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.

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| 4 | Significantly Hazardous Activities review |

**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.

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| 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 all 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.

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| 7 | Onsite communications |

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

**Tick** requirements and **write** communications frequency

[ ]  Toolbox talks

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[ ]  Project pre-start briefings

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[ ]  Daily pre-start briefing

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[ ]  Progress meetings

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[ ]  Other

|  |
| --- |
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| 8 | Self-inspection |

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

**Tick** requirements and **write** communications frequency

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| --- | --- |
| [ ]  Progress meetings 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: |       |

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| 9 | Environmental |

Will vehicles or equipment be refuelled onsite?

[ ]  Yes [ ]  No

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

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

[ ]  Yes [ ]  No

If ‘Yes’, **write** the mitigation method below.

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Could site run-off enter a drain or waterway?

[ ]  Yes [ ]  No

If ‘Yes’, **write** the mitigation method below.

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Could noise levels adversely effect those outside of the site?

[ ]  Yes [ ]  No

If ‘Yes’, **write** the mitigation method below.

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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.

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| --- |
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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.

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Will waste material or empty product containers be generated?

[ ]  Yes [ ]  No

If ‘Yes’, **write** the mitigation method below.

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