



Site Specific Safety Plan

Made By Jonathon Bray

Site Specific Safety Plan

The purpose of this document is to identify, document, and control hazards which are specific to this site to ensure that Duncan & Taylor Ltd is creating a safe working environment for all people who will be on site. It will include a register of the hazards that have been identified on this site and a list of the implement controls which aim to eliminate or minimise the risks associated with them. As part of Duncan & Taylors due diligence, subcontractors will have to provide SSSPs or a JSA or TA when applicable and it will be attached

1

General site information

Internal Ref:	J-13170	Date:	19/05/2023
Project Name:	136 Oxford Terrace, Epuni, Lower Hutt	Start Date:	22/05/2023
Site Address:	136 Oxford Terrace, Epuni, Lower Hutt		
Project Manager:	Richard Stanton	Contact:	027 532 9086
Safety Manager:	Jonathon Bray	Contact:	022 437 4782

2

Description of works

Asbestos removal (to be done by licensed sub-contractor)

Scaffolding install (by scafworx)

Roofing

Flooring

Roof truss install

Carpentry

Plaster

Decorating

Insulation install

Binsealing

Guttering

Demo of fire damaged portions

Joinery

Plumbing

Electrical

Site clean

Hazards present on site

The below hazards have been identified and then a systematic approach to minimise risks associated has been implemented using the hierarchy of controls framework. For more information about the assessment tool please see the back page.

