

SAFE WORK PLANS (SWP)

SWP Document Format Requirements. The SWP Document shall be structured to correlate with the current Six Week Look-Ahead Schedule with the following headings:

1. PRIMARY WORK ACTIVITY - Describe scope of Work.
2. TASK/SUBACTIVITY DESCRIPTION(S)- describe tasks to be performed at the Work Site.
3. EQUIPMENT AND METHOD OF CONSTRUCTION - List major equipment that will be used and how it will perform the task or sub activity.
4. HAZARD DESCRIPTION - Describe one foreseeable hazard present as a result of task or sub activity and all site-specific risks.
5. SAFETY CONTROLS/LOSS PREVENTION - Describe controls and procedures that will be implemented to reduce or eliminate the foreseeable hazards described above including:
 - i. Methods to prevent loss for the Work performed at the Work Site.
 - ii. Ingress and egress to the Work Site.
 - iii. Barricades and protection for pedestrians and passageways at and surrounding the Work Site.
 - iv. Barricades and protection of traffic at and surrounding the Work Site.
6. Priority shall be given as follows in controlling hazards:
 - i. Elimination of the hazard;
 - ii. Engineering controls;
 - iii. PPE; and
 - iv. Management controls and training.
7. Repeat the Hazard Description and Safety Control sections until all hazards are covered for a given task/sub activity before moving to the next task or sub activity.

Incident prevention procedures shall be based on industry standards including but not limited to:

1. OSHA Standards;
2. American National Standards Institute;
3. National Fire Protection Association; and
4. American Conference of Governmental Industrial Hygienists (ACGIH).

The absence of an applicable standard or regulation does not preclude the Contractor from providing appropriate controls within an SWP. Specific references in the SWP to codes, standards, and regulations are not necessary.

Appendix A: Safe Work Plan SWP – GENERIC rev 4

Contract # / Description:

STEP	RISK	PREVENTION/ MITIGATION	COMMENT
1. G.O. Initiation	-Poor Setup	-Follow Bulletin 2007-1 JIT Training	-Attach #1: GO -Attach#2 Bulletin 2007-1
2. Deliver Tools, Equip. for installation	-Worker Strain -Slips, Trips, Falls	-Engr'g. Controls: (dolly's, lighting) Mgt Controls: (inspect path, light meter) -PPE ...	
3. Deliver Materials	-Worker Strain -Slips, Trips Falls -Public Harm -Facility Damage	-Engr'g Controls: (separate work from public) " (dolly, cover &/or isolate path) -PPE..... good shoes.... -MPT: signs, flaggers, cones, DOT approvals	
4. Removals/ Excavation/ Demo.	-Dust, Fumes -Noise -Flying/Falling Objects -Public Harm	-Engr'g Controls: (guards, shields, lighting) -Mgt. Controls: fume meter, noise meter, light meter -PPEear plugs...mask... -Isolate work from public / others	Check meter calibration
5. Substrate Prep.	-Fumes -Toxic Compounds	-SDS : tool box talk.... -Engr'g Controls....fan... Mgt. Controls: see#4 -PPE.....mask...	-Attach #3 SDS
6. Material Prep. (bend conduit), (bend rebar), (cut tile)	-Pinch Points -Cuts -Flying Objects	-Engr'g Controls....guards, -PPE...gloves...face shield...	
7. Installation	-Work at Heights -Worker Strain -Noise, Fumes, Hotwork -Confined Space	-Engr'g Controls-harness, guard rails, platforms -Mgt controls- meters, JIT, scaffold inspection -PPE; fire-watch; extinguishers, ear plugs, mask -Worker certifications: hotwork, scaffold erection	-Attach #4 Confined Space Instruction
8. Clean Up	Worker strain		
9. Demobilize	Poor Housekeeping		

SWP Preparation Guidelines	
1. Keep the document small:	2. Recognize the audience (reader): foreman; competent person:
• Bullets vs. sentences	• Keep the info simple & clear
• Print on both sides of the page	• Make the document easy to read
• Reference other generic instructions	• Make the document easy to fold into back pocket
• Do not repeat — refer back.... i.e. "see item 3"	