



SITE SAFE

Te Kaitiaki o Haumaru



Plain Safe

A straight-talking guide
to completing the
Whero (Red)
Site-Specific Safety Plan
(SSSP)





WHO IS SITE SAFE?

Site Safe is a not-for-profit incorporated society governed by an elected Board of Directors who represent the industry. As a membership organisation, we work with and support members and customers through a range of products and services to achieve safe sites.

Our mission is to build a safer construction industry together. We do this by promoting a culture of health and safety in the construction industry through improvements to systems, behaviours and leadership. We work to create awareness of the consequences and costs of injuries and provide advocacy to promote action. We don't police safety on sites, we advocate for it.

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INTRODUCTION

Nau mai, haere mai!

Welcome to Plain Safe – a straight-talking guide to the Site-Specific Safety Plan (SSSP).

We've produced this guide for the Whero (Red) SSSP pack to help make site-specific health and safety requirements easier for you to meet.

In your pack are all of the forms you'll need to show due diligence and help meet your compliance requirements. The forms can be filled in electronically and emailed directly to interested parties or can be printed, filled in manually and either scanned and emailed or provided in hard copy if required.

Each of these forms is also available to download individually from the Site Safe Library at sitesafe.org.nz/products-and-services/sssp/. We also have a nationwide team of Safety Advisors who are ready to help. Call us on 0800 Site Safe or visit sitesafe.org.nz/advisors for more information.

What is a SSSP?

A Site-Specific Safety Plan (SSSP) is a highly effective communication tool. It forms a critical part of the agreement between parties and outlines how health and safety will be managed on a job. A SSSP is developed by subcontractors and main contractors to make sure that all relevant site information is available and regularly updated and that health and safety is habitually and consistently monitored.

The SSSP records the basic health and safety actions that companies and individuals need to undertake, including:

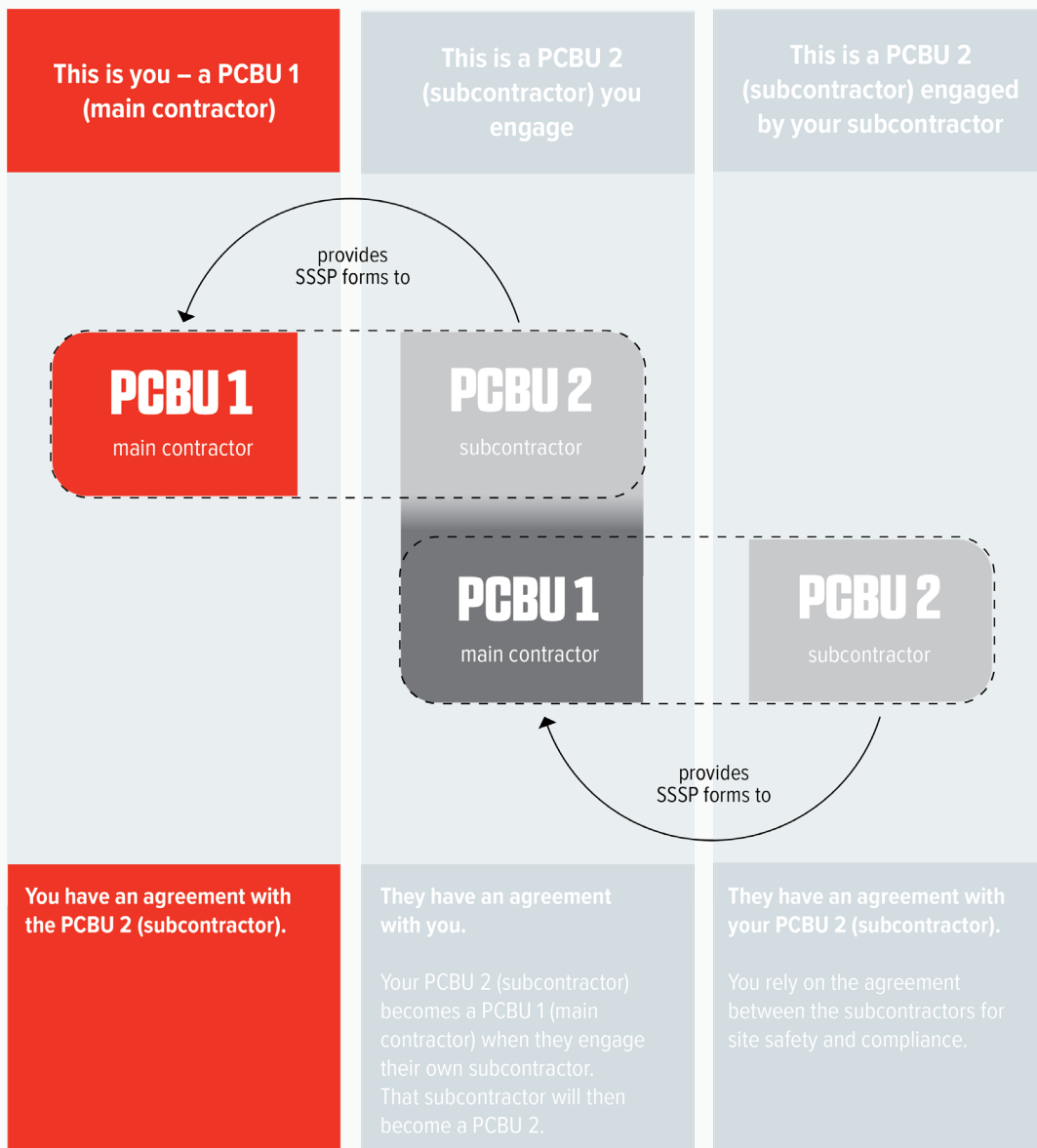
- identifying and managing hazards
- reporting accidents and incidents
- training or supervising employees
- preparing for emergencies – first aid and rescue plans
- providing opportunities for employees to be involved in safety procedures.

