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## 1.0. SCOPE/PURPOSE

- 1.1. The guidelines in this document provide a minimum framework for the development of a Site-Specific Safety Plan (SSSP). They are not meant to supersede or replace regulatory requirements, nor is it intended to be all inclusive of the applicable regulatory requirements. Instead, it is intended to be supportive and complementary to such requirements.
- 1.2. The Site-Specific Safety Plan (SSSP) is a tool that documents how Management plans to control exposure to risk at a specific site. The SSSP is a tool by which the employer can take a formal approach in determining or anticipating the potential hazards existing within a given set of circumstances, acknowledging the hazards, formulating a response plan to the hazards, implementing the plan, and monitoring for compliance and changing conditions.
- 1.3. Through the SSSP process, the potential hazards associated with the scope of work are identified and safe work practices are defined to eliminate or control exposure to those hazards. The SSSP establishes the process to ensure adherence to regulations and stakeholder expectations.
- 1.4. The SSSP addresses known potential site-level hazards while the Job Safety Analysis (JSA) further dissects the job / project scope to define job steps, hazards, and controls for a specific task.

## 2.0. ACTIVITY DESCRIPTION

- 2.1. A SSSP is a document that is developed for each specific project or site that will:
  - Define the scope of the work and other important information
  - Identify and analyze risk/potential hazards
  - Develop and implement exposure controls
  - Include subcontractors
  - Ensure all persons involved understand their role and comply with the plan
  - Allow for feedback and a path to update the plan based on the feedback
  - Include owner site-specific EHS/HSE requirements
  - Include all applicable local Emergency Response and plan for utilization



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2.2. The intent and purpose of this guideline document is to provide the framework for a SSSP to be developed for a site. This Plan applies to all project personnel (direct employees, contractors/ subcontractors and all of their applicable employees) in all phases of work at the specified site.

### 3.0. HAZARD ASSESSMENT

3.1. Hazard assessments are performed to identify site specific hazards and to recommend the appropriate control.

3.2. Please refer to the sample SSSP Template in “Appendix A” for a list of common hazards/risk factors. Hazard assessments are reviewed, conducted, and/or updated:

- For each new task and/or when there is a change in how a task is performed
- At the beginning of each shift
- As needed

### 4.0. RESPONSIBILITIES

Each of us has the individual responsibility to give safety the highest priority in everything we do. A SSSP is intended to assist us in performing our work in the safest possible manner.

**All personnel have the right and obligation to use Stop Work Authority. Immediately stop and correct (or report) unsafe/potentially unsafe or hazardous activities.**

4.1. **Management/Supervisor Responsibilities** (*includes all personnel on site with a supervisory role*)

4.1.1. Show commitment to the SSSP process by leading the development and sharing of the SSSP, including but not limited to confirming that:

- The scope of work is reviewed thoroughly
- All hazards are identified and analyzed
- The hazards are mitigated or eliminated
- Hazard and control information are shared with everyone who will be on the specific site
- All who review the SSSP have a means to give feedback



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- Ensure local Emergency Response is included and coordinate with responders, when needed, to be sure they are equipped to respond to incidents on the project
- 4.1.2. Empower applicable personnel with the ability to mitigate or make recommendations on appropriate control measures for site-specific potential hazards.
- 4.1.3. Assess and evaluate those applicable on-site personnel have reviewed and understand the SSSP process.
- 4.1.4. Review the SSSP prior-to visiting a site / project (where applicable).
- 4.1.5. Conduct appropriate reviews and revisions to SSSPs and communicate changes to pertinent field personnel.
- 4.1.6. Perform objective assessments on the quality of SSSPs preparation and communication. Provide recommendations and support to continuously improve their effectiveness (where applicable).
- 4.2. **Health and Safety Personnel Responsibilities**
  - 4.2.1. Assist with developing SSSPs, including but not limited to providing technical support.
  - 4.2.2. Perform periodical audits of the SSSPs.
  - 4.2.3. Review mitigations to identified hazards.
  - 4.2.4. Assist Management/Supervisors in the development/enforcement of Safe Work Practices (SWPs), Training Programs, and compliance with applicable regulations.
- 4.3. **Employee Responsibilities**
  - 4.3.1. Review the SSSP prior-to visiting a site / project (where applicable).
  - 4.3.2. Abide by all guidance in the SSSP applicable to the work scope / site.
  - 4.3.3. Participate in the development and communication of SSSPs, as applicable to assigned tasks and job responsibilities.
  - 4.3.4. Immediately notify supervisor of any unsafe conditions or acts that may be of danger to workers or others.
  - 4.3.5. Review SSSPs when conditions change (e.g., weather, scope of the task, nearby activity), and make appropriate changes to potential hazards and/or control measures.



