



Project Brief: SSSP Industry Review

Purpose

This document provides a broad overview of the SSSP Industry Review which will be undertaken jointly between Site Safe NZ and the Health and Safety Practitioners Group and its sub-group Capital Safety Initiative Group. It also outlines an initial discovery phase to enable the SSSP Industry Review Working Group to undertake a survey of SSSP end users and possible focus groups meeting to determine the extent of change required to ensure the SSSP continues to fit-for-purpose for the broad range of users within the contractor sector. This discovery phase will inform the development of the project plan.

Background

Health and Safety Practitioners Group is a collective of health and safety practitioners from 12 of New Zealand's larger construction companies who work together as a national group on a process of standardisation of site-based health and safety policy and procedures. Within this context the sub-group Capital Safety Initiative Group in conjunction with Site Safe NZ have been tasked with reviewing the current SSSP product.

The current industry standard SSSP has been developed in conjunction with and on the behalf of the vertical construction sector by Site Safe NZ who also maintain the SSSP and its associated documents.

Feedback from industry stakeholders indicates a level of frustration amongst main contractors and subcontractors alike in:

1. the variability and consistency of guidance provided to subcontractors regarding main contractor expectations
2. which SSSP forms are mandatory and which are required in relations to the management of particular risks.

This has resulted in variable quality of SSSP submissions ranging from blank forms, incomplete details through to the inclusion of large amounts of irrelevant information.

A key outcome of this review is to produce a SSSP that subcontractors see as adding value to their health and safety practice on the project site and that the SSSP provides the right information to keep all persons involved in the project safe. A SSSP should be dictated by the hazards and risks the contractor brings with them to site or those that they will be exposed to while on site; not by the duration of the works, value of the contract, or the size of the company.

Project Aims

This project aims to:

1. Determine how well the current SSSP and associated documents are meeting end user needs
2. Develop a SSSP product and associated guidance that meets stakeholder needs and is fit-for-purpose based on the following principles:
 - Keep it simple – Ensure that there is clear guidance on how to complete and use the SSSP

- Keep it focused – Recognise that not all forms are always required and ensure that it is easy to focus on what’s critically important to know
 - Keep it up to date – Review and update the SSSP to meet the needs of industry and legislation
 - Meet the needs of industry – Regularly gather and review user feedback to ensure that the SSSP is meeting industry needs.
3. Develop support guidance that will facilitate more effective use of key SSSP forms
 4. A secondary aim if this project is to consider the feasibility of digitising the SSSP product as a web-based solution.

Project Sponsor

Brett Murray, Chief Executive, Site Safe NZ

Project Manager

Mark Walklin (Product Developer – Site Safe NZ)

SSSP Industry Review Working Group:

1. Steve Benson – Naylor Love
2. Wayne Arnott – Hawkins (SSSP WG communications link to Health and Safety Practitioners Group and Wellington CSI Group)
3. Renee Richardson – Holmes
4. David Bermingham – Southbase
5. James Mead – Site Safe NZ
6. Mark Leath – Site Safe NZ (SSSP WG Meeting Chair)
7. Amanda Ferris Site Safe NZ (Quality and Research)
8. Mark Walklin – Site Safe NZ (Product Developer/Project Lead)
9. Sub-contractor representative - TBA
10. Sub-contractor representative – TBA
11. Sub-contractor representative – TBA
12. Sub-contractor representative – TBA

Communications

- Health and Safety Practitioners Group and Wellington CSI Group - via Wayne Arnott
- Internal within Site Safe NZ and jointly up to Health and Safety Practitioners Group – James Mead
- External communications will be managed utilising Site Safe NZ resources and its website news page.

Project Phases

Phase 1: Discovery Phase – End user opinions	
Workstream team	SSSP Industry Review Working Group (Mark Walklin - Lead supported by Christopher Stachowski (Amanda Ferris from 16 April 2019).
Objective	<ul style="list-style-type: none"> • Survey past/present end users to determine to what degree the current SSSP is fit-for-purpose: <ul style="list-style-type: none"> ○ what’s works well and what doesn’t ○ what’s missing in the current product

	This will be achieved via web-based end user surveys and may include focus group meetings to refine desired product attributes and value adds.
Output	<ul style="list-style-type: none"> • Survey Report and Executive Summary to forwarded to the Health and Safety Practitioners Group • A Project Plan based on evidence-based analysis to inform plan for Workstreams 2 and 3.
Timeframe	<ul style="list-style-type: none"> • By 1 May 2019

Phase 2: Development and Testing Phase - Develop and test updated SSSP

Workstream team	SSSP Industry Review Working Group (Mark Walklin – Lead)
Objective	<ul style="list-style-type: none"> • Development of project outputs <ul style="list-style-type: none"> ○ Follow product development stages; Develop, Testing, Analysis, Launch <ul style="list-style-type: none"> ▪ Use Iterative development and testing to progressively build the SSSP products ▪ Testing to include internal testing via the work group and end user acceptance testing and evaluation prior to formal relaunch of SSSP ○ A SSSP product that is developed by Site Safe NZ with the support of Health and Safety Practitioners Group members and Capital Safety Initiative Group <ul style="list-style-type: none"> ▪ Replacement MS Word and/or interactive PDF SSSP files and guidance ▪ Digital web-based SSSP solution
Output	<ul style="list-style-type: none"> • SSSP product and associated guidance that meets stakeholder needs and is fit-for-purpose based on the following principles: <ul style="list-style-type: none"> ○ Ease of use ○ Inclusion of key guidance information ○ Effective risk management ○ Meets regulatory compliance
Timeframe	<ul style="list-style-type: none"> • Replacement SSSP product (MS Word & PDF) no later than 30 September 2019 – relaunch date to be confirmed was part of project plan • New digital web-based SSSP solution – launch date to be advised.

Phase 3: Maintenance – Ongoing product lifecycle maintenance and support

Workstream team	Site Safe NZ – Quality and Development Group
Objective	<ul style="list-style-type: none"> • Ensure SSSP product is maintained throughout product lifecycle and scheduled for next review
Output	<ul style="list-style-type: none"> • End-user feedback is recorded and actioned in a timely fashion • Ongoing performance of SSSP product is reported to Health and Safety Practitioners Group • Schedule a performance review of product within 24 months of relaunch
Timeframes	<ul style="list-style-type: none"> • From 30 September 2019

