NOTE: Italic text in bright red font provides directions for completing the SSHSP and should be deleted after providing the appropriate information.

Preface to Contractor for Preparing the SSHSP

This template gives general directions on how to prepare your Site-specific Health & Safety Plan (SSHSP). It is an aid for contractors; contractors are solely responsible for the content of their SSHSPs. This template was written for a broad spectrum of contractors, and each contractor shall modify it to address the requirements of the Parsons’ project on which it is working. The SSHSP shall contain the information in the following table.

Information Required in an SSHSP

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Title** | **Section** | **Title** |
| 1 | Project Owner, Project Name, and Contractor’s Health & Safety Policy Statement | 11 | Integration of H&S Risk Mitigation Planning in 2-Week Look-ahead Submissions |
| 2 | Scope of Work Evaluation | 12 | Employee Participation and Consultation |
| 3 | Responsibility and Identification of Key Personnel | 13 | Emergency Action Plan |
| 4 | Overall Assessment of H&S Hazards, Exposures, and Risks | 14 | Site-specific Medical Emergency Plan |
| 5 | Relevant H&S Compliance Programs, Associated Compliance Information, and Personnel Responsibility Assignments | 15 | Incident Reporting, Investigation, and Corrective Action Processes |
| 6 | H&S Compliance Training Matrix and Training / Education Processes | 16 | Work Site Inspection and Program Audit Processes |
| 7 | Site-specific Worker Orientation Program | 17 | Progressive Disciplinary Program |
| 8 | Identification of Competent / Qualified Personnel | 18 | Recordkeeping / Document Retention Processes |
| 9 | Hazard Identification, Notification, and Correction Process | 19 | Other (as defined by Contractor or Parsons) |
| 10 | Specific Hazard and Risk Control Measures (e.g., Activity Hazard Analyses, Operational Risk Management Processes) | 20 | Other (as defined by Contractor or Parsons) |

*The following checklist may be used by the project manager or designee to determine if the SSHSP is acceptable to Parsons.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Date: |  | | | | Project/Location: | | |  | | | | | Contractor Name: | |  | | | Parsons SH&E Representative: | | | |  | | | | The information provided here is based on a review of the contractor site-specific health & safety plan (SSHSP). Areas identified as incomplete shall be revised based on the standards in the contract specifications and the project safety, health, and environmental plan (PHSP). Contractors shall resubmit revised sections of the SSHSP to the project manager within 1 week of receiving this review documentation. | | | | | | | | | | | | | Section | | | Complete | Incomplete | |  | Section | | | Complete | Incomplete | | Statement of H&S Policy | | |  |  | |  | Specific Activity Hazard Analyses (AHAs) and Operational Risk Assessments | | |  |  | | Scope of Work Evaluation | | |  |  | |  | Adequate Hazard / Risk Controls | | |  |  | | Key Line Personnel Identified | | |  |  | |  | 2-Week Look-ahead Planning | | |  |  | | Overall Assessment of Hazards and Risks | | |  |  | |  | Employee Participation and Consultation | | |  |  | | Relevant H&S Compliance Programs (Hazard Communication, PPE, HAZWOPER, Hazardous Energy Control, Fall Protection, Confined Space Entry, RCRA, etc.) | | |  |  | |  | Emergency Action Plan | | |  |  | | H&S Compliance Program Responsibilities Assigned | | |  |  | |  | Site-specific Medical Emergency Plan | | |  |  | | Compliance Training and Education Programs | | |  |  | |  | Incident Reporting, Investigation, and Corrective Action Processes | | |  |  | | Site-specific Worker Orientation Program | | |  |  | |  | Work Site Inspection and Program Audit Processes | | |  |  | | Competent and Qualified Personnel Identified | | |  |  | |  | Progressive Disciplinary Program | | |  |  | | Hazard Identification, Notification, and Correction Process | | |  |  | |  | Recordkeeping / Document Retention Processes | | |  |  |   Additional Comments / Other SSHSP Sections or Information Required        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Reviewed by:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Title |  |  | |  |  |  |  |  | |

Proper use of this model plan requires your firm’s project manager to carefully review the requirements for each SSHSP element. Complete the appropriate blank spaces and check those items that are applicable to your workplace. The SSHSP must be implemented by the contractor’s project manager for it to be effective.

Every Parsons contractor shall establish, implement, and maintain a copy of a written SSHSP at each work site. The purpose of the SSHSP is to help ensure that the contractor is willing and able to support the Parsons goal of zero H&S incidents.

Parsons may conditionally approve the SSHSP with elements that are “to be determined”, especially elements that are not relevant until a future phase of work. The contractor along with the Parsons project manager shall maintain and update the SSHSP as a living document that reflects changes in personnel, hazards, or risk management strategies as the project progresses.

**Note:** Delete the previous text and start the SSHSP here.

*Contractor Company Name Here*

*Common Project Name Here*

Contractor Site-specific Health and Safety Plan (SSHSP)

*SSHSP Approval Date Here*

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**Note:** The above Table of Contents is built around the existing template headings. If you are using Microsoft Word, after completing the SSHSP using this template, press “F9” and the above Table of Contents will automatically conform to the structure of your document.

# Contractor’s Health & Safety Policy Statement

This plan contains the minimum requirements for an effective contractor site-specific Health and Safety Plan (SSHSP) by *contractor company name here* for the *common* *project name here*. This SSHSP shall be implemented and maintained by *contractor company name here*. This SSHSP applies to all people in our company.

The leadership team is responsible for ensuring that all H&S policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes the following.

* Informing workers of the provisions of this SSHSP
* Evaluating the H&S performance of all workers
* Recognizing employees who consistently perform H&S work practices very well
* Providing training to workers whose H&S performance is deficient
* Disciplining workers for failure to comply with health, safe, and environmentally responsible work practices

*The contractor shall add additional bullets, as appropriate.*

*The contractor shall attach its formal corporate H&S policy statement(s).*

# Scope of Work Evaluation

The contractor shall list the work activities and anticipated schedule.

# Responsibilities and Identification of Key Personnel

These personnel have authority and responsibility to implement this program.

The contractor shall complete this table and augment it as needed.

|  |  |  |
| --- | --- | --- |
| Contractor: |  | |
| Address: |  | |
| Telephone | Fax | Email |
|  |  |  |
| Company Executive responsible for project | | Contact No. |
|  | | Direct Line:  Cell Phone:  Email: |
| Manager/Superintendent: | | Contact No. |
|  | | Direct Line:  Cell Phone:  Email: |
| Safety Representative/Manager: | | Contact No. |
|  | | Direct Line:  Cell Phone:  Email: |
| Key Foreperson or Forepersons: | | Contact No. |
|  | | Direct Line:  Cell Phone:  Email: |
| Client Project Management Point of Contact: | | Contact No. |
|  | | Direct Line:  Cell Phone:  Email: |

|  |  |
| --- | --- |
| Project Site Location | General Onsite Contact No. |
|  | Direct Line:  Cell Phone:  Email: |

# 

All managers and supervisors are responsible for implementing and maintaining the SSHSP in their work areas and for answering worker questions about the SSHSP. Managers and supervisors shall make a copy of this SSHSP available to all workers.

# Overall Assessment of H&S Hazards, Exposures, and Risks

*The contractor shall list the H&S hazards, exposures, or risks associated with the scope of work.*

Activities shall be evaluated and activity hazards analyses (AHAs) or other effective risk management process shall be developed. AHAs and other risk management processes are described in Section 10 and included in this SSHSP.

# H&S Compliance Programs

Contractor company name here shall comply with relevant H&S laws and regulations. Written compliance programs shall be implemented on our job sites and coordinated with other site contractors, our lower-tier subcontractors, and with Parsons, as appropriate. Our employees shall be aware of these programs, receive adequate training, and perform their work consistent with these compliance programs.

The contractor shall list all relevant (and required) site-specific H&S compliance programs.

The contractor shall identify the name and contact information for the person who is programmatically responsible for each H&S compliance program.

The contractor shall attach the written compliance programs and all related information (e.g., safety data sheets, chemical inventory, equipment-specific lock-out/tag-out procedures), in a referenced and included appendix.

# H&S Compliance Training Matrix and Training / Education Processes

All workers, including managers and supervisors, shall receive competent and relevant site-specific H&S training. This training shall include site-specific H&S compliance training and general site training on H&S best practices. Our employees shall be properly prepared for conducting their work and shall comply with the relevant H&S programs and general site-specific H&S practices.

A written training matrix shall be established and maintained that identifies the workers (by name or by title/role), all of the H&S-related training they must have, and the frequency for refresher (if needed).

Training shall be provided:

* When the SSHSP is established.
* To all new workers.
* To all workers with new job assignments for which training has not been previously provided.
* When new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, potential exposure, or risk.
* When the employer is made aware of a new or previously unrecognized hazard, exposure, or risk.
* To familiarize supervisors with the H&S hazards, exposures, or risk to which workers under their immediate direction and control may be exposed; and
* To all workers for hazards, exposures, or risks specific to their job assignment and in compliance with related SH&E compliance programs.

Workplace health and safety practices for all work locations shall include, at a minimum:

* An explanation of the SSHSP, the Parsons Project Health and Safety Plan (PHSP), the site’s emergency action plan and fire prevention plan, and the measures to report unsafe conditions, work practices, injuries, and/or a recognized need for additional instruction.
* The general purpose, availability, use, limitations, and disposal of outerwear and personal protective equipment.
* Locations of sanitation, handwashing, and drinking water facilities.
* Provisions for medical services and first aid, including emergency procedures.
* Response procedures for environmental spills or releases; and
* Specific instructions to workers on hazards unique to their job assignment to the extent such information is not covered in other training.

*The contractor shall attach its site-specific training matrixes here.*

# Site-specific Worker Orientation Program

All new workers on our jobsite shall receive site-specific orientation training before conducting their work. This training shall consist of H&S compliance training and general site H&S practices related to their work.

Employees completing orientation shall acknowledge in writing completing and understanding the site-specific orientation subject matter. Employees who do not understand one or more subjects shall be retrained.

*The contractor shall attach the subject matter associated with site orientation.*

# Identification of Competent / Qualified Persons

The contractor shall list and submit certificate(s) demonstrating the formal competence of company personnel assigned to this contract. The contractor shall complete Contractor Competent Person certification forms for each designated competent or qualified person and submit them to the Parsons project manager prior to site mobilization. Refer to the form on the next page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contractor Competent Person Certification | | | | | |
| Definition  A competent person is a formally designated person having the ability to recognize existing and predictable hazards and has the authority to correct them. | | | | | |
| Responsibility  The designated contractor competent person is responsible for recognizing and correcting H&S risks/hazards. This person has the authority to stop work due to a perceived H&S concern on the jobsite. This contractor manager and designated competent person are considered field contacts for Parsons projects.  This form shall be completed by each contractor manager and the contractor-designated competent person. ***Where a contractor is responsible for multiple crafts, it will be necessary to maintain additional designated competent persons and forms.*** Each contractor on a Parsons project shall submit this completed form to the Parsons project manager before beginning work on the project and must update it any time the designated competent person changes. | | | | | |
| Acknowledgment  I,       representing,  **Contractor Manager (Printed)** **Contractor Company Name (Printed)**  have assigned       to be the competent person in the areas indicated and  **Contractor Competent Person (Printed)**  I acknowledge that this individual has been thoroughly trained, is experienced in hazard recognition, and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.    **Contractor Manager (Signature)** **Date**  I acknowledge that I have been thoroughly trained and have the experience to perform the duties as the competent person in the areas marked below, and I understand that I have the responsibility and authority to correct hazards and to stop work in the event of a potential hazardous or imminent danger situation.    **Contractor Competent Person (Signature)** **Date**  (Check the areas in which the designated competent person is permitted to execute the role of Contractor Competent Person.) | | | | | |
|  | Air Pollution and Emissions |  | Environmental Assessments |  | Mechanical Demolition |
|  | Asbestos |  | Excavations and Trenches |  | Protected Ecological and Cultural Resources |
|  | Bolting, Riveting, and Fitting |  | Fall Protection |  | Resource Conservation |
|  | Buried Items |  | First Aid and CPR |  | Respiratory Protection |
|  | Concrete, Forms, and Shoring |  | Hearing Protection |  | Rigging |
|  | Cranes and Derricks |  | Ladders |  | Scaffolding |
|  | Demolition |  | Lead |  | Tunnels and Shafts |
|  | Drinking Water |  | Management of Hazardous Materials and Hazardous Solid Wastes |  | Underground Construction |
|  | Electrical |  | Wastewater |
|  | Emergency Response to Spills and Releases |  | Marine Work and Diving |  | Welding and Cutting |
|  | Material and Personnel Hoists |
|  | Other | | | | |

# 

# Hazard Identification, Notification, and Correction Process

Each employee is the critical leader for preventing injuries, illnesses, and adverse environmental impacts, Achieving H&S excellence requires a personal commitment. Therefore, each employee is authorized to stop work immediately if a safety, health, or environmental concern exists or if the work is not going according to plan. Once work is stopped, each employee is expected to communicate the work stoppage to the other affected stakeholders and further evaluate the condition and adjust the work plan to resolve the safety, health, or environmental concern before restarting the work.

Each employee shall understand that he or she has the **authority** and the **responsibility** to stop work at any time when he or she notices an unplanned or unexpected issue that he or she believes will adversely affect the project’s health, safety, or environmental risk. This concept is consistent Parsons HS&E core value.

There is no circumstance where retribution may be directed toward an employee who conscientiously exercised his or her stop work authority.

When should work be stopped? Here are some examples.

* An unsafe act is observed.
* An unsafe condition is observed in the work area.
* An incident or near miss occurs in the work area.
* There is an emergency.
* Alarms sound.
* There is a change in the planned work conditions.
* There is a change in the planned personnel associated with the work.
* There is a change in the planned in scope of work.
* A change is needed in the work plan.
* One or more personnel associated with the work task appear to be confused or demonstrate that they do not understand one or more parts of the work plan.
* Someone believes that personnel, the environment, facilities, or equipment, is exposed to an unacceptable level of risk.

Unsafe, unhealthful, or environmentally damaging work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the risk posed.

*The contractor may change the words in this section. Parsons expects its contractors to maintain a working environment where all employees feel comfortable identifying hazards and risks, correcting them, and stopping work when a hazard or risk was not adequately controlled.*

# Specific Hazard and Risk Control Measures

Activities shall be evaluated by workers and other subject matter experts to determine the appropriate hazard and risk controls that shall be implemented when performing the activity. In most cases, formal activity hazard analyses (AHAs) shall be communicated and used; however, some activities may require more sophisticated risk management schemes.

The contractor shall list all relevant (and required) site-specific AHAs and other risk management measures that will be taken to manage the risks associated with the scope of work and the general risks and hazards identified in Section 4.

The contractor shall attach the actual AHAs, job aids, and risk management tools in a referenced and included appendix.

# Integration of H&S Risk Mitigation Planning in 2-Week Look-ahead Submissions

The risk mitigation 2-week look ahead form, below, will be used to plan integrated risk mitigation strategies at weekly progress meetings. This should be submitted by the contractor representative at the weekly progress meetings.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| H&S Risk Mitigation 2-week Look-ahead Form   |  |  |  |  | | --- | --- | --- | --- | | H&S Plan for Week Ending: |  | Contractor: |  | | Project/ Location: |  | Meeting Date: |  | | Plan Prepared by: |  | Dated: |  | |  |  |  |  |   Next Two Weeks’ Scope of Work:    **Identified H&S Risks/Exposures/Hazards Issues:**    **Identify Tasks requiring environmental construction permitting (e.g., stormwater permit) or involving other environmental regulatory issues (e.g., generation of new, uncharacterized waste):**    **Tasks with environmental risk of significant spills or releases:**    **Control Measures:**    **Additional Activity Hazards Analysis Required:**    **Contractors and Subcontractors Mobilizing/Demobilizing:**    **Audits/Inspections Scheduled**:    **Competent Person Changes:**    **Planned Orientation/Training:**    **Recommendations/Comments/Concerns:**    **Note:** This information shall be incorporated into the meeting minutes. |

*The contractor may change these words or use another form, as long as the contractor strictly abides by the 2-week look-ahead process.*

# Employee Participation and Consultation

Open, two-way communication between the leadership team and line employees on H&S issues is essential to an injury-free, productive, workplace. The following system provides for the flow of H&S information.

* Continually maintaining an environment where any worker can report H&S concerns without any risk of retribution.
* A collaborative approach to resolving worker H&S concerns, using worker knowledge and experience in developing appropriate risk control measures.
* New worker orientation, including specific orientation to H&S policies and procedures
* Reviews of the SSHSP and the Parsons PHSP
* Workplace H&S training programs
* Regular H&S meetings
* Posted or distributed H&S information (awareness program)
* Procedures to anonymously inform H&S management of workplace hazards, exposures, or risks
* An employee (or labor/management) committee that: 1) meets regularly and prepares written records, 2) reviews results of periodic scheduled inspections, 3) reviews incident investigations, 4) assesses work risk, 5) reviews reports of hazards, exposures, or adverse environmental conditions, and 6) makes suggestions to management to prevent future incidents.

*The contractor may change the words in this section. Parsons expects its contractors to maintain a working environment where all employees feel comfortable identifying hazards and risks, correcting them, and stopping work when a hazard or risk was not adequately controlled.*

# Emergency Action Plan

*The contractor shall attach its site-specific emergency action plan. Be sure it identifies specific assembly areas, describes the employee accountability procedures, and explains emergency communication methods. The emergency action plan also should include information on how employee accountability information is transmitted to Parsons and the name of the contractor employee responsible for maintaining the emergency action plan.*

# Site-specific Medical Emergency Plan

*The contractor shall provide information on how emergency medical services are summoned, how emergency services provider will get to the injured or ill employee, the names and work locations of designated and trained first first-aid/CPR providers, and the process for managing non-emergency injury or illness cases where treatment beyond local first aid is needed.*

# Incident Reporting, Investigation, and Corrective Action Processes

*The contractor shall provide information on how incidents are reported and investigated, and how corrective actions are implemented to prevent recurrence.*

*The contractor’s incident reporting, investigation, and corrective action processes should include all or most of the following.*

* *Responding to the scene of the incident as soon as possible*
* *Reporting immediately to the appropriate Parsons point of contact*
* *Interviewing injured workers and witnesses*
* *Examining the incident locations or workplace for factors associated with the incident*
* *Determining the cause of the incident*
* *Taking corrective action to prevent the incident from recurring*
* *Recording the findings and corrective actions taken*
* *Post-incident substance abuse testing*

*Parsons expects its contractors to maintain a working environment where all employees feel comfortable reporting injuries and illnesses, without fear of retribution or peer pressure.*

# Work Site Inspection and Program Audit Process

Site H&S inspections shall be performed by one or more knowledgeable employees prior to beginning work each day in areas where work will take place during the shift. Designated competent persons shall perform frequent inspections and assessments of the areas and activities under their oversight throughout the day. Deficiencies shall be corrected as soon as possible.

The superintendent or project manager shall perform documented weekly H&S inspections of all work sites. Deficiencies shall be tracked to closure in a timely manner.

The following H&S inspections shall be performed. Findings shall be tracked to timely closure.

*The contractor shall complete this table for all programmed inspections, including compliance inspections. Rows may be added or deleted.*

|  |  |  |
| --- | --- | --- |
| Competent Person / Inspector | Area of Responsibility | Frequency |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The following compliance programs shall be reviewed and audited. Findings shall be tracked to timely closure.

*The contractor shall complete this table for all H&S program compliance reviews and audits. Rows may be added or deleted.*

|  |  |  |
| --- | --- | --- |
| Reviewer / Auditor | Compliance Program | Frequency |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Progressive Disciplinary Program

*The contractor shall explain or attach its progressive disciplinary program.*

# Recordkeeping / Document Retention Processes

All records shall be maintained no less than 3 years beyond the end of the contracted work, unless a longer period of retention is required by a regulatory agency.

*The contractor shall explain or attach its recordkeeping / document retention program. At a minimum, the contractor’s recordkeeping and document retention program shall describe the following.*

* *The information recorded for inspection, audit, and incident investigation findings.*
* *How inspection, audit, and incident investigation findings are accessed and preserved, and how corrective actions are tracked to closure, and how closure records are accessed and preserved.*
* *The information contained in H&S training records.*
* *How training records are accessed and preserved.*
* *The information contained in industrial hygiene and medical monitoring records.*
* *How industrial hygiene and medical monitoring records are accessed and preserved.*
* *How compliance programs and other programmatic documents (including safety data sheets) are accessed and preserved.*