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## 5.0. EQUIPMENT AND SUPPLIES

Specific direction on Equipment and Supplies should be included in the SSSP based on the specific job scope and hazards present.

## 6.0. HAZARD MITIGATION

### 6.1. Creating a SSSP

There are five basic steps in preparing a SSSP:

- Thoroughly review the scope of work
- Identify and analyze all hazards
- Mitigate or eliminate all hazards as much as possible
- Share all hazard and control information with all personnel through the SSSP
- Create a means to give feedback and make adjustments to the SSSP

### 6.2. Scope of Work

6.2.1. Review the scope of work and include in the SSSP all procedures that are required for the known tasks. Review all major activities and equipment to be used by contractors during all phases of the project.

6.2.2. Share the Scope of Work with all subcontractors and sub-tier contractors and ask for feedback and comments. Revise the plan when discoveries are made or when change occurs.

### 6.3. Hazard Control

#### 6.3.1. Hazard Identification and analysis

To ensure the effectiveness of identification and control efforts, the following suggestions are offered:

- Identify all hazards and assess the risks at the jobsite including sub-contractor operations.
- Refer to the applicable JSAs and draft SSSP from the scope review as the starting point to identify and mitigate potential hazards of each activity. Then expand or customize the SSSP to incorporate actions or considerations based on site-specific conditions.



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- Consider adjacent activities that could add hazards to the defined work area. Research suggests that many SSSPs are often only focused on the tasks they are developed for and overlook nearby hazards that could have an impact on their immediate task.
- Scan the worksite for energy sources (potential energy, mechanical energy, thermal energy, etc.) to ensure that all hazards are identified.

Once the task-related jobsite hazards are identified, designate control measures per the hierarchy of hazard control (i.e., elimination, substitution, engineered controls, administrative controls, PPE).

#### 6.3.2. Hazard Mitigation / Elimination

- Develop and implement hazard exposure controls for each of the identified hazards. Include all applicable existing procedures that adequately address the hazard.
- Explain in detail how hazards will be eliminated or controlled (e.g. trench protection systems, lockout/tagout, personal fall arrest system, etc.)

#### 6.4. **General Information**

The SSSP should contain an overview of the site / project to provide clarity around safety as it relates to different aspects of the work scope. This list of focus points should include but not be limited to:

- Signed Company Safety Policy Statement (HSSE Expectations)
- Project description with schedule
- Emergency information
- Subcontractor list
- Equipment list
- Safety resources
- Responsibility / Accountability breakdown (Stop Work Authority)
- Training requirements
- General Safety Rules
- Standard operating Procedures to identify, address, and mark hazards present at the site / project
- Safety Communication Expectations



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- Safety Documentation Requirements
- Short Service Employee Program
- Inspection / Audit Frequency
- Emergency Action Plan (could be a standalone document)
- Security Management (could be a standalone document)
- Hazard Identification and Control Process
- Incident Management and Reporting Process (including Medical information)
- Environmental Considerations (could be a standalone document)

Refer to Appendix A for example SSSP outline.

6.5. **SSSP Communication and Presentation**

- 6.5.1. Effective SSSPs require a process that integrates safety and health principles into the job scope.
- 6.5.2. The key to success of the SSSP process is twofold: 1) careful planning; and 2) effective communication via crew involvement.
- 6.5.3. Include the entire crew performing work at the site in the SSSP process to ensure that all personnel understand the hazards and how to mitigate them.
  - The SSSP should be reviewed in detail with all crew personnel onsite, and then subsequently to any/all other individuals who visit or perform work on that site, before engaging in any work activity.
  - Encourage the field personnel to openly discuss the SSSP. By giving applicable field personnel a way to participate in safety decisions, their engagement can lead to improved compliance with safe work practices.
  - Frontline Supervisors should encourage the crew to actively participate. Asking questions and seeking input from crew members helps to create an environment where the entire crew is actively engaged in the SSSP process. Acting on this feedback is imperative to building a strong safety culture at the site level.