Who completes SSSPs?

SSSPs are completed by main contractors (PCBU 1s) and subcontractors (PCBU 2s). The term PCBU (which stands for person conducting a business or undertaking) came into use with the Health and Safety at Work Act 2015 and is used to describe all types of modern working arrangements, which we commonly refer to as businesses.

In this guide, we use the terms PCBU 1 and PCBU 2 in different ways to refer to all parties to a project. Your PCBU status can change from PCBU 2 to PCBU 1, depending on your role and responsibilities on a project.

For the Whero (Red) SSSP pack and guide, the PCBU structure looks like this:



Why use this guide?

All the SSSP forms included in your pack (and in the Site Safe Library) are designed to support you in showing evidence of due diligence and health and safety compliance.

This guide to the Whero (Red) SSSP pack explains the specific forms that are included in your pack and provides simple, useful advice on the processes you need to follow to establish and maintain a safe construction site.

Want to know more?

For more support in understanding the requirements and processes behind the Site-Specific Safety Plan, Site Safe has a specialist course that covers the SSSP in detail. It's called Site-Specific Safety Planning, and you can find out more (along with all our other courses) at sitesafe.org.nz/training.

FORMS INCLUDED IN THIS PACK

These are the forms that you need to provide. They are also available to download individually from the Site Safe Library.



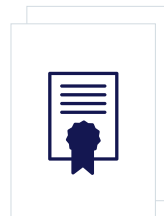
Project Plan
SSSP Form 1



Site/Job Hazard and Risk Register
SSSP Form 2



Hazardous Products and Substances Inventory/ Register
SSSP Form 3



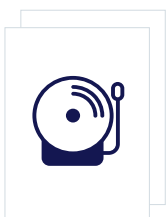
Training and Qualification Register
SSSP Form 4



Site Inspection Checklist
SSSP Form 5



Toolbox Talk Minutes
SSSP Form 6



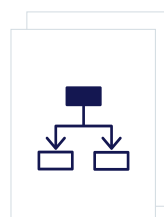
Site Emergency Response Plan
SSSP Form 7



Incident and Injury Register
SSSP Form 8



Incident Investigation and Report
SSSP Form 9



Task Analysis (TA) + Emergency Rescue/ Response Plan
SSSP Form 10



Project Plan

SSSP Form 1

The Project Plan is a condensed safety and communication tool for a specific project or site that outlines how you intend to manage health and safety for the duration of works.