Activities that create risks to eyes, hands or heads	Overhanging items, items falling, airborne particulates, tool usage	Medium	Medium	Moderate	To ensure that appropriate PPE is being worn for the specific task being carried out i.e safety glasses when cutting wood with a saw. Prior To conducting any work which could create these risks workers in the area are informed so they can put on correct PPE or leave the area until it is safe To return	Low	Low	ACCEPTABLE
Activities or processes that could affect the public or other workers	Working in or open to the public, working in an area which other workers a present	Medium	Low	MODERATE	To have the worksite fenced off as much as reasonably practicable. To have appropriate room for vehicles to come into the workspace. To have a hazard board outside the site to alert the public to the works and instructing them not to enter. Inform all works prior to work begin where the exclusion zone is and not to enter	Medium	Very Low	ACCEPTABLE
Other contractors	Sub-contractors needing to come onto site	High	Medium	SEVERE	Ensure that all subcontractors meet a minimum prequalification threshold for health and safety. Inform sub-contractors that they must notify the foreman when coming onto site. Foreman must induct all subcontractors onto site when they first arrive. Sign in and sign out sheets must be kept. For dangerous works, subcontractors are required to provide SSSPs or TAs to ensure that Duncan and Taylor can maintain site safety	Medium	Low	MODERATE
Vibration hazards	Using equipment like kangos which produce large amounts of vibrations	Medium	Low	MODERATE	Eliminate the need to use equipment that produces a large amount of vibrations, take regular breaks when needed, rotate people using it frequently, monitor health of workers who use regularly to look for signs of injury related to use.	Low	Low	ACCEPTABLE
Generation of noise in excess of 85db	PLANT, equipment, or processes	High	Medium	SEVERE	To wear level 5 ear protection when creating or being around any noise which could be above 85db. To make sure if anyone is going to create noise above 85db they inform the people working around so they can either leave the space, or put on level 5 ear protection	Medium	Low	MODERATE
Truck Loading and unloading	Strenuous activity related to unload or loading equipment or materials	Medium	Low	MODERATE	Make sure the vehicle has its handbrake on and has fully stopped. Keep the unloading/ loading area clean and free to trip hazards. Loading/ unloading area should be free to traffic. Ensure loads are secured correctly. Make sure workers are trained to be able lift objects correctly. Avoid lifting anything above 25kg without another person to help	Low	Low	ACCEPTABLE
Ladders	Needing to gain elevation for works	Very High	High	EXTREME	Eliminate the need to work from a ladder if possible. Assess if scaffold is a reasonably practicable means to complete the works over the use of a ladder. Inspect ladder prior to use to ensure it is fit for purpose. Set up ladder on stable and level surface. Use the 4 to 1 rule where applicable. Ensure 3 points of contact at all times. Ensure that nothing above the third rung is used. Only use industrial garded ladders with rubber footings to prevent slipping. Always face the ladder while climbing it. Never try to reach further than reasonably practicable. Do not exceed weight limit. Ensure ladder is not set up in dangerous	Low	Medium	Moderate
Use of powered saws	Using powered saws and other similar equipment recklessly or without attention	Medium	High	SEVERE	Ensure all equipment is inspected prior to use and is fit for purpose. Ensure all safe guards and other engineered controls and in place prior to use. Use as manufacturer intended. Wear all required PPE when using.	Low	Low	ACCEPTABLE
Direct drive nail guns	Using direct drive nailguns and other similar equipment recklessly or without attention	Medium	Medium	Moderate	Ensure that the nail gun is inspected and is fit for use. Ensure that you have been trained to use such a device, and if not, then inform the foreman right away. Ensure that all in close proximity are aware that a direct drive nail gun is in use and not come closer while in use. Use as manufacturer intended.	Low	Low	ACCEPTABLE
Scaffold	Scaffold not being installed correctly, improper use of scaffold	High	High	EXTREME	Ensure that prior to use the scaffold has a current ROI. Ensure the scaffold has correct edge protection measures in place to prevent falling. Ensure there is a safe egress onto the scaffold. Do not use during or after adverse weather event. Keep scaffold clear of obstacles. Notify WorkSafe if 5.0 metres or more 24 hours before erecting. All scaffolds correctly braced and stabilised. Ladder access provided and used. Proper platform (3 planks/675mm). Guardrails and toe boards – 900mm to	Medium	Medium	Moderate
Bin Sealing	After fires in order to stop the smell of burnt wood, bin seal by Zinsser needs to be sprayed.	Very High	High	EXTREME	Wear all PPE as required. Ensure handling and storage is as per SDS. Only spray if no one else in the area. Wait 48hrs post spraying till other works resume. Ensure it is used in a well ventilated area.	Medium	Medium	Moderate
Fire Debris	Conducting works on a premises that has had fire related damage	Medium	Medium	Moderate	Keep walking areas clear from clutter or obstructions Always use installed light sources that provide sufficient light for your tasks and/or use a flashlight if you enter a dark room where there is no light Make sure that things you are carrying or pushing do not prevent you from seeing any obstructions, spills, etc. Wear correct PPE such as a hard hat, steel caps, gloves, and hi viz clothing.	Low	Low	ACCEPTABLE

4

Subcontractors

☒ Yes ☐ No Will subcontractors be used during this project?

If yes then please name the below:

Paintline decorators	TechClean
Adam Tulloch electrical	
Commercial Joinery	
Champion Prenail	
Plumbing express	

☐ Yes ☒ No Do any subcontractors need to provide an SSSP, JSA or Task analysis prior to works starting?

5

Particularly hazardous work and Worksafe notification

If any of the below works are being conducted, then a JSA or task analysis will be needed. These will be made by the people conducting the work and people who are sufficiently trained in the work to try encompass all risks that will result.

- Operation of PLANT, and heavy machinery
- Traffic management
- Anything requiring an engineer
- Live electrical works
- Works over 1 story or (5m)
- Public works
- Asbestos works
- Hot works
- Confined spaces
- Blackwater
- Structural demolition
- Creation of openings which can be fallen through
- Any solvent-based paints or cleaners
- Mold
- Excavations
- Hazardous substance use

☐ Yes ☒ No Does Worksafe need to be notified about any of the works being conducted?

