

Site Description

This is a hazardous waste site.

Source information for preparing the above site description is from the following document(s):

- Phase I Site Assessment

Hazard Notification Process

The information in the Job Hazard Analysis Worksheets, Hazardous Substance Profiles, and Material Safety Data Sheets (MSDS) is made available to all employees who could be affected in the scope of their work at this site. This shall be done prior to beginning work activities.

New, or modifications to existing, Job Hazard Analysis Worksheets, Hazardous Substance Profiles, or MSDS are communicated during routine briefings.

Consistent with *29 CFR 1910.120(i)*, this information will also be made available to contractors and subcontractors.

| JOB HAZARD ANALYSIS WORKSHEET | | | |
|---|---|------------------------------------|--------------------------|
| Phase Description: | Site Characterization | | |
| Task or Operation: | Drilling, Sampling - groundwater, Sampling - subsurface soil, Sampling - surface soil | | |
| Specific Location: | Tank Area 29 | | |
| Task or Operation Start Date(s): | 04/16/2007 | Task or Operation Duration: | 2 weeks |
| Date of Hazard Analysis: | 03/26/2007 | | |
| Job Hazard Analysis Developed by: | HSE Professional | | |
| Job Hazard Analysis Reviewed by: | Joe Manager | | |
| POTENTIAL HAZARDS DURING THIS TASK and/or OPERATION | | | |
| Chemical* | Physical | Biological | Radiological |
| » BENZENE » TRICHLOROETHYLENE | » Drilling Rig Operations » Heavy Equipment Operation » Noise (Sound Pressure Level), dBA » Utilities (electrical, gas, water, etc.) - Underground | | |
| HAZARD CONTROL MEASURES USED DURING THIS TASK and/or OPERATION | | | |
| Administrative Controls: | Set up sampling stations upwind of drilling operations. | | |
| Engineering Controls: | Use intrinsically safe fans as needed to vent borehole during drilling operations. | | |
| PPE Description: | Component | | Description |
| | Level C Ensemble | | |
| | Air purifying respirator - full face | | Organic Vapor cartridges |
| | Boots, chemical-resistant, steel toe and shank | | |
| | Disposable one-piece hooded chemical resistant splash clothing suit | | |
| | Escape Mask | | |
| | Gloves, inner, chemical-resistant | | |
| | Gloves, outer, chemical-resistant | | Nitrile |
| Air-Purifying Respirator Cartridge/Canister Change Schedule: | Change after 8 hours of use. | | |
| Decon Procedures for People & Equipment: | Use company standard SOPs. | | |
| Required Permit(s): | none | | |
| Other Information: | | | |

Element 3 - Training Program

The site safety and health Training Program is designed to provide workers with the training necessary to work safely on this site in compliance with *29 CFR 1910.120(b)(4)(ii)(B)*. Training requirements for this site are based on the Job Hazard Analysis, contained in Element 2 of this HASP, and relevant OSHA requirements. Employees who have not been trained to a level required by their job function and responsibility are not permitted to participate in or supervise field activities.

At this site, Joe Manager, the Site Supervisor, oversees the Training Program and is responsible for ensuring that employees are trained for all tasks or operations they are asked to perform.

This Training Program is consistent with the requirements of *29 CFR 1910.120(e)* and addresses the following site-specific information:

- Initial HAZWOPER Training
- Required Supervised Field Experience
- Site Specific Training for Site Workers
- Site Briefings for Visitors and Workers
- Management and Supervisor Training
- Qualification of Trainers
- Training Certification
- Emergency Response Training
- Refresher Training
- Equivalent Training
- Training Records

Initial HAZWOPER Training

Initial training requirements for site workers are based on the worker's potential for exposure and compliance with the requirements of *29 CFR 1910.120(e)(3)*.

General Site Workers (such as equipment operators, general laborers and supervisory personnel) engaged in hazardous substance removal or other activities that expose, or potentially expose, them to hazardous substances and health hazards shall receive a minimum of 40 hours of instruction off site, and a minimum of three days of actual field experience under direct supervision of a trained, experienced supervisor as per *29 CFR 1910.120(e)(3)(i)*.

Specific Limited Task Workers on site only occasionally for a specific limited task (such as, but not limited to, groundwater monitoring, land surveying, or geophysical surveying) and who are unlikely to be exposed over permissible exposure limits and published exposure limits shall receive a minimum of 24 hours of instruction off site, and a minimum of one day of actual field experience under direct supervision of a trained, experienced supervisor as per *29 CFR 1910.120(e)(3)(ii)*.

Other workers regularly on site who work in areas that have been monitored and fully characterized, indicating that exposures are under permissible exposure limits and published exposure limits where respirators are not necessary, and the characterization indicates that there are no health hazards or the possibility of an emergency developing, shall receive a minimum of 24 hours of instruction off site, and a minimum of one day of actual field experience under direct supervision of a trained, experienced supervisor as per *29 CFR 1910.120(e)(3)(iii)*.

