

SSSP – Job Registration

1 Project name or location

This template is used to indicate what type of Site Specific Safety information the Main Contractor (PCBU1) expects the Contractor (PCBU2) to provide prior to beginning work on site. This information can range from particular key elements to a full SSSP.

Write project name or location of site.

2 PCBU1 Information

Write PCBU1 Company Name

PCBU1 Contact on Site

Contact Phone

3 Site arrangements – Logistics

PCBU1 will indicate requirements for PCBU2 in the following sections based on the type of work PCBU2 will be undertaking.

Write PCBU1's Expectations

Emergency rescue plans

Hotworks and fire prevention

Hazardous products storage

Electrical equipment safety

4 Site arrangements – Communications

PCBU1 will indicate requirements for communication processes during PCBU2's time on site.

Tick requirements and **write** notes for communications processes

Weekly TBT Meetings (Full Attendance Required)

HSE Meeting – Required Attendance for Supervisors

Shift Pre-Starts, General for Whole Site

Shift Pre-Starts for Teams Involved in Critical Risk Activities

Other

5 Mandatory information to be provided prior to start

Kākāriki (Green) SSSP Pack

Kōwhai (Yellow) SSSP Pack



The information specified in section 5 is mandatory and represents the minimum that PCBU2 will be expected to provide.

6 Additional forms on request

In addition to the mandatory material, PCBU1 may also require additional information as needed. Where indicated, PCBU2 must include this additional information in their SSSP submission.

Tick requirements and write additional information required

Completed Task Analysis (TA) and Emergency Rescue / Response Plan – SSSP Form 10 (Required for high risk activities)	<input type="checkbox"/>
Internal Communications – Completed Toolbox Talk Minutes – SSSP Form 6	<input type="checkbox"/>
Completed Site Inspection Checklist –Generic – SSSP Form 5 (Plant, equipment, machinery etc)	<input type="checkbox"/>
Completed full Agreement – SSSP Form 1	<input type="checkbox"/>
Other	<input type="checkbox"/>

7 Hazardous conditions

Awareness factors relating to the activities of other contractors who will be operating in the same environment and in the same time-frame as PCBU2 and whose work could have an influence or impact on PCBU2. Indicate those conditions that will potentially effect PCBU2 as they begin work on site.

Indicate the other concurrent site activities or issues that could impact on PCBU2 as they carry out their work onsite.

Roof work	Noise	Service isolation	Live electrical work
Confined space work	Demolition	Heavy machinery operation	Hotworks
Working overhead	Work over water	Excavations	Other
Falling objects	Penetrations / Shafts	Plant commissioning / decommissioning	

8 Work equipment / processes

Indicate the other equipment or processes may be in use by others on site that could impact on PCBU2 as they carry out their work.

Ladders / access equipment	Grinding	Powder actuated tool use	Other
EWP use	Lifting equipment	Pneumatic equipment use	
Scaffolding	Power tool use	Water application	
Welding / cutting	Vehicles and movements	Laser level use	

9 Materials / substances

Indicate the materials or substances that may be in use by or handled by or generated by, others onsite that could impact on PCBU2 as they carry out their work.

Asbestos	Adhesives	Compressed gasses	Ionising radiation
Silica	Sealants	Explosives	Fuels / exhaust fumes
Respirable dust	Solvents	Irritant substances	Other
Toxic substances	Corrosives	Flammables	