
South Texas Coastal Zone
Area Contingency Plan
(STCZACP)

Health and Safety Plan

Appendix 4
May 2022

Record of Changes

Change Number	Change Description	Section Number	Change Date	Name
1	New Annex	All	30 July 2021	Todd Peterson, CGD 8
2	Updated formatting to align with the newly developed USCG National ACP Architecture model	All	May 2022	MSTCS Rocklage
3				
4				
5				
6				
7				
8				
9				
10				

South Texas Coastal Zone Area Contingency Plan

Table of Contents

1000 Introduction.....	1
1100 Background.....	1
1200 Purpose	1
2000 Health and Safety.....	1
2100 Federal Health and Safety Guidance	1
2200 Texas State Health and Safety Guidance.....	2
3000 Safety Officer Advance Planning	2
4000 Site Safety and Health Plans	2
4100 ICS Compatible Site Safety and Health Plan	2
4101 Purpose.....	2
4102 Development	3
4200 Emergency Safety and Response Plan (Form SSP-A).....	3
4201 Purpose.....	3
4202 Preparation	3
4203 Distribution	3
4204 Instructions.....	4
4300 Site Safety Plan (Form SSP-B).....	5
4301 Purpose.....	5
4302 Preparation	5
4303 Distribution	5
4304 Instructions.....	6
4400 Site Map for Site Safety Plan (SSP-C)	7
4401 Purpose.....	7
4402 Preparation	7
4403 Distribution	7
4404 Instructions.....	8
5000 ICS Forms	9
5100 Emergency Response Plan (ICS Form 208D)	9
5101 Purpose.....	9
5102 Preparation	9
5103 Distribution	9
5104 Instructions.....	10
5200 Daily Air Monitoring Log (Form SSP-E).....	11
5201 Purpose.....	11
5202 Preparation	11
5203 Instructions.....	12
5300 Personal Protective Equipment (SSP-F) Form	13
5301 Purpose.....	13
5302 Preparation	13
5303 Distribution	13
5304 Instructions.....	14
5400 Decontamination Form	15
5401 Purpose.....	15
5402 Preparation	15

South Texas Coastal Zone Area Contingency Plan

5403 Distribution	15
5404 Instructions	16
5500 Site Safety Enforcement Log (SSP-H)	17
5501 Purpose	17
5502 Preparation	17
5503 Distribution	17
5504 Instructions	18
5600 Worker Acknowledgement Form (SSP-I)	19
5601 Purpose	19
5602 Preparation	19
5603 Distribution	19
5604 Instructions	20
5700 Emergency Safety and Response Plan Compliance Checklist (SSP-J)	21
5701 Purpose	21
5702 Preparation	21
5703 Distribution	21
5704 Instructions	22
6000 HAZWOPER	23
6100 HAZWOPER 1910.120 Compliance Checklist	23
6101 Purpose	23
6102 Preparation	23
6103 Distribution	23
6104 Instructions	24
6200 HAZWOPER 1910.120 Drum Compliance Checklist (SSP-L)	25
6201 Instructions	25
7000 Site Safety Plan Attachments	26
7100 (SSP-ATTACH 1-#)	26
7101 Purpose	26
7102 Preparation	26
7103 Distribution	26

List of Tables

Table 1 Emergency Safety and Response Plan (Form SSP-A) Instructions	4
Table 2 Site Safety Plan (Form SSP-B) Instructions	6
Table 3 Site Map for Site Safety Plan (SSP-C) Instructions	8
Table 4 Emergency Response Plan (ICS Form 208D) Instructions	10
Table 5 Daily Air Monitoring Log (Form SSP-E) Instructions	12
Table 6 Personal Protective Equipment (SSP-F) Form Instructions	14
Table 7 Decontamination Form Instructions	16
Table 8 Site Safety Enforcement Log (SSP-H) Instructions	18
Table 9 Worker Acknowledgement Form (SSP-I) Instructions	20
Table 10 Emergency Safety and Response Plan Compliance Checklist (SSP-J) Instructions	22
Table 11 HAZWOPER 1910.120 Compliance Checklist Instructions	24
Table 12 Drum Compliance Checklist (SSP-L) Instructions	25

1000 Introduction

1100 Background

This policy was developed to provide Federal and State health and safety guidance for oil/hazardous substance incidents within the boundaries of the STCZ Area Committee.