Element 5 - Site Control Program

This Site Control Program is designed to minimize the spread of hazardous substances from contaminated areas to areas that have not been contaminated in compliance with *29 CFR 1910.120(b)(4)(ii)(F)*. Additionally, the Site Control Program is intended to identify and isolate contaminated areas of the site, to facilitate emergency evacuation and medical care, to prevent unauthorized entry to the site, and to deter vandalism and theft.

This Site Control Program includes the elements specified in *29 CFR 1910.120(d)* and provides the following site-specific information:

- Site Map
- Site Access Procedures
- Site Security
- Site Work Zones
- Use of the Buddy System
- Both Internal (on-site) and External (off-site) Communications
- Medical Assistance

Joe Manager, Site Supervisor, is responsible for ensuring the Site Control Program is updated as needed.

Site Map

A site map(s) indicating the site perimeter, entry and exit points, work zones, emergency equipment storage locations, and evacuation routes and places of safe assembly is attached to this HASP.

Site Access Procedures

For the safety of all personnel, access to this site is restricted to only those site workers who have access approval from Joe Manager, Site Supervisor. To further reduce the potential for chemical exposure, site workers shall only enter into zones in which they have access approval from Joe Manager, Site Supervisor.

During hours of site operation, site entry and exit is authorized only at the point(s) identified on the attached map. Entry and exit at these points is controlled by:

- Warning Signs

During hours that the site is not operating, access to the site is controlled by:

- Warning Signs

For accountability purposes, all visitors to the site must register with Joe Manager, Site Supervisor. Visitors are not required to be escorted. Visitors are expected to comply with the requirements of this HASP. Visitors who will enter contaminated areas of the site must provide adequate documentation that they have the required training and medical evaluation as required by this HASP. Visitors shall receive a site-specific briefing about protecting themselves from site hazards, recognizing site zones, and following emergency evacuation procedures. Visitors shall have the required personal protective equipment (PPE) for the areas that they will visit.

Element 6 - Personal Protective Equipment

Personal protective equipment (PPE) will be used at this site to protect employees from chemical and physical hazards in compliance with 29 CFR 1910.120(b)(4)(ii)(C). This includes hazards associated with, but not limited to, entry operations, decontamination processes, and routine site tasks and operations.

With employee safety being the number one priority, site health hazards will be eliminated or reduced to the greatest extent possible through administrative and/or engineering controls and safe work practices. Where hazards are still present, a combination of administrative and/or engineering controls, work practices, and PPE will be used to protect employees.

HSE Professional, Site Health and Safety Supervisor, is responsible for PPE use on this site.

The following topics are addressed in this element:

- PPE Selection Criteria
- Site-Specific PPE
- Training In Use of PPE
- Minimum Standards for PPE
- Hearing Conservation
- PPE Maintenance & Storage
- Using PPE at this Site
- Respiratory Protection

PPE Selection Criteria

PPE shall be selected and used to protect site workers from the hazards and potential hazards they are likely to encounter, as identified during the site characterization and Job Hazard Analysis. A PPE ensemble shall be assigned to each work task or operation.

PPE selection shall be based upon many factors. Initial PPE ensembles shall be selected based on the anticipated route(s) of entry of the hazardous substances on site and their concentration. Ensemble materials shall be selected using permeation data supplied by individual manufacturers. Materials providing the greatest duration of protection shall be used. Tear and seam strength of the PPE shall also be considered to ensure ensemble durability while work is performed.

When necessary, multiple layers of protection shall be used to accommodate the range of hazards that may be encountered. All PPE shall be properly fitted.

PPE selection criteria shall also include:

- Level of PPE required (Level A, B, C, or D)
- PPE components
- Chemical suit and glove compatibility

Other factors that influence the above selection criteria include:

- Work mission and duration

Element 7 - Environmental Monitoring

Due to the limited potential for site worker exposure to hazardous chemicals, radiation, or noise levels, environmental monitoring in compliance with *29 CFR 1910.120(b)(4)(ii)(E)* is not required at this site. Specifically, a determination was made that the following conditions do not exist:

- IDLH conditions
- Exposure above permissible exposure limits or published exposure levels
- Exposure above a radioactive material's dose limits
- Other dangerous conditions such as the presence of flammable atmospheres
- Oxygen-deficient environments
- Noise levels equal to or exceeding 85 dBA

This determination was made through:

- Representative air monitoring with direct-reading instruments during initial entry
- Personal air samples collected in the breathing zones of site workers expected to have the highest exposure during the task or operation

If situations arise or conditions change at this site so that the potential for site workers to be exposed to hazardous chemicals, radiation, or noise above threshold levels, environmental monitoring shall be implemented. Situations where it shall be considered that the possibility exposures have risen include, but are not limited to:

- When work begins on a portion of the site that has not been previously monitored
- When contaminants other than those previously identified are being handled
- When a different type of operation is initiated
- When a change in environmental conditions occurs
- When site workers handle leaking drums or containers, or work in areas with obvious liquid contamination
- When site workers report or exhibit signs of exposure

Element 8 - Spill Containment Program

This element describes the potential for hazardous substance spills at this site and procedures for controlling and containing such spills in compliance with *29 CFR 1910.120(b)(4)(ii)(J)* and *29 CFR 1910.120(j)(1)(viii)*. The purpose of the Spill Containment Program is to ensure that spill containment planning is conducted and appropriate control measures are established.