6

Personal Protective Equipment to be worn on site



Please note – High Viability will be worn on all sites

If other please specify: **Mask will be required for insulation replacement along with the area being well ventilated**

7

Onsite communication and review methods

What will be the regularity of the following while works are being conducted

Toolbox talks:

Fortnightly

Pre-start meetings:

Before each stage

Site audits:

Fortnightly

Progress meetings:

Fortnightly

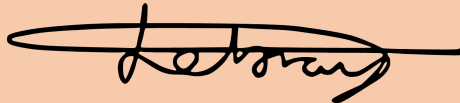
Declaration

PCBU 1 (Duncan & Taylor Ltd)

Signed by: Jonathon Bray

Date: 19/05/2023

Signature:



Before signing, please make sure you understand the below statement.

PCBU 2 (Subcontractor)

Signed by:

Date:

Signature:

PCBU 3 (Subcontractor)

Signed by:

Date:

Signature:

By signing this document, you confirm that you have read and understand the information provided, and that you have conducted a risk assessment of the work site to the best of your ability for the works you have been engaged to conduct. You acknowledge the potential hazards associated with the works and understand your role as a Subcontractor on Duncan & Taylor Ltd's work site. You also understand your health and safety responsibilities and obligations as a subcontractor and to any employees under your supervision while on the site. You further acknowledge that any breaches of Duncan and Taylor Ltd's requirements and procedures may result in your immediate removal from the site and may lead to legal action being taken against you, where applicable. This statement is intended to remind you of the importance of providing accurate information and conducting a thorough risk assessment of the work site. It also emphasizes your responsibilities to follow Duncan and Taylor Ltd's health and safety requirements and procedures, and the consequences of failing to do so. By signing this document, you agree to comply with these requirements and procedures to the best of your ability and acknowledge the potential legal consequences of any breach.

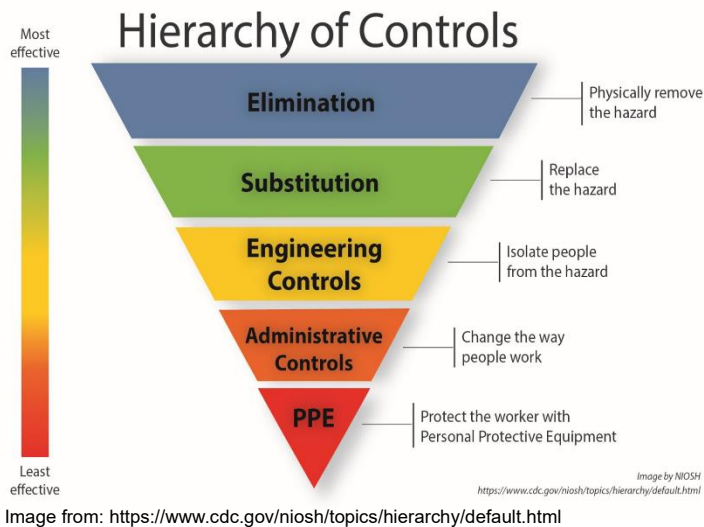
Hazardous substance register

[illegible]

Training register

Name	Role on site	First aid trained?	Relevant training	Years of experience
Richard Stanton	<input checked="" type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Project manager, registered builder	15
Mick Stanton	<input type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Level 1 first aid, apprentice 2 rd year	2
Jason Giannoutsos	<input type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Level 1 first aid, apprentice 3 rd year (about to be qualified)	3
Logan Telford	<input type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Level 1 first aid, apprentice 2 rd year	2
	<input type="checkbox"/> Project manager <input type="checkbox"/> Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Project manager <input type="checkbox"/> Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Project manager <input type="checkbox"/> Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Hazard management system



When a hazard is identified on site by employees and/ or subcontractors, the hierarchy of controls (see diagram to the left) is then used to discover solutions which either eliminate or minimise exposure to the risks associated with those hazards. In any context, elimination of a risk should be the first step if reasonably practicable. The Hierarchy of controls framework has five tiers in which elimination is the most effective strategy, then all others such as substitution and PPE are minimisation controls. This is used to evaluate the potential effectiveness of controls as how they will change the risk profile of the hazard.

