DUNCAN & TAYLOR
MANAGEMENT GROUP

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-13177**	**Date:**	**12/07/2023**
Project Name:	**67 Oakleigh Street, Lower Hutt**	**Start Date:**	**17/07/2023**
Site Address:	**67 Oakleigh Street, Lower Hutt**		
Project Manager:	**Piet Out**	**Contact:**	**021 288 6082**
Safety Manager:	**Jonathon Bray**	**Contact:**	**022 437 4782**

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Description of works

Hallway, Bathroom, Toilets 1, Toilets 2

*** Remove and replace cork tiles and apply 3 x coats of polyurethane**

*** Remove and replace particle board flooring and nog out framing**

*** Remove and replace underfloor insulation**

*** Remove and replace Rimu skirtings and decorate**

Laundry

*** Remove and replace cork tiles and apply 3 x coats of polyurethane.**

*** Remove and replace particle board flooring and nog out framing.**

*** Remove and replace underfloor insulation.**

*** Remove and replace Rimu skirtings and decorate.**

*** Disconnect, store and refit hot water cylinder and washing machine.**

*** Remove and refit free standing freezer.**

Kitchen

*** Remove and replace cork tiles and apply 3 x coats of polyurethane.**

*** Remove and replace particle board flooring and nog out framing.**

*** Remove and replace underfloor insulation.**

*** Remove and replace Rimu skirtings and decorate.**

*** Disconnect, store and refit dishwasher.**

Dining

*** Rake out lower level paint damage to 1 x wall,seal and decorate 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	Probibility	Severity	Risk rating	Controls	Probibilitiy	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 reasobably 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**
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 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. 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 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**
Use of Turps	Using Turps	**Low**	**Medium**	**Moderate**	Follow SDS on proper usage, wear all PPE recomeneded in SDS. Do not use in confined spaces.	**Low**	**Very 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 contaimants so they can eiter leave, or put on the required PPE. If biological in nature, ensure hazmats are worn	**High**	**Low**	**MODERATE**

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Subcontractors

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

If yes then please name the below:

DN painting	
Adam Tulloch electrical	
Commercial Joinery	
Plumbing express	

☐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

☒  ☒  ☒  ☐  ☒  ☐  ☐ Other

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***

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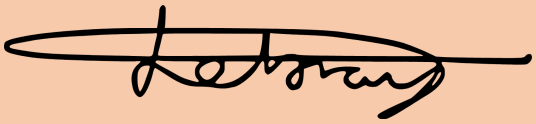
Onsite communication and review methods

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:**	**12/07/2023**
Signature:			

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

PCBU 2 (Subcontractor)

Signed by:	**Piet Out**	**Date:**	**17/07/2023**
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

Name of substance	Location of SDS	Amount on site (volume)	UN Class (Section 14 SDS)	HSNO or GHS number (Section 14-15 SDS)	Classification	Location on site if stored	PPE requirements
Resene Turps	In yellow box with first aid kit	1l	1300	GHSR002652	Solvent/ Flammable Toxic 6.7	In work vehicle	Gloves, respirator, body covering, covered footwear, glasses

Training register

Name	Role on site	First aid trained?	Relevant training	Years of experience
Piet Out	☒ Project manager ☒ Worker	☐Yes ☒No	Project manager, registered builder	15
Philip Ello	☐ Project manager ☒ Worker	☐Yes ☒No	Level 1 first aid, apprentice 2rd year	2
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		

Hazard management system

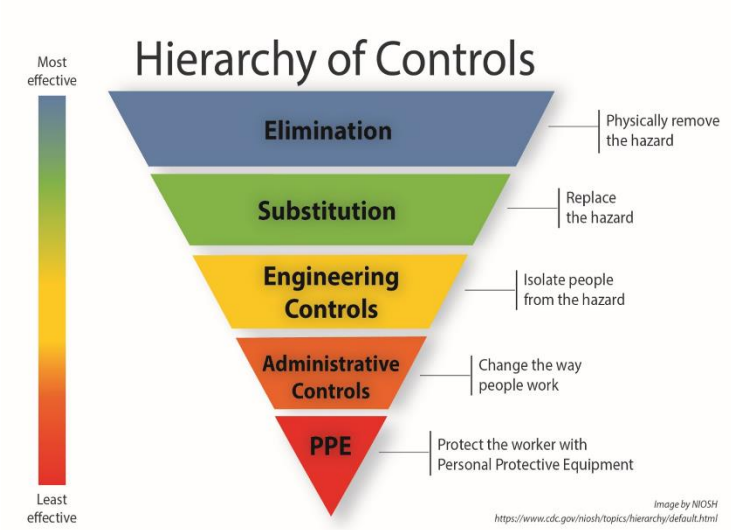


Image from: https://www.cdc.gov/niosh/topics/hierarchy/default.html

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			2		
	Medium		2	2	1	
	Low			1		
	Very Low					

SITE SPECIFIC RISKS AFTER CONTROLS (POST)

Severity:		Very Low	Low	Medium	High	Very High
Probability	Very High					
	High		1			
	Medium	1	1			
	Low	1	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.

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.

Emergency Response Plan

Site address	**67 oakleigh street, lower hutt**		
Supervisor name:	**Piet out**	**Supervisor contact:**	**021 288 6082**

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:	**Philip Elo**	**Contact:**	**027 307 1738**
Site Foreman:	**Piet Out**	**Contact:**	**021 288 6082**

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 by the park entrance**
Worksafe contact:	**0800 030 040**
Nearest medical center location:	**32 Richmond Street, Petone, Lower Hutt 5012**
Nearest medical center contact:	**049399868**
Hospital contact:	**045666999**
Civil Defense contact:	**048304279**
Poison Center contact:	**0800 764 766**