1200 Purpose

The purpose of health and safety efforts conducted during an environmental emergency are to ensure the protection of the responders, clean-up crews and the public from possible hazards. The guidance contained in this policy is intended to assist Safety Officers to establish, manage, and operate a safe spill response.

2000 Health and Safety

2100 Federal Health and Safety Guidance

Federal and state government employees, private industry employees, and other contract personnel involved in oil spill response activities must comply with all applicable worker health and safety laws and regulations. The Occupational Safety and Health (OSH) Act was enacted December 29, 1970 and granted authority to the Secretary of Labor to promulgate, modify, and revoke safety and health standards. The primary federal regulations for hazardous waste operations and emergency response are found in 29 CFR Part 1910.120. This regulation specifies the safety and health requirements for employees involved in operations at uncontrolled hazardous waste sites being cleaned up under government mandate and in certain hazardous waste treatment, storage, and disposal operations conducted under the Resource Conservation and Recovery Act of 1976 (RCRA). The regulations apply to both emergency response and post-emergency response clean-up of hazardous substance spills. The definition of hazardous substance used in these regulations is much broader than CERCLA, encompassing all materials listed in 49 CFR Part 172. Most oils and oil spill responses are covered by these regulations. Response policies shall be consistent with federal regulations.

The Occupational Safety and Health Administration (OSHA) classifies an area impacted by oil as an uncontrolled hazardous waste site. The role of the site safety and health supervisor is to assess the site, determine the safety and health hazards present, and determine if Federal OSHA regulations apply. If an OSHA field compliance officer is on scene, he/she should be consulted to determine the applicability of OSHA regulations. Disputes should be referred to the Department of Labor representative of the RRT.

One key provision of the OSH Act provided 50/50 funding to those states that developed their own state program, which is at least as effective as the federal program in providing safe and healthful employment. The State of Texas does not have a federally approved state managed program and, therefore, all workers involved with oil spill response activities must comply with the federal regulations.

2200 Texas State Health and Safety Guidance

Federal regulations specify minimum training levels for responders to hazardous substance incidents. OSHA enforces the requirements for federal and private workers. State and local employees must follow the same regulations.

3000 Safety Officer Advance Planning

The incident Safety Officer (SOFR) will need personnel and equipment very quickly in the event of an incident. It would be beneficial to have preset lists of resources, equipment, personal protective equipment (PPE), and personnel for a large incident that could be pared down for smaller incidents. This will allow the SOFR to submit a request to the Logistics Section quickly while the SOFR begins to address the chaotic issues at the beginning of an incident. A go kit with information resources preprinted, or on computer disk (laptop and personnel printer if available) and some safety and detection equipment would increase the response effectiveness of the SOFR. A good Site Safety and Health plan (see below) form that the SOFR is familiar with will be a good guide/checklist to cover the safety issues of an incident and quickly develop the site safety plan. This type of preplanning is critical to allow the SOFR to quickly address the needs of the personnel responding to an incident.

4000 Site Safety and Health Plans

The following site safety and health plans can be used as a general guide to facilitate rapid development of site safety and health plans during spill response. They are NON-MANDATORY guidelines intended to support appropriate site-specific planning. They were developed for response personnel involved in Emergency and/or Post-Emergency operations and may not provide sufficient detail for long-term remedial sites.

A generic site safety and health plan is provided for oil/hazardous substance responses along with a PROPOSED ASTM STANDARD Site Safety and Health Plan for oil spill response. Both documents provide a set of attachments that should be used as needed. The generic and proposed ASTM standard site safety plans are not intended to satisfy all requirements for written procedures. A specific site safety and health plan must be supported by other documents which add more detailed information and which may not necessarily be needed in the field (EXAMPLES: a site safety and health program, a respiratory protection program, or a medical monitoring program.) Once the PROPOSED ASTM STANDARD is approved this will replace the generic Site Safety and Health Plan in the policy.