Below is a risk matrix which is used to determine the potential risk of any such hazard of process. With probability on the X axis and Severity in the Y axis. The aim of any controls is to shift the probability and severity so that it becomes less hazardous for those conducting the works. The ability for controls to change the probability or severity will in turn shift the rating on the matrix to a more tolerable level.

Master Risk Matrix						
Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High	MODERATE	SEVERE	SEVERE	EXTREME	EXTREME
	High	ACCEPTABLE	MODERATE	SEVERE	EXTREME	EXTREME
	Medium	ACCEPTABLE	MODERATE	Moderate	SEVERE	EXTREME
	Low	ACCEPTABLE	ACCEPTABLE	Moderate	SEVERE	EXTREME
	Very Low	ACCEPTABLE	ACCEPTABLE	ACCEPTABLE	MODERATE	SEVERE

Image from: self-generated excel sheet

Severity key

Very High = If event occurs, likely more than one person will suffer severe illness, injury, or death

High = If event occurs, one person will suffer from severe illness, injury, or death

Medium = If event occurs, one person will suffer from non-life threatening but severe illness or injury

Low = If event occurs, one person will suffer from mild illness or injury

Very low = If event occurs, one person will suffer from minimal illness or injury

SITE SPECIFIC RISKS BEFORE CONTROLS (PRE)						
Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High				1	
	High			1	1	
	Medium		2	2	1	
	Low					
	Very Low					
SITE SPECIFIC RISKS AFTER CONTROLS (POST)						
Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High					
	High					
	Medium	1	1			
	Low		4	2		
	Very Low					

*****ALL TENANTS MUST BE INDUCTED AND HAD THE PROJECT EXPLAINED TO THEM*****

As always, working with power tools and ladders comes with inherent risk which can never be fully mitigated though controls, only minimised to a great extent. Because of this even though Duncan and Taylor will implement all controls they can to provide a safe working environment for people on our sites, the workers to have a responsibility to ensure they are using the equipment as intended, and to only do works they have the requisite training for.

Scaffold will also be used i, this poses a risk to all those using it. Only those who have sufficient training and/ or experience are authorized to set this up on site (scafworx). This must be checked regularly (weekly) or after any adverse weather event.

When replacing insulation, a respiratory mask must be always worn to prevent inhalation of the fiberglass fibers which can damage the lungs. The areas must to be well ventilated during and post installation to ensure the safety of the tenants.

Bin sealing is to be done which is a hazardous chemical. Only those with sufficient training and/ or experience are authorized to spray. This is only to be done in a well ventilated area and allow for 24 hours after spraying before work can continue.

Emergency Response Plan

Site address**136 Oxford Terrace, Epuni, Lower Hutt****Supervisor name:****Richard Stanton****Supervisor contact:****027 532 9086**

Emergency situations

☒ **Injury**☐ **Gas leak**☐ **Earthquake**☐ **Hazardous substance spill**☐ **Fire**☐ **Flooding**☒ **Falling related**☐ **Other**

Please describe the site specifics relating to an emergency

Ladders will be used on this site, they always pose a significant risk to health if used incorrectly. Because of this Duncan and Taylor Ltd considers this risk to be present on all sites where ladders are in use as statistically this is where the most common serious injuries happen.

Addition information that could have impact on response

Site H&S manager:**Jonathon Bray****Contact:****022 437 4782****First aider:****Jason Giannoutsos****Contact:****027 307 1738****Site Foreman:****Richard Stanton****Contact:****027 532 9086**

How will all be notified of an emergency: Air horn

First aid kit location: In the yellow box in the front door

Assembly point: Outside on the opposite side of the street on the green belt area.

Worksafe contact: 0800 030 040

Nearest medical center location: 102 Oxford Terrace, Epuni, Lower Hutt 5011

Nearest medical center contact: 045671217

Hospital contact: 045666999

Civil Defense contact: 048304279

Poison Center contact: 0800 764 766