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- 6.5.4. Front-line supervision (Crew Leaders or Foremen) are the key individuals responsible for the success of crew safety, quality and production. Therefore, they should have the ability to communicate and engage their crew in developing, communicating and executing safe work plans.
- 6.5.5. The ability of the Crew Leader to perform this task well will define the success of the program. A clear understanding of the SSSP will aid the crew leader in making the best decisions relative to the hazards present.
- 6.5.6. After the Crew Leader explains in detail the task that is to be performed, encourage team members to point out the potential hazards and their proposed mitigation or control measures. This encourages crew engagement and communication.
- 6.5.7. Be mindful of the primary language(s) of the field personnel. Training, presentations, daily communications, forms, handouts, etc. need to be communicated so that all field personnel understand.
- 6.5.8. Use the JSA discussion to give field personnel an opportunity to share examples of good catches, near misses, etc. as a way to learn from experience and prevent potential reoccurrence. Use this information to make any changes or additions to the SSSP as needed.

6.6. **SSSP Reviews**

- 6.6.1. The SSSP should be reviewed by all personnel entering the active work area, including but not limited to, field personnel, contractor management, owner company representatives, inspection staff, vendors, guests/visitors onsite, etc.
- 6.6.2. The initial review shall take place prior-to the start of the work activity. A comprehensive site orientation may be developed to share the hazards and controls with personnel to make the information easier to understand.
- 6.6.3. Site leadership should have discussions to ensure that the SSSP is appropriately addressing the hazards any time conditions or work activities change, for example:
  - If the equipment sustains damage.
  - After an injury, accident, or near miss.
  - When the job is altered.



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- Upon identification of a new hazard(s).

6.6.4. Any changes to the SSSP must be reviewed will all personnel at the site.

## 7.0. SSSP DOCUMENTATION AND RECORDKEEPING

All SSSPs (or a site orientation log) should be signed by all applicable crew members and visitors upon review of the SSSP. A current hard copy of the SSSP should be maintained at the site at all times for review.

## 8.0. TRAINING

Site management should be trained in hazard identification and control. Site should have access to competent Health & Safety resources to ensure that appropriate understanding of the SSSP is delivered to all individuals on the site.

## 9.0. REFERENCES

Current versions of the references automatically supersede the references listed below.

9.1. Occupational Safety and Health Administration (OSHA)

9.1.1. 29 CFR Part 1910. "Occupational Safety and Health Standards"

9.1.2. 29 CFR Part 1926. "Safety and Health Regulations for Construction"

## 10.0. HISTORY OF REVISIONS

Revision	Date	Description
0	12/2017	Initial publication
1	12/2021	Continuous improvement refresh of the document





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## APPENDIX A

The following are examples of items to be considered while being in the specified area of the scope of work but should not be considered an all-inclusive list nor be considered required if they are not applicable.

### Site Specific Safety Plan (SSSP) Outline

#### **Section I – Project / Site Overview**

Purpose of this Site Specific Safety Plan (SSSP)

Company Safety Policy Statement

Project / Site Overview

- Project / Site Description / Scope
- Schedule
- Project Team / Emergency Contacts
- Equipment List (Major)
- Key Subcontractor List
- Authorized Personnel
- Driving Safety / Transportation

Health, Safety and Environmental Resources

Health, Safety and Environmental Committee (Project Level)

Subcontractor Management Plan

#### **Section II – Responsibility and Accountability**

Project Tenets, Principles. & Core Values

Roles, Responsibilities & Accountability

Key Health and Safety Performance Indicators (KPIs)

Project Level Organizational Chart

#### **Section III – Training**

Company and Subcontractor Specific HSSE Training & Orientation

- Pre-Work Authorizations
- Project / Site Training Requirements
- Operator Qualification
- Competency Assurance



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**Section IV – Standard Operating Procedures and Site-Specific Rules**

