Attachment **[number]**

**Site Personnel and Chain of Command List**

**[Modify the information below as appropriate for your site. One person may fill**

**more than one role.]**

**General Site Personnel List**



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** |  | **Name** |  |  | **Contact Information** | | |
| Project Manager (PM) |  |  |  |  | Work phone: |  |  |
|  |  |  |  |  | Mobile phone: | | |
| Alternate PM |  |  |  |  | Work phone: |  |  |
|  |  |  |  |  | Mobile phone: | | |
| Site Safety and Health |  |  |  |  | Work phone: |  |  |
| Officer (SSHO) |  |  |  |  | Mobile phone: | | |
| Emergency Response |  |  |  |  | Work phone: |  |  |
| Coordinator (ERC) |  |  |  |  | Mobile phone: | | |
| Site Supervisor(s) |  |  |  |  | Work phone: |  |  |
|  |  |  |  |  | Mobile phone: | | |
|  |  |  |  |  | Work phone: |  |  |
|  |  |  |  |  | Mobile phone: | | |
|  |  |  | Work phone: | | | |  |
|  |  |  | Mobile phone: | | | | |
| Decontamination |  |  |  |  | Work phone: | |  |
| Manager |  |  |  |  | Mobile phone: | | |
| Security Officer |  |  |  |  | Work phone: |  | |
|  |  |  |  |  | Mobile phone: | | |
|  |  |  |  |  | Work phone: |  | |
|  |  |  |  |  | Mobile phone: | | |
|  |  |  |  |  | Work phone: |  | |
|  |  |  |  |  | Mobile phone: | | |



**Project Manager.** The PM has responsibility and authority to direct all work operations.The PM coordinates safety and health functions with the Site Safety and Health Officer (SSHO), has the authority to oversee and monitor the performance of the SSHO, and bears ultimate responsibility for the proper implementation of this Health and Safety Plan (HASP). The specific duties of the PM are:

* Prepare and coordinate the site work plan.
* Provide site supervisor(s) with work assignments and oversee their performance.
* Coordinate safety and health efforts with the SSHO.
* Ensure effective emergency response through coordination with the Emergency Response Coordinator (ERC).
* Serve as primary site liaison with public agencies and officials and site contractors.
* Have budgetary responsibility to respond to a site emergency.
* Keep accurate records regarding site activity as performed in compliance with the HASP.

**[Name]** is the qualified alternate PM.

**Site Safety and Health Officer.** The SSHO has full responsibility and authority todevelop and implement this HASP and to verify compliance **[Note: if the preceding** **statement does not apply to the SSHO, be sure that it applies to one of the positions listed here]**. The SSHO reports to the PM. The SSHO is on site or readily accessible tothe site during all work operations and has the authority to halt site work if unsafe conditions are detected. The specific responsibilities of the SSHO are:

* Manage the safety and health functions on this site.
* Serve as the site’s point of contact for safety and health matters.
* Ensure site monitoring, worker training, medical surveillance, and effective selection and use of personal protective equipment (PPE).
* Assess site conditions for unsafe acts and conditions and provide corrective action.
* Assist the preparation and review of this HASP.
* Maintain effective safety and health records as described in this HASP.
* Coordinate with the Emergency Response Coordinator (ERC), Site Supervisor(s), and others as necessary for safety and health efforts.
* Implement this HASP.
* Keep accurate records regarding the site’s safety and health performance.

**[Name]** is the qualified alternate Site Safety and Health Officer (SSHO).

**Emergency Response Coordinator.** The ERC is responsible for assessing siteconditions, directing, and controlling emergency response activities and personnel in accordance with the Site Emergency Response Plan (ERP). The ERC reports to the PM. The ERC ensures the evacuation, emergency transport, and treatment of site personnel and notifies the appropriate emergency response units and management staff in accordance with the **Emergency Response Plan** section of this HASP. Specific duties of the ERC include:

* Develop and review the emergency response plan.
* Conduct emergency response drills.
* Ensure effective emergency response to and evacuation of the site.
* Coordinate emergency response functions with the Site Safety and Health Officer (SSHO), and integrate site emergency response plans with the disaster, fire, and/or emergency response plans of local, state, and federal organizations and agencies.
* Direct the execution of this HASP.
* Keep accurate records regarding execution of the HASP.