4100 ICS Compatible Site Safety and Health Plan

4101 Purpose

The ICS compatible Site Safety and Health Plan, ICS Form 208, is designed for safety and health personnel that use ICS. It is compatible with ICS and is intended to meet the requirements of the Hazardous Waste Operations and Emergency Response regulation (29 CFR Part 1910.120). The plan avoids the duplication found between many other site safety plans and certain ICS forms. It is also in a format familiar to users of ICS. The most up-to-date ICS compatible Site Safety and Health Plan, ICS Form 208 can be found at the USCG Homeport internet site at the following link:

https://homeport.uscg.mil/Lists/Content/Attachments/2914/ICS208%20SSP%20rev%204-15_2.pdf

4102 Development

The ICS compatible Site Safety and Health Plan was initiated at USCG Headquarters, Office of Response in 1998. Several Coast Guard personnel were involved in the development and review of the plan. The plan was then reviewed and refined by industry representatives.

4200 Emergency Safety and Response Plan (Form SSP-A)

4201 Purpose

The Emergency Safety and Response Plan provide the SOFR and ICS personnel a plan for safeguarding personnel during the initial emergency phase of the response. It is only used during the emergency phase of the response which is defined as a situation involving an uncontrolled release/discharge. It is also intended to meet the requirements of the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, 29 CFR Part 1910.120.

4202 Preparation

The SOFR or his/her designated staff initiates the Emergency Site Safety and Response Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). Outside support organizations must be contacted to ensure the plan is consistent with other plans (local, state, other federal plans). Form SSP-G need not be completed if this form is used. When the operation proceeds into the post-emergency phase (site stabilized and clean-up operations begun) forms SSP-B and SSP-G should be used. For large incidents, the Emergency Site Safety and Response Plan complements the Incident Action Plan. For smaller incidents, the Emergency Site Safety and Response Plan complements ICS Form 201.

4203 Distribution

The Emergency Safety and Response Plan is completed by the SOFR and forwarded to the Planning Section Chief. Copies are made and attached to the Assignment List(s), ICS Form 204. The Operations Section Chief, Directors, Supervisors, or Leaders get a copy of the plan. They must ensure it is available on site for all personnel to review. The SOFR is responsible for ensuring that the Emergency Site Safety and Response Plan properly addresses the hazards of the operation. The SOFR accomplishes this through on site enforcement and feedback to the operational units.

4204 Instructions

Table 1 Emergency Safety and Response Plan (Form SSP-A) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
5	Organization	List the personnel responsible for these positions. IC and SOFR are mandatory.
6	Physical Hazards & Protection	Check off the physical hazards at the site. Identify the major tasks involved in the response (skimming, lightering, over packing, etc.) Check off the controls that would be used to safeguard workers from the physical hazards for each major task.
7	Chemicals	List the chemicals involved in the response. Chemicals may be listed numerically. Check off hazards, potential health effects, pathway of dispersion, and exposure route to the chemical. Numbers corresponding to the chemical may be entered into the check blocks to differentiate. Check off PPE to be used. Identify the type of PPE selected (for example: gloves: butyl rubber).
8	Instruments	Indicate the instruments being used for monitoring. List the action levels adjacent to the instruments being used. Identify the chemicals being monitored. List the physical parameters of the chemicals. Use a separate form for additional chemicals monitored.
9	Decontamination	Check off the decontamination steps to be used. Numbers may be entered to indicate the preferred sequence. Identify any intervening steps necessary on the form or in a separate attachment.
10	Site Maps	Draw a rough site map. Ensure all the information listed is identified on the map.
11	Potential Emergencies	Identify any potential emergencies that may occur. If none, so state. Check off the appropriate alarms that may be used. Identify emergency prevention and evacuation procedures in the space provided or on a separate attached sheet.
12	Communications	Indicate type of site communications (phone, radio). Indicate phone numbers for frequencies for the command, tactical, and entry functions.
13	Site Security	Identify the personnel assigned. Identify security procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
14	Emergency Medical	Identify the personnel assigned. Identify emergency medical procedures in the space provided or on a separate attached sheet. Identify the equipment needed to support security operations.
15	Prepared by:	Enter the name and position of the person completing the worksheet
16	Date/time briefed	Enter the date/time the document was briefed to the appropriate workers and by whom.