Basic Site HSE Rules

- General Conditions
- Job Attire and Personal Protective Equipment
- Drugs, Alcohol, Firearms and Prescription Medications
- Smoking
- Working Alone
- Housekeeping
- Phone Usage / Social Media Policy
- Safety devices, disabling or defeating policy
- Workplace Harassment / Violence in the workplace
- Discipline Policy
- Prohibited Pets on Worksite Policy

Job Safety Analysis (JSA)

(Refer to JSA CSCG for JSA detailed process)

Industrial Hygiene

- Infectious Disease / Pandemic Guidelines
- Fatigue Management (including night shift work, if applicable)
- Ergonomics / Proper Lifting
- Cold Stress and Heat Stress
- Hydrogen Sulfide (H<sub>2</sub>S)
- Work Around Non-Destructive Testing
- Respiratory Protection
- Hearing Protection
- Exposure control
- Hazard Communication Program

Work Permits / Control of Work

- Signage and Barriers / Restricted areas
- Confined Space Entry
- Lockout/Tagout (LOTO)
- Hydrostatic Testing
- Hot Work (Welding, Cutting, and Grinding)
- SIMOPS
- Ground Disturbance
- Abrasive Blasting



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Excavation Safety

- Competent Person(s) Designated
- Spoil Placement Plan
- Cave-in Prevention Plan
- Damage Prevention

Manual Lifting and Material Handling

Cranes and Lifting

- Hoisting Equipment, Slings and Rigging
- Critical Lift Plan Requirements
- Load Securement

Fall Prevention and Protection Guidelines

Scaffolding

Fire Prevention and Control

Compressed Air/Gas Cylinders

Ladders

Electrical

- Overhead Power Lines
- Bonding and Grounding
- ARC Flash

Hand and Portable Power Tools

Physical Hazards

Severe/Inclement Weather

- Lightning
- Tornadoes
- Flooding
- Hurricane Preparedness
- Ice and Freezing Conditions

Locating and Crossing Underground Foreign Utilities

Cribbing & Skidding Standard – Pipe Securement

**Section V – Vehicle and Equipment**

General Driving Guidelines

- Vehicle Safety Requirements
- Traffic Management Plan
- Backing
- Trailers



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- Uncontrolled Intersections
- Railroad Crossings
- Parking and speed limit
- Right of Way / Contractor Yard Rules
- UTV / Golf Cart Safety Requirements

Operating Heavy Equipment

- Fueling Equipment
- Material Handling Equipment
- Spotters
- Standard Hand Signals
- Portable Equipment

Vehicle / Equipment 360 walk-around

**Section VI – Stakeholder Awareness**

- Landowner Engagement
- Communication with the Public
- Interacting with Regulatory Agency Representatives
- Reporting Suspicious Activity (i.e. potential child abuse, etc.)

**Section VII – Health, Safety and Environmental Communications**

Safety Meetings  
 Safety Metrics (KPI) Reporting  
 Best Practice Sharing  
 Lessons Learned

**Section VIII – Safety Documentation and Records**

Safety Critical Tasks & Documentation

**Section IX – Short Service Employee Program**

Short Service Employee Program

**Section X – Inspections and Audits**

Inspection and Audits  
 Equipment Maintenance and Inspection Program



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**Section XI – Emergency Action Plan**

- Background and Duties
- Roles and Responsibilities (ICS)
- Reporting Emergencies
- Evacuation Plan
- Incident and Crisis Communication Plan
- Emergency Drills

**Section XII – Security Management**

- Leadership Commitment
- Guiding Principles
- Site Security Policy
- Protester/Trespasser Protocol
- Active Shooter Protocol
- Cybersecurity

**Section XIII – Hazard Assessments and Mitigation Controls**

- Field Hazard Identification and Mitigation Processes

**Section XIV – Incident Management and Reporting**

- Incident Reporting
- Work Related Injuries and Illnesses
- Incident Investigation
- Medical Facility Maps & Information
- First Aid / Medical Treatment / Case Management
- Fit for Duty / Return to Work Program

**Section XV – Environmental**

- Environmental Compliance Awareness
- Zero Discharge and Waste Management Policy
- Housekeeping
- Identification of Plants and Wildlife
- Spill Control and Reporting
- Hazardous Material Handling / Storage
- ROW Best Management Practices