The Whero (Red) SSSP pack has a Project Plan because you are:

- effectively the main contractor (PCBU 1)
- working under your own agreement/contract with your client
- working under your own health and safety management systems, processes and procedures
- providing evidence of your own due diligence.

Have at hand

- A **reasonable foreknowledge**¹ of the hazards you will face on the job.
- An understanding of the **hazards you are likely to come across**² on the job.

Must do

- The Project Plan should provide an accurate plan for the scope of work to be undertaken.
- All questions must be answered.
- Any further action/s required must be taken.
- The Project Plan must be fully completed before any work starts on site.

Jargonbuster

1. **Reasonable foreknowledge** is what you can reasonably be expected to know given that you are an experienced industry professional.
2. **Hazards you are likely to come across** are all of the 'expected' hazards and risks associated with working in the building and construction industry.



Site/Job Hazard and Risk Register

SSSP Form 2

The Site/Job Hazard and Risk Register is a project-specific document used to record significant site-specific hazards and risks that cannot be eliminated. It does not replace a PCBU's (company or individual) overarching health and safety hazard register.

The register is a **living document**¹ and should be updated as necessary during the period of works.

Have at hand

- Risk Assessment Matrix**².
- Hierarchy of Controls Table**³.

Must do

- Only include significant risks and hazards that could result in serious or life-changing injury or death – mundane or nuisance-level hazards will clutter and dilute the usefulness of the register.
- Clearly record in the register any activities, procedures, processes or equipment that a contractor is working with or brings to the site that could present a significant hazard or risk.
- Use the **Risk Assessment Matrix**² and the **Hierarchy of Controls Table**³.
- Complete the register before any work starts on site.
- Update the register with new entries as changes occur.
- Inform others who may be affected by the significant hazard or risk.
- Keep all parties informed of new entries in the register, preferably through a Toolbox Talk.

Jargonbuster

1. **Living document**, also known as a dynamic document, is a document that is continually added to, edited and updated by one or more parties as required.
2. **Risk Assessment Matrix** allows you to identify the likelihood of a hazardous event occurring and consider the severity of injury/illness while particular activities are being performed.
3. **Hierarchy of Controls Table** takes you through a logical flow of options, from most effective to least effective to guide you in eliminating and minimising hazardous events.



Hazardous Products and Substances Inventory/Register

SSSP Form 3

You are required by law to record every product, substance and material used on site of a quantity equal to or greater than that which could be expected for domestic use that contains **hazardous or potentially hazardous ingredients**¹.

The Hazardous Products and Substances Inventory/Register provides a space to record every hazardous or potentially hazardous product, substance and material that is brought to or used on the site.

The Hazardous Products and Substances Inventory/Register must be completed before any work starts on site and is a **living document**² updated as necessary during the period of works.

Have at hand

- All relevant **Safety Data Sheets (SDSs)**³.
- Risk Assessment Matrix**⁴ and **Hierarchy of Controls Table**⁵.
- Training and Qualification Register – SSSP Form 4**⁶.

Must do

- Clearly record every product, substance and material in use on site that has the potential to cause harm or illness.
- Include a corresponding **Safety Data Sheet (SDS)**³ for every product, substance or material recorded in the inventory/register.
- Provide details of the training or instruction given to workers for using any potentially hazardous products, substances or materials in the **Training and Qualification Register – SSSP Form 4**⁶.
- Ensure all products are stored appropriately when not in use.

Jargonbuster

1. **Hazardous or potentially hazardous ingredients** are substances that have potential to cause harm or illness. They are present in paints, thinners, mastics, glues, resins, bonding agents, fillers, solvents, fuels, expanders, adhesives, cleaning agents and other commonly used products – see **Safety Data Sheets (SDS)**³.
2. **Living document**, also known as a dynamic document, is a document that is continually added to, edited and updated by one or more parties as required

3. Safety Data Sheets (SDSs) provide comprehensive information about:

- the properties of a hazardous substance
- how a hazardous substance affects health and safety in the workplace
- how to manage the associated risks
- how a substance should be safely used, stored, transported and disposed of
- first aid information
- information about the personal protective equipment (PPE) that the person handling the substance should wear
- what to do in the event of an emergency, such as a spill or fire.

SDSs are available online or via your product supplier.

4. Risk Assessment Matrix allows you to identify the likelihood of a hazardous event occurring and consider the severity of injury/illness while particular activities are being performed.

5. Hierarchy of Controls Table takes you through a logical flow of options, from most effective to least effective, to guide you in eliminating and minimising hazardous events.

6. Training and Qualification Register – SSSP Form 4 provides evidence of the training, qualifications and experience of parties that is relevant to the works being carried out.



Training and Qualification Register

SSSP Form 4

The Training and Qualification Register provides a record of your (or your employees') training, qualifications and experience while working on a particular site. The register must be fully completed before any work starts on site and is a **living document**¹ updated as necessary during the period of works as employees or circumstances change.

To complete the Training and Qualification Register, you must clearly record specific information about each of your employees working on site.

Have at hand

- Evidence of your training, qualifications and experience and the training, qualifications and experience of all employees under your management.

Note: This evidence can be stored at your place of work but must be made available on request.

- Task Analysis + Emergency Rescue/Response Plan – SSSP Form 10².**

Must do

- Record the relevant qualifications and years of experience in the job of every person who will be working on site from low-risk to high-risk work.
- Provide details of the training or instruction for using any potentially hazardous products, substances or materials on site.
- Record any or all specialised skills, experience, training and qualifications that are required for the **Task Analysis + Emergency Rescue/Response Plan – SSSP Form 10².**

Jargonbuster

1. **Living document**, also known as a dynamic document, is a document that is continually added to, edited and updated by one or more parties as required.
2. **Task Analysis + Emergency Rescue /Response Plan SSSP Form 10** is a job-planning tool for higher-risk activities that breaks high-risk tasks into readily identifiable steps.



Site Inspection Checklist

SSSP Form 5

The Site Inspection Checklist is a self-inspection tool and a vital part of hazard management. It is used on site to systematically safety-check items and facilities including general site tidiness and access ways. Inspections should be carried out on a regular basis and, depending on the requirements of the job, can be applied to the safe management of:

- people
- vehicles
- sites
- plant and equipment
- hazardous product and substance storage
- walk-in type site boxes.

Note: This form is generic so can be used for any job/site/project. Checklists with similar content/relevance should be stored together.

The accurate completion of a Site Inspection Checklist can identify and mitigate issues before they cause harm. The frequency and nature of site inspections should be decided prior to the start of work in your *Project Plan – SSSP Form 1*.

Have at hand

- Notes and observations from pre-work site 'walk around' etc.
- Project Plan – SSSP Form 1*.

Must do

- Check *Project Plan – SSSP Form 1* for your site inspection schedule.
- Customise your site inspection plan to meet the specific requirements of the job.
- Carry out site inspection before any work starts on site to create a benchmark for potential hazards.
- Complete all relevant sections.
- Address and remediate all hazards within your control.
- Discuss findings, including potential hazards and/or any positive activities and behaviours that you've identified, at your next **Toolbox Talk**¹.
- Store completed checklists on site to be available on request.

Jargonbuster

1. **Toolbox Talk** is a structured and meaningful work site meeting that reviews all aspects of the current workplace situation. It provides employers with a regular opportunity to introduce workers to existing and upcoming issues and hazards and offer solutions to mitigate risk.



Toolbox Talk Minutes

SSSP Form 6

Toolbox Talk Minutes are a vital and practical communication tool. They provide a clear structure for meetings and health and safety briefings.

A **Toolbox Talk** should cover all practical-work related topics, including (but in no way limited to):

- current Site Inspection Checklists
- any planned works
- any and all safety concerns and mitigations
- any training or competencies required for planned works
- interactions (including all related safety implications) with other trades.

