

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.

2 Outline of work being undertaken

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

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.

 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.