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-13627**	**Date:**	**25/09/2023**
Project Name:	**38 Wards Line, Morison Bush**	**Start Date:**	**2/10/2023**
Site Address:	**38 Wards Line, Morison Bush**		
Project Manager:	**Dave Clements**	**Contact:**	**027 464 3696**
Safety Manager:	**Jonathon Bray**	**Contact:**	**022 437 4782**

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Description of works

Entry

Timber Ceiling Battens - Supply and Install

Rimu or Similar T&G Ceiling Lining - Supply, Install and Paint

Rimu or Similar Timber Cove - Remove and Reinstall

Solidcore Door - Rimu - Install

Hanging Light Fixture - Supply and Install

Rimu or Similar Timber Cove - Paint

Wallpaper - Supply and Install

Office

Clean and Seal Smoke Damaged Timber

Large Native Timber Skirting Board - Remove/Dispose/Supply/Install and Paint

Interior Door Frame - Pine/MUF - Remove/Dispose/Supply/Install and Paint

90mm x 45mm Timber Wall Framing - Remove/Dispose/Supply and Install

10mm Standard Plasterboard - Wall - Remove/Dispose/Supply and Install

Hardwood Tongue and Groove Flooring - Remove and Reinstall

Hardwood Tongue and Groove Flooring - Supply and

Living Room

Clean and Seal Smoke Damaged Framing - Paint

Timber Ceiling Battens - Supply and Install

Glass Wool Insulation R3.6 to Ceilings - Supply and Install

Rimu or Similar T&G Ceiling Lining - Supply, Install and Paint

Rimu or Similar Timber Cove - Supply, Install and Paint

Solidcore Door - Rimu - Install

Hanging Light Fixture - Supply and Install

Interior Paint Plasterboard Wall - Paint

Domestic Double Power Outlet - Remove and Dispose

Domestic Light Switch - Remove and Reinstall

Lounge

Clean and Seal Smoke Damaged Timber Rafter/Beam/Column - Paint

Clean and Seal Smoke Damaged Framing - Paint

Supply and Install

Timber Ceiling Joists - Remove/Dispose/Supply and Install

Timber Ceiling Battens - Supply and Install

13mm Standard Plasterboard - Ceiling - Supply, Install

13mm Standard Plasterboard - Ceiling - Supply, Install and Paint
Timber Ceiling Battens - Supply and Install
Rimu or Similar Timber Cove - Supply, Install and Paint
Solidcore Door - Rimu - Install
Domestic Double Power Outlet - Remove and Reinstall
Domestic Light Switch - Remove and Reinstall
Interior Paint Plasterboard Wall - Paint
Hardwood Tongue and Groove Flooring - Paint

Bathroom

21mm Thick Plywood Flooring H3.2 - Supply and Install
Clean and Seal Smoke Damaged Timber
Clean and Seal Smoke Damaged Framing - Paint
Roof Framing - Moderate Repair - Repair
Repair to the Roof Framing, including repairing and
Glass Wool Insulation R3.6 to Ceilings - Supply and Install
Timber Ceiling Battens - Supply and Install
Glass Wool Insulation R2.4 to Walls - Supply and Install
Pine Timber Cove or Scotia - Supply, Install and Paint
Waterproof Coating to Floor or Walls - Supply and Install
Undertile Electric Underfloor Heating (6-9m²) - Supply and Install
Tile Underlay - Supply and Install
Standard Wall Tiles ($90m² Supply) - Supply and Install
Standard Floor Tiles ($120m² Supply) - Supply and Install
40mm x 12mm Pine or MDF Architrave - Supply, Install and Paint
Interior Painting Timber - Door Frame - Paint
Interior Painting - Window Frame - Paint
Door Stop - Install
1800mm Wide Shower Track and Curtain - Supply and Install
1200mm Floor Standing Vanity Unit - Install
Freestanding Bath - Install
Floor Mounted Toilet - Install
Standard Mirror - Install
Toilet Roll Holder - Install
Solidcore Door - Rimu - Install
Hanging Light Fixture - Supply and Install
Standard Heated Towel Rail - Install
and Paint
Internal Pine Trim - Supply, Install and Paint
Rimu or Similar Timber Cove - Supply, Install and Paint
10mm Standard Plasterboard - Wall - Supply and Install
Solidcore Door - Rimu - Install
Hanging Light Fixture - Supply and Install
Floor Framing - Moderate Repair - Repair
Wall Framing - Moderate Repair - Repair
External Timber Window Reveal/Jamb Repair - Repair
Single Glazed Timber Joinery - Remove/Dispose/Supply/Install and Paint
Single Glazed Timber Joinery - Remove and Reinstall
Hardwood Tongue and Groove Flooring -
Interior Door Frame - Rimu - Install
Hardwood Tongue and Groove Flooring - Paint