**[Name or job title]** is the qualified alternate Emergency Response Coordinator (ERC).

**Qualified Person.** A Qualified Person is someone with specific training, knowledge, andexperience in the area for which the person has the responsibility and the authority to control. The Qualified Person will evaluate the site’s characteristics in order to aid in the selection of appropriate employee protection methods prior to site entry. Immediately after initial site entry, a more detailed evaluation of the site’s specific characteristics is performed by a qualified person in order to further identify existing site hazards and to further aid in the selection of the appropriate engineering controls and personalPPE for the tasks to be performed.

**Site Supervisor.** The Site Supervisor is responsible for field operations and reports to thePM. The Site Supervisor ensures the implementation of the HASP requirements and procedures in the field. The specific responsibilities of the Site Supervisor are:

* Execute the work plan and schedule as detailed by the PM.
* Coordinate with the Site Safety and Health Officer (SSHO) on safety and health.
* Ensure site work compliance with the requirements of this HASP.
* Advise the management /implementation team regarding adjustments to the plan and first line operations needs.
* Keep accurate records regarding the first line implementation of the HASP.

**[Name or job title]** is the qualified alternate Site Supervisor.

**Decontamination Manager.** The Decontamination Manager is responsible fordecontamination procedures, equipment, and supplies. The specific responsibilities of the Decontamination Manager are:

* Set up decontamination lines and the solutions appropriate for the type of contamination on site.
* Control the decontamination of all equipment, personnel, and samples from the contaminated areas.
* Assist in disposal of contaminated clothing and materials.
* Ensure all required equipment is available and in working order.
* Provide for collection, storage, and disposal of waste.
* Keep accurate records regarding decontamination waste generation, storage, and disposal.

**[Name or job title]** is the qualified alternate Decontamination Manager.

**Security Officer.** The Security Officer is responsible for managing and maintaining sitesecurity. The specific responsibilities of the Security Officer are:

* Conduct routine area patrols.
* Control facility access and exit.
* Assist with communication during an emergency.
* Secure accident/incident sites.
* Maintain log of site access and exit.
* Keep accurate records regarding security patrols, surveillance, and site management.

**[Name or job title]** is the qualified alternate Security Officer.

**Government Agency Personnel**

**[For sites with a significant government presence, list the roles and responsibilities of agencies involved in the cleanup project below each category of federal, state, or local representatives.]**

Federal

representatives: **[Name, title, agency name]** Phone: **[phone number]**

**[Name, title, agency name]** Phone: **[phone number]**

**[Name, title, agency name]** Phone: **[phone number]**

State

representatives: **[Name, title, agency name]** Phone: **[phone number]**

**[Name, title, agency name]** Phone: **[phone number]**

**[Name, title, agency name]** Phone: **[phone number]**

Local

representatives: **[Name, title, agency name]** Phone: **[phone number]**

**[Name, title, agency name]** Phone: **[phone number]**

**[Name, title, agency name]** Phone: **[phone number]**

**[Insert, as applicable, language for the role of agency representative descriptions. Following is an example of one of the roles that may be taken by government agency personnel:**

**The EPA Representative is the On-Scene Coordinator (OSC), Remedial Project Manager (RPM), or Site Inspection Officer (SIO). The EPA Representative is responsible for overall project administration and contractor oversight. As part of that oversight function, EPA will ensure that project plans meet OSHA requirements at a minimum, and that the health and safety of all site personnel is a primary concern. As an OSC or RPM, EPA serves in the capacity of site supervisor.] Exposure Monitoring Program Personnel**

**[Name]** is responsible for implementing the site exposure monitoring program.

The following personnel are qualified to use and interpret direct-reading air monitoring instruments **[insert names, and/or break down this information by the different types** **of direct-reading instruments used]**:

Names Types of direct-reading instruments used **[Name and job title] [Instrument] [Name and job title] [Instrument]**

The following personnel are qualified to conduct air sampling:

**[Name and job title]**

**[Name and job title]**

The following personnel are qualified to conduct surface sampling:

**[Name and job title]**

**[Name and job title]**