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South-central Louisiana  
Area Contingency Plan  
(SCLACP)

Site Safety Plan

Annex 4  
May 2022

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**Record of Changes**

<b>Change Number</b>	<b>Change Description</b>	<b>Section Number</b>	<b>Change Date</b>	<b>Name</b>
1	Renamed from Appendix to Annex 4	All	09 Feb 2022	Adam Tyndale, CGD 8
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### 1000 Introduction

This annex was developed to provide Federal and State health and safety guidance for oil/hazardous substance incidents within the boundaries of the South-central Louisiana Area Committee (SCLAC)'s area of responsibility.

### 1100 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 the possible hazards. The guidance contained in this policy document is intended to assist Safety Officers to establish, manage, and operate a safe spill response to the reported incident.

### 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 clean-up 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. Thus, 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 Louisiana does not have a federally approved state managed program; therefore, all workers involved with oil spill response activities must comply with the federal regulations.

### 2200 Louisiana 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 tailored for smaller incidents. This will allow the SOFR to get a request into the Logistics Section quickly while the SOFR begins to tackle the chaotic issues at the beginning of an incident. A go-kit with information resources preprinted (or on an accessible storage device) and 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. Pre-planning is critical to allow the SOFR to respond quickly to the needs of the personnel responding to an incident.

### 3100 Site Safety and Health Plans

The following 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 site-specific site safety and health plan must be backed up by other documents that add more detailed information, which may not be needed in the field (i.e., a site safety and health program, a respiratory protection program, or a medical monitoring program).

### 3200 ICS Compatible Site Safety and Health Plan

The Site Safety and Health Plan, ICS Form 208, is designed for use during ICS responses. It 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. Although primarily designed for oil and hazardous substance incidents, the plan can be used from all hazard situations. The most up-to-date ICS compatible Site Safety and Health Plan, ICS Form 208 can be found at the USCG Homeport internet site <http://homeport.uscg.mil/mycgp/portal/ep/home.do>, click on library, click on Incident Command System and click on [Coast Guard ICS Forms \(Individual\)](#).

### **3300 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.

### **4000 Emergency Safety and Response Plan (SSP-A)**

The Emergency Safety and Response Plan provides the SOFR and ICS personnel a plan for safe guarding 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.

### **4100 Preparation**

The SOFR or his/her designated staff starts 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.

### **4200 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.

## South-central Louisiana Area Contingency Plan

### 4300 SSP-A Instructions

#	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. 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, overpacking, 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 (i.e., gloves: butyl rubber).
8	Instruments	Indicate the instruments used for monitoring. List the action levels adjacent to the instruments 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 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 document was briefed to the appropriate workers and by whom.

## **5000 Site Safety Plan (SSP-B)**

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.

## **5100 Preparation**

The SOFR or his/her designated staff starts the Site Safety Plan. They initially address the hazards common to all operations involved in the response (initial site characterization). The plan is reproduced and, as 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 place 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.

## **5200 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 104. The Operations Section Chief, Directors, Supervisors, or Leaders get a copy and make on-site amendments specific to their operation. They 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 the Site Safety Plan for each assignment properly addresses 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 operational units.

## 5300 SSP-B Instructions

#	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. 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 date/time the document was briefed to the appropriate workers and by whom.

## 6000 Site Map for Site Safety Plan (SSP-C)

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

### 6100 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.

### 6200 Distribution

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

## 6300 SSP-C Instructions

#	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 Safety Officer name 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.

## 7000 Emergency Response Plan (ICS Form 208D)

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.

### 7100 Preparation

The SOFR, his/her staff member if the Site Supervisor/Leader prepares the Emergency Response Plan. A copy of the Medical Plan (ICS Form 206) shall always be attached to this form.

### 7200 Distribution

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

## 7300 ICS Form 208D Instructions

#	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	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	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.

## 8000 Daily Air Monitoring Log (SSP-E)

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 help update the Site Safety Plan.

## 8100 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, the reasons must be available on site, readily available and briefed to all impacted ICS personnel.

## 8200 SSP-E Instructions

#	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.

## 9000 Personal Protective Equipment (SSP-F)

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

### 9100 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 onset of any operation, unless addressed elsewhere by Standard Operating Procedures.

### 9200 Distribution

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

## 9300 SSP-F Instructions

#	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 using 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

## 10000 Decontamination Form (SSP-G)

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.

### 10100 Preparation

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

## 10200 Distribution

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

## 10300 SSP-G Instructions

#	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 Safety Officer name and contact info
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 selecting 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

## 11000 Site Safety Enforcement Log (SSP-H)

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

### 11100 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, depending on the size of the incident. Enough should be completed to ensure that site safety is being adequately enforced.

## 11200 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).

## 11300 SSP-H Instructions

#	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 Safety Officer name and contact info
5	Supervisor/Leader	The Supervisor/Leader who receives this form will enter their name here
6	Emergencies Contact	Enter 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
8a	Hazards	Enter the hazards not being sufficiently addressed
8b	Deficiency	Enter the deficiency
8c	Action Taken	Enter corrective action taken to address deficiency
8d	Safety Plan Amended?	Enter whether the onsite safety plan was amended
8e	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

## 12000 Worker Acknowledgement Form (SSP-I)

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

### 12100 Preparation

Those personnel responsible for conduction 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.

### 12200 Distribution

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

## 12300 SSP-I Instructions

#	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

## 13000 Emergency Safety and Response Plan Compliance Checklist (SSP-J)

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, HAZWOPER. It also identifies how from SSP-J can be used to satisfy the HAZWOPER requirements. This checklist is an optional form.

### 13100 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.

### 13200 Distribution

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

### **13300 SSP-J Instructions**

<b>#</b>	<b>Title</b>	<b>Instructions</b>
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 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

### **14000 HAZWOPER 1910.120 Compliance Checklist (SSP-K)**

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.

#### **14100 Preparation**

The HAZWOPER 1910.120 Compliance Checklist is completed by the SOFR or his/her staff as frequently 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.

#### **14200 Distribution**

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

## 14300 SSP-K Instructions

#	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. <b>IAP designations mean it should be covered in the IAP, it does not guarantee it is covered. The SOFR must ensure this</b>
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

## 15000 HAZWOPER 1910.120 Drum Compliance Checklist (SSP-L)

The purpose of the HAZWOPER 1910.120 Drum Compliance Checklist is to ensure that incident response operations are in compliance with 29 CFR Part 1910.120, HAWOPER whenever drums are encountered during an incident. This is an optional form.

### 15100 Preparation

The HAZWOPER 1910.120 Drum Compliance Checklist is completed by the SOFR of his/her staff as frequently 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). This Site Safety Plan Forms (A-G) best meet some of the requirements. Other requirements are performance based and are best evaluated on scene by the SOFR or his/her staff.

### 15200 Distribution

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

## 15300 SSP-L Instructions

#	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	Name of the SOFR and contact info
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	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

## 16000 Site Safety Plan Attachments (SSP-ATTACH #)

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).

### 16100 Preparation

The SSP-Attachments require little to no preparation. Some of them 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.

### 16200 Distribution

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