Bathroom upstairs

21mm Thick Plywood Flooring H3.2 - Supply and Install
Clean and Seal Smoke Damaged Timber
Clean and Seal Smoke Damaged Framing - Paint
Roof Framing - Moderate Repair - Repair
Glass Wool Insulation R3.6 to Ceilings - Supply and Install
Timber Ceiling Battens - Supply and Install
13mm Water Resistant Plasterboard - Ceiling - Supply, Install and Paint
Glass Wool Insulation R2.4 to Walls - Supply and Install
10mm Water Resistant Plasterboard - Wall - Supply, Install and Paint
Pine Timber Cove or Scotia - Supply, Install and Paint
Waterproof Coating to Floor or Walls - Supply and Install
Undertile Electric Underfloor Heating (6-9m²) - Supply and Install
Tile Underlay - Supply and Install
Tile Skirting 150mm High - Supply and Install
Standard Wall Tiles ($90m² Supply) - Supply and Install
Supply and Install Standard Floor Tiles
40mm x 12mm Pine or MDF Architrave - Supply, Install and Paint
Interior Painting Timber - Door Frame - Paint
Interior Painting - Window Frame - Paint
Door Stop - Install
1200mm Floor Standing Vanity Unit - Install

Laundry

21mm Thick Plywood Flooring H3.2 - Supply and Install

Timber Ceiling Battens - Supply and Install

Glass Wool Insulation R3.6 to Ceilings - Supply and Install

13mm Water Resistant Plasterboard - Ceiling - Supply and Install 13mm Water Resistant

