**Instructions**

This appendix is a template for an addendum that includes elements that are specific to EPA emergency responders, such as training, medical surveillance, and emergency notification. This addendum must be attached to a HASP prepared by another organization. Contractors or other organizations may also add their own addendums to the HASP.

**HASP Employer Addendum Template**

**HASP Concurrence**

By signing below, I am indicating that I concur with the contents of the HASP prepared for the XXX site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. GENERAL SITE INFORMATION**

|  |
| --- |
| **Site Name:** |
| **Site Address:** |
| **Date of Activities:** |
| **Site Description Including History:** |
| **Scope of Work:** |

**B. SITE TASKS AND DESCRIPTIONS**

The EPA individual tasks or activities that are required to complete the scope are listed below.

|  |  |  |
| --- | --- | --- |
| **Site Tasks and Descriptions** | | |
| **Task Number:** | **Task Titles:** | **Task Descriptions:** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**C. TRAINING**

|  |  |
| --- | --- |
| **Emergency Responder Core Training** | |
| **Health and Safety:** | |
| Medical surveillance | First aid (29 CFR 1910.120) |
| Fit test | Radiation safety (EPA Order 1440) |
| 40-hour HAZWOPER training (165.5 or equivalent) or 24-hour HAZWOPER if appropriate | Radiation safety refresher (EPA Order 1440) |
| 8-hour HAZWOPER refresher | Radiation safety/badge training (4 hours) |
| 8-hour HAZWOPER supervisor | Defensive driving (EPA Order 1440.2) |
| Bloodborne pathogens (1910.1030) | Asbestos awareness (EPA Order 1440) |
| CPR |  |

|  |
| --- |
| **Site-Specific Training** |
|  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Pre-entry Briefings**  **(Attendees at each site safety briefing must sign an attendance sheet)** | | |
| **Date and Time:** | **Topic Addressed:** | **Led By:** |
| Daily | Safety Message (see sign in sheets) | Safety Officer |
|  |  |  |
|  |  |  |
|  |  |  |

**D. MEDICAL SURVEILLANCE**

**Medical Requirements:** OSCs must be in a Medical Surveillance Program in accordance with 29 CFR 1910 and 29 CFR 1926. A medical examination must have been completed within a 12-month period prior to on-site activity and repeated annually.   
  
**Episodic Examinations**   
Following any accidental or suspected uncontrolled exposure to site contaminants, employees should be scheduled for a special medical examination. In the event of such suspected exposure, an injury report must be completed and sent to the SHEMP Manager (or another designated person) within 24 hours.

**Fit Test Requirements:** OSCs entering any area requiring the use or potential use of any respirator must have had a quantitative fit test with a fit factor of 1,000, administered in accordance with OSHA 29 CFR 1910.134 or ANSI within the last 12 months.

**Thermoluminescent Dosimeter (TLD) Requirements:** OSCs must be in a TLD program. TLDs must be worn at all oil and hazardous waste sites and all sites where there is a potential for exposure to ionizing radiation.   
  
For additional information see the Medical Surveillance Program chapter for medical surveillance requirements.

**E. EMPLOYEE EMERGENCY NOTIFICATION PROCEDURES**

Emergency notification procedures that do not already exist in the emergency response plan in the HASP are provided below.

|  |  |  |
| --- | --- | --- |
| **Emergency Notification Procedures** | | |
| **Employer:** | **Contacts:** | **Telephone Numbers:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**F. EVALUATION AND HAZARD CONTROL**

Site hazards and controls are documented in JHAs for each task identified in the site work plan. These JHAs are attached to the HASP Employer Addendum (see Attachment #1).

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMPLE JHA** | | | |
| **JHA Number:** | **Name of Task:** | **Location Where Task Is Performed:** | |
|  |  |  | |
| **Task Description:** | | | |
| **Step 1:** | | **Step 4:** | |
| **Step 2:** | | **Step 5:** | |
| **Step 3:** | | **Step 6:** | |
| **Estimated Duration of Task:** | | **Date(s) JHA Conducted/Updated:** | |
| **Biological Hazards** | | | |
| **Biological Hazard:** | **Characteristics:** | **Concentration:** | **Exposure Potential During Task:** |
|  | Infectious/pathogenic/ toxic | N/A | High    Medium  Low |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chemical Hazards** | | | | | |
| **Chemical Hazard:** | **Characteristics:** | | | **State/Concentration:** | **Exposure Potential During Task:** |
|  | Flammable/ignitable    Corrosive  Poison/acutely toxic  Air-/water-reactive  Carcinogenic  Explosive/shock Sensitive  Volatile | | | Gas/vapor  Solid  Liquid | High    Medium  Low |
| Chemical Evaluation Sheets or SDSs are located in Attachment 2 for known chemical hazards. | | | | | |
| **Physical Hazards** | | | | | |
| **Type of Physical Hazard:** | | | | | **Exposure Potential During Task:** |
| Overhead    Below grade    Slip/trip/fall    Burn    Puncture    Cut    Splash    Noise    Heat stress    Cold stress    Excavation/trench    Electrocution    Traffic    Other | | | | | High    Medium  Low |
| Ionizing radiation   Alpha particles   Beta particles   Gamma rays   Neutrons | | | | | High    Medium  Low |
| Confined space (hazards associated with PRCS entries will be addressed in a separate document) | | | | | High    Medium  Low    N/A |
| **Control Measures** | | | | | |
| **Engineering Controls:** (list engineering controls necessary for this task) | | | | | |
| **Work Practices: (**describe those work practices specific to this task [e.g., medical monitoring]) | | | | | |
| **PPE:** (list PPE necessary for this task) | | | | | |
| **Workers Role:** | | **PPE Level:** | **Modifications Allowed:** | | |
|  | |  |  | | |

**G. EPA SOPs**

EPA has developed SOPs for specific work tasks and emergency responder’s health and safety. SOPs containing specific information regarding tasks anticipated at removal sites are linked below.

<http://www.epaosc.org/_HealthSafetyManual/manual-index.htm>

<http://intranet.epa.gov/oeca/oc/campd/inspector/health/1440_1.pdf>

<http://intranet.epa.gov/ohr/rmpolicy/ads/orders/1440_2.pdf>

<http://intranet.epa.gov/shemd/content/epa_1460_1_508.pdf>

<http://intranet.epa.gov/shemd/content/epa_4800_1.pdf>

<http://intranet.epa.gov/oswer/workforce/health_and_security/hsSopDoc.pdf>

**ATTACHMENT #1**

Site JHAs

**ATTACHMENT #2**

SDS