

Site Specific Safety Plan Checklist

Document Number: D02.06

(This form can be tailored to align with Contract & Contract Management Plan)

Contractor		Contractor's Contact Person	
Contract / Site		Date	
Project Manager		Time	

Prior to the sub-contractor taking possession of the site or working on site, the sub-contractor will need to submit and have their Site Specific Safety Plan reviewed and accepted by Fletcher/BPC/Higgins (delete as applicable). The safety plan must be **contract specific** and identify and manage risks associated with the contracted works.

Note:

- This guide indicates the **minimum contents** a safety plan should include. It is a guide only.
- The safety plan must be specific to the work being carried out, and should **not** be a generic plan
- The Health and Safety Advisor/ Manager should be consulted once the review has been completed (or during if required) to provide advice on whether the information provided in a contractor's safety plan is adequate.

Safety Plan Elements (i.e. Does the Site Safety Plan include)	Yes	No	N/A	Supporting Information Documents or Evidence Reviewed
1. Description of contract works				
A description of the work activities covered by the safety plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tasks and specialist procedures outlined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Areas requiring special consideration. Does the plan take into account things like dust, noise/ vibration and restricted work hours etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Health and safety structure and system				
Outline of contractors health and safety policy (provide a copy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outline of the health and safety organisation and structure for project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contact details of persons responsible for health and safety in relation to the project works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key contact information including details for Fletcher/BPC/Higgins (delete as applicable) and contractor representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Induction and training				
Process for site sign in/out for contractors, subcontractors and visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety induction programme for employees, subcontractors and visitors on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference to a register of training/competency, experience and qualifications of personnel, including training for specific significant hazards e.g. confined space entry, working at heights. (provide a copy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference to Fletcher/BPC/Higgins (delete as applicable) induction incorporated into site induction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Safety Plan Elements (i.e. Does the Site Safety Plan include)	Yes	No	N/A	Supporting Information Documents or Evidence Reviewed
4. Risk Management and Safe work				
Outline of high risk tasks and corresponding Safe Work Method Statements (SWMS), safe operating procedures (SOP), Job Safety Environmental Analysis (JSEA) specific to the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site specific Risk/ Hazard Register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details of permit to work procedure and application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notifiable works notification - include copy of the notifiable works request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference to Fletcher/BPC/Higgins (delete as applicable) PPE standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety data sheets (SDS) for substances no more than 5 years old. SDS to have NZ phone numbers/ contact on them. Spill procedures to be included in the contractors Safety Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste management procedures (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details of the risk/hazard reporting procedures for the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Safety inspections				
Details and frequency of safety inspections and how they will be undertaken. Details of how findings will be actioned and closed out and by whom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Health and safety consultation co-ordination and communication				
Arrangements for co-ordination with other PCBU's consultants and subcontractors. e.g.: pre-start, toolbox talks, safety briefings/meetings, SOP's.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frequency of briefings, toolbox talks etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details of records maintained and contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Emergency procedures				
Emergency procedures specific to the site i.e. medical centre, emergency equipment locations and first aid kits, assembly areas etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of first aid equipment and trained first aid personnel etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Incident reporting and investigation				
Process for recording and investigating incidents, occupational illness and near misses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Process for escalating and reporting all incidents and near misses to Fletcher/BPC/Higgins (delete as applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identification that all Actual 2/Potential 2 incidents and above are investigated and a report to be provided to Fletcher/BPC/Higgins (delete as applicable) Site Management/HSEQ Advisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Process for reporting Notifiable Events to WorkSafe NZ. (Notification to Fletcher/BPC/Higgins (delete as applicable) of WSNZ response/reference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference to monthly H&S performance reporting requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Health and safety performance monitoring				
Auditing/monitoring procedures; including frequencies and how sub-contractors will be audited. (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outline of the audit programme; must reflect current or planned work activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Sub-contractor selection and management				
Are there procedures for the suitable selection and approval of the contractor's sub-contractors health and safety systems/safety plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List of sub-contractors provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outline of procedure for managing their sub-contractors (monitor and review).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the sub-contractor have an approved SSSP by the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the sub-contractor documents available for Fletcher/BPC/Higgins (delete as applicable) review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Traffic management				
Parking areas, site access, lay down areas for equipment or materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A copy of the approved Traffic Management Plans (TMP) - NB: This may be submitted separately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Site Security:				
Details of procedures to control unauthorised access during and after work hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Contract Specific Requirements				
Recommendations				

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Acceptance Conditions

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Reviewed by Project Manager / Engineer:

Name:	
Signature:	
Date:	

Reviewed by Health & Safety Advisor / Manager:

Name:	
Signature:	
Date:	