



Site Specific Safety Plan

Made By JPSC

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-13397 | Date: | 5/09/2023 |
| Project Name: | 18 Tama Street, Alicetown | Start Date: | 5/09/2023 |
| Site Address: | 18 Tama Street, Alicetown | | |
| Project Manager: | John McAuther | Contact: | 027 766 067 |
| Safety Manager: | Jonathon Bray | Contact: | 022 437 4782 |

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Description of works

| | |
|---|--|
| Upstairs Bathroom - 2.6m x 2.7m x 2.7m Sloping Stud <ul style="list-style-type: none">- Asbestos test of Vinyl.- To remove and replace water blown skirting throughout room.- To remove and replace water damaged bathroom vanity (shelves and door have blown).- To remove and refit toilet to allow for flooring works.- To remove water damaged vinyl.- PC SUM vinyl replacement.- To sand, seal and decorate 2x walls- To decorate skirting to match. | <ul style="list-style-type: none">- To strip lining paper, seal walls, supply and hang lining paper, and decorate to match on 1x bedroom wall and 2x closet walls.- To seal and decorate skirting to match. |
| Upstairs Bedroom (Adjacent/Ensuite to bathroom) - 4.3m x 3.2m x 2.8 Stud (semi sloping stud on one side) <ul style="list-style-type: none">- To rake out, tape and plaster areas of wall in bedroom and closet with water damage (bubbling, cracking) stop and sand.- To remove water damaged vinyl. | Stairwell/Landing Area - Stud 4.8m <ul style="list-style-type: none">- Internal Scaffolding due to ceiling height.- To remove areas of wall gib as marked by Chem-Dry, nog out framing and replace gib.- To rake out, tape and plaster areas of wall with minor cracking.- To seal and decorate 4x walls to match. Downstairs Bathroom - Adjacent to Stair Well - 1.7m x 2.4m x 2.4m stud <ul style="list-style-type: none">- Asbestos Test of Vinyl.- Electrical disconnect / reconnect to allow for ceiling works.- To remove and replace entire water damaged ceiling.- To remove water damaged areas of gib (behind vanity), nog out framing, replace in aqualine gib and |

- PC SUM vinyl replacement.
- To remove and refit toilet to allow for flooring works.
- To remove and replace water damaged bathroom vanity.
- To seal and decorate ceiling and walls to match.

**Open Plan Lounge / Dining - 10.0m x 4.1m x 2.4m
Stud**

- Asbestos Test of Ceiling
- Electrical safety check of ceiling light.
- To attempt to plaster / patch the small hole in ceiling where water poured through, and the minor bubbling around ceiling light to a satisfactory finish (as a best case scenario for ceiling repairs).
- To seal and decorate ceiling to match.
- To remove water damaged areas of gib on wall below stairwell, nog out framing, replace in 10mm gib and stop and sand.
- To remove and replace water blown skirting on this room.
- To seal and decorate wall and skirting to match.

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 |
| 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 | 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 |

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Subcontractors

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

If yes then please name the below:

| | |
|-------------------------|--|
| Adam Tulloch electrical | |
| Paintline decorators | |
| Plumbing express | |
| Carpet 2000 | |
| Seek a leak | |

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

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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: **Respirator when installing insulation**

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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 |

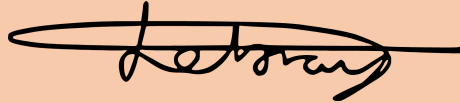
Declaration

PCBU 1 (Duncan & Taylor Ltd)

Signed by: Jonathon Bray

Date: 5/09/2023

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.

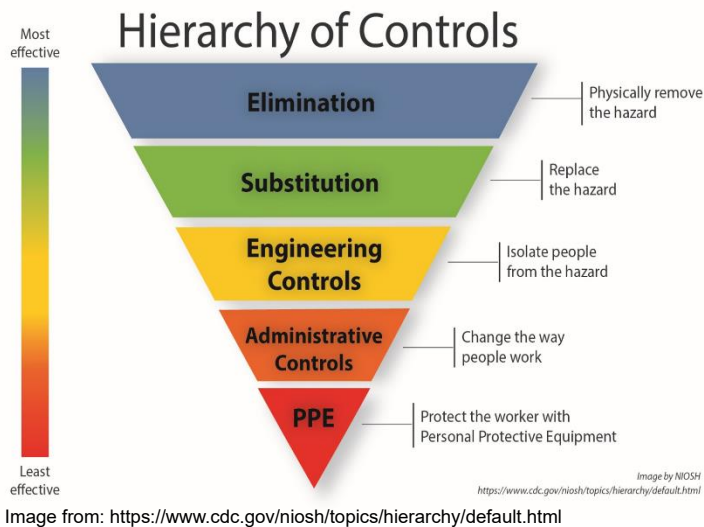
Hazardous substance register

[illegible]

Training register

| Name | Role on site | First aid trained? | Relevant training | Years of experience |
|---------------|--|---|--|---------------------|
| Hayden Field | <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 (expired recently) | 10 |
| Hayden Clarke | <input type="checkbox"/> Project manager <input checked="" type="checkbox"/> Worker | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Apprentice builder, First aid level | 3 |
| John McAuthor | <input checked="" type="checkbox"/> Project manager <input type="checkbox"/> Worker | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Project management 15 years | 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 | | | 2 | | |
| | 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 | 1 | | |
| | Very Low | | | | | |

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**18 Tama Street, Alicetown****Supervisor name:****Hayden Field****Supervisor contact:****027 766 0188**

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:****Hayden Clarke****Contact:****020 4032 441****Site Foreman:****Hayden Field****Contact:****027 766 0188**

How will all be notified of an emergency: Air horn

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

Assembly point: Infront of the car port at 18 Tama street on the footpath

Worksafe contact: 0800 030 040

Nearest medical center location: 32 Richmond Street, Petone, Lower Hutt 5012`

Nearest medical center contact: 049399868

Hospital contact: 043855999

Civil Defense contact: 042375089

Poison Center contact: 0800 764 766