4300 Site Safety Plan (Form SSP-B)

4301 Purpose

The Site Safety Plan provides the SOFR and ICS personnel a plan for safeguarding personnel during the post-emergency phase of an incident. The post-emergency phase is when the situation is stabilized and cleanup operations have begun. SSP-B is intended to meet the requirements of the HAZWOPER regulation, 29 CFR Part 1910.120.

4302 Preparation

The SOFR or his/her designated staff initiate the Site Safety Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). The plan is then reproduced and, at a minimum, sent to ICS Group/Division Supervisors. They amend it according to unique job or on-scene hazards with support from the SOFR and/or his/her staff (detailed site characterization). The plan is continuously updated to address changing conditions. During the first hours of the response, where most response functions are in the emergency phase, the SOFR may choose to use the Emergency Safety and Response Plan (SSP-A) in lieu of the Site Safety Plan. For large incidents, the SSP-B compliments the Incident Action Plan. For smaller incidents, the SSP-B compliments ICS Form 201. The SOFR is encouraged to use the HAZWOPER Compliance Checklist (Form SSP-K) to ensure the Incident Action Plan and the 201 address the requirements and all other pertinent ICS forms (203, 205, 206, etc.) are completed.

4303 Distribution

The initial Site Safety Plan completed by the SOFR is forwarded to the Planning Section Chief. Copies are made and attached to the Assignments List(s), ICS Form 204. The Operations Section Chief, Directors, Supervisors, or Leaders get a copy and make on site amendments specific to their operation. They must also ensure it is available on site for all personnel to review. The SOFR provides personnel from his/her staff to assist in the detailed site characterization. The SOFR is responsible for ensuring that the Site Safety Plan for each assignment properly addresses the hazards of that assignment. The SOFR shall ensure completion of the Worker Acknowledgement Form (SSP-I). The SOFR accomplishes this through on site enforcement and feedback to the operational units.

4304 Instructions

Table 2 Site Safety Plan (Form SSP-B) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Group/Division Sup Strike Team/TF Leader	The Supervisor/leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	Site Accessibility	Check the block(s) if the site is accessible by land, water, air, etc.
8	For Emergency Contact	Enter the name and way to contact the individual who handles emergencies.
9	Attachments	Enter attachments. Material Safety Data Sheets are mandatory under 1910.120. Safe Work Practices may also be attached.
10	Job/Task Activity	Enter Job/Task & Activities, list hazards, list potential injury and health effects, check exposure routes and identify controls. If more detail is needed for controls, provided attachments.
11	Prepared by	Enter the name and position of the person completing the worksheet
12	Briefed on _____ by	Enter the sate/time the document was briefed to the appropriate workers and by whom

4400 Site Map for Site Safety Plan (SSP-C)

4401 Purpose

The Site Map for the Site Safety Plan is required by 29 CFR Part 1910.120. It provides, a single visual description of the site, which can help ICS personnel locate hazards, identify evacuation routes, and places of refuge.

4402 Preparation

The Site Map for the Site Safety Plan can be completed by the SOFR, his/her staff, or by ICS personnel (Group Supervisors, Task Force/Strike Team Leaders) working at a site with unique and specific hazards. One or several maps may be developed, depending on the size of the incident and the uniqueness of the hazards. The key is to ensure that the workers using the map(s) can clearly identify the work zones, locations, of hazards, evacuation routes and places of refuge.

4403 Distribution

This form must be located with the Site Safety Plan (SSP-B). It follows the same distribution route.

4404 Instructions

Table 3 Site Map for Site Safety Plan (SSP-C) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignments applies
4	Safety Officer	Enter then name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area.
7	Site Accessibility	Check the block(s) if the site is accessible by land, water, air, etc.
8	For Emergency Contact	Enter the name and way to contact the individual who handles emergencies
9	Include	Ensure the map includes the listed items provided in this block
10	Prepared by	Enter the name and position of the person completing the worksheet
11	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5000 ICS Forms

5100 Emergency Response Plan (ICS Form 208D)

5101 Purpose

The Emergency Response Plan provides information on measures to be taken in the event of an emergency. It is used in conjunction with the Site Safety Plan (Form SSP-B). It is required by 29 CFR Part 1910.120.

5102 Preparation

The SOFR, prepares the Emergency Response Plan. A copy of the Medical Plan (ICS Form 206) shall always be attached to this form.

