



SITE SAFE

Te Kaitiaki o Haumaru



Kōwhai (Yellow) Site-Specific Safety Plan (SSSP)

Kōwhai (Yellow) Agreement

SSSP Form 1



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 to PCBU2

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 by PCBU2.



As evidence of due diligence, attach a copy of your Subcontractor's SSSP Agreement section, to the back of this SSSP either now or when the Subcontractor begins work on this site.

4 Significantly Hazardous Activities review

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

Excavations more than 1m deep	Working at heights over 5m
Structural demolition	Height activities requiring use of harness
Structural propping & false-works	Asbestos related activities
Crane lifts	Tower crane erection / dismantling
Confined space entry	Live electrical work
Possibility of tools / materials falling 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 heavy 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 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 Critical Risk Activities Requiring a Safe Work Plan

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

- All activities that come under WorkSafe NZ “Particular Hazardous Work” listing will require 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.
- PCBU1 may require a Safe Work Plan for activities other than those listed here if they believe it would be beneficial.
- You may create your own 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 plant & machinery	Excavations more than 1.5m deep
Structural demolition	Erection / dismantling Scaffold over 5m
Structural propping & false-works	Height activities requiring use of harness
Crane lifts	Tower crane erection / dismantling
Confined space entry	Live electrical work
Possibility of tools / materials falling from height	Work creating, removing or adjacent to penetrations or openings with a fall hazard
Generation of silica dust	Generation of wood dust
All asbestos related activities	Use and / or storage of hazardous products, substances or materials
Hot-works, including all activities that generate sparks	Use of products / machinery that require spill control including refueling operations

6 Risk Assessment Process

A Risk Assessment Process must be part of all records relating to high risk activities. Risk is the outcome of the likelihood of a hazardous event occurring and the severity of injury / illness should the event occur.

1. The hazards listed in the Hazard / Risk Register and in any Safe Work Plan must be assessed for level of risk both before any controls are applied (this is the base or ‘initial’ risk) and again after suitable controls have been identified. (This is the ‘residual risk’).
2. The goal is to ensure the residual risk is acceptably lower than the initial risk.
3. If the residual risk is not acceptable, revise and improve the controls until residual risk level is appropriate for the situation.
4. Note that some risk levels will / may be deemed unacceptable by PCBU1 so these will require significant replanning to reduce the risk appropriately.

Tick to indicate you have read and understood this section.

7 Notification to WorkSafe NZ

Tick below if work activities require notification to WorkSafe NZ?

Yes

No

If 'Yes', **write** any notifiable activities below.

8 Declaration

To be signed off by both parties when the SSSP contents are finalised. This provides both parties with certainty what is expected and what will be done.

Signed by PCBU 1 (Principal / Main contractor)

We have read the Site-Specific Safety Plan information provided by PCBU2 and agree that it is the appropriate approach to health and safety relating to this site for the duration of the contract.

Date signed

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Signed by PCBU 2 (Subcontractor)

We acknowledge that we have seen and understood PCBU1's Health & Safety Plan for this site and we agree to act in accordance with that plan. We will treat this SSSP as a live document for the duration of the project and ensure PCBU1 is kept up to date with any changes.

Date signed

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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>
1				
2				
3				
4				
5				

Site / Job Hazard and Risk Register (cont.)

SSSP Form 2

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 <u>List</u> the more significant hazards that will occur during your activities on site. Where possible, note the potential harm that could arise from these hazards.	Initial risk <u>Evaluate</u> the risk level without controls using the Risk Matrix	Controls <u>Identify</u> your control methods.	Residual risk <u>Re-evaluate</u> the risk level with controls using the Risk Matrix.
6			
7			
8			
9			
10			

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

Hazardous Products and Substances Inventory / Register (cont.)

SSSP Form 3



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

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"/>			
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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
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Training and Qualification Register (cont.)

SSSP Form 4

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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
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