



Site Specific Safety Plan

Made By JPSC

(Amended)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-13454	Amended Date:	18/10/2023
Project Name:	78 Warspite Avenue, Cannons Creek	Start Date:	18/10/2023
Site Address:	78 Warspite Avenue, Cannons Creek		
Project Manager:	Warren Bloomfield	Contact:	027 544 8647
Safety Manager:	Jonathon Bray	Contact:	022 437 4782

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Description of works

EXTERIOR

- To remove and replace damaged cladding. To remove and replace damaged window sash and frame (possible repair to existing). To remove and replace glazing to window and front door. Decorate all to match.

BEDROOM

- To remove damaged pinex panelled ceiling and scotias replace in gib and new scotia. Plaster and decorate to match. To disconnect/reconnect light fittings.

HALLWAY

- To remove damaged pinex panelled ceiling and scotias replace in gib and new scotia. Plaster and decorate to match. To disconnect/reconnect light fittings.

LIVINGROOM

- To replace architraves to new window,required skirtings,plaster wall and decorate to match. Remove and refit carpet.

SUBFLOOR WORKS-AS PER ENGINEERS REPORT.

- Replace/install bearers
- Replace any damaged joists and floorboards.
- Replace all damaged and broken piles with ordinary timber piles.
- Install additional ordinary pile adjacent hearth as indicated below to support bearer.
- Completely remove the concrete corner foundation and install a braced pile system.
- Replace damaged insulation.

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 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
Other contractors	Sub-cobtracors needing to come onto site	High	Medium	SEVERE	Ensure that ll 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, subcontractirs 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 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
Propping	While doing structural works to prop up load bearing portions	High	High	EXTREME	Ensure those installing the props are able to do so safely. Regular checking of the props. Place props in areas with minimal traffic. Ensure the props being used can support the weight required.	Low	Medium	Moderate
Excavations	Imporper excavtion practices which result in unsafe excavation	Medium	High	SEVERE	Notified worksafe at least 24 hours prior to commencement of job. Refer to "Excavation and Shafts for Foundations" Approved Code of Practice. Arrange work so entry into excavation is not required. Complete fill holes or trenches, or if it must be left unattended, erect fencing and signage. Ensure adequate shoring or bracing to prevent cave in or collapse.	Low	Medium	Moderate
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 thrird rung is used. Only use industrial garded ladders with rubber	Low	Medium	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	
Paintline decorators	
Fresh kitchens	
Carpet 2000	
NZ Windows	

☐ 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

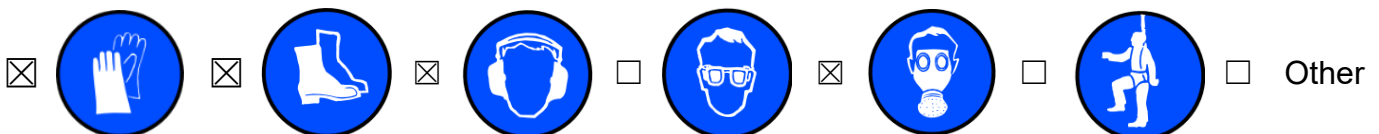
If any of the below works are being conducted, then a JSA or task analysis will be needed. These will be made by the people conducting the work and people who are sufficiently trained in the work to try encompass all risks that will result.

- 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

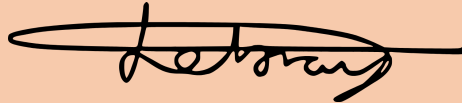
Toolbox talks:	Fortnightly	Pre-start meetings:	Before each stage
Site audits:	Fortnightly	Progress meetings:	Fortnightly

Declaration

PCBU 1 (Duncan & Taylor Ltd)

Signed by: Jonathon Bray **Date:** 18/10/2023

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.

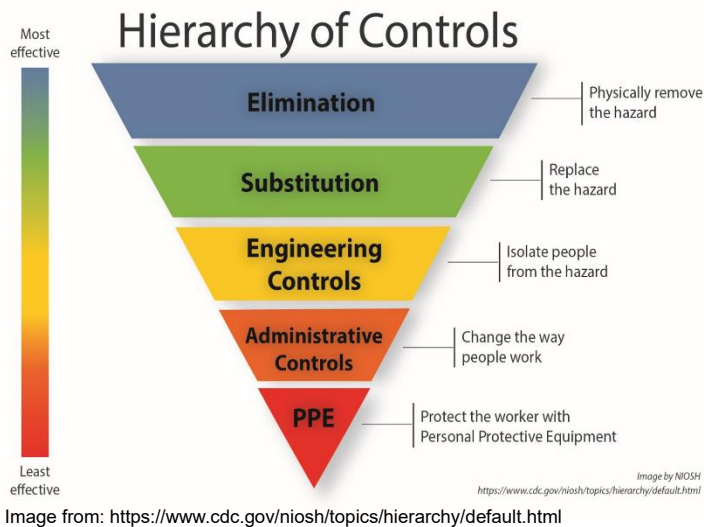
Hazardous substance register

[illegible]

Training register

Name	Role on site	First aid trained?	Relevant training	Years of experience
Warren Bloomfield	<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	20
Tama styles	<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	20
	<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		
	<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	2	
	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					
	Medium	1	1			
	Low		4	4		
	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.

With Propping the following will be conducted
Pre-Installation Safety Checks:

- Conduct a safety briefing with all personnel involved.
- Ensure that the work area is clear of obstructions and potential hazards.
- Verify that all personnel have the required training and certifications.
- Check weather conditions for potential hazards, such as strong winds or rain.
- Confirm that all required personal protective equipment (PPE) is available and worn.

Prop Selection and Inspection:

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- Select the appropriate props based on project specifications and load requirements.
- Inspect all props for signs of damage or wear. Do not use damaged props.
- Ensure that props are of sufficient length and strength for the intended load.

Securement and Positioning:

Determine the correct placement and spacing of props according to project plans and engineering recommendations.

- Ensure proper ground preparation for stable support.
- Secure props in place using appropriate methods (e.g., bracing, wedging).

Post-Installation Inspection:

- Conduct a thorough inspection of all installed props.
- Ensure props remain plumb, level, and secure.
- Check for any signs of shifting or instability.
- Reconfirm load-bearing capacity if necessary.

Emergency Response Plan

Site address**78 Warspite Avenue, Cannons Creek, Porirua 5024****Supervisor name:****Warren Bloomfeild****Supervisor contact:****027 544 8647**

Emergency situations

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

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:****Tama styles****Contact:****027 307 1738****Site Foreman:****Warren Bloomfield****Contact:****027 544 8647**

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 alley way to the left hand side of 78 Warspite

Worksafe contact: 0800 030 040

Nearest medical center location: 178 Bedford Street, Cannons Creek, Porirua 5024

Nearest medical center contact: 042375152

Hospital contact: 045666999

Civil Defense contact: 042375089

Poison Center contact: 0800 764 766