5103 Distribution

This form must be located with the Site Safety Plan (SSP-B) follows the same distribution.

5104 Instructions

Table 4 Emergency Response Plan (ICS Form 208D) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisors/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	For Emergency Contact	Enter the name and way to contact the individual who handles emergencies
8	Attachments	Enter attachments. ICS Form 206 must be included
9	Emergency Alarm	Enter a description of the sound of the emergency alarm and its location
10	Backup Alarm	Enter a description of the sound of the emergency alarm and its location
11	Emergency Hand Signals	Enter the emergency hand signals to be used
12	Emergency Personal Protective Equipment Requires	Enter the emergency PPE that may be needed in the event of an emergency
13	Emergency Notification Procedures	Enter the procedures for notifying the appropriate personnel and organizations in the event of an emergency
14	Places of Refuge	Enter by name the place of refuge personnel can go to in the event of an emergency
15	Emergency Decon & Evacuation Steps	Enter emergency decontamination steps and evacuation procedures
16	Site Security Measures	Enter site security measures needed for emergencies
17	Prepared by	Enter the name and position of the person completing the worksheet
18	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5200 Daily Air Monitoring Log (Form SSP-E)

5201 Purpose

The Daily Air Monitoring Log provides documentation of air monitoring conducted during an incident. The log is supplement to the Site Safety Plan (SSP-B). It is only required when performing air monitoring operations. The information used from the log can be used to update the Site Safety Plan.

5202 Preparation

Persons conducting monitoring complete the Daily Air Monitoring Log. Normally these are air-monitoring units under the Site Safety Officer. If there is a decision not to monitor during a spill, articulate justification shall be noted and provided to all impacted ICS personnel.

5203 Instructions

Table 5 Daily Air Monitoring Log (Form SSP-E) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Location & size of site	Enter the geographical location of the site and the approximate square area
6	Hazards of concern	Enter the hazards being monitored
7	Action Levels	Enter the hazards being monitored
8	Weather	Enter weather information. Ensure units of measure are listed. Include wind direction and wind speed.
9	Air Monitoring Data	Enter the instruments type and number, persons monitoring, results with appropriate units, location of reading, date and time of reading, interferences and comments. Detection limits of the instruments used should be captured in 9.g, interferences and comments.
10	Safety Officer Review	The Safety Officer must review and sign the form

5300 Personal Protective Equipment (SSP-F) Form

5301 Purpose

The Personal Protective Equipment (PPE) Form is a list of PPE used in operations. The listing of PPE is required by 29 CFR Part 1910.120.

5302 Preparation

The PPE form is completed by the SOFR, or his/her staff. PPE common to all ICS Operations personnel is addressed first. Jobs with unique PPE requirements (i.e. fall protection) are addressed next. When the form is delivered on site, the ICS Director, Supervisor, or Leader may amend the list to ensure personnel are adequately protected from job hazards. It must be completed prior to the outset of any operation, unless addressed elsewhere by Standard Operating Procedures.

5303 Distribution

This form must be located with the Site Safety Plan (SSP-B). It therefore follows the same distribution.

5304 Instructions

Table 6 Personal Protective Equipment (SSP-F) Form Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	Hazard(s) Addressed	Enter the hazards that need to be safeguarded against
8	For emergencies Contact	Enter the name and way to contact the individual who handles emergencies
9	Equipment	List the equipment needed to address the hazards. If pre-designed Safe Work Practices are used, indicate here and attach form
10	References consulted	List the references used in making the selection of PPE
11	Inspection procedures	Enter the procedures for inspecting PPE prior to donning. If pre-designed Safe Work Practices are used, indicate here and attach to form
12	Donning Procedures	Enter the procedures for putting on the PPE. If pre-designed Safe Work Practices are used, indicate here and attach to form
13	Doffing Procedures	Enter the information for removing the PPE. Of pre-designed Safe Work Practices are used, indicate here and attach to form
14	Limitations and Precautions	List the limitations and precautions when using PPE. Include the maximum time to be inside the PPE. Heat Stress concerns, psychomotor skill detraction and other factors
15	Prepared by	Enter the name as position of the person completing the worksheet
16	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5400 Decontamination Form

5401 Purpose

The Decontamination form provides information on how workers can avoid contamination and how to get decontaminated. It is a supplemental form to the Site Safety Plan.

