



Comment categories in 10 TAA HASPs Received in Sep-Oct. 2022

Comment category	# Occurrences in 10 TAA HASP reviews	% occurrence
Checklist submission	3	30
Cover Page Requirement (*)	4	40
Scope of Work (*)	6	60
Competent Person Requirements (*)	7	70
Crane & Hoist Safety	1	10
Cutting & Welding Safety	1	10
Drug and Alcohol, Disciplinary Action	3	30
Emergency Response	8	80
Employee Information & Training	2	20
Fall Protection	3	30
Hazard Communication	1	10
Infectious Disease Preparedness and Response Policy (IDPR)/COVID-19	2	20
Job Hazard Analysis/Control	2	20
Lockout & Tagout	2	20
Personal Hygiene Facilities and Sanitation	1	10
Protective Clothing & Equipment	3	30
Respiratory Protection	1	10
Restricted Zones & Signs	2	20

(*): PA required item



COMMENTS IN MEMO FORMAT

1. Checklist Omission

- Fill up the first page of the HASP Checklist and include it in the HASP submittal documentation

2. Cover Page Requirement

Provide the following:

- Project Name and Project Number
- Name, address and 24-hour phone number of the Prime Contractor
- List of Emergency Contact Numbers, including PA Resident Engineer's Office and PA Police/Communications Desk

3. Scope of Work

Provide the following:

- Table of contents with indexed page numbers
- Detailed scope of work identifying all tasks involved in the project
- Identify work site location within the facility
- Location of the HASP written document where it will be stored for consultation during the project

4. Competent Person Requirements

Provide the following:

- Name and contact information of designated on-site competent person(s) for Prime Contractor and Subcontractor(s)
- Evidence of minimum 2 years supervisory experience for construction/demolition/alteration projects (signed letter from employer stating competent person's supervisory experience or resume)
- Evidence of 30-hour OSHA Construction Industry training (copies of OSHA card or certificate of completion)

5. Crane and Hoist Safety

- Procedures for proper rigging and lifting of materials and equipment
- Provide crane safety procedures including the conditions under which operations will shut down
- Provide crane safety procedures for 'critical lift'

6. Cutting & Welding Safety

- Provide Welding safety plan.
- Include the Fire Watch requirement to maintain surveillance for 1-hour after completion of hot work.
- Procedures for storage and handling of compressed gases.
- Copy of Port Authority Cutting and Welding Permit Form PA 2133
- Copy of Port Authority Hot Work Permit Form PA 2847

7. Drug and Alcohol Disciplinary Action

Provide Drug and Alcohol Program in relation to the specific Disciplinary Action Procedure, including disciplinary steps and appeals process.



8. Emergency Response

- Program that details procedures in the event of an emergency, accident, or spill including reporting methods, corrective action, clean up procedures, and responsibilities of key personnel
- Accident/Injury reporting template that records accidents, injuries and near misses
- Highlighted map and directions to the nearest hospital
- Evacuation/Egress plan including muster locations
- Include statement indicating that Port Authority Police Department (PAPD) and Resident Engineer Office (REO) immediately be notified in the event of an emergency

9. Employee Information and Training

- Provide the minimum training requirements for this project
- Provide statement indicating workers receive and maintain all applicable/required training in accordance with local/state/federal regulations to conduct tasks. Prime Contractor must ensure proof of training is maintained on site and available for review upon request.

10. Fall Protection

- Procedures describing site-specific Fall Protection Program
- Include statement that any exposure to heights 6 feet or more will require implementation of the fall protection program
- Emergency rescue/retrieval procedures

11. Hazard Communication

- Hazard communication program that provides chemical information and associated protective measures to all project workers
- Provide statement indicating Safety Data Sheets are readily available for reference on site. Provide location where SDS will be maintained.

12. Infectious Disease Preparedness and Response Policy (IDPR)/COVID-19

Provide a plan that describes the procedures in place to prevent and mitigate the spread of infectious disease/COVID-19. The contractor must include a statement saying, “all infectious disease/COVID-19 protocols will be modified as necessary to maintain compliance with CDC and OSHA guidelines.”

13. Job Hazard Analysis/Control

Site-specific hazard assessment describing tasks, hazards, and controls (including PPE) as it relates to the project. The table below can be used as a template.

Task	Hazard	Control



Task:

Describe the task(s) that workers will be performing for this project.

Hazard:

Describe the hazard(s) that the task(s) may present.

Control:

Describe how the hazard(s) would be mitigated.

14. Lockout and Tagout

Lockout/Tag out program that provides information on procedures and equipment for properly locking out and tagging out equipment with hazardous energies to workers

15. Personal Hygiene Facilities and Sanitation

- Provide Procedures specifying decontamination procedures, break (lunch), and change areas
- Hand wash station (Must have hot and cold taps)
- Availability of potable (drinking) water

16. Protective Clothing & Equipment

- Program including PPE selection, use, storage, replacement, and proper disposal
- Head protection
- Eye protection
- Hand protection
- Foot protection
- Hearing protection
- Tyvek Suits/Disposable Clothing

17. Respiratory Protection

- Program in accordance with 29 CFR 1926.103 including respirator selection, use, maintenance, inspection, cleaning, and storage
- Copies of Respirator Medical Clearances (Performed within the last 12 months)
- Copies of Respirator Fit Test records (Performed within the last 12 months)

18. Restricted Zones & Signs

- Program that specifies and establishes restricted zones at work site, their access, and use of project work caution sign.