

LLNL Subcontractor Safe Plan of Action (SPA) Worksheet



Project: _____

LLNL Subcontractor: _____

IWS# _____ WCD# _____ Work Permit # _____

Lower-tier Subcontractor: _____ Craft: _____ LLNS Responsible Individual Name/Phone: _____

Date: _____ Location of Task: _____ Shift: _____

MAJOR WORK STEPS OF TASK	POTENTIAL HAZARDS	CONTROLS / SAFETY PLAN	EQUIPMENT/TOOLS REQUIRED
Task Specific Required Inspection		Work Area Coordination & Safety Questions	
Daily Lift Inspection	Inspected By/Name: _____	Coordination needed with adjacent and/or co-occupancy in work area? _____ Y _____ N	
Harness Inspection	Inspected By/Name: _____	Any scheduled hold-point and/or safety hold-point inspections? (below) _____ Y _____ N	
Fire Extinguisher Inspection Current	Inspected By/Name: _____	Is the work to be performed and work area ready? _____ Y _____ N	
Cords – Properly Inspected by Each User	Documented Below by Signature _____	Does everyone understand the task to be performed? _____ Y _____ N	
All Existing Systems Enabled	Inspected By/Name: _____	Safety Hold Point Inspection (If applicable):	
Hoisting and Rigging Inspected	Inspected By/Name: _____		

Pre-job briefing has been completed and each employee is taking the responsibility to ensure that all required training for this work activity is current, and that they are competent and qualified on all required tools/equipment – Each employee is required to LEGIBLY PRINT his/her Name/Badge Number

Subcontractor Foreman/Superintendent: _____

NOTE: Work shall pause if conditions change, job scope changes, or a deficiency in the plan is noted. If any injuries or incidents occur, respond as appropriate, then immediately contact the LLNS Responsible Individual. **ALL WORKERS HAVE THE RIGHT TO STOP WORK.**

Safe Plan of Action – Preparation Tool

Personal Protective Equipment:

- Hard Hat
- Eye protection
- Face Shield
- Gloves
- Work Boots
- Arm Sleeves
- Welding Hood
- Dust Mask (NIOSH Approved)
- Respirator - trained
- FR clothing
- Other: _____

Ladder:

- Inspection
- Proper use – 3 pts. contact, belt buckle rule
- Tie off point
- Appropriate Storage - laying down

Lifts and Scaffold:

- Inspection and documentation
- 100% tie off
- Anchorage points
- Tags in place

Elevated Work:

- Tether tools and material
- Canvas bag
- Fire blanket
- Empty pockets

Fall Protection:

- Inspection & proper fit
- At least 2 people present
- Fall Rescue plan
- Anchorage Point Available
- Horizontal Lifeline system
- Retractable device

Barricade:

- Set up/ break down
- Tag

Material Handling:

- Items secure to cart /truck (tie down)
- Chock if necessary / parking brake
- Stairs or elevator
- Formal plan for high-risk activities approved?

Hand Hazards:

- Rotating equipment
- Pinch points
- Scrapes, cuts, punctures

Hand & Power Tools:

- Inspect cord(s)
- GFCI
- Review operators manual
- Guarding in place
- UL label or AHJ inspection
- Unplug after use
- Proper clean-up and disposal

Body Mechanics:

- Stretch
- Proper lifting techniques
- Manual lifting, need help
- Slips / Trips / Falls
- Inspect access / egress
- Awkward body position

Environment:

- Hydrated
- Shelter available
- Appropriate clothing
- Hearing protection - $\geq 85\text{Db}$
 - Double required
- Co-occupancy

Worker Readiness Questions

- Are all Workers ready?
- Is anyone feeling stressed or distracted
- Does everyone feel they can proceed with the work safety?

Fire Hazard:

- Cut, weld, burn, grind, solder
- Hot work permit: Fire extinguisher? Fire watch? Area clear of flammables?

Overhead Hazards:

- Power de-energize required?
- Power lines
- Clearance distance
- Sprinkler lines

Lifting Equipment (crane):

- Signalman assigned
- Tag line
- Inspection
- Proper rigging, rigging plan

Vehicular / Pedestrian Traffic:

- Cones, signs
- Flagman
- Communication

Working with Chemicals:

- Direct Contact
- SDS
- Proper containers and labeling

Electrical Hazard:

- Contact Energy Owner
- Test before you touch
- Properly rated, calibrated meter
- NFPA70E

Approved Safety Documentation:

- Corporate Safety Plan
- JAHA
- Approval from STR/CM to begin work