Toolbox Talk Minutes capture all topics discussed at a meeting. A well-run Toolbox Talk is an excellent communication tool and an effective way to structure safety briefings. Toolbox Talks should be an opportunity for clear **two-way communication**² at which no work-related topic is off limits. Toolbox Talks should be a scheduled regular event with additional meetings held based on need.

Have at hand

- Current *Site Inspection Checklist - SSSP Form 5*.
- Work plan.

Must do

- Create a safe environment that allows for effective **two-way communication**².
- Actively encourage participation.
- Identify all risks and hazards on site.
- Discuss acceptable solutions to on-site risks and hazards.
- Acknowledge successes and good work.
- Set out safe practice for **current work site conditions**³ including required **PPE**⁴.
- Record everything that is discussed – including all hazards.
- Record responsibilities for completing tasks and timelines for completion.
- Check for **understanding**⁵ from all parties.

Jargonbuster

1. **Toolbox Talk** is a structured and meaningful work site meeting that reviews all aspects of the current workplace situation. It provides employers with a regular opportunity to introduce workers to existing and upcoming issues and hazards and offer solutions to mitigate risk.
2. **Two-way communication** means ensuring that any message that has been given has been heard and understood. An effective Toolbox Talk is one where questions are actively encouraged.
3. **Current worksite conditions** mean what is happening on the site today! This should take into account weather, hazards, deliveries, other trades and anything else that can impact your work and safety.
4. **PPE** is all personal protective equipment.
5. **Understanding** in this context means getting assurances that all parties have heard and can make sense of everything you have discussed. You can check by encouraging questions or requesting that parties give a brief recap of what they have heard.



Site Emergency Response Plan

SSSP Form 7

A Site Emergency Response Plan saves lives. It must be in place before any work starts on site, and kept updated as changes occur. A Site Emergency Response Plan should outline your processes for responding to a serious incident on site.

Have at hand

- List of emergency numbers (or internet access details).
- Site plan (for emergency supplies).
- Training and Qualification Register – SSSP Form 4.*

Must do

- Clearly record your process for responding to a **serious incident¹** on site.
- Do not cut and paste or duplicate information from one plan to another.
- Record any specialised skills or experience required (first aider, safety manager) from the *Training and Qualification Register – SSSP Form 4.*

Jargonbuster

1. **Serious incident** includes (but is not limited to):
 - fire
 - medical emergency
 - earthquake.



Incident and Injury Register

SSSP Form 8

There is a legal requirement for the main contractor (PCBU 1) to record details of every incident or injury that occurs on site. If you are not the main contractor (PCBU 1) on a site, you are still required by law to keep your own Incident and Injury Register.

This register records any incident that caused or could have caused harm to any person on site or damage to plant or equipment. It is also a useful hazard management tool because it identifies hazards that need to be better controlled. You should record these incidents in your company's own incident and injury register. This document is only for site-specific reporting.

Note: The register is brief by design and is not the same as or a substitute for an *Incident Investigation and Report – SSSP Form 9*.

Have at hand

- Any witness statements.
- Any photos or supporting records.

Must do

- If the incident is classified as a **notifiable event¹** by WorkSafe NZ, report the incident directly to WorkSafe NZ. (WorkSafe NZ may contact you to arrange an investigation or further action.)
- Record clear details of the incident or injury.
- Include names of witnesses and attach any witness statements if appropriate.
- Complete an *Incident Investigation and Report – SSSP Form 9* to correspond with each event to determine the underlying primary cause/s and identify some means of preventing reoccurrence. The degree of the investigation is based on the severity of harm that occurred or could have occurred (serious near-miss).
- Keep clear records knowing that the Incident and Injury Register forms part of an auditable trail.

Jargonbuster

1. **Notifiable events** are classified by WorkSafe NZ under three categories:
 - Death.
 - Notifiable injury or illness – harm that is not fatal but requires the attention of a medical professional.
 - Notifiable incident – injury or harm could have occurred but did not (serious near-miss).



Incident Investigation and Report

SSSP Form 9

An Incident Investigation and Report is a way to formalise the work, discussions and actions that happen in the aftermath of a workplace incident or injury. The purpose of an Incident Investigation and Report is not to find fault but to determine the underlying primary cause/s of an event and to identify some means of preventing a reoccurrence. The degree of the investigation is based on the severity of harm that occurred or could have occurred (serious near-miss). A very minor incident may require little investigation, while a more serious event/outcome would require a more in-depth and involved investigation.