Pine Timber Cove or Scotia - Supply, Install and Paint

10mm Standard Plasterboard - Wall - Supply and Install

85mm x 12mm Pine or MDF Architrave - Supply and Install

85mm x 12mm Pine or MDF Architrave - Paint

60mm x 18mm Pine or MDF Skirting Board - Supply, Install and Paint

Tile Underlay - Supply and Install

Standard Floor Tiles ($120m² Supply) - Supply and Install

Solidcore Door - Rimu - Install

Hanging Light Fixture - Supply and Install

Interior Painting - Window Frame - Paint

Interior Painting Timber - Door Frame - Paint

Supertub and Cabinet - Install

Freestanding Bath - Install

Floor Mounted Toilet - Install

Standard Mirror - Install

Toilet Roll Holder - Install

Solidcore DoLaunror - Rimu - Install

Hanging Light Fixture - Supply and Install

Standard Heated Towel Rail - Install

Bedrooms 1,2,3

Clean and Seal Smoke Damaged Timber

Clean and Seal Smoke Damaged Framing - Paint

Glass Wool Insulation R3.6 to Ceilings - Supply and Install

13mm Standard Plasterboard - Ceiling - Supply, Install and Paint

Glass Wool Insulation R2.4 to Walls - Supply and Install

10mm Standard Plasterboard - Wall - Supply, Install and Paint

60mm x 18mm Pine or MDF Architrave - Supply, Install and Paint

110mm x 22mm Rimu Architrave - Supply, Install and Paint

Interior Painting Timber - Door and Frame - Paint

Solidcore Door - Rimu - Install

230mm x 22mm Rimu Skirting Board - Supply, Install and Paint

Interior Painting Timber - Colonial Type Window - Paint

Paint Timber Floor - Paint

Hanging Light Fixture - Supply and Install

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	**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	**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**
Other contracttors	Sub-cobtratcors needing to come onto site	**Very High**	**Medium**	**SEVERE**	Ensure that ll subcontractors meet a minimum prequalification threshhold 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, subcontractirs are reuqired to provide SSSPs or TAs to ensure that Duncan and Taylor can maintain	**Medium**	**Very Low**	**ACCEPTABLE**
Use of Turps	Using Turps	**Medium**	**Medium**	**Moderate**	Follow SDS on proper usage, wear all PPE recomeneded in SDS. Do not use in confined spaces.	**Low**	**Very Low**	**ACCEPTABLE**
Scaffold	Scaffold not being installed correctly, inproper use of scaffold	**High**	**High**	**EXTREME**	Ensure that prior to use the scaffold has a current ROI. Ensure the scaffold has correct edge protection measureses 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.	**Low**	**Low**	**ACCEPTABLE**

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Subcontractors

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

If yes then please name the below:

Waispark	
PlumbU	
RTK cleaners	
NV tiling	

☐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: ***Respirator when installing insulation***

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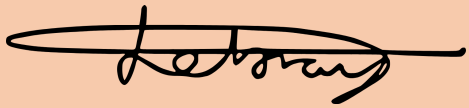
Onsite communication and review methods

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:**	**6/11/2023**
Signature:			

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

Supervisor

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

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
Dave Clements	☒ Project manager ☐ Worker	☐Yes ☒No	Project manager	15
Beven Elis	☐ Project manager ☒ Worker	☐Yes ☒No	Qualified builder	20
Will Duncan	☐ Project manager ☒ Worker	☒Yes ☐No	Apprentice to Beven, first aid level 1	3
	☐ Project manager ☐ Worker	☒Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		
	☐ Project manager ☐ Worker	☐Yes ☐No		

Hazard management system

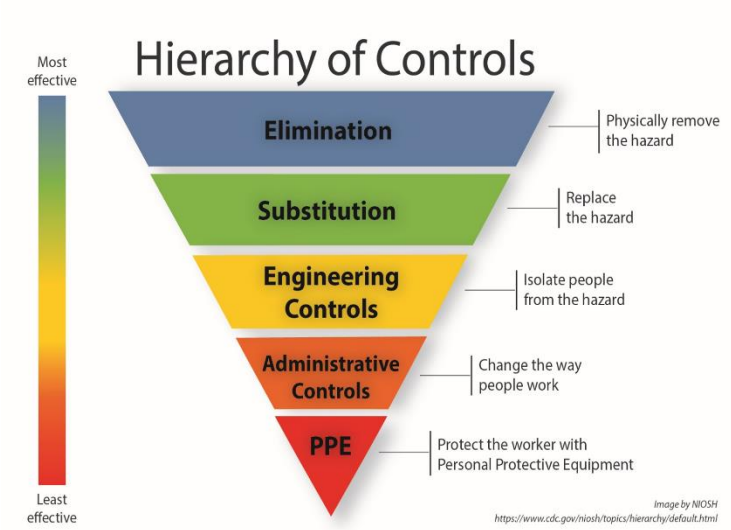


Image from: https://www.cdc.gov/niosh/topics/hierarchy/default.html

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			1	2	
	Medium		2	3	1	
	Low					
	Very Low					

SITE SPECIFIC RISKS AFTER CONTROLS (POST)

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

Other Notes and comments applicable

Emergency Response Plan

Site address	**38 Wards Line**		
Supervisor name:	**Beven Elis**	**Supervisor contact:**	**021 710 0566**

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:	**Will Duncan**	**Contact:**	**027 365 4002**
Site Foreman:	**Beven Elis**	**Contact:**	**021 710 0566**

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 by the letterbox 38 Wards Line**
Worksafe contact:	**0800 030 040**
Nearest medical center location:	**30 Bidwills Cutting Road, Greytown 5794**
Nearest medical center contact:	**063049012**
Hospital contact:	**045666999**
Civil Defense contact:	**042375089**
Poison Center contact:	**0800 764 766**