



SITE SAFE

Te Kaitiaki o Haumaru



Whero (Red) Site-Specific Safety Plan (SSSP)

Whero (Red) Project Plan

SSSP Form 1

This first section is used to establish the type and degree of documentation required. Completing it will help indicate what is essential and what is not required.

1 Project name or location

Write project name or location of site.

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2 Outline of work being undertaken

Write a brief outline of the scope of work this SSSP relates to.

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3 Subcontractors

Tick one – Will you be using subcontractors for any part of your contracted work?

Yes No

Write the **business name** of any subcontractors being used.

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 As evidence of due diligence, retain a copy of your Subcontractor's SSSP or other agreed evidence before the Subcontractor begins work on this site.

4 Significantly Hazardous Activities

Review this list and **tick** those that are applicable to your activities.

| | |
|---|--|
| Excavations less than 1.5m deep | Erection / dismantling scaffolds over 3m |
| Structural demolition | Asbestos related activities |
| Structural propping & false-works | Height activities requiring use of harness |
| Crane lifts | Tower crane erection / dismantling |
| Confined space entry | Live electrical work |
| Where tools / materials could fall from height | Work creating, removing or adjacent to penetrations or openings with a fall hazard |
| Generation of silica dust | Generation of wood dust |
| Use of products / machinery requiring spill control | Use of highly toxic, eco-toxic, flammable or explosive products, substances or materials |
| Hot-works, including activities that generate sparks | Lead paint removal or coating |
| MEWP use (any type) | Work over or adjacent to deep water or other fluids |
| Operation of plant & machinery | Exposure to processes, equipment or power tools that create vibration |
| Concrete pumping | Close approach to above or underground services |
| Generation of noise in excess of 85dB | Use of supplied breathing air |
| Direct drive nailgun use | Isolated or lone workers |
| Use of combustion engine in enclosed space | Inexperienced workers or workers of unknown skillset / background |
| Activities or processes that could effect the public or other workers | Activities or processes which could have an environmental impact |
| Activities that create risks to eyes, hands or head | Creation of slip, trip, fall hazards |
| Truck loading and unloading | Work from a swinging-stage or BMU |
| Work undertaken on steep slopes | Use and / or storage of hazardous products, substances or materials |
| Manual handling of heavy or repetitive loads | Other |

Record the ticked items in your Hazard / Risk Register.

- Do not record non-significant hazards in the Hazard / Risk Register.
- This list is not exhaustive. You may record other significant hazards that are not on this list.

5 Activities Requiring a Safe Work Plan

The following activities require the development of a Safe Work Plan before the activity is begun.

- Any work requiring a “Particular Hazard Notification” to WorkSafe NZ must have a Safe Work Plan.
- Do not create the Safe Work Plan until it is needed.
- A Safe Work Plan may be one or a combination of the following – Task Analysis, Job Safety Analysis, Safe Work Method Statement, Permit to Work, Safe Operating Procedure (this last must be made relevant to the site and project) or other methods as agreed with PCBU1.
- This list is not exhaustive, you may create Safe Work Plans for high risk situations that are not on this list.

Check any activities that will require the development of a Safe Work Plan before the activity is begun.

| | |
|--|--|
| Operation of heavy plant & machinery | Excavations more than 1.5m deep |
| Structural demolition | All asbestos related activities |
| Structural propping & false-works | Height activities requiring use of harness |
| Crane lifts | Tower crane erection / dismantling |
| Confined space entry | Live electrical work |
| Where tools / materials could fall from height | Work creating, removing or adjacent to penetrations or openings with a fall hazard |
| Generation of silica dust | Generation of wood dust |
| Use of products / machinery that require spill control | Use and / or storage of hazardous products, substances or materials |
| Hot-works, including activities that generate sparks | Other |

6 Notification to WorkSafe NZ

Tick below if work activities require notification to WorkSafe NZ?

Yes No

If ‘Yes’, **write** any notifiable activities below.

7 Onsite communications

How will you be communicating health and safety information and activities to your employees, subcontractors and other PCBU's?

Tick requirements and **write** communications frequency

Toolbox talks

Project pre-start briefings

Daily pre-start briefing

Progress meetings

Other

8 Self-inspection

We will carry out the following inspections throughout the duration of the project.

Tick requirements and **write** communications frequency

Pre-start inspection

Before start, by:

Site inspection

Weekly, on day of week:

Major plant or equipment

Weekly, on day of week:

Vehicles

Weekly, on day of week:

Specialist (MEWP / Cranes)

Weekly, on day of week:

Other

Comment:

9 Environmental

Will vehicles or equipment be refuelled onsite?

Yes No

If 'Yes', **write** the mitigation method below.

Will equipment used with concrete or mortar be washed / cleaned onsite?

Yes No

If 'Yes', **write** the mitigation method below.

Could site run-off enter a drain or waterway?

Yes No

If 'Yes', **write** the mitigation method below.

Could noise levels adversely effect those outside of the site?

Yes No

If 'Yes', **write** the mitigation method below.

Will dust be generated that could adversely affect members of the public or other workers in the vicinity?

Yes No

If 'Yes', **write** the mitigation method below.

Will fumes or smoke be generated that could adversely affect members of the public or other workers in the vicinity?

Yes No

If 'Yes', **write** the mitigation method below.

Will waste material or empty product containers be generated?

Yes No

If 'Yes', **write** the mitigation method below.

Site / Job Hazard and Risk Register

This Site / Job Hazard and Risk Register is used by the contractor (PCBU 2) and relates to **significant** site or job-specific hazards only. **Do not record minor tasks or activities here.**

| Potential hazard and / or harm <small>List the more significant hazards that will occur during your activities on site. Where possible, note the potential harm that could arise from these hazards.</small> | | Initial risk <small>Evaluate the risk level without controls using the Risk Matrix</small> | Controls <small>Identify your control methods.</small> | Residual risk <small>Re-evaluate the risk level with controls using the Risk Matrix.</small> |
|---|--|---|---|---|
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| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |



Site / Job Hazard and Risk Register (cont.)

This Site / Job Hazard and Risk Register is used by the contractor (PCBU 2) and relates to **significant** site or job-specific hazards only. **Do not record minor tasks or activities here.**

| Potential hazard and / or harm <small>List the more significant hazards that will occur during your activities on site. Where possible, note the potential harm that could arise from these hazards.</small> | | Initial risk <small>Evaluate the risk level without controls using the Risk Matrix</small> | Controls <small>Identify your control methods.</small> | Residual risk <small>Re-evaluate the risk level with controls using the Risk Matrix.</small> |
|---|--|---|---|---|
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
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Hazardous Products and Substances Inventory / Register

SSSP Form 3



This form must be returned to the Main Contractor, irrespective of content.

- Hazardous products and substances include glues, resins, solvents, fuels, expanders, adhesives, bonding agents and cleaning agents etc.
- Complete this form for all the materials you will bring onsite.
- You are required to have a Safety Data Sheet (SDS) for every potentially harmful product, substance or material you bring to site.
- Copies of Safety Data Sheets (SDS) must be supplied with this SSSP.
- Extra copies may be printed as required.

| Product, substance, or material name | Form – liquid (L) solid (S) gas (G) | Total volume onsite | Location of SDS onsite | UN class & packing group | HSNO approval # & group standard Sec 14-15 of SDS | HSNO classification | Storage location onsite | Special storage requirements Sec 7 & 10 of SDS | PPE requirements Sec 8 of SDS |
|---|--|------------------------|---------------------------|-----------------------------|---|------------------------|----------------------------|--|-------------------------------------|
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Training and Qualification Register

SSSP Form 4

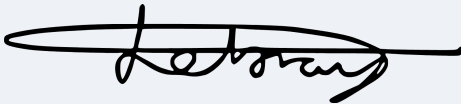
Complete the register for each of your workers who will attending this site, noting only the training, qualification and/or experience **that are relevant to this job**.

| First and last name | Key role or tasks on this job | Training and/or qualifications relevant to this job | Training expiry date | No. of years experience |
|----------------------------|--|---|---------------------------|--|
| And ID No. (if applicable) | Supervisor H&S Rep First Aid Role | Any Site Safe training, trade and skills training, formal qualifications – certificates, licences, cards, unit standards etc... | Any training expiry dates | Number of years of experience relating to the role or task |
| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | |
| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | |
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| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | |

Examples – **EWP** (elevated work platform), **PAT** (powder actuated tool), **FL** (fork lift), **FA** (fall arrest), **SCA** (scaffold), **DOG** (dogman), **LBP** (Licensed Building Practitioner – card type and number), **CRA** (crane – specify type), **MP** (mobile plant – specify type), **RELECT** (registered electrical worker), **ELTAG** (electrical testing and tagging), **STMS** (site traffic management supervisor), **TC** (traffic controller), **EXP** (explosives), **NZQA** (trade or safety units).

Training and Qualification Register (cont.)

SSSP Form 4

| First and last name | Key role or tasks on this job | Training and/or qualifications relevant to this job | Training expiry date | No. of years experience |
|----------------------------|--|---|---------------------------|--|
| And ID No. (if applicable) | Supervisor H&S Rep First Aid Role | Any Site Safe training, trade and skills training, formal qualifications – certificates, licences, cards, unit standards etc... | Any training expiry dates | Number of years of experience relating to the role or task |
| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | |
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| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |  | | |

Examples – **EWP** (elevated work platform), **PAT** (powder actuated tool), **FL** (fork lift), **FA** (fall arrest), **SCA** (scaffold), **DOG** (dogman), **LBP** (Licensed Building Practitioner – card type and number), **CRA** (crane – specify type), **MP** (mobile plant – specify type), **RELECT** (registered electrical worker), **ELTAG** (electrical testing and tagging), **STMS** (site traffic management supervisor), **TC** (traffic controller), **EXP** (explosives), **NZQA** (trade or safety units).