

Date:

Company

Site Name

 Complete pre-start


SITESAFE

# Site-Specific Health and Safety Agreement

This agreement establishes the basis on which businesses (including trades and other organisations) agree to work on a specific construction site. A Site-Specific Safety Plan (SSSP) forms part of this agreement. For more information on how to complete this agreement, please refer to our 'How to' guide.

<p>▶ <b>The site this agreement relates to:</b></p>	<p>Site address</p>
<p>▶ <b>Site activities this agreement covers:</b></p>	<p>Brief outline of agreed activities</p>
<p>▶ <b>This agreement is between:</b></p>	<p><b>PCBU 1 (Principal/Main contractor)</b></p> <p>Business name</p> <p>Main contact on site <span style="float: right;">Main contact phone</span></p> <p>Type of business  <input type="checkbox"/> Main contractor    <input type="checkbox"/> Client    <input type="checkbox"/> Principal    <input type="checkbox"/> Contractor    <input type="checkbox"/> Subcontractor    <input type="checkbox"/> Other</p> <p>Onsite-safety representative <span style="float: right;">Onsite-safety representative phone</span></p> <p>First-aid representative <span style="float: right;">First-aid representative phone</span></p>
<p>▶ <b>And</b></p>	<p><b>PCBU 2 (Subcontractor)</b></p> <p>Business name</p> <p>Main contact <span style="float: right;">Main contact phone</span></p> <p>Type of business  <input type="checkbox"/> Main contractor    <input type="checkbox"/> Client    <input type="checkbox"/> Principal    <input type="checkbox"/> Contractor    <input type="checkbox"/> Subcontractor    <input type="checkbox"/> Other</p> <p>Onsite-safety representative <span style="float: right;">Onsite-safety representative phone</span></p> <p>First-aid representative <span style="float: right;">First-aid representative phone</span></p>

## The agreement

**i** A Task Analysis is required

- For high risk work, for example: notifiable work, permit-to-work systems, work that requires a Certificate of Competence, as defined by regulation or when a risk assessment is undertaken resulting in critical or high level of risk for the job.
- For any new or complex activity
- When it's required by contract.

**i** How will you be communicating health and safety information and activities to your employees, subcontractors and other PCBU's?

### Notifiable works

Does WorkSafe need to be notified of any onsite activities?	Yes	N/A
<b>If yes</b> , have you provided a copy of the notification (or receipt from WorkSafe) with this agreement?	Yes	N/A

### Task Analysis/SWMS

Is Task Analysis required for the activities covered by this agreement?	Yes	N/A
<b>If yes</b> , have you provided a copy (or copies) with this agreement?	Yes	N/A
<b>And</b> , have you provided an emergency response plan?	Yes	N/A

### Hazard and risk management

Have you provided a hazard register for activities on this site?	No	Yes	N/A
<b>If no</b> , you must use a hazard board on site.			

### Hazardous products and substances

Will any hazardous products or substances be brought onto the site to perform any agreed activities?	Yes	N/A
<b>If yes</b> , we agree to record these products in a hazardous products and substances register.	Yes	N/A
<b>If yes</b> , we agree to have the relevant safety data sheets available onsite.	Yes	N/A

### Communication

Type of communications	Frequency	
Toolbox talks	Yes	N/A
Project pre-start briefings	Yes	N/A
Daily pre-start briefing	Yes	N/A
Progress meetings	Yes	N/A
Other		

We agree to report the following types of incidents to PCBU 1 (Main principal/contractor):

Type of incident	Frequency	Comments
Serious injury	Immediately	Within 24hrs
Injury requiring first-aid	Immediately	Within 24hrs
Near miss - serious	Immediately	Within 24hrs
Near miss - minor	Immediately	Within 24hrs
Damage to plant/equipment/machinery (serious)	Immediately	Within 24hrs
We will report these incidents using	Our own system or paperwork	PCBU 1's system and paperwork

We agree to carry out the following inspections and report the findings to Party 1 (Principal/Main contractor):

Type of inspection	Applicable	Frequency	Comments
Pre-start inspection	N/A	Before start	By:
Site inspection	N/A	Weekly	Day of week:
Major plant or equipment	N/A	Weekly	Day of week:
Vehicles	N/A	Weekly	Day of week:
Specialist (MEWP/Cranes)	N/A	Daily	Comment:
Other inspection			

### Training/experience/competency

We agree that every worker under our control on site will hold a current site safety card.	Yes	N/A
We agree that every worker under our control on site will be given a job-specific safety induction.	Yes	N/A
We agree that every worker under our control on site will be appropriately qualified, competent, or fully supervised.	Yes	N/A
For the agreed activities set out on page two of this agreement, we will provide Party 1 with evidence of competency (on-site training and competency register) for any workers participating in those activity types of activities (list below).	Yes	N/A

**i** Briefly describe high risk activity and corresponding competency.

Activity type	Competency required

### Environmental

Is there an environmental plan required for this site?	Yes	N/A
Is a resource consent required for any of the activities you will undertake on this site?	Yes	N/A
<b>If yes</b> , is a copy of the consent attached to this SSSP?	Yes	N/A
Will dust or fumes or smoke be generated that could affect members of the public or others in the vicinity?	Yes	N/A
<b>If yes</b> – Explain how this will be controlled.		

Will noise be generated that could affect members of the public or others in the vicinity? Yes N/A

**If yes** – Explain how this will be controlled.

Will your activity potentially cause dirty water or wash-down runoff, silt or other contaminants to be released? Yes N/A

**If yes** – Explain how this will be controlled.

Will vehicles or plant be refuelled on site? Yes N/A

**If yes** –

1. Has a refuelling zone been designated? If yes, state where.

2. Explain how potential for fire and explosion during refuelling will be controlled?

3. Explain how fuel leaks or spills will be controlled?

How will you manage construction waste?

### Subcontractors to Party 2

Subcontractors working on this site and not covered by this SSSP Agreement must supply their own agreement. Yes N/A

### Emergencies

We agree that we will respond to any emergencies as outlined in Party 1's induction and emergency response plan. Yes N/A

**If N/A**, we agree to provide our own emergency response plan for this site. Yes N/A

We will need specialist equipment for an emergency response. Yes N/A

**If Yes**, then please outline the equipment required: Yes N/A

Equipment description	Provided by

## Declaration

**i** To be signed when agreement is reached.

### PCBU 1 (Principal/Main contractor)

We have read the Site-Specific Safety Plan information provided by Party 2 and agree that it is the appropriate approach to health and safety on this site for the duration of the contract.

Signed

Date

### PCBU 2 (Subcontractor)

We agree to act according to the content of the Site-Specific Safety Plan as outlined above.

Signed

Date

## Approval to start work

**i** To be signed by the PCBU 1 or a representative of the PCBU 1.

Ensure PCBU 1 has explained to you (PCBU 2, subcontractor) who that person will be.

### Signed on behalf of PCBU 1 (Principal)

Signed

Date