



# 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

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## General site information

Internal Ref:	J-13436	Date:	31/07/2023
Project Name:	414B Homewood Road, Waipawa	Start Date:	7/08/2023
Site Address:	414B Homewood Road, Waipawa		
Project Manager:	Zachary Wynd	Contact:	027 440 8593
Safety Manager:	Jonathon Bray	Contact:	022 437 4782

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## Description of works

Lounge, bedroom 1, bedroom 2, Bedroom 3, Bedroom 4, Hallway, kitchen, laundry, toilet Bathroom 4, sewing room, storage room Replace insulation Gib walls up to line Plaster and decorate like for like Replace scotia and skirting Hollow core door replace Replace door reveal Replace flooring Joinery Replace underflooring heating in rooms that are tiled  Exterior Repair solar system Letterbox supply and install Remove silt Dispose of septic tank	Toilet Floor mounted toilet Roll holder Install glass shelve Replace spa bath Replace all bath fittings and other items like vanity and mirror as per SOW  Kitchen Replace range hood Replace and install oven Replace and install bench  Laundry Cabinet joinery Super tub supply and install Door stop
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## 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.

Hazard description	Caused by	Probability	Severity	Risk rating	Controls	Probability	Severity	Risk rating
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
Generation of noise in excess of 85db	PLANT, equipment, or processess	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
Airborne contaminants	Conducting activities which produce dust, debris, or combustion.	High	Medium	SEVERE	Wehere the risk of airborne contaminants is high, use respiratory masks which are suitable for the envioment. Wear any other required PPE which can decrease the chances of injury or illness such as eye protection, ear protection, face sheildings etc. Alert all in the are if you are about to conduct works that produce airborne containants so they can eiter leave, or put on the required PPE. If biological in nature, ensure hazmats are worn	Low	Low	ACCEPTABLE
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 gaurds and other engineered controls and inplace 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 dive nail gun is in use and not come closer while in use. Use as manufacturer intended.	Low	Low	ACCEPTABLE
Ladders		High	High	EXTREME	Eliminate the need to work from a ladder if possible. Assess if scaffold is a resonably 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 thrid rung is used. Only use industrial garded ladders with rubber footings to prevent slipping. Always face the ladder while climbing it.	High	Low	MODERATE
Biological hazards (blackwater)	Flooding causing sweage overflowing	Medium	High	SEVERE	PPE need to be worn at all times. Everything should be considered a biological hazard due to sewage contamination. Bottled water should be drunken only to avoid potenital mains contamination. Once works are completed all clothes should be disposed of, or cleaned with bleach, along with increase hyigene such as showing.	Medium	Low	MODERATE
Confined spces	Needing to access and conduct works in confined sapces	High	Medium	SEVERE	Conduct a thorough hazard assessment to identify potential dangers such as toxic gases, oxygen deficiency, or physical hazards. Implement an entry permit system to ensure proper planning, hazard control, and accountability. Provide comprehensive training to workers on hazard recognition, emergency procedures, and the use of personal protective equipment (PPE). Ensure adequate ventilation and use gas detection equipment to monitor the atmosphere inside the	High	Low	MODERATE

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### Subcontractors

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

If yes then please name the below:

Adam Tulloch electrical	N V Tiling
D N Painting Ltd	
Molley Joinery	
Jackson Flooring	
Plumbing express	

☐ Yes ☒ No Do any subcontractors need to provide an SSSP, JSA or Task analysis prior to works starting? As we works are sub 5m

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### 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?

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### Personal Protective Equipment to be worn on site



Please note – High Viability will be worn on all sites

If other please specify: **Respirators will always be worn when installing insulation or removing silt**

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### 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

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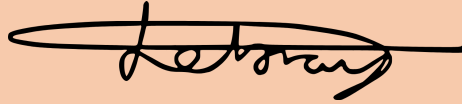
## Declaration

### ***PCBU 1 (Duncan & Taylor Ltd)***

**Signed by:** Jonathon Bray

**Date:** 31/07/2023

**Signature:**



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

### ***PCBU 2 (Contractor)***

**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.*

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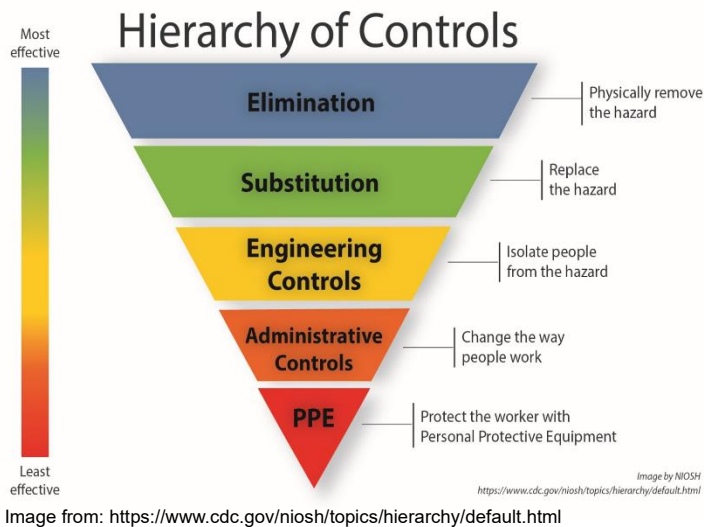
**Hazardous substance register**

<b>Name of substance</b>	<b>Location of SDS</b>	<b>Amount on site (volume)</b>	<b>UN Class</b> <small>(Section 14 SDS)</small>	<b>HSNO or GHS number</b> <small>(Section 14-15 SDS)</small>	<b>Classification</b>	<b>Location on site if stored</b>	<b>PPE requirements</b>

## Training register

Name	Role on site	First aid trained?	Relevant training	Years of experience
Zachary Wynd	<input checked="" type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Project manager, registered builder, first aid level 1	5
Chris Woolly	<input type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Registered builder, First aid level 1	15
Richard Stanton	<input type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	LPB	15
	<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		
	<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					
	High			3	1	
	Medium		2	2	2	
	Low					
	Very Low					

## SITE SPECIFIC RISKS AFTER CONTROLS (POST)

Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High					
	High		2			
	Medium	1	2			
	Low		5			
	Very Low					

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**Other Notes and comments applicable**

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.

## Emergency Response Plan

**Site address****414B Homewood Road, Waipawa****Supervisor name:****Zachary Wynd****Supervisor contact:****027 440 8593****Emergency situations**☒ **Injury**☐ **Gas leak**☐ **Earthquake**☐ **Hazardous substance spill**☐ **Fire**☐ **Flooding**☒ **Falling related**☐ **Other****Please describe the site specifics relating to an emergency**

If an emergency occurs, such as falling or an injury, the first action is to check if the person is breathing, then it is to get emergency help if required.

**Addition information that could have impact on response****Site H&S manager:****Jonathon Bray****Contact:****022 437 4782****First aider:****Chris Woolly****Contact:****027 207 0548****Site Foreman:****Zachary Wynd****Contact:****027 440 8593**

**How will all be notified of an emergency:** Air horn

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

**Assembly point:** In front of the fence at 32 Guy street

**Worksafe contact:** 0800 030 040

**Nearest medical center location:** 19 Kenilworth Street, Waipawa 4210

**Nearest medical center contact:** 068578507

**Hospital contact:** 068578507

**Civil Defense contact:** 068341680

**Poison Center contact:** 0800 764 766