The Spill Containment Program addresses the following site-specific information:

- Potential for Spills and Available Controls
- Initial Notification and Response
- Spill Evaluation and Response
- Post-Spill Evaluation

Potential for Spills and Available Controls

An evaluation was conducted to determine the potential for hazardous substance spills at this site. This evaluation indicates that there is no potential for a hazardous substance spill of sufficient size to require containment planning, equipment, and procedures.

For that reason, no spill containment program is implemented at this site.

Element 9 - Decontamination

This HASP element describes procedures for decontaminating site workers and equipment when exiting the Exclusion Zone in compliance with *29 CFR 1910.120(b)(4)(ii)(G)*. This element also describes disposal of waste from decontamination processes. Site decontamination procedures are designed to achieve a safe, logical removal or neutralization of contaminants that may accumulate on site workers and/or equipment. HSE Professional, the Site Health and Safety Supervisor, is responsible for decontamination procedures at this site.

These procedures are intended to minimize site worker contact with contaminants and protect against the transfer of contamination to clean areas of the site and away from the site. They may also extend the useful life of personal protective equipment (PPE) by reducing the amount of time that contaminants contact and permeate or otherwise affect the surfaces of PPE.

Decontamination procedures shall be communicated to site workers, and implemented before any site workers or equipment are permitted to enter areas on site where potential for exposure to hazardous substances exists.

Emergency decontamination procedures are detailed in Element 10, the Emergency Response Plan of this HASP.

The decontamination procedures described below are designed to meet the requirements of *29 CFR 1910.120(k)* and include site-specific information about:

- General and Specific Decontamination Procedures for Personnel and PPE
- General and Specific Decontamination Procedures for Equipment
- Location and Type of Site Decontamination Procedures
- Disposal of Residual Waste from Decontamination
- Monitoring the Effectiveness of Decontamination Procedures

General and Specific Decontamination Procedures for Site Workers and PPE

All site workers and PPE leaving a contaminated area shall be appropriately decontaminated.

General decontamination guidelines for site workers and PPE include:

- Decontamination is required for all site workers exiting a contaminated area. Site workers may only re-enter uncontaminated areas after undergoing the decontamination procedures described in the next section.

Specific decontamination on this site for site workers and PPE shall be conducted as outlined in the Job Hazard Analysis Worksheets in Element 2.

General and Specific Decontamination Procedures for Equipment

All contaminated clothing and equipment leaving a contaminated area shall be appropriately disposed of or decontaminated.

General decontamination guidelines for equipment include:

Element 10 - Emergency Response Plan

This HASP element describes the site-specific Emergency Response Plan in compliance with 29 CFR 1910.120(b)(4)(ii)(H). Specifically the Emergency Response Plan addresses potential emergencies at this site, procedures for responding to these emergencies, roles and responsibilities during emergency response, and training. This element also describes the provisions this site has made to coordinate its emergency response planning with other contractors on site and with off-site emergency response organizations.

This Emergency Response Plan shall be available for inspection and copying by site workers, their representatives, OSHA personnel, and other governmental agencies with relevant responsibilities as required by 29 CFR 1910.120(l)(1)(i).

In accordance with 29 CFR 1910.120(l)(3)(ii), this Emergency Response Plan is a separate element of the HASP.

This Emergency Response Plan, which is consistent with the requirements of 29 CFR 1910.120(l), provides the following site-specific information:

- Pre-Emergency Planning
- Personnel Roles, Lines of Authority, and Communication
- Emergency Recognition and Prevention
- Safe Distances and Places of Refuge
- Site Security and Control
- Evacuation Routes and Procedures
- Emergency Decontamination Procedures
- Emergency Medical Treatment and First Aid
- Emergency Alerting and Response Procedures
- Critique of Response and Follow-Up
- Personal Protective Equipment (PPE) and Emergency Equipment

Pre-Emergency Planning

This Emergency Response Plan is compatible and integrated with the disaster, fire and/or emergency response plans of local, state, and federal agencies.

This Emergency Response Plan shall be reviewed periodically and amended as necessary to keep it current with new or changing site conditions or information. This Plan shall be rehearsed regularly as part of the overall training program for site operations.

This site has been evaluated for potential emergency occurrences based on site hazards, the tasks within the work plan, the site topography, and prevailing weather conditions.

Based on this evaluation, the following potential emergencies have been identified:

| Type of Emergency | Location(s) of Emergency | Source of Emergency |
|-------------------------|--------------------------|---------------------|
| Acute chemical exposure | on site | Site contaminants |