

## HEALTH AND SAFETY PLAN (HASP) SUBMITTAL FAQs

1. **Q:** Can I submit my company's General Environmental Health and Safety (EHS) Manual?  
**A:** No. The HASP must be specific to the site and to the job to be done.
2. **Q:** Can I submit copied portions of the OSHA standards?  
**A:** No. The purpose of the HASP submittal is that your company identifies the scope, potential hazards and how to mitigate these hazards in compliance with OSHA standards. Copying the OSHA standards into your company's HASP submittal will be considered as unnecessary information.
3. **Q:** Can the Port Authority offer a site walk-through?  
**A:** Yes. The Port Authority offers a site walk-through and encourages contractors to take advantage of this opportunity before writing the HASP.
4. **Q:** Who should I contact if I have questions regarding the HASP submission?  
**A:** We suggest you contact the Port Authority Resident Engineer.
5. **Q:** Is the Competent Person's name, experience and training required to be submitted with the first HASP submittal?  
**A:** Yes. It is expected that the Competent Person's name, experience, and training is provided with the first HASP submittal.
6. **Q:** Is a Job Hazard Analysis (JHA) required to be submitted with the first HASP submittal?  
**A:** Yes. We expect that the contractor provides a Job Hazard Analysis indicating the hazards associated with the tasks of the project and propose ways to mitigate them.
7. **Q:** How can I resolve the issue of providing copies of respiratory fit test records and medical clearance in the HASP submittal when the crew has not been selected?  
**A:** State that you will provide the above-mentioned records once the crew has been selected and that you will follow through.
8. **Q:** Is it my responsibility to provide only the information listed in the HASP checklist?  
**A:** No. The checklist should be used as a guide. The checklist disclaimer states: *'The following guidance document highlights key items, at minimum, to be included in the Site-Specific Health and Safety Plan (HASP). HASP documents can be more comprehensive than the items listed below depending on the work to be performed and associated hazards. The completed HASP must comply with contract documents and applicable Federal, State, or Local regulations.'*
9. **Q:** Is there an example for the preparation of a HASP document?  
**A:** No. There is no example available at this point.