Site Safe runs a one-day course Accident Investigation & Prevention for anyone who is involved in their company's accident investigation process.

Note: Investigation is not an easy or intuitive process. It requires time, objectivity and a position of neutrality. The underlying cause of most incidents is the failure of systems, procedures or oversight. Human 'failure' is typically a secondary cause or effect. Our research shows that secondary causes are commonly misidentified as the underlying cause of an incident.

Have at hand

- Incident and Injury Register - SSSP Form 8.
- Witness statements/testimony if appropriate.
- Any other evidence including photos where appropriate.

Must do

- Establish the underlying cause of the incident or injury. If an illness or injury is not work-related, it is not considered **notifiable**!
- Identify remedial/corrective action.
- Accept or assign responsibility to take action.
- Set a timeframe in which the action will be completed.
- Relay the findings from the investigation to all employees through a Toolbox Talk.
- Keep clear records knowing that an Incident Investigation and Report forms part of an auditable trail.

Jargonbuster

1. **Notifiable** (from [worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/](https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/)): The notifiable incident, illness, injury or death must arise out of the conduct of the business or undertaking. It could be due to the condition of the work site, the way the work activity is organised, or the way equipment or substances are used. Notifiable events may occur inside or outside the actual work site. Deaths, injuries or illness that are unrelated to work are not notifiable events:
 - a diabetic worker slipping into a coma at work
 - a worker being injured driving to work in his or her private car when the driving is not done as part of their work
 - injuries to patients or rest home residents that are triggered by a medical reason (for example injuries from a fall caused by a stroke)
 - a worker fainting from a non-work related cause.



Task Analysis (TA) + Emergency Rescue/ Response Plan

SSSP Form 10

The Task Analysis (TA) + Emergency Rescue/Response Plan provides a job-planning tool for **higher-risk activities**¹. The purpose of a TA is to break a task into readily identifiable steps and information. The Task Analysis (TA) + Emergency Rescue/Response Plan must be fully completed before any high-risk work starts on site and is a **living document**² revisited as necessary during the period of works as employees or circumstances change. Completing a Task Analysis (TA) + Emergency Rescue/Response Plan before it is needed may make it less relevant or accurate as it will not reflect the current site conditions.

The main contractor (PCBU 1) can request a Task Analysis (TA) + Emergency Rescue/Response Plan at any time for any activity, not just those listed below.

An Emergency Rescue/Response Plan is always attached to the Task Analysis (TA) as it is required for any work associated with a Task Analysis, including harness rescue (above or below ground), extraction from a confined space, trench or excavation collapse and chemical or fuel spill.

Have at hand

- Risk Assessment Matrix**³ and **Hierarchy of Controls Table**⁴.
- Input and signatures from all those involved in or affected by the activity – required as proof.
- Training and Qualification Register – SSSP Form 4.*

Must do

- Gather all parties involved in an activity – a Toolbox Talk is a good time and place.
- Identify the key steps of the job or task.
- Identify the key hazards associated with each step.
- Use the **Risk Assessment Matrix**³ to evaluate the level of risk/hazard present.
- Once the level of risk/hazard is established use the **Hierarchy of Controls table**⁴ to eliminate or minimise the risk/hazard.
- Once control measures are identified use the Risk Assessment Matrix to re-evaluate the level of risk/hazard.
- If there is still an underlying risk or hazard, repeat the process.
- Use the Emergency Rescue/Response Plan to clearly record specific rescue information on any identified higher-risk activity.

Continued on next page.

- Ensure all involved parties are aware of the hazards and controls in place and will work to the agreed requirements. All involved parties should sign the completed Task Analysis to document this.
- Use the *Training and Qualification Register – SSSP Form 4* to record any specialised skills or competencies required.
- If, at any point during works, it becomes clear that any part of the Task Analysis is unworkable, all activity must cease until the TA is revised.

