

Providing WSHP Feedback

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Helping to review and recommend improvements and/or modifications to Work Safety and Health Plans (WSHP). Below are easy steps on how to effectively and efficiently communicate information “gaps” while reviewing the WSHP.

How to Effectively and Efficiently Communicate Information “Gaps”

Step 1. Begin E-mail Correspondence:

Utilize the Prime Contractor and AEP Contacts provided on page 1 of the WSHP template:

Send To: The Contractor Project Team

- Project Manager
- Superintendent
- Contractor Safety Representative
- General Foreman
- Foreman
- Project Safety

CC: The AEP Transmission Project Team

- Construction Lead Principal
- TCR
- Lead Safety Advisor
- Project Manager
- Environmental Coordinator

Step 2. Attach Submitted WSHP and Supporting Documents

- Utilize this opportunity to ensure that all members of the Project Team have received the WSHP and all associated documents submitted.
- Attach documents to support information requests or to provide to comments made during review. Items to include AEP Terms & Conditions, Directives, Supplemental Safety Documents, OSHA Fact Sheets, etc.

Step 3. Start the Correspondence Off in a Positive Manner

- Begin the e-mail by addressing and thanking the Contractor Project Team for submitting the WSHP.
- Explain that there are a few questions or comments for clarification.

Step 4. Identify the Location in the Document Where Clarification is Needed

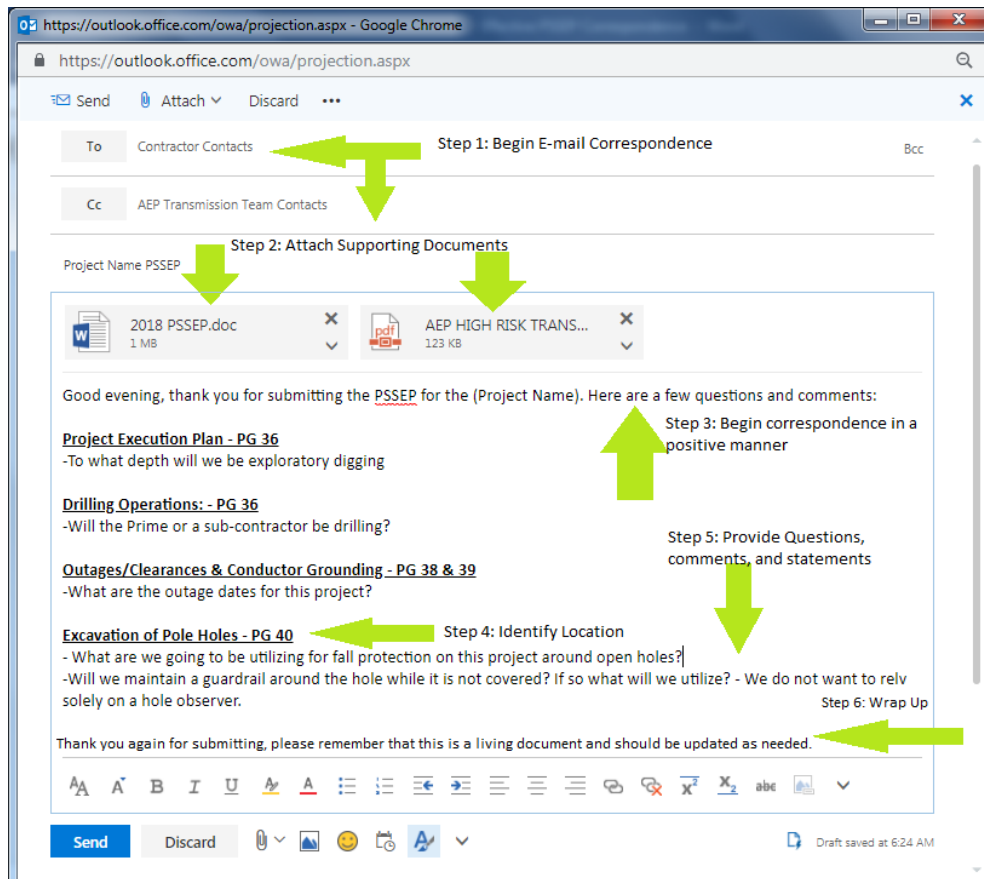
- Identify the Heading of the section you are requesting additional information from.
- Identify the page number of the section you are requesting additional information from. This helps aid in reviewal of re-submittal.

Step 5. Provide Questions, Comments, and Statements for Clarification

Ask questions, provide statements and supporting language.

Step 6. Wrap-Up

Thank the Contractor Team again for submitting the WSHP. Remind the contractor that the WSHP is a living document and that they are responsible for reviewing and modifying the WSHP as conditions warrant, communicate those changes to their personnel, and the AEP Transmission Project Team.



Step 7. Document questions and comments

Once you have completed your WSHP review document your questions and comments in the “WSHP Trends by Contractor” (click here for the link) in SharePoint, under the WSHP folder. Example below. Also see in the “Instructions WSHP Trends by Contractor” in the WSHP folder if you have any questions on adding contractors.