



## Developing a Site Health and Safety Plan (HASP)

A Site Health and Safety Plan (HASP) describes the potential hazards of the work site, along with all OSU and departmental policies, controls and work practices selected to minimize those hazards. The most important factor in reducing workplace injuries is actually implementing the HASP. Implementation requires management's commitment to provide adequate resources for training, accountability, self-assessments, and employee involvement.

Although required by some states, OSHA does not require a written comprehensive Health and Safety Plan per se. However, OSHA does require that employees and their supervisors identify workplace hazards and be trained in the specific hazards and control measures associated with their assigned tasks. The written Health and Safety Plan is a valuable tool in providing this training.

### Basic HASP Elements

OSHA recommends that each HASP include the following basic elements:

- Safety Policy/Facility Management statement
- Description of the facility operations and List of personnel
- [Job Hazard identification](#) for personnel
- [Standard Operating Procedures \(SOPs\)](#) (Under "Documents") for equipment or processes
- Equipment maintenance and Housekeeping procedures/records
- [Facility Self-Assessments](#)
- [Safety meetings and communication](#) (Under "Documents")
- [Employee safety training](#) and [Recordkeeping](#)

### Additional HASP Information

Additional HASP information on specific topics from the [University of California](#) can be viewed to aid you in considering the various facets of a Site Health and Safety Plan for your facility/shop area. Not all sections will apply to your operations and some sections will need additional information according to your facility, program, and staffing conditions. Please contact EH&S with any questions or if you need assistance developing your HASP, see the contacts and resources listed on the [Shop Safety webpage](#).

### HASP To-Do Checklist (Plan-Do-Check-Act)

- Write your HASP
- Train facility staff and all users in HASP implementation
- Conduct annual self-assessments
- Respond to EH&S safety assessment recommendations
- Review and modify your HASP annually (or more often as needed) and update staff accordingly