5402 Preparation

The Decontamination Form can be completed by the SOFR, and members of his/her staff, or by the Group/Division Supervisor, Task Force/Strike Team Leader on the site.

5403 Distribution

This form must be located with the Site Safety Plan (SSP-B). It follows the same distribution.

5404 Instructions

Table 7 Decontamination Form Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & size of site	Enter the geographical location of the site and the approximate square area
7	For emergencies Contact	Enter the name and way to contact the individual who handles emergencies
8	Hazard(s) Addressed	Enter the hazards that need to be safeguarded against
9	Equipment	List the equipment needed to address the hazards. If pre-designed Safe Work Practices are used, indicate here and attach form
10	References consulted	List the references used in making the selection for PPE
11	Contamination Avoidance Practices	Enter procedures for personnel to avoid contamination. If pre-designed Safe Work Practices are used, indicate there and attach to form
12	Decon Diagram	Draw a diagram for the decontamination operation. If pre-designed Safe Work Practices are used, indicate here and attach to form
13	Decon Steps	List the decontamination steps
14	Prepared by	Enter the name and position of the person completing the worksheet
15	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5500 Site Safety Enforcement Log (SSP-H)

5501 Purpose

The Site Safety Plan Enforcement Log is used to help enforce safety during an incident.

5502 Preparation

The SOFR and/or his/her staff complete the Site Safety Plan Enforcement Log. The log is completed as Safety personnel are on scene reviewing the site. It should be completed at a minimum once per day. The number of enforcement logs to be completed depends on the size of the incident. Enough should be completed to ensure that site safety is being adequately enforced.

5503 Distribution

The Site Safety Enforcement Log, when completed, is delivered to the SOFR. The SOFR can use the form to amend the Site Safety Plan (SSP-A or B).

5504 Instructions

Table 8 Site Safety Enforcement Log (SSP-H) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time Prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the Safety Officer and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	For emergencies Contact	Enter the name and way to contact the individual who handles emergencies
7	Attachment	List any attached supporting documentation
8	Job/Task Activity	Enter only those Job Task/activated for which a deficiency is noted
	Hazards	Enter the hazards not being sufficiently addressed
	Deficiency	Enter the deficiency
	Action Taken	Enter the corrective action taken to address the deficiency
	Safety Plan Amended?	Enter whether the onsite safety plan was amended
	Signature of Supervisor/Leader	Ensure the Supervisor/Leader signs the form to acknowledge the deficiency
9	Prepared by	Enter the name and position of the person completing the worksheet
10	Briefed on _____ by	Enter the date/time the document was briefed to the appropriate workers and by whom

5600 Worker Acknowledgement Form (SSP-I)

5601 Purpose

The Worker Acknowledgement form is used to document workers who have received safety briefings.

5602 Preparation

Those personnel responsible for conducting safety briefings complete this form initially. Once the briefings are completed, workers who were briefed print their name, sign, date, and indicate the time of the briefing.

5603 Distribution

This form is returned to the SOFR or designated representative at the end of each operational period.

5604 Instructions

Table 9 Worker Acknowledgement Form (SSP-I) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Site Location	Indicate the location where the briefings are held
3	Attachment	Indicate any attachments used as part of the briefings
4	Type of briefing	Check the block next to the type of briefing
5	Presented by	Enter the name of the person conducting the briefing
6	Date	Enter the date of the briefing
7	Time	Enter the time of the briefing
8	Worker Name	Workers receiving the briefing print their name, sign, date, and enter the time they acknowledge the briefing

5700 Emergency Safety and Response Plan Compliance Checklist (SSP-J)

5701 Purpose

The purpose of the Emergency Safety and Response Plan 1910.120 Compliance Checklist is to ensure that incident response operations are in compliance with 29 CFR part 1910.120, HAWOPER. It also identifies how from SSP-J can be used to satisfy the HAZWOPER requirements. This checklist is an optional form.

5702 Preparation

The Emergency Safety and Response Compliance Checklist is completed by the SOFR or his/her staff as frequent as necessary whenever the SOFR wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (SSP-H). The Site Safety Plan Forms (A-G) best meet some of the requirements. The Incident Action Plan is suited to address other requirements, and the SOFR should ensure the IAP addresses them. Other requirements are performance based and are best evaluated on scene by the SOFR or his/her staff.

5703 Distribution

The SOFR should maintain the Emergency Safety and Response Plan 1910.120 Compliance Checklist.

5704 Instructions

**Table 10 Emergency Safety and Response Plan Compliance Checklist (SSP-J)
Instructions**

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
5	Location of site	Enter site location
6	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included
7	Requirements	This lists the requirements in a question format. Some require documentation or some form of action.
8	ICS Form	List this requirements covered in SSP-A
9	Check Block	Enter the check if the site satisfies the requirement
10	Comments	This provides additional information on the requirement. The user may also enter comments
11	Prepared by _____	Enter the name and position of the person completing the worksheet

6000 HAZWOPER

6100 HAZWOPER 1910.120 Compliance Checklist

6101 Purpose

The purpose of the HAZWOPER 1910.120 Compliance Checklist is to ensure that incident response operations are in compliance with 29 CFR Part 1910.120, HAZWOPER. It also identified how other ICS forms can be used to satisfy the HAZWOPER requirements. This is an optional form.

6102 Preparation

The HAZWOPER 1910.120 Compliance Checklist is completed by the SOFR or his/her staff as frequently as necessary when the SOFR wants to ensure regulatory compliance. It is best used in conjunction with the Site Safety Plan Enforcement Log (SSP_H). The Site Safety Plan Forms (A-G) best meet some of the requirements. The Incident Action Plan is suited to address other requirements, and the SOFR should ensure the IAP addresses them. Other requirements are performance based and are best evaluated on scene by the SOFR or his/her staff.

6103 Distribution

The HAZWOPER 1910.120 Compliance Checklist should be maintained by the SOFR.

6704 Instructions

Table 11 HAZWOPER 1910.120 Compliance Checklist Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
5	Location of site	Enter site location
6	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included
7	Requirements	This lists the requirements in a question format. Some require documentation or some form of action.
8	ICS Form	List those ICS Forms that cover the requirement. IAP designations mean it should be covered in the IAP, it does not guarantee it is covered. The SOFR must ensure this.
9	Check Block	Enter the check if the site satisfies the requirement
10	Comments	This provides additional information on the requirement. The user may also enter comments
11	Prepared by _____	Enter the name and position of the person completing the worksheet

6200 HAZWOPER 1910.120 Drum Compliance Checklist (SSP-L)

6201 Instructions

Table 12 Drum Compliance Checklist (SSP-L) Instructions

Item#	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date/Time prepared	Enter date (month, day, year) prepared
3	Operational Period	Enter the time interval for which the assignment applies
4	Safety Officer	Enter the name of the SOFR and means of contact
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Location & Size of the site	Enter the geographical location of the site and the approximate square area
7	For Emergencies Contact	Enter the name and way to contact the individual who handles emergencies
8	Note	<u>Tanks and vaults</u> should also be treated in the same manner as described in the checklist (1910.120(j)(9).
9	Cites	These are the regulatory cites within 1910.120. The major headings are highlighted in bold. Informational cites or cites that are duplicative are not included
10	Requirements	This lists the requirements in a question format. Some require documentation or some form of action.
11	Check Block	Enter the check if the site satisfies the requirement
12	Comments	This provides additional information on the requirement. The user may also enter comments
13	Prepared by _____	Enter the name and position of the person completing the worksheet

7000 Site Safety Plan Attachments

7100 (SSP-ATTACH 1-#)

7101 Purpose

The Site Safety Plan attachments provide ready-made safe work practices for the SOFR and ICS Personnel. They are optional documents designed to assist the SOFR in communicating and enforcing control of safety hazards. They were derived from the U.S. Coast Guard's National Strike Force's Guide for Developing Oil Spill Site Safety Plans (NSFCCINST N16465.2).

7102 Preparation

The SSP-Attachments require little preparation. Some have blank sections (due to information changing) that are required to be filled in by the SOFR or his/her staff. The SOFR is encouraged to use the format presented by the attachments for developing his/her own additional safe work practices.

7103 Distribution

These forms must be located with the Site Safety Plan (SSP-A/B). They are therefore following the same distribution.