

HEALTH AND SAFETY PLAN CHECKLIST

Checkbox	Plan Element
Key Elements	
<input type="checkbox"/>	A brief description of the project, including the fieldwork location(s), team members involved, and the overall objective.
<input type="checkbox"/>	Contact information for key project staff in emergency and non-emergency situations.
<input type="checkbox"/>	A list of the tasks that team members will perform during the project.
<input type="checkbox"/>	A list of the hazards that the project team has identified for each project task.
<input type="checkbox"/>	A brief description of the potential consequences of exposure to those hazards (i.e., how might these cause harm, injury, or illness).
<input type="checkbox"/>	What can be done to limit the risk to team members from these hazards, or in other words, what can be done to limit: <ul style="list-style-type: none"> • The chance of any identified hazards to cause harm, and • The severity of any harm that might occur?
<input type="checkbox"/>	Who will be responsible for the safety measures used?
<input type="checkbox"/>	Procedures to be followed in an emergency . <i>(These can be prepared as a separate project emergency plan, or included as part of the HASP)</i>
Optional Elements	
<input type="checkbox"/>	Forms, checklists, and other supporting documents to help with the HASP planning/creation process.
<input type="checkbox"/>	References to applicable health and safety legislation or internal health and safety rules or guidelines.
<input type="checkbox"/>	Established procedures for performing frequently completed, very high-risk tasks safely <i>(if the project team feels these are needed to improve safety)</i> .
<input type="checkbox"/>	Links to training and educational resources.