Jargonbuster

- 1. Higher-risk activities** are any situation where there is potential for someone to be killed or seriously harmed, including (but not limited to):
 - working in a confined space
 - asbestos-related work
 - working at height
 - working in an excavation
 - working next to or over deep water
 - working with any hazardous product or material.
- 2. Living document**, also known as a dynamic document, is a document that is continually added to, edited and updated by one or more parties as required.
- 3. Risk Assessment Matrix** allows you to identify the likelihood of a hazardous event occurring and consider the severity of injury/illness while particular activities are being performed.
- 4. Hierarchy of Controls Table** takes you through a logical flow of options, from most effective to least effective, to guide you in eliminating and minimising hazardous events.

VISIT [SITESAFE.ORG.NZ](https://www.sitesafe.org.nz) FOR MORE INFORMATION AND OUR **FAQ PAGE**

Risk/hazard management

The Risk Assessment Matrix allows you to assess the risk of a hazardous event occurring while particular activities are being performed. The **severity of potential injury or illness¹** covers:

- catastrophic
- major
- moderate
- minor
- superficial.

The **levels of risk of a hazardous event occurring²** cover:

- very low
- low
- moderate
- high
- critical.

Must do

- Remain honest, objective and impartial when assessing the level of risk or injury. If death is possible, the assessment must reflect this!

RISK ASSESSMENT MATRIX

CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING

		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING				
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
CONSIDER THE SEVERITY OF INJURY/ILLNESS	Catastrophic (e.g. fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g. permanent disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g. hospitalisation/short-term or long-term disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g. first aid)	Very low	Low	Moderate	Moderate	Moderate
	Superficial (e.g. no treatment required)	Very low	Very low	Low	Low	Moderate

The Hierarchy of Controls table is set out in the Health and Safety at Work (General Risk and Workplace Management) Regulations as a way of working through the following measures:

- Elimination – can the hazard be entirely removed from the workplace?
- Minimisation – if elimination is not possible consider (in this order):
 - Substitution – can the hazard be replaced with something posing less risk?
 - Isolation – can you prevent people coming into contact with the hazard?
 - Engineering control measures – can you apply physical control measures to minimise the risk?
 - Administrative controls – If engineering controls do not remove the risk, can you apply processes (like job rotation or reduced exposure time) to reduce exposure to the hazard?
 - PPE – If the risk remains after all other measures have been applied, what personal protective equipment can you provide to protect workers from the hazard?

Must do

- Remember that elimination is the preference. Administrative controls and PPE should only be used in conjunction with other better controls, not as mitigating factors in their own right.
- You will need to use the Risk Assessment Matrix and the Hierarchy of Controls table for completing the:
 - *Site/Job Hazard and Risk Register – SSSP Form 2.*
 - *Hazardous Products and Substances Inventory/Register – SSSP Form 3.*
 - *Task Analysis – SSSP Form 10.*

Jargonbuster

1. **Severity of potential injury or illness:**

- Catastrophic – multiple fatalities and extreme damage.
- Major – isolated fatality or permanent disability.
- Moderate – hospitalisation and either short-term or long-term disability.
- Minor – medical treatment or first aid or both.
- Superficial – no treatment needed.

2. **Levels of risk of a hazardous event occurring:**

- Very low – very unlikely.
- Low – unlikely.
- Moderate – possible.
- High – likely.
- Critical – very likely.

HIERARCHY OF CONTROLS

**MOST
EFFECTIVE**



**LEAST
EFFECTIVE**

ELIMINATE:	
Eliminate the hazard remove it completely from your workplace	If this isn't reasonably practicable, then...
MINIMISE:	
Substitute the hazard (wholly or partly) with a safer alternative	Minimise the risk, so far as reasonably practicable, by taking one or more of these actions that is the most appropriate
Isolate the hazard using physical barriers, time or distance	
Use engineering controls adapt tools or equipment to reduce the risk	
Use administrative controls develop methods of work, processes and procedures	If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable
Use personal protective equipment (PPE) this is the last option after you have considered all the other options for your workplace	If a risk then remains, you must minimise the remaining risk by using PPE



SITE SAFE

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