

APPENDIX F - RISK CONTROL PLAN FORMAT FOR CONTRACTORS OF THE PANAMA CANAL AUTHORITY

Instructions: Use this format to prepare the security plans for ACP contracts. EVERY point has to be covered; if they do not apply, write "N/A".

- I. Objectives and Scope of Work (brief description)

- II. Sequence of Work: Brief description of the sequence of activities. Graphic systems such as Gantt, CPM, etc. may be used.

- III. Risk Analysis (for each phase of the Project and activity that may involve risks):
 - A. Scope: what, how, when, where, who, duration of work, shifts to be worked, preparation work, etc.
 - B. Evaluation of risks: Identify risks in advance, include actions or procedures recommended to eliminate or minimize dangers. Explain the types of control to be used: engineering, administrative, personal protection equipment, etc.
 - C. Skills: List and include copies of required personnel certifications (divers, blasters, seamen, crane operators, etc.)
 - D. Tools and equipments: List the tools and equipments to be used, procedures, maintenance, inspections and repairs. Include pneumatic, hydraulic, sandblasting, water pressure and steam cleaning equipments.
 - E. Housekeeping: Include a continuous housekeeping plan and the disposal of organic and industrial wastes.
 - F. Coordination: Procedures to obtain work permits for restricted areas, contacts in the ACP, and the contractor's company.
 - G. Employee Orientation: Date, time, topics.
 - H. Contingency and emergency procedures: First aid, local emergency telephone number, procedures and evacuation routes. Include ventilation / air supply equipment failures, etc.
 - I. Procedures for storage, use, and disposal of hazardous materials (paints, solvents, cleaners, etc.).
 - J. Procedures for storage, use and disposal of flammable and combustible liquids (oils, lubricants, diesel, etc.)
 - K. Procedures for the control of environmental pollutants such as dusts, noise, vapors and spills, etc.

- IV General Requirements

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- A. Training: Experience, certifications, safety meetings, employee orientation. The orientation must include:
 - 1. Work to be performed
 - 2. Responsibilities
 - 3. Expected and/or generated dangers
 - 4. Methods to control dangers
 - 5. Hazardous Materials Management
 - 6. Required protection equipment
- B. Personal Protection Equipment: List type of protection equipment and who is going to use it.
- C. Certifications for cranes, elevators, scaffolding, man-lift elevators, freight elevators or any equipment to lift materials weighing 5 tons or more.
- D. Specialized equipment: List equipments such as blast-proof lamps, ground fault circuit interrupters (GFCI), etc.
- E. Responsibilities of the members of the contracting company with respect to safety and health: Include names of supervisors, certified persons (for confined spaces), riggers, electricians, explosives and diving supervisors, etc.
- F. Brief description of sanitary facilities, showers, potable water, eyewashers (if necessary), etc.
- G. Fall Protection Plan: Mandatory for every work that involves activities over 6'. Include protection systems (collective or individual), personal protection equipment, anchorage designs, scaffolding, etc.
- H. Excavations Safety Plan: Mandatory for every work with excavations of over 5' of depth. Include slope, form, and propping designs, etc. The type of soil must be considered at the moment the protection systems are being designed.
- I. Hazardous Materials: List all hazardous materials and attach the Material Safety Data Sheets (MSDS) of each one. Send a copy in advance to the Industrial Hygiene Unit.
- J. Respirators: List type and brand of respirator to be used. Include list of personnel that will be using respirators and attach copies of the fit tests.
- K. Breathing Air Tests: Attach breathing air tests of all the systems that will be used to produce breathing air.
- L. Special Activities: The following activities require specific safety plans that should be prepared separately:
 - 1. Blasting
 - 2. Diving
 - 3. Demolitions
 - 4. High Voltage (>600 VAC)
 - 5. Works in confined spaces
 - 6. Work with highly toxic materials

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7. Asbestos and lead removal work
8. Others as required by the Safety Division



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PANAMA CANAL AUTHORITY							
ANALYSIS – RISKS PRIOR TO THE TASK							
DESCRIPTION OF THE TASK:							
CONTRACT NO.:		PLACE:		DATE:			
1. BASIC STAGES OF THE TASK	2. RISKS OR POTENTIAL ACCIDENTS (Conditions that may be caused during the execution of the task)		3. MEASURES ADOPTED TO ELIMINATE AND/OR REDUCE POTENTIAL RISKS				
SAFETY EQUIPMENTS AND ELEMENTS REQUIRED FOR THIS TASK (Use a checkmark ✓)							
	Hard hat		Gloves		Extinguishers		Grounding
	Safety shoes		Leather apron		Barrier and signage		Certification
	Eye protection		Leather sleeves		Lifesavers		Permits
	Face protection		Welder’s mask		Gas measurement		Others:
	Hearing protection		Safety harness		Communications equipment		
	Breathing protection		Lifeline		Safety switch		
CREW MEMBERS				OBSERVATIONS			

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		SUPERVISOR